

Curtis Thomas 319-499-0902

Rick Smith 319-610-4867

<u>Area</u>	<u>Day</u>	<u>Staff</u>	<u>What To Do</u>
2 nd Floor	Nightly	Glen	Conference Center Rooms are cleaned and set up nightly
			Chairs need to be neat, tables wiped off and floor vacuumed as needed
			Make sure whiteboards are cleaned & markers are checked to make sure they are working
2 nd Floor	Nightly	Glen	Empty all trash in offices, conference rooms, & restrooms
1 st Floor	Nightly	Glen	Empty all trash in offices, VAST area & restrooms
Both Floors	Nightly	Glen	Check recycling bins and cans. When blue bins get full or bottles/cans full let Rick know
1 st Floor	Monday	Glen	Vacuum 1 st Floor Offices
1 st Floor	Tuesday	Glen	Scour & Mop Bathrooms, also front lobby area, vestibule & elevator lobby
2 nd Floor	Wednesday	Glen	Vacuum Offices, Conference Rooms and Stairwells
2 nd Floor	Thursday	Glen	Scour & Mop Bathrooms, also Break room
1 st Floor	Friday	Glen	Vacuum VAST warehouse area