Denmark Library Janitorial Tasks - Revised

DAILY TASKS

Restrooms –All tasks to be completed DAILY.
NEVER FLUSH ANYTHING BUT TOILET PAPER DOWN TOILETS.

- ☐ Clean and sanitize with disinfectant all toilets, toilet seats, urinals, counters and lavatories.
- ☐ Clean restroom fixtures and chrome fittings of water, soap, and urine stains.
- ☐ Clean all restroom mirrors of water stains and marks. The entire surface of each mirror will be cleaned including the lower portion of any mirror located behind sink fixtures.
- ☐ Clean all partition walls and tile walls of fingerprints, markings, water stains, paper, etc. Remove markings (words, numbers, and graffiti) from all walls, doors, stall partitions, and mirror surfaces. Report non-removable graffiti to the Facilities & Construction Supervisor.
- ☐ Dust or sweep restroom floors then thoroughly wet mop all restroom floors with a disinfectant cleaner including baseboards, wall corners, and the areas behind restroom fixtures.
- ☐ Clean surfaces of dispenser units, such as toilet paper and hand dryers.
- ☐ Refill dispensers for soap and toilet paper to normal limits. Refill toilet seat covers as needed. Replace back-up supplies.

Glass Surfaces – All tasks to be completed DAILY.

- ☐ Clean all lobby entranceway glass of any fingerprints, handprints or tape residue left from signs. This includes side glass panels, sliding glass doors, exterior entry glass located on the outside of the building.
- ☐ Clean glass doors and windows leading into all interior rooms with glass doors and windows. Remove all fingerprints, handprints and tape residue left from signs.

Floors – All tasks to be completed DAILY.

- ☐ Spot vacuum all carpeted areas, including public areas, meeting rooms, offices, and staff areas to remove noticeable items. Over the course of a month all carpeted areas should be vacuumed at least once.
- ☐ Spot vacuum under all tables, desks and chairs and replace chairs under table/desk surface in all areas of the buildings.
- ☐ Properly clean linoleum in the staff area.
- ☐ Sweep concrete porches and entryway walk off mats.
- ☐ Dust, mop or sweep the LVT in the staff workroom and breakroom.

Trash Removal – All tasks to be completed DAILY.

Do not remove recyclables. Library staff handle the recycling containers and contents.

- ☐ Empty all library trash containers within and outside of the building and insert liners appropriate to the size of the container. Areas include, but are not limited to:
  - All public areas in the library branches including meeting rooms.
  - All staff break rooms
  - All restrooms
  - All trash receptacles outside of main entrances
  - All trash receptacles on docks or porches
  - All trash receptacles near garden and picnic areas
- ☐ Spot Clean exterior surfaces of all trash receptacles in all areas.
- ☐ Trash removal shall be to dumpster containers located outside of the library facilities. Trash must be placed in trash bags, each bag secured and tied, placed in the dumpsters. Close top of all trash dumpsters. All trash remains the property of Forsyth County Public Library and salvage of materials by the Contractor and/or Contractor's employees is prohibited.
  - ☐ Take steps to prevent leaking trash bags on the floor. If a trash bag does leak, clean the carpet or flooring immediately to prevent stains.

Surfaces – All tasks to be completed DAILY.

- ☐ Clean all surfaces on tables (not staff desks) and shelf tops.
- ☐ Wipe the surface of all drinking fountains with a disinfectant.
- ☐ Clean moveable dry erase boards and mounted boards in the study rooms.
- ☐ Leave all doors (open/closed/locked/unlocked) the way that you found them.

Meeting Room Chairs, Tables, and Walls – All tasks to be completed DAILY.

Link for chair and table storage image.

- ☐ Stack all meeting room chairs each night on the mobile chair dollies that are available for that purpose. Move loaded chair dollies to the meeting room storage closet.
- ☐ Lower all folding tables each night and place folded tables in the storage closet.

Janitorial Closets – All tasks to be completed DAILY.

- ☐ Rinse and clean janitorial sinks and mop buckets.
- ☐ Properly close cleaning product containers and dispose of any unused cleaners appropriately.
- ☐ Thoroughly rinse wet mops and rags, disinfect, and leave to air dry properly.

- [ ] Keep the room tidy and clean by emptying trash.
- [ ] Take necessary steps to avoid damp/mildew odors that may arise from improperly cleaned or stored equipment and supplies.

WEEKLY TASKS

Weekly Tasks- All tasks to be completed WEEKLY.

- [ ] Replace mops heads with a new mop.
- [ ] Replace all cleaning rags with new rags. .
- [ ] Remove cigarette butts from outdoor smoking urns.

QUARTERLY TASKS

Quarterly Tasks - All tasks to be completed Quarterly.

- [ ] Vacuum carpet edges, in between furniture, in corners and around furniture in offices with a nozzle vacuum attachment. Clean or dust baseboards wherever accessible.
- [ ] ~~Machine clean carpet in main entrance areas, using a commercial grade carpet cleaner.~~