

Curtis Thomas 319-499-0902

Rick Smith 319-610-4867

Area	Day	Staff	What To Do
1100	Nightly	ALL	Conference Center Rooms(including Grant Wood and Victorian Room) are cleaned And set up nightly.
1100	Nightly	ALL	Setup Large rooms according to set up sheets Stephen and Tracey are responsible to verify that all rooms are set up as specified.
1100	Nightly	ALL	Chairs need to be neat, tables wiped and floor vacuumed as needed.
1100	Nightly	ALL	Counters wiped, whiteboards cleaned and markers checked to make sure they are working.
1100	Nightly	ALL	Vacuum both entry ways and Reception Area.
<b>GRANT WOOD</b>	<b>NIGHTLY</b>	<b>ALL</b>	<b><u>IF YOU ARE DONE WITH YOUR WORK YOU CAN WORK SOMEWHERE ELSE OR HELP SOMEONE ELSE</u></b>
1 <sup>st</sup> and 2 <sup>nd</sup> Floor	Daily	Rick	Recycling 1 <sup>st</sup> and 2 <sup>nd</sup> floor and conference center (paper, cardboard and cans) All 1 <sup>st</sup> floor small conference rooms, Conference Center Break Room.
1 <sup>st</sup> Floor	Nightly	Gerry	All small conference rooms on first floor—Arrange chairs, empty trash, wipe tables, clean white boards, and make sure markers are working, vacuum as needed.
1 <sup>st</sup> Floor	Nightly	Glen	Restrooms and both break rooms.
2 <sup>nd</sup> Floor	Nightly	Brenda	Restrooms and break areas.
2 <sup>nd</sup> Floor	Nightly	Brenda	All small conference rooms on second floor—Arrange chairs, empty trash, wipe tables, clean white boards, and make sure markers are working and vacuum as needed.
1600	Monday	Gerry	Professional Development office, Business/HR Conference Room, Scale-Up Class Room and hallways.
1700	Monday	Gerry	Print shop and Graphics
2000 and 2400	Monday	Brenda	Central File, RA offices and Secretarial Area.
1500	Tuesday	Gerry	Administration.
2100	Tuesday	Brenda	Early Childhood, NE and NW regions, Social workers, and Special Ed consultants
1200 B	Wednesday	Gerry	Professional Library, Media collections and stairwells.
1200 A	Wednesday	Gerry	Teacher Work Center and Tara's office.
1400	Wednesday	Gerry	Business Office and Human Resources, offices 1618, 1619, 1620 and 1621.
2200	Wednesday	Brenda	School Resource, SLP, Math, Tressel and Tremann.
1200 C	Thursday	Gerry	Media Collections
1200 D	Thursday	Gerry	Media Collections and Individual Cubicles
2300	Thursday	Brenda	CR and Central Regions, Psych, Hearing and Special Projects.
Hearing Van	Thursday	Rick	Hearing Vans
1900s	Friday	Gerry	Mail room, Wellness, Maintenance, Maintenance Hallway, Tech Support and Tech Support Conference Room.
1100, 1800 and 1900	Friday	Gerry	Vacuum Conference Center Gallery and Receptionist area. Wipe sills and check for spider and cob webs, Computer Programming and Media Van Routes.
2500, 2600 and 2700	Friday	Brenda	Autism, Literacy, RA offices, Secretarial area and Quiet Hallway.
	Friday	Glen	Stairwells (vacuum and wipe down Handrails)