

## **Co-op Clean-up / Job Descriptions**

### **Spring**

#### **Inside Jobs - 234**

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

#### **Inside Jobs - 242**

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

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

### **Inside Jobs - 298**

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

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

### **Outside Jobs - 234**

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

### **Outside Jobs - 242**

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

## **Outside Jobs - 298**

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

## **Other Outside Jobs**

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

## **Fall Inside Jobs - 234**

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

### **Inside Jobs - 242**

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

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

### **Inside Jobs - 298**

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

<b>Windows</b>	Laundry room
	Upper floors
	Stairwells

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

### **Outside Jobs - 234 & 242**

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

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

### **Outside Jobs - 298**

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