

# Classification Description

University of Michigan

Issued: 12/21/76  
Supersedes: New  
TITLE: CUSTODIAN I  
Classification Code # 971180  
FLSA NE  
GRADE: 01

## CHARACTERISTIC DUTIES

Operate vacuum cleaning equipment.  
Clean and wax furniture, cases, fixtures, and furnishings.  
Clean mirrors, inside of exterior glass and both sides of interior glass while standing on floor or stool.  
Clean toilet rooms and fixtures.  
Stock restrooms supplies.  
Dust Venetian blinds while standing on floor or stool.  
Spot wash walls to remove such items as splash marks around sinks and finger prints around light switches.  
Clean patient bedside equipment.  
Make beds and change linen.  
Collect and transport waste materials to central location.  
Report items in need of repair.  
Sweep and dust floors and stairways.  
Wet mop small areas of floor or stairs to clean up such items as spilled liquid or food.  
Maintain an inventory of supplies in accordance with specific instructions.  
Open or lock buildings or rooms.  
Turn on and off lights and equipment.  
Replace burnt out incandescent light bulbs while standing on floor or stool.  
Move and arrange furniture and furnishings.  
Collect and transport soiled linen to central location.  
Clean assigned area of work and equipment.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.