

**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)