

CUSTODIAL DUTIES

SALISBURY PUBLIC LIBRARY
3215 MAIN STREET, SALISBURY, NB E4J 2K7
372-3240
salisbury.publiclibrary@gnb.ca

DAILY (From Tuesday to Saturday. Could also be done the night before opening)

- Clean high-touch surfaces (doorknobs, countertops, desks, keyboards, photocopier, water fountain, telephone, sinks, etc.)
- Clean washrooms and restock paper towels and bathroom tissue

TWICE A WEEK:

- Vacuum mats
- Empty garbage cans and dispose of the garbage
- Dust off tops of tables, desks, and shelves with nothing on them
- Clean floors

TWICE A YEAR:

- Wash or dust walls
- Clean windows inside and out
- Dust blinds
- Have tile floors professionally stripped, waxed, and sealed and carpets cleaned

WHENEVER NECESSARY:

- Mini-split air conditioner filter should be cleaned of dust
- Dust off cobwebs from walls and ceilings
- Purchase supplies for washrooms and cleaning
- Change light bulbs inside library
- Clean computer chairs & other chairs
- Polish tops of tables and desks
- Clean glass showcase
- Notify library staff and/or Clerk of any problems or need for repairs
- Clean up after a flood

Daily cleaning items could be done while the library is open if that is more convenient. Other cleaning must be done when the library is closed and staff are not working. Staff report for work one hour and fifteen minutes before the library opens.

Open Hours

Tue: 10 a.m.-12 noon & 1p.m. – 5 p.m.	(staff present from 8:45 a.m. -5:00 p.m.)
Wed: 1 p.m. – 5 p.m. & 6 p.m.- 8 p.m.	(staff present from 11:45 a.m. - 8:00 p.m.)
Thu: 10 a.m. – 12 noon & 1 p.m. – 5 p.m.	(staff present from 8:45 a.m. -5:00 p.m.)
Fri: 10 a.m. – 12 noon & 1 p.m. – 5 p.m.	(staff present from 8:45 a.m. -5:00 p.m.)
Sat: 10 a.m. – 12 noon & 1 p.m. – 5 p. m.	(staff present from 8:45 a.m. -5:00 p.m.)

INSURANCE AS REQUIRED BY VILLAGE OF SALISBURY