

CUSTODIAL ZONE

CUSTODIAL TASK GUIDE

Name of Building **8 HR Night Custodian** **Work Hours: 3:15 p.m.-11:45 p.m.**

A standard day, 8 hours with 2– 15-minute breaks & 1–30-minute lunch

Please Note: In the event of a shortage, activities or set-ups/tear downs this schedule may be modified by the head custodian to meet the needs of the school.

FROM	TO	TASK PERFORMED
3:15 p.m.	3:30 p.m.	Check-in at the Custodial Office upon arrival (clock-in) and meet with the head custodian and/or check notes (logbook) left from head custodian. Review any needs, contingency plans, concerns, evening events or requests. Assist with any set-ups or tear downs that is needed. Check e-mail and/or take care of any requests from the head custodian or staff. Get custodial cart ready (B2).
3:30 p.m.	4:00 p.m.	At 3:30 p.m. put the cones we have set up near the workroom on a dolly and proceed outside to the southwest entrance to the parking lot. From there we set 6 cones across the north side entrance to the parking lot blocking traffic from entering. Then close and lock the gate on the south side entrance to the parking lot so there is no access point into the main parking area. Then partially close the main gate just before the hung and go, (stand on the opposite side in the middle of the gate and direct traffic into the west parking lot), this forces traffic into the far west parking lot. From here traffic is diverted through the west parking lot and into the hug and go for student pickup. The purpose of this is to create a diversion so we don't have too much traffic in one area when the kids exit from school. At 3:55 PM after traffic has settled, open the gate, and take the cones back down providing parking access to the main parking lot again. Put the cones back on a dolly and place them inside the building by the teacher's workroom. After gate duty is complete bring down the flags, fold them and place them inside the teacher's workroom.
4:00 p.m.	5:15 p.m.	Start cleaning classrooms (everything except vacuuming). Begin with room A39 and then do rooms B4, B5, B9, B14, B18, B19, and B20. While emptying the trash (daily; change trash liners if needed) and pencil sharpeners (daily), Spot Clean classrooms (see below for expectations) . Spot mop Staff Lounge (as needed) and complete mop in front of the sink (daily). Complete wet mop of A202 (Staff Lounge) should be done weekly (Friday's).
5:15 p.m.	5:30 p.m.	1 st Break
5:30 p.m.	7:30 p.m.	Continue cleaning rooms C1, C2, C3, C4, C5, C6, C9, C10, C11, C12, C13, and C14. While emptying the trash (daily; change trash liners if needed) and pencil sharpeners (daily), Spot Clean classrooms (see below for expectations) .
7:30 p.m.	8:00 p.m.	Lunch Break

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8:00 p.m.	9:00 p.m.	Continue cleaning the LMC followed by rooms A53A, B21, and B22. While emptying the trash (daily; change trash liners if needed) and pencil sharpeners (daily), Spot Clean classrooms (see below for expectations).
9:00 p.m.	9:30 p.m.	Clean the restrooms by room A2 and B2. Sweep floors with lobby broom and dustpan. Make sure to get corners, under partitions, behind toilets, under sinks and behind doors. Flush toilets/urinals. Pre-spray toilets/urinals with disinfectant when flushing and check paper products/soap. Replenish paper products and soap as needed. Clean sink by wiping it down with disinfectant and red microfiber towel. Wipe down (with disinfectant) the counter tops, soap dispensers, hand dryers, toilet paper dispensers, handicap rails and partition knobs/latches. Clean toilets/urinals using johnny mop and the red bucket. Make sure to clean the top/bottom of seat, toilet bowl, outside/underneath rims. Use dry towel for areas that may rust. Mop the floors thoroughly from back to front, rinsing and wringing out mop often. Change mop water often and as needed. Shut off lights.
9:30 p.m.	10:00 p.m.	Auto Scrub hallways. Clean-up auto scrubber after cleaning the hallways.
10:00 p.m.	10:15 p.m.	2 nd Break
10:15 p.m.	11:30 p.m.	Begin vacuuming (or dust mopping) the area with the backpack or upright vacuum. Use a rotation for vacuuming (or dust mopping) in order to ensure that ALL FTO's are wiped daily. At most sites, rooms should be vacuumed, or dust mopped every other day unless there is a staffing issue. Since vacuuming/dust mopping frequency is reduced, a really good vacuuming or dust mopping is important on the days rooms are vacuumed, or dust mopped. Rooms should be vacuumed, or dust mopped thoroughly to include areas/rugs, corners, under tables/desks, behind trash cans, etc. Shut off all lights, make sure windows and doors are secured and remove door magnet.
11:30 p.m.	11:45 p.m.	Clean-Up, empty trash, turn off lights and check doors/windows to secure the building. Make sure mop and mop buckets are rinsed out and hung to dry. Never leave mops in water/solution overnight. Clean out any other buckets and rags/towels and hang to dry. Catch-up with any missed items. Leave notes for Head Custodian if necessary. Set security alarm.

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Spot Cleaning includes Priority One is to clean ALL FTO's (Frequently Touched Objects) daily (desk/tabletops, door handles/knobs sinks/countertops, check/replace/disinfect dispenser's disposables units (paper towels & soap), drinking fountains, etc. Clean door glass (weekly or as needed), clean wall marks (weekly or as needed, especially around trash cans and pencil sharpeners), dust horizontal surfaces (weekly/Wednesday), clean white board (daily with water: **ONLY IF TEACHERS IN THE AREA REQUEST THIS BE DONE**), remove/clean graffiti (as needed), dust ceiling vents (as needed), pre-vacuum carpet (use lobby broom and pan for scooping up large pieces of paper, crayons, rocks, mulch, paper clips, staples), dust/spot mopping tile areas (as needed, if applicable), wet mop tile areas (weekly/Friday's) etc. **Spot Cleaning** each room prior to vacuuming/dust mopping avoids additional trips through the area. Vacuum rooms (using a backpack or upright vacuum) as the last step at least twice per week.

EXTRAS/PERIODICAL FREQUENCIES SCHEDULE

Monday: Spot clean doors throughout area

Tuesday: Clean door/window glass of classrooms and surrounding areas (offices, media center, cafeteria, display cases) Clean mirrors in the area.

Wednesday: Dusting of all horizontal surfaces and door frames

Thursday: Wall Marks spot clean in rooms and halls (particularly around pencil sharpeners & trash cans)

Friday: Complete wet mop of the Art Room (A39) and tile areas and catch up on Monday-Thursday duties missed due to absences and/or a holiday

Important Notes & Information

- **Classroom doors are to remain locked at ALL times unless custodian is working in the room. Custodial supplies and equipment should never be left unattended.**
- **To help save energy, turn off lights when done cleaning a room, area or hallway.**
- **Don't use the same mop for restrooms as used for other areas (classrooms, lounges, lobbies, etc.).**

***SNOW REMOVAL TAKES PRIORITY OVER ALL DUTIES!**