

Day Porter Janitorial Daily Checklist		Date	Date	Date	Date	Date	Date	Date
Keller Public Library								
		1	2	3	4	5	6	7
Outside Patios Daily Tasks								
	Patio Furniture							
	Keep Patio Furniture Orderly							
All Areas - Daily Tasks								
	Set Up and Break Down Tables, Chairs &							
	Other Program Supplies for Daily Classes,							
	Meetings and Programs							
	Dust and Sanitize Computer Areas							
	Ensure High Traffic Areas are free of Safety							
	Hazards							
	Maintain Entrances Free & Clear of Hazards							
	(Including Snow & Ice in Winter)							
	Promptly Clean Up Floor Spills or Wet Flooring							
	Keep Dumpster Areas Clean & Free of Debris							
Foyer - As Needed								
	Ceramic Tile							
	Glass Doors							
	Wood Door Frames							
	Water Fountain							
	Walls							
	Public Telephone							
	Table/Chairs							
	Clean & Disinfect Table Tops							

Library Interior - As Needed								
	Ceramic Tile							
	Capret							
	Glass Doors							
	Wood Door Frames							
	Checkout Counter							
	Computer Counters							
	Reference Desk							
	Table/Chairs							
	Keep Tables and Chairs Orderly							
	Dust Cobwebs from Ceilings							
	Dust Air Returns							
	Dust Bookshelves							
	Dust Window Ledges							
	Clean & Disinfect Table Tops							
Meeting Rooms - As Needed								
	Glass Doors							
	Wood Door Frames							
	Counters							
	Tables							
	Carpet							
	Windows							
	Dust Cobwebs from Ceiling							
	Dust Air Returns							
	Dust Window Ledges							
	Clean & Disinfect Table Tops							
Administration Offices - As Needed								
	Carpets							
	Dust Air Returns							
	Dust Window Ledges							
	Dust Cobwebs from Ceiling							

	Clean & Disinfect Table Tops							
Administration Kitchen & Workroom - As Needed								
	Carpets							
	Ceramic Tile							
	Counters							
	Sinks							
	Cabinets							
	Walls							
	Tables/Chairs							
	Dust Window Ledges							
	Dust Cobwebs from Ceiling							
	Dust Air Returns							
Administration Restroom - As Needed								
	Ceramic Tile							
	Counters							
	Sinks							
	Cabinets							
	Walls							
	Toilets							
	Stall Doors							
	Mirrors							
	Clean & Fill Towel Dispenser							
	Doors to Foyer							
	Entry Doors							
	Dust Cobwebs from Ceiling							
	Dust Air Returns							
Public Restrooms - As Needed								
	Ceramic Tile							
	Counters							
	Sinks							
	Cabinets							

	Walls							
	Toilets							
	Stall Doors							
	Mirrors							
	Clean Hand Dryer							
	Doors to Foyer							
	Entry Doors							
	Dust Cobwebs from Ceiling							
	Dust Air Returns							
As Needed:								
	Conduct Light Facility Maintenance & Repairs							
	Including but not Limited to Assisting in							
	Assembling New Items Purchased							
	Assist Staff & Volunteers with Heavy Lifting							
	(Ex: Provide Assistance in Loading & Unloading							
	Book Donations)							