

## **BROWNSVILLE HALL CARETAKER CHECKLIST**

### **Key Responsibilities:**

- Maintain cleanliness of the kitchen, washrooms, and common areas
- Perform general cleaning tasks such as dusting, sweeping, vacuuming, and window cleaning
- Mop floors, and sanitize all surfaces
- Empty and clean garbage and recycling bins
- Restock essential supplies, including toilet paper, soap, and paper towels
- Report any maintenance issues or concerns to the supervisor