

MAINTENANCE AND CUSTODIAN RESPONSIBILITIES Hours will be 6:30 am to 3:30 pm

HVAC maintenance is performed by Barnes

SEASONAL DUTIES:

Mowing grass around Courthouse and Jail (keep Courtyard free of trash, weeds, tree limbs and leaves)

Apply weed spray as needed for weeds

Snow and ice removal (put ice melt out) around Courthouse and all sidewalks

Make certain all Christmas lights are working, help hang lights & set up the Fire department or UEC to help with the lights

Sweep and power wash entrances

Help set up Courthouse for meetings (elections, government days, jury trials, delinquent tax auction, or anytime there is a large gathering) set up tables and chairs and clean up after all gathering

Check boiler daily when running

Summer months, clean outside windows once a month

Clean inside windows as needed once the windows do get cleaned

Shampoo carpets once a year or as needed

WEEKLY DUTIES

1. Every Tuesday wind and set the tower clock for 7 days
 2. Every Monday, empty all outside trash cans
 3. Remove and recycle recycling from the building
 4. Sweep all steps on the outside
 5. Fridays, vacuum 2nd floor carpets and dust in all office/clean Courtroom (Vacuum chairs & wipe down jury chairs with disinfectant wipes) when Judge is at lunch 11:30 to 12:45
 6. Mondays, vacuum and dust all offices on the 1st floor and sweep inside steps and disinfectant all hand railings
 7. Tuesday, vacuum and dust all offices in the basement (including conference room) & clean elevator (disinfectant wipes & vacuum)
 8. Order supplies as needed
 9. Keep Kitchen cleaned & stocked with supplies (plates, napkins, plasticware, etc.)
 10. Keep spider webs inside & out removed
 11. Dust/polish all woodwork throughout the Courthouse
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DAILY DUTIES:

1. Unlock entrances doors, and turn on hallway lights
2. Empty trash from every office and remove trash to the dumpster
3. Restrooms need to be checked and restock items in all (paper towels, toilet paper, air freshener, etc) 2 times a day. Clean up all messes found.
4. Clean up any messes when they occur
5. Any maintenance which may need to be corrected (locked, lights, doors, etc.) which can be fixed immediately
6. Keep the Courtyard free of trash, weeds, tree limbs and leaves

All major maintenances and repairs to the building must be taken to the Commissioners first to get approval to repair.

Any major changes in any offices must be taken to the Commissioners first to get approval to repair.