

Vienna Library - Prioritized List of Custodial Services each day

Monday:

1. Take out all trash inside and outside the building
2. Restock toilet paper in dispensers and place two extra in each restroom
3. Restock paper towels in dispensers in each restroom
4. Restock soap
5. Clean the toilets (bowl, seats, and basin)
6. Clean sinks with comet
7. Clean mirrors
8. Spot check bathroom floors (WetJet)
9. Wipe down tables & chairs
10. Dust shelves and surfaces
1st Monday – Fiction, large print, and teen section
2nd Monday – Main library (front desk, non-fiction, computer area)
3rd Monday – Kids section
4th Monday – Work room

Wednesday:

1. Take out all trash inside and outside the building
2. Restock toilet paper in dispensers and place two extra in each restroom
3. Restock paper towels in dispensers in each restroom
4. Restock soap
5. Collect recycling (plastic and cardboard throughout library)
6. Clean the toilets (bowl, seats, and basin)
7. Clean sinks with comet
8. Sweep and mop bathroom floors
9. Sweep and mop all hard floors
1st Wednesday – Meeting room
2nd Wednesday – Circulation area
3rd Wednesday – Work room
4th Wednesday – Teen room
10. Clean kitchenettes with comet

Friday:

1. Take out all trash inside and outside the building
2. Restock toilet paper in dispensers and place two extra in each restroom
3. Restock paper towels in dispensers in each restroom
4. Restock soap
5. Clean the toilets (bowl, seats, and basin)
6. Spot check bathroom floors, sinks, and mirrors
7. Vacuum all library carpet
1st Friday – Main library (circulation, computer and non-fiction area)
2nd Friday – Fiction, large print, and magazine areas
3rd Friday – Large hallway and children's section
4th Friday – Spot vacuum
8. Wash windows throughout library
1st Friday – All doors and large print sections
2nd Friday – Fiction and magazine sections
3rd Friday – Non-fiction section
4th Friday – Children's section