

Janitorial Duties

Updated August 2026

SUNDAYS - 6 hours

- ☐ Empty all garbage,
- ☐ Sweep and wash all floors,
- ☐ Vacuum front and back mats,
- ☐ Clean 3 bathrooms on the main floor, including mirrors,
- ☐ Check paper towel and toilet paper,
- ☐ Clean boot mats during winter
- ☐ In the entryway, check for cobwebs,
- ☐ Clean the office administration area and both offices,
- ☐ Check mouse trap in pantry,
- ☐ Clean glass windows on the office door,
- ☐ Check paper towel in kitchen.
- ☐ Clean and sanitize kitchen counters and complete sanitization logs

THURSDAYS - 4 hours

- ☐ Empty all garbage,
- ☐ Vacuum all mats,
- ☐ Sweep floors,
- ☐ Check for coffee spill spills, etc. (Clean, if needed),
- ☐ Empty dehumidifier (weekly) downstairs in the entertainers' area,
- ☐ Clean bathrooms including mirrors
- ☐ Recycle cardboard boxes and paper from the office and take with garbage to the dump

MONTHLY

- ☐ Dust piano,
- ☐ Clean blackboards,
- ☐ Clean baseboards,
- ☐ Clean window ledges
- ☐ Clean fridge outside and inside and get rid of outdated food,
- ☐ Clean microwave outside and inside,
- ☐ Wipe counters, back splashes, drips on walls and cupboards,
- ☐ Clean and organize cupboards and island,
- ☐ Clean heat pump filters
- ☐ Clean flies out of light fixtures and dust
- ☐ Clean lower windows of the Community Upper ones yearly,
- ☐ Dust magazine rack/ book rack in back entry,
- ☐ Take home push mop to be washed

EVERY SIX MONTHS

- ☐ Dust and organize cabinet entry in front entry,
- ☐ Vacuum floor heat and cold air vents throughout Centre,
- ☐ Clean and organize pantry shelves in kitchen,
- ☐ Reorganize dishes occasionally as people put items back in the wrong cupboard,
- ☐ Wash and dust all light fixtures,
- ☐ Polish Conference Room table.

OTHER DUTIES

- ☐ Small maintenance jobs such as changing lightbulbs, etc.

SUPPLIES

When you are getting low on cleaning supplies, give a list to the CAO for ordering. If you happen to be going into town and are able to pick them up that is helpful. Put supplies away when they arrive.

WORK LOG

Please keep a log of your daily work done, to be assessable to Council/CAO.