

**Gunnison Library Custodial Services
Description**

**General Description of Minimal Duties**Provide after-hours custodial services for the Gunnison Library, twice weekly, on designated days/time periods. Applicants must provide proof of insurance.

**Twice Weekly**

Collect and remove all trash
Clean entrance doors and glass
Vacuum carpeted areas
Sweep and mop all hard surface floors
Wipe all exposed desk and table surfaces, including computers, monitors, keyboards, mice, copy machines, printers
Spot clean interior glass
Spot clean walls, doors, and switch plates
Sweep and clean outside entrance
Clean and remove hard water stains from drinking fountain
Clean public and staff restrooms
a. sweep and mop floors
b. Clean and sanitize all counters, basins and fixtures
c. Clean toilets inside and out
d. Clean mirrors
e. Spot clean walls and doors

**Once Weekly**

Dust exposed areas of bookshelves
Thorough vacuum of all carpet areas including beneath tables, desks, etc

**Quarterly**

Thorough cleaning and scrubbing of all hard surface floors, including corners
All high dusting including vents, emergency lighting, signs, pictures
Dusty all empty high shelves, windows, wall corners, ledges
Clean computer connections
Clean all interior glass
Clean and dust all exposed wood surfaces and apply good general housecleaning products
Spot clean upholstered furniture
Clean custodial closets

**Annually**

Clean and dust all shelving. Remove/move books and materials to dust thoroughly and replace books/materials in proper location

**At each cleaning**

Report any maintenance problems
report need for paper goods (supplied by library)