

# TEDD WOOD CUSTODIAL JOB DESCRIPTION

## PRODUCTION AREA CUSTODIAN

### BUILDING 1

#### WEEKLY

Clean restrooms using daily instructions plus wipe down walls and ceilings, and mop entire floor, clean walls as needed

Sweep and mop stairs weekly

Clean color match office weekly

#### DAILY

Clean restrooms daily to include cleaning toilets, urinals, sweeping floors, wiping down sinks, empty trash as needed, and spot mop floors.

Clean breakroom daily, wipe down tables, sweep floors, and wipe down counters.

Wipe down and clean water coolers

### Building 2

#### WEEKLY

Clean restrooms using daily instructions plus wipe down walls and ceilings, and mop entire floor, clean walls as needed

Sweep and mop stairs weekly

#### DAILY

Clean restrooms daily to include cleaning toilets, urinals, sweeping floors, wiping down sinks, empty trash as needed, and spot mop floors.

Clean breakroom daily, wipe down tables, sweep and mop floors

Wipe down and clean water coolers

Clean kitchen area, wipe down counters, sweep and mop floors

# TEDD WOOD CUSTODIAL JOB DESCRIPTION

## OFFICE/UPPER FLOOR BUILDING 2 CUSTODIAN

### WEEKLY

Clean restrooms using daily instructions plus wipe down walls and ceilings, and mop entire floor, clean walls as needed

Clean office area using daily instructions plus sweep and mop floors.

### DAILY

Clean restrooms daily to include cleaning toilets, urinals, sweeping floors, wiping down sinks, empty trash as needed, and spot mop floors.

Clean office area daily, wipe down tables, sweep and mop floors

Wipe down and clean water coolers

Clean office break area, wipe down counters, sweep and mop floors