

CUSTODIAL DUTIES AND STANDARDS OF CLEANING

Classroom/Laboratory

Daily Cleaning: Empty trash cans

Restrooms

Daily Cleaning: Empty trash bins
Clean/disinfect fixtures
Replenish supplies
Clean mirrors
Clean baseboards
Sweep and mop floors

Routine Cleaning: Wash stall doors/walls
(Weekly)

Periodic: Scrub floors
(Monthly) Spot clean walls

Corridors

Daily Cleaning: Dust Mop
Wet Mop
Vacuum as needed
Identify and remove any stains on carpets ASAP

Routine Cleaning: Remove floor Marks
(Weekly) Machine Scrub Floor
Dust Ceiling Vents
Dust Window Ledges
Wash Windows

Periodic Cleaning: Spray Buff hallway corridors
(Monthly)

Summer Break: Apply Floor Restorer
Strip & Refinish Floors
Bonnet/Extract carpets

Stairwells

Periodic Cleaning: Check condition and Dust mop floors as needed
(Weekly) Dust & clean railings/ledges
Wet mop stairs/landings as needed
Remove debris

Periodic Cleaning: Sweep and Mop stairwells
(Monthly) Buff landings

Recycling

Daily: Collect paper/cardboard from assigned area
Deliver to appropriate bin in building

Weekly: Place bins outdoors for pickup
Remove paper/cardboard from corridors
Recycling totes should be placed outside for weekly
Pickup. Blue (Mondays) Green (Tuesdays)