

# Janitorial Task List

## State Capitol Building

*Updated 1/1/11*

***[Does not include House of Representatives, Senate or Treasurer's areas]***

These tasks are to be completed after normal business hours.

- ▲ Buff/Spray Buff\*\*
  - 3x Weekly
- ▲ Building Exterior
  - Weekly
- ▲ Dusting
  - Weekly
- ▲ Drinking Fountains
  - Nightly
- ▲ Elevators
  - 2x Weekly
- ▲ Floor Finish Removal/Application
  - Annually
- ▲ Glass Cleaning
  - 3x Weekly
- ▲ High Dusting
  - Quarterly
- ▲ Kitchenettes/Break & Smoke Rooms
  - 3x Weekly
- ▲ Restrooms
  - Nightly
- ▲ Shampoo Carpets
  - Annually
- ▲ Snack Bars (Public Areas Only)
  - Nightly
- ▲ Sweep/Dust Mop\*\*
  - 3x Weekly
- ▲ Trash
  - Nightly

- ▲ Vacuum
  - 3x Weekly
- ▲ Wet Mop\*\*
  - 3x Weekly

*\*\*These tasks shall be performed on all stairs and tunnels 2x Weekly. Stairs are excluded from Buffing/Spray Buffing.*