

JANITOR 1
ADMIN BLDG.- 2ND FLOOR

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT
6:00am – 8:30am	<u>OC (Incl. CR's & pantry); OVCAA; GAISANO RM.</u>
8:30am – 10:00am	<u>OECS, COA, LEGAL, OVCAD, OR, BUDGET, ACCOUNTING, HRDO</u>
10:00am – 10:15am	BREAKTIME
10:15am – 11:00am	<u>MALE & FEMALE CR's, HALLWAYS</u>
11:00 Am –1:00 pm	BREAKTIME/LUNCHTIME
1:00 pm –2:00pm	<u>MALE & FEMALE CR's & HALLWAYS</u>
2:00 pm –3:15pm	<u>OC (incl. CR's & pantry) & OTHER OFFICES</u>
3:15am – 3:30am	BREAKTIME
3:30pm – 4:00pm	<u>ALL ASSIGNED OFFICES</u>

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 2
ADMIN BLDG.- GROUND FLOOR

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT
6:00am – 7:30am	<u>ADMIN ATRIUM, HALLWAYS, SOM, & LORENZO HALL</u>
7:30am – 8:30am	<u>MALE & FEMALE CR's,</u>
8:30am – 10:00am	<u>OUR, SPMO, CASH, OSA, SOM DEAN'S, ITO, SOM FACULTY RM, SOM OFFICE & ALL CLASSROOMS</u>
10:00am –10:15pm	BREAKTIME
10:15am – 11:00am	<u>MALE & FEMALE CR's, HALLWAYS</u>
11:00am –1:00pm	BREAKTIME/LUNCHTIME
1:00 pm –2:00pm	<u>MALE & FEMALE CR's & HALLWAYS</u>
2:00 pm –3:15pm	<u>Area: SOM CLASSROOMS & OTHER OFFICES</u>
3:15am – 3:30am	BREAKTIME
3:30PM – 4:00PM	<u>ALL ASSIGNED OFFICES & CLASSROOMS</u>

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 3
CHSS BLDG. - 2ND FLOOR

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT
6:00am – 8:00am	<u>ALL CLASSROOMS, FACULTY ROOMS, DEAN'S OFFICE</u>
8:00am – 9:00am	<u>MALE & FEMALE CR's, & HALLWAYS</u>
9:00am – 10:00am	<u>CONFERENCE RM, COMLAB, CHSS ATRIUM</u>
10:00 am – 10:15am	BREAKTIME
10:15 am – 11:00pm	<u>MALE & FEMALE CR's & HALLWAYS</u>
11:00 am – 1:00pm	BREAKTIME/LUNCHTIME
1:00pm – 3:15pm	<u>ALL CLASSROOMS & OTHER OFFICES</u>
3:15am – 3:30am	BREAKTIME
3:30pm – 4:00pm	<u>ALL ASSIGNED OFFICES & CLASSROOMS</u>

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 4
CHSS BLDG. - GROUND FLOOR

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT
6:00am – 8:00am	<u>ALL GRD FLR. CLASSROOMS & AVR</u>
8:00am – 9:00am	<u>MALE & FEMALE CR's, & HALLWAYS</u>
9:00am – 10:00am	<u>MINI-THEATER, OGASH, COLSEC, CHSS ATRIUM</u>
10:00 am – 10:15am	BREAKTIME
10:15 am – 11:00am	<u>MALE & FEMALE CR's & HALLWAYS</u>
11:00 am – 1:00pm	BREAKTIME/LUNCHTIME
1:00 PM – 3:15PM	<u>ALL CLASSROOMS & OTHER OFFICES</u>
3:15am – 3:30am	BREAKTIME
3:30PM – 4:00PM	<u>ALL ASSIGNED OFFICES & CLASSROOMS</u>

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 5
**AREA OF ASSIGNMENT: ADMIN CENTER ATRIUM, UNIVERSITY AVENUE,
 OBLATION PLAZA**

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT
7:00am – 8:30am	<u>CENTER ATRIUM</u>
8:30am – 10:00am	<u>UNIVERSITY AVENUE & OBLATION PLAZA</u>
10:00 Am –10:15am	BREAKTIME
10:15 pm –11:00pm	<u>CENTER ATRIUM</u>
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00pm – 3:15pm	<u>CENTER ATRIUM</u>
3:15am – 3:30am	BREAKTIME
3:30pm – 5:00pm	<u>UNIVERSITY AVENUE & OBLATION PLAZA & CENTER ATRIUM</u>

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 6
ADMIN & CHSS GROUNDS

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
6:00am – 7:30am	<u>ADMIN 2ND FLR. HALLWAY</u>
7:30am – 8:30am	<u>ADMIN 2ND FLR. CR's</u>
8:30am – 10:00am	<u>BASKETBALL/VOLLEYBALL COURTS, PARKING AREAS</u>
10:00 am –10:15am	BREAKTIME
10:15 am –11:00am	<u>CHSS & ADMIN SURROUNDINGS</u>
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00PM – 3:15PM	<u>ADMIN & CHSS SURROUNDINGS</u>
3:15am – 3:30am	BREAKTIME
3:30PM – 4:00PM	<u>COMPOSTING AREA</u>

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 7
**OBLATION PLAZA, UNIVERSITY AVENUE, EBLH GROUNDS, MINDANAO
 AVE., ADMIN & CHSS GROUNDS**

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
7:00am – 10am	OBLATION PLAZA, UNIVERSITY AVENUE, EBLH GROUNDS, BAGOBO LANE, ADMIN & CHSS GROUNDS
10:00 am –10:15am	BREAKTIME
10:15am – 11am	BLATION PLAZA, UNIVERSITY AVENUE, EBLH GROUNDS, BAGOBO LANE, ADMIN & CHSS GROUNDS
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00pm – 3:15pm	OBLATION PLAZA, UNIVERSITY AVENUE, EBLH GROUNDS, BAGOBO LANE, ADMIN & CHSS GROUNDS
3:15am – 3:30am	BREAKTIME
3:30pm – 4:30pm	OBLATION PLAZA, UNIVERSITY AVENUE, EBLH GROUNDS, BAGOBO LANE, ADMIN & CHSS GROUNDS
4:30pm – 5:00pm	Clean & Maintain mower/grass cutter

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 8
SOM & HKC BLDG. & GROUNDS

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
6:00am – 8:30am	<u>PPO, CR's, HKC OFFICES & SURROUNDINGS</u>
8:30am – 10:00am	<u>SOM BLDG. INCL. CR's & SURROUNDINGS</u>
10:00 am –10:15am	BREAKTIME
10:15 am –11:00am	<u>PPO, CR's, HKC OFFICES & SURROUNDINGS</u>
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00 –2:30pm	<u>SOM BLDG. INCL. CR's & SURROUNDINGS</u>
2:30pm – 3:15pm	<u>PPO, CR's, HKC OFFICES & SURROUNDINGS</u>
3:15am – 3:30am	BREAKTIME
3:30pm – 4:00pm	<u>PPO, HKC BLDG, & SOM BLDG.</u>

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 9
KALIMUDAN BLDG. & GROUNDS & INFIRMARY GROUNDS

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
6:00am – 8:00am	<u>FOOD COURT, TRELLIS, TTBD0 & CR's</u>
8:00am – 10:00am	<u>KALIMUDAN & INFIRMARY GROUNDS</u>
10:00 am –10:15am	BREAKTIME
10:15 am –11:00am	<u>FOOD COURT, TRELLIS & CR's</u>
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00 –2:00pm	<u>FOOD COURT, TRELLIS & CR's</u>
2:00pm – 3:15pm	<u>TTBD0 & CR's</u>
3:15am – 3:30am	BREAKTIME
3:30pm – 4:00pm	<u>ALL ASSIGNED AREAS</u>

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 10
EBLH -WING A (GRD. & 2ND FLOORS) BLDG & GROUNDS, ILC BLDG. & GROUNDS, CSM DORM ANNEX BLDG.

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
6:00am – 8:00am	<u>EBLH- WING A COMFORT ROOMS & HALLWAYS</u>
8:00am – 9:00am	<u>EBLH – WING A LOBBY & FRONTAGE</u>
9:00am – 10:00am	<u>ILC BUILDING (OFFICES & CR'S)</u>
10:00 am –10:15am	BREAKTIME
10:15 am –11:00am	<u>EBLH-WING A SURROUNDINGS & LAUNDRY AREA</u>
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00 -3:00pm	<u>CSM DORM ANNEX HALLWAYS & CR's</u>
3:00pm – 3:30pm	<u>EBLH- WING A COMFORT ROOMS & HALLWAYS</u>
3:30pm – 4:00pm	<u>ALL ASSIGNED AREAS @ EBLH -WING A & ILC BLDGS.</u>

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 11
EBLH – WING B (GRD & 2ND FLOOR) BLDG & GROUNDS, INFIRMARY BLDG.

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
6:00am – 8:00am	<u>EBLH- WING B COMFORT ROOMS & HALLWAYS</u>
8:00am – 9:00am	<u>EBLH – WING B LOBBY & FRONTAGE</u>
9:00am – 10:00am	<u>EBLH OFFICE & CLINIC</u>
10:00 am –10:15am	BREAKTIME
10:15 am –11:00am	<u>EBLH-WING B SURROUNDINGS & LAUNDRY AREA</u>
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00 -3:00pm	<u>INFIRMARY BLDG.</u>
3:00pm – 3:30pm	<u>EBLH- WING B COMFORT ROOMS & HALLWAYS</u>
3:30pm – 4:00pm	<u>ALL ASSIGNED AREAS @ EBLH -WING B</u>

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 12
CSM GROUNDS

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
6:00am – 7:30am	<u>CSM SURROUNDINGS</u>
7:30am – 10:00am	<u>CSM OPEN GROUNDS & PARKING</u>
10:00 am –10:15am	BREAKTIME
10:15 am –11:00am	<u>CSM OPEN GROUNDS & PARKING</u>
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00PM – 3:15PM	<u>CSM PLANTS AREA</u>
3:15am – 3:30am	BREAKTIME
3:30PM – 4:00PM	<u>ALL ASSIGNED AREAS</u>
*Every Saturday Morning (due to MS Class)	CSM Comfort Rooms

Note : Cut & mow grasses at least once a month

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 13
CSM BLDG 2ND FLOOR

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
6:00am – 7:30am	<u>DEAN'S OFFICE, CR, CLASSROOMS</u>
7:30am – 10:00am	<u>FACULTY OFFICES, DARE TO 3 OFFICE, GOE-SAFER OFFICE, CLASSROOMS, CR, HALLWAYS, LABORATORIES</u>
10:00 am –10:15am	BREAKTIME
10:15 am –11:00am	<u>CR's, HALLWAYS</u>
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00PM – 3:15PM	<u>COMFORT ROOMS, LABORATORIES, CLASSROOMS, HALLWAYS & ALL OFFICES</u>
3:15am – 3:30am	BREAKTIME
3:30PM – 4:00PM	<u>ALL ASSIGNED AREAS</u>

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 14
AREA OF ASSIGNMENT: CSM GROUND FLOOR

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
6:00am – 7:30am	<u>OFFICES, CR'S, CLASSROOMS</u>
7:30am – 10:00am	<u>CLASSROOMS, LABORATORIES, HALLWAYS</u>
10:00 am –10:15am	BREAKTIME
10:15 am –11:00am	<u>CR's, HALLWAYS</u>
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00PM – 3:15PM	<u>CR'S, CLASSROOMS, LABORATORIES, HALLWAYS & ALL OFFICES</u>
3:15am – 3:30am	BREAKTIME
3:30PM – 4:00PM	<u>ALL ASSIGNED AREAS</u>

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 15
UNIVERSITY LIBRARY BUILDING & GROUNDS

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
6:00am – 7:30am	<u>CIRCULATION AREA, LEMITO, CR'S</u>
7:30am – 10:00am	<u>OFFICES, READING AREA & SURROUNDINGS</u>
10:00 am –10:15am	BREAKTIME
10:15 am –11:00am	<u>CR's, LOBBY</u>
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00PM – 3:15PM	<u>CIRCULATION AREA, LOBBY, READING AREA, LEMITO & SURROUNDINGS</u>
3:15am – 3:30am	BREAKTIME
3:30PM – 4:00PM	<u>ALL ASSIGNED AREAS</u>

Note: Cut & mow grasses at least once a month

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 16
CHSS CULTURAL COMPLEX BLDG. & GROUNDS

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
6:00am – 7:30am	<u>LOBBIES, HALLWAYS & CR'S</u>
7:30am – 10:00am	<u>ALL OFFICES & CLASSROOMS</u>
10:00 am –10:15am	BREAKTIME
10:15 am –11:00am	<u>CR's, LOBBY</u>
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00PM – 3:15PM	<u>SURROUNDINGS</u>
3:15am – 3:30am	BREAKTIME
3:30PM – 4:00PM	<u>ALL ASSIGNED AREAS</u>

Note: Cut & mow grasses at least once a month

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 17
CARIM 1 BUILDING & GROUNDS

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
6:00am – 7:30am	<u>LOBBIES, HALLWAYS & CR'S</u>
7:30am – 10:00am	<u>ALL OFFICES & SURROUNDINGS</u>
10:00 am –10:15am	BREAKTIME
10:15 am –11:00am	<u>CR's, LOBBY</u>
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00PM – 3:15PM	<u>SURROUNDINGS</u>
3:15am – 3:30am	BREAKTIME
3:30PM – 4:00PM	<u>ALL ASSIGNED AREAS</u>

Note: Cut & mow grasses at least once a month

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 18
CSM DORM ANNEX

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
6:00am – 7:30am	COMMON CR'S
7:30am – 10:00am	<u>LOBBIES & HALLWAYS</u>
10:00 am –10:15am	BREAKTIME
10:15 am –11:00am	<u>CR's, LOBBY</u>
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00PM – 3:15PM	<u>SURROUNDINGS</u>
3:15am – 3:30am	BREAKTIME
3:30PM – 4:00PM	<u>ALL ASSIGNED AREAS</u>

Note: Cut & mow grasses at least once a month

TOTAL HOURS PER WEEK = 40 HRS

JANITOR 19
MAGUINDANAO & BAGOBO ROADS, CHSS CULTURAL & HKC ROADS

MONDAY – FRIDAY

TIME	AREA/ROOM ASSIGNMENT & TASKS
7:00am – 10am	MAGUINDANAO ROAD
10:00 am –10:15am	BREAKTIME
10:15am – 11am	BAGOBO ROAD
11:00 am –1:00pm	BREAKTIME/LUNCHTIME
1:00pm – 3:15pm	CHSS & HKC ROADS
3:15am – 3:30am	BREAKTIME
3:30pm – 4:30pm	BAGOBO ROAD
4:30pm – 5:00pm	Tasks: 1. Clean & Maintain mower/grass cutter

TOTAL HOURS PER WEEK = 40 HRS