

Courthouse and Election Board Cleaning Duties

“Exhibit A”

Courthouse Daily Schedule: (Monday – Friday)

- Turn lights off at 4:30
- Dust mop all floors
- Sweep as needed throughout week
- Pick up trash
- Clean and disinfect restrooms
- Stock restrooms

Courthouse Weekend Schedule: (Friday Night, Saturday or Sunday)

- Sweep all rooms
- Mop floors
- Pick up trash
- Clean, disinfect and stock restrooms
- Shine brass and drinking fountains
- Clean door windows
- Order trash bags, paper towels, hand soap and toilet paper for Courthouse and Election Board
- Dust all surfaces

Courthouse Twice Yearly - 'deep' cleaning (spring and fall)

Election Board Weekly Schedule: (Once a week)

- Pick up trash
- Clean, disinfect and stock restrooms
- Sweep and mop as needed

County will furnish trash bags, paper towels, hand soap and toilet paper at their expense. Other cleaning supplies will not be included.