

Cleaning Duties for the Wellsville City Library

The library is to be cleaned on a regular basis of once every week.

Date: Date: Date: Date: Date: Date:

_____ 1. Dusting of shelves, cabinets, and other furniture.

_____ 2. Sweeping of the tile floors in the library.

_____ 3. Mopping of the tile floors in the library

_____ 4. Vacuuming of carpets and mats.

_____ 5. Scouring of restrooms,, drinking fountain and sink area in community room.

_____ 6. Cleaning of doors in front foyer.

_____ Extra-Cleaning of windows.

_____ Extra-Cleaning of meeting room.

_____ Shampoo Carpets

_____ Stripping & Waxing of floors

"Full Cleaning" includes numbers 1-6.

Extras include: the meeting room if not left in proper order after a meeting.

Windows on an as needed basis. (If necessary a spring/fall cleaning.)

The library is to supply all cleaning materials.

The contract cleaner is to report any supplies needed.

Price of shampooing the carpets &/or stripping and waxing of tile floors will be set by board.

Signature & Date _____

Items needed: _____
