



**Addendum to Building Monitor Job Description
Building Specific Compensation Plan and
List of Duties**

This document outlines the compensation for the Building Monitor which includes a **rent free** apartment in exchange for various janitorial and on-call duties (these are described below and in the On-Call Procedures, also attached).

Compensation breakdown for **rent free** apartment is described as follows:

Market value of 2 Bedroom Apt. at hire date is \$404/month X 12 months = \$4,848 annual tax free compensation.

\$4,848 (annual compensation) \ 52 weeks = \$93 weekly compensation \ \$ 8.80 (minimum wage hourly wage) = 10 hours/week.

10 hours/week X 52 weeks = 520 hours/year \ 12 months = 43 hours/month.

(This is the maximum number of hours per month required to work in exchange for free rent. # of hours per week may not exceed 19, even if that means the rate is higher than minimum wage.)

A monthly allowance of \$15 is paid to help cover the cost of a cell phone or landline or pay phones needed to respond to a page.

Janitorial Duties required of this position are indicated below showing the frequency for each task in the corresponding column, (i.e. vacuum 2X weekly):

Building Name:	Frequency				
Building Specific Duties:	Daily	Weekly	Monthly	As Needed	N/A
Vacuum common area carpets	x				
Mop all vinyl/tile floors		2x			
Dust/wipe all ledges, sills, banisters		x			
Clean all glass				x	
Clean restroom(s)	x				
Clean staff office(s): vacuum, empty garbage/recycling	x				
Stock paper products	x				
Pick up grounds	x				
Sweep sidewalks		x			
Landscaping duties: pull weeds, rake, bark dust, etc.					x

Wipe down laundry equipment; empty trash; clean lint traps	x				
Unplug/plunge toilets				x	
Keep lobby area tidy, free of debris	x				
Keep elevator clean: wipe doors, panels, clean spills	x				
Take recycling to curb/return to designated areas					x
Check garbage rooms; ensure proper disposal of trash					x

Completion of these tasks is estimated to take approximately 9 hours per week. (Note: Must be less than 20 hours a week.) The balance of the Building Monitor's time is used for being on call after hours and response time, following established on-call procedures.

All time spent performing duties must be logged on the monthly timesheet as directed by Human Resources and submitted to the Building Manager.

All utilities, including telephone are paid by the employee. (REACH provides and pays for a pager).

I the undersigned have read and understand the compensation plan and list of duties as outlined above:

Signed by: _____
Employee