

Scope of Janitorial Services for Public Library

Daily: (Monday through Thursday--Friday is not necessary because of more thorough cleaning on the weekend.)

Clean the two restrooms in the lobby and one in the Children's Library (Clean stools and sinks. Refill paper towel and soap dispensers as needed.)

Clean water fountains.

Empty all trash cans throughout the building and take trash to the dumpsters.

Sweep up anything on the slate or tile floors in all areas of the library. Spot vacuum with small push sweeper any area that needs it.

Clean smears, fingerprints, etc. off entry doors.

If snowy or muddy, parts of lobby may have to be mopped.

May be done during hours library is open--at the present, usually sometime between 3:30 and 6:00 p.m. Usually takes two people 15 to 20 minutes each. Additional time if more cleanup is needed in lobby and west entry area.

Weekend:

Vacuum all carpet.

Dust all surfaces--window ledges, hanging light fixtures, tops of shelves, open areas in shelves, fireplace area, etc.

Sweep all hard surface floors.

Mop all of the stone flooring in the lobby, aisles and restrooms.

Clean all bathroom mirrors.

Clean walls of bathroom stalls.

Knock down any cobwebs within reach.

All weekend cleaning must be done when library is closed. Sometimes have to work around events scheduled in Community Room, occasionally making evenings or early morning the only time library can be cleaned. If necessary, can also be cleaned after 5:00 p.m. Friday evenings. Takes two persons approximately 5 hours each to clean the Library on weekends.

Duties on an “as needed” basis:

Monitor janitorial supply levels and need to reorder.

Scrub kitchen floor in the Community Room once a month, if needed.

Clean inside and outside surfaces of refrigerator in the Community Room as needed.

Wash windows inside and out in the spring and fall, or as needed.

Spot clean any soiled areas of the carpet throughout the Library, including Community Room.

We currently have all carpets and upholstered furniture professionally cleaned when needed.