



Employees must familiarize themselves with the information below. Should a client ask you to perform a prohibited duty, please contact your recruiter before engaging in the task.

**\*List of Acceptable Job Duties:**

**Service Techs**

Painting  
 Carpet/flooring removal  
 Baseboard removal  
 Replace wall faceplates  
 Change ceiling fans  
 Change shower heads  
 Replace faucets  
 Unplug/replace toilet parts  
Minor plumbing repair  
Minor electric repair  
 Patch wallboard  
 Insert wall air unit  
 General cleaning/repair  
 Change locks  
 Replace windows  
 Replace light fixtures  
 Fix door hinges  
 Change out sinks  
 Preventive maintenance

**Porters**

Cleaning grounds  
 Empty trash  
 Spray pool deck  
 Pressure wash  
 Vacuum office  
 Sweep garage  
 Wash windows  
 Paint red curbs  
 Clean office bathroom  
 Rake/blow leaves  
 Change bulbs/ballast  
 Carpet cleaning  
 Elevator cleaning  
 Clean trash chutes  
 Touch-up hall painting  
 Clean ponds/algae  
 Move office supplies  
 Mop floors  
 Clean gym equipment  
 Remove graffiti



**\*These duties fall outside the scope of your assignment**



**Please do NOT engage in the following:**

- NO** Lifting 50 lbs or more
- NO** Major construction
- NO** Major demolition
- NO** Pool chemical mixes
- NO** Air remediation
- NO** Major electric/plumbing
- NO** Large ladders or scaffolding (e.g. extension ladder)
- NO** Purchasing of supplies
- NO** Driving of personal vehicle to perform on-site or off-site work
- NO** Mold removal
- NO** Carpet installation
- NO** Distribution of pest control
- NO** Moving of large appliances without assistance and proper equipment (i.e. dolly, back brace)
- NO** Off-site work
- NO** Major repairs without prior CSI approval
- NO** Exposure to toxic fumes
- NO** Rooftop work
- NO** Bathtub resurfacing/lacquer

**Leasing Consultant Limitations:**

**NO** acceptance of cash or incomplete/blank money orders at any time  
**NO** driving of personal vehicle without prior CSI approval for any reason  
**NO** lifting/moving office or residential furniture above 50 lbs  
**NO** service requests taken for mold complaints or service requests requiring air remediation  
**NO** signing of legal documents. Career Strategies' temporary employees are able to complete lease agreements & rental contracts up to, but not including, the signature section of such forms. Career Strategies' employees are not authorized to sign any legal notices (including a declaration of service) as they are unable to sign as the agent for owner. Please thoroughly review ALL documents and have a direct company employee sign legal documents (i.e. lease agreements, 3, 5, or 30 day notices to vacate) to preserve the legitimacy and legally binding status as a direct agent for owner.

Your cooperation is appreciated and always be sure to call your recruiter if questions arise.

**\*It is not possible to list all potentially acceptable/unacceptable job duties; the list is not exhaustive, merely illustrative.**