

# Janitorial Task List

## Capitol Complex Buildings

*Updated 1/1/11*

- Agriculture Building & Lab
- Allen Wright Memorial Library
- Attorney General Building
- Construction & Properties Building
- Denver Davison Courts Building
- Department of Transportation Building
- Jim Thorpe Building
- Judicial Building
- M.C. Connors Building
- Oliver Hodge Building
- Sequoyah Building
- Will Rogers Building

These tasks are completed during normal during business hours, except at the Department of Transportation Building where they are completed after-hours.

- ▲ Buff/Spray Buff\*\*
  - Weekly
- ▲ Building Exterior
  - Weekly
- ▲ Dusting
  - Weekly
- ▲ Drinking Fountains
  - Daily
- ▲ Elevators
  - 2x Weekly
- ▲ Floor Finish Removal/Application
  - Annually
- ▲ Glass Cleaning
  - Daily
- ▲ High Dusting
  - Quarterly

- ✦ Kitchenettes/Break & Smoke Rooms
  - 3x Weekly
- ✦ Restrooms
  - 2x Daily (Morning/Afternoon)
- ✦ Shampoo Carpets
  - Annually
- ✦ Snack Bars (Public Areas Only)
  - Daily
- ✦ Sweep/Dust Mop\*\*
  - 3x Weekly
- ✦ Trash
  - Daily
- ✦ Vacuum
  - 2x Weekly
- ✦ Wet Mop\*\*
  - 3x Weekly

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