

## **Goodnow Library Work Schedule – Based on a 40 hour work week:**

**Mon/Thu: 6am-2pm**

**Tue/Wed/Fri/Sat: 6am-12 noon**

**DAILY: 6:00-6:15**

1. Turn off Alarm
2. Turn lights on
3. Check thermostats

**6:15-8:00 a.m.**

1. Empty trash and recycling removal
2. Replace soiled trash liners
3. Trash and recycling gathered and removed to the dumpster
4. Bathrooms: (7) Cleaned, disinfected and dusted. Tile floors washed and dispensers refilled as needed. Diaper changers checked and liners replaced as needed. Cobwebs removed.
5. Carpeting – vacuumed ...edges kept clean
6. Kitchenettes (2) Sinks cleaned & polished. Counter tops, refrigerator doors, tables cleaned. Chairs neatly arranged. Floors vacuumed or swept. Dispensers refilled.
7. Hard floor surfaces cleaned, mopped, buffed, swept. (including entrance foyer and stairs)
8. Newspapers, book drops (inside and outside boxes): Newspapers brought in and drop boxes emptied. Materials brought to Circulation desk.
9. Arrange Meeting Room: Check with Head of Circulation for arrangement of tables and chairs.
10. Outside Entrance swept clean or shoveled and sanded. Pick up papers, trash, etc.
11. Clean coffee area: wipe clean, refill water
12. Empty book drops

## **9:00 –**

1. Drinking fountains (3) cleaned and disinfected
2. Railings kept dust free
3. Dusting/Polishing office and work areas. Cobwebs removed.
4. Elevator: Interior wall/door surfaces and exterior doors spot cleaned and polished as needed. Floor surface cleaned.
5. Glass: Entrance door glass, partitions glass and service desks glass cleaned.

## **WEEKLY:**

1. Terrazo foyer and first floor (outside bathrooms) spray buffed @1500 rpm using acrylic non-skid solution. Staff room kitchen floor.
2. Historical area: (2 rooms) hardwood floor dry mopped with treated mop head and washed with neutral cleaner. Carpet vacuumed. Tables, chairs, cases dusted and polished as needed. Book stacks, window sills, ledges, moldings and other woodwork dusted.
3. Piano: check humidifier tank to see if needs water.

## **MONTHLY:**

Community Meeting Room: Windows washed and squeegeed clean, both sides.

Conference Room: windows washed and squeegeed

Children's Room (south side under arcade) windows washed and squeegeed clean, both sides

Glass Panels (overlooking New books area) windows washed and squeegeed clean.

## **Miscellaneous:**

Monitor paper product, plastic trash liner and personal bathroom sanitary items(s) inventory. Notify Library Office Manager when additional purchases become necessary.