

# WEEKLY CLEANING SCHEDULE

Cleaning Zones/Duties	Sweep/Dry MP	Dust	Wet Mop	Vacuum	Clean/Sanitize
<b>SUNDAYS-East Side 1st Floor</b>					
East Staff Stairwell	X	X	as needed	X	X
Book Drop/Cold Room	X	X	as needed	X	X
MM Technical Service WorkRoom		x		x	x
ILL/HomeBound Services		X		X	X
MM WorkRoom	x	x	as needed	X	X
Elevator		X		X	X
Restrooms-All	X	X	X	X	X
<b>MONDAYS-Southwest 1st Floor</b>					
Non-Fiction Stacks		X		X	X
Small Turret		X		X	X
Small Public Study Rooms		X		X	X
West Windows-Sills, Glass, Blinds		X		X	X
West Booths/Tables/Chairs		X		X	X
2nd Floor Staff Break Room	X	X	as needed	X	X
All Restrooms	X	X	X	X	X
<b>TUESDAYS-Northwest 1st Floor</b>					
Teen Hang Out		X		X	X
Idea Box		X		X	X
Teen Collection		X		X	X
DVD, Music CD, Books on CD		X		X	X
Public PC Carrels		X		X	X
Business Center		X		X	X
Periodicals Area		X		X	X
Windows-Sills,Glass, Blinds		X		X	X
All Restrooms					
<b>WEDNESDAYS-Southeast 1st Floor</b>					
Local History Area		X`		X	X
Franklin Room		X`		X	X
Literacy Office		X`		X	X
All Restrooms	X	X	X	X	
<b>THURSDAYS-Northwest 1st Floor</b>					
North Window Laptop Counters		X		X	X
Under Main Staircase Lounge/Fireplace		X		X	X
Main Room-New, Lucky Day		X		X	X
Main Service Desk Floor/Window Shelving	X	X	X	X	
Foyer Entry/Alarm Pylons	X	X	X	X	
Self Check Area/Friends' Book Sale	X	X	X	X	X
Vestibule/VIC Area/Ramp	X	X	X	X	X
Portico	X			X	X
2nd Floor Staff Break Room	X	X	as needed	X	X
All Restrooms	X	X	X	X	X
<b>FRIDAYS-2nd Floor</b>					
Youth Department	X	X	X	X	X
Balkansky A B C/Mangin Kitchen	X	X	X	X	X
All Restrooms	X	X	X	X	X
<b>SATURDAYS-2nd Floor</b>					
Administrative Offices	X		X	X	X
Board Room	X		X	X	X