

Janitorial Task List

Kerr-Edmondson Buildings (Tulsa)

Updated 1/1/11

The following tasks are to be completed during business hours:

- ▲ Clean restrooms
 - 2xdaily (2nd time to restock and police area)
- ▲ Drinking Fountains
 - Daily
- ▲ Dusting
 - Daily
- ▲ Dust-mop
 - Daily
- ▲ Edmondson Center Stairs (Cafeteria)
 - Daily
- ▲ Edmondson Stairs (NE, NW, SE, SW)
 - Monday, Wednesday, Friday
- ▲ Elevators – Cleaned
 - Daily
- ▲ Elevator Floor Vacuumed
 - Monday, Wednesday, Friday
- ▲ Entry ways
 - Daily
- ▲ Floor Buff
 - Daily
- ▲ Glass Cleaning Entrances
 - Daily
- ▲ Goodwill Equipment Area & Janitorial Closets: Sinks Cleaned & Floors Mopped
 - Daily
- ▲ Kerr Stairs (North and South)
 - Monday, Wednesday, Friday
- ▲ Kitchenette
 - Daily
- ▲ Lobby Area
 - Daily

- ✦ Miscellaneous cleaning
 - As needed
- ✦ Scrub Floors
 - Monthly
- ✦ Spot Clean
 - Daily
- ✦ Spot Clean Carpets
 - Daily
- ✦ Shampoo Carpets
 - 2x Annually
- ✦ Trash
 - Daily
- ✦ Vacuum
 - Monday, Wednesday, Thursday
- ✦ Wet-mop
 - Daily

Slate Floors

- ✦ Dust mop
 - 2x daily morning/afternoon
- ✦ Wet Mop
 - Weekly
- ✦ Floor Buff
 - Weekly
- ✦ Diamond Floor System
 - 2x a year

Ceramic Tile Floor

- ✦ Damp Mop
 - Daily

Vinyl Composition Tile Floors

- ✦ Strip and Wax

- Annually
- ▲ Damp Mop
 - Daily
- ▲ Spray Buff
 - As needed