



# TOWN OF ULYSSES

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Town Clerk (607) 387-5767, Ext 221 clerk@ulysses.ny.us

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## TOWN HALL CLEANING- EXPECTED DUTIES

### WEEKLY TASKS:

#### **On Wednesdays (after 4pm):**

1. Clean bathrooms
2. Vacuum carpets/sweep floors; spot clean as needed
3. Clean any other areas as needed (i.e. kitchen sink).

#### **On Weekends (Friday night, Saturday, or Sunday):**

A full cleaning:

1. Bathroom cleaning: scrub toilets (inside, out, seats, lids), sinks, wipe down baseboards, mop & wax floors
2. Use soap & water to wipe tops of tables in court room, kitchen and conference room. Also wipe desks, Judges' bench, cabinets and any other flat surface.
3. Sweep all floors. Pay careful attention to getting under furniture and baseboards.
4. Wet mop all floors. Wax and buff floors as needed, but at least quarterly.
5. Vacuum all rugs and spot clean when necessary.
6. Dust surfaces.
7. Remove cob webs.
8. Clean door windows.
9. Empty waste baskets and recycling.
10. Empty garbage cans outside at front and back doors.
11. Wipe off seats of chairs, tables and the open spaces on desks in all offices.
12. Clean kitchen area with particular attention to sink, microwave and counters.

### MONTHLY:

1. Clean dish drainer (if needed)
2. Remove hard water stains from kitchen sink (if needed)

### 2 TIMES/YEAR:

1. Brush down screens (remove screens on all windows in winter and replace in spring)
2. Wash windows inside & out (fall/spring).
3. Clean silverware and dishware storage areas in kitchen
4. Clean inside of refrigerator (please give Town Clerk advance notice so items can be removed).

### ONCE/YEAR:

1. Deeper cleaning of each office. (Schedule with Town Clerk so that staff can prepare)
  - a. Dust all surfaces
  - b. Remove cobwebs
  - c. Vacuum/sweep out corners/crevices/baseboards
  - d. Anything else needed