

Co-op Clean-up / Job Descriptions

Spring

Inside Jobs - 234

Halls	(dust lights, spot wipe, wash doors, dust, vacuum)	1st floor
		2nd floor
		3rd floor
		4th floor
Stairs	(dust, wash lights, spot wipe, railings, ledges)	'A' Stairs
		'B' Stairs
Windows	Back stair door, lobby	
	3rd floor, take out and wash	
	4th floor, take out and wash	
Office	Windows, take and wash balcony doors	
	Bathroom, common	
	Bathroom, back office	
Laundry Rooms	Windows, floors, machines	
Lobby	(wash walls, doors, floors)	
Basement Storage	(clean out, sweep)	
Outside Storage	(clean-up, inventory, garbage)	

Inside Jobs - 242

Halls	(dust lights, spot wipe, wash doors, dust, vacuum)	1st floor
		2nd floor
		3rd floor
		4th floor
Stairs	(dust, wash lights, spot wipe, railings, ledges)	'A' Stairs
		'B' Stairs

Windows	Back stair door, lobby 3rd floor, take out and wash 4th floor, take out and wash
Laundry Rooms	Windows, floors, machines
Lobby	(wash walls, doors, floors)
Basement Storage	(clean out, sweep)
Outside Storage	(clean-up, inventory, garbage)

Inside Jobs - 298

Halls	(dust lights, spot wipe, wash doors, dust, vacuum)	1st floor
		2nd floor
		3rd floor
		4th floor
Stairs	(dust, wash lights, spot wipe railings, ledges)	'A' Stairs
		'B' Stairs

Windows	Laundry room
	Upper floors
	Stairwells
Laundry Rooms	Windows, floors, machines
Lobby	(wash walls, doors, floors)
Basement Storage	(clean out, sweep)
Outside Storage	(clean-up, inventory, garbage)

Outside Jobs - 234

Litter	back fence
	around building
	playgrounds
	recycle bins

	wells	234		
Outside Shed	- tidy, summer equipment put out hoses put away winter equipment	234/242		
Salt/Sand Boxes	(clean-out and store in 234 outside storage)			
Garbage Cans	(clean out and new bag)			
Recycle Boxes	(empty, hose out, clean area)	(low priority)		
Concrete Slabs	(set in new ones)			
Brick Areas	(sweep, treat with weed killer)	234	Bus Area	No
Outside Inspections		234		

Outside Jobs - 242

Litter	back fence around building playgrounds recycle bins wells	234, 242		
Outside Shed	- tidy, summer equipment put out hoses put away winter equipment	234/242		
Salt/Sand Boxes	(clean-out and store in 242 outside storage)			
Garbage Cans	(clean out and new bag)			
Recycle Boxes	(empty, hose out, clean area)	(low priority)		
Concrete Slabs	(set in new ones)			
Brick Areas	(sweep, treat with weed killer)	242	Bus Area	No
Outside Inspections		242		

Outside Jobs - 298

Litter	back fence around building side property clean-out recycle bins
Outside Shed	- tidy, summer equipment put out hoses put away winter equipment
Salt/Sand Boxes	(clean-out and store in 298 outside storage)
Garbage Cans	(clean out and new bag)
Recycle Boxes	(empty, hose out, clean area)
Concrete Slabs	(set in new ones)
Flower Areas	(weed)
Play Equipment	(check - pull down)
Picnic Tables	(check, restrain)
Outside Inspections	298

Other Outside Jobs

Recycle Bins	(fix and work on surroundings)
Shrubs	(weed and clean out under)
Flower Boxes	(dig, get compost from city for flowers)
Playground	(check equipment)
Bicycle Racks	(paint)
Outside of Buildings	(inspect)
Grass	(fertilize)
Picnic Tables	(check and repair, restrain)

Fall Inside Jobs - 234

Halls	(dust lights, top of doors,
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	baseboards, dust, vacuum)	1st floor
		2nd floor
		3rd floor
		4th floor
Stairs	(dust, wash lights, spot wipe, railings, ledges)	'A' Stairs
		'B' Stairs
Windows	Back stair door, lobby	
	3rd floor, take out and wash	
	4th floor, take out and wash	
Office	Windows, take out and wash	
	Balcony doors: Main room Joan's office	
	Bathrooms	
Laundry Rooms	Windows, floors, machine	
Lobby	(wash walls, doors, floors)	
Basement Storage	(clean out, sweep)	
Outside Storage	(clean-up, inventory, garbage)	

Inside Jobs - 242

Halls	(dust lights, door ledge, wainscot, dust, vacuum)	1st floor
		2nd floor
		3rd floor
		4th floor
Stairs	(dust, wash lights, spot wipe, railings, ledges)	'A' Stairs
		'B' Stairs
Windows	Back stair door, lobby	
	3rd floor, take out and wash	
	4th floor, take out and wash	

Laundry Rooms	Windows, floors, machines
Lobby	(wash walls, doors, floors)
Basement Storage	(clean out, sweep)
Outside Storage	(clean-up, inventory, garbage) snow equipment put in, racks out

Inside Jobs - 298

Halls	(dust lights, spot wipe, wash doors, dust, vacuum)	1st floor
		2nd floor
		3rd floor
		4th floor
Stairs	(dust, wash lights, spot wipe, railings, ledges)	'A' Stairs
		'B' Stairs

Windows	Laundry room
	Upper floors
	Stairwells

Laundry Rooms	Windows, floors, machines
Lobby	(wash walls, doors, floors)
Basement Storage	(clean out, sweep)
In/Outside Storage	(clean-up, inventory, garbage)

Outside Jobs - 234 & 242

Litter	Back fence
	Around building
	Playgrounds
	Recycle bins
	Dog poop
	Wells
Outside Shed	Bring out shovels

Grass	(fertilize, use spreader)	
Recycle Boxes	(empty, hose out, clean area)	
Salt/Sand Boxes	(put outside)	
Garbage Cans	(clean out and store for winter)	
Wells	(go into, clean out garbage and weeds)	
Brick Areas	(sweep)	234 242 bus area
Composters	(clean out and store)	
Eves	(clean leaves out)	

Outside Jobs - 298

Litter	Back fence
	Around building
	Empty lot on side
	Garbage bins
	Recycle bins
	Dog poop
Grass	(fertilize, use spreader)
Recycle Boxes	(empty, hose out, clean area)
Salt/Sand Boxes	(put outside)
Garbage Cans	(clean out and store for winter)
Bushes & Shrubs	(trim and clean of dead, broken objects)
Composters	(empty, clean out, and store)