

Custodial Job Description

This is a general summary of custodial duties that need performed around the courthouse.

Daily Chores

Offices vacuumed (ex: 1st floor Mon., 2nd floor Tues., 3rd floor Wed., LL Thurs.)
Hallways dust mopped – wet mopped if needed
Stairs swept
Restrooms cleaned – floors, sinks, stools, mirrors, restock supplies & towel dispensers
Entry doors – clean the glass and wipe the handles/bars
LL Entry – leaves, snow & trash
Outside stairways – remove leaves & debris if needed
Elevator vacuumed
Water Fountain cleaned
Offices, restrooms, hallway trash picked up daily (unless otherwise instructed)

Weekly Chores

Hallways/Stairs dusted & wet mopped
Museum – cases & floor cleaned
Cig. urns & outdoor trash can emptied
Employee restrooms cleaned – sinks, floors, stools, mirrors, trash, & restock supplies
Brass handrails on 1st & 2nd polished
Entry doors thoroughly cleaned when weather permits
Office entry doors (window) cleaned
Office sinks cleaned, restock towels (unless otherwise instructed)
Elevator – walls wiped down, stainless steel polished, tracks cleaned

Bi-weekly

Office furniture & equipment dusted
Windows cleaned – dust & cobwebs

Monthly Chores

Hallway ledges & furniture dusted
Oak & marble handrails cleaned
Courtrooms – benches, tables, chairs, etc. dusted
Judges chambers – tables, furniture, bookshelves dusted
Commissioners Room – tables, benches dusted
Restroom wastebaskets cleaned

Annually

Refinish hallway floors, office entries, restroom floors
(Buff floors as needed to maintain finish)

As Needed

Light bulbs replaced
De-ice sidewalks & stairways
Yard trash picked up
Restroom walls/stall dividers cleaned
Order & restock cleaning supplies
Maintain equipment
Clean maintenance area
Clean shredding/store room

Check with the elected official of each office to see what they want done in their office. Vacuuming should be done before the offices open for the day so you are not interfering with customers.