

CUSTODIAL ZONE

**CUSTODIAL TASK GUIDE**

**Building Name:** Downstairs Custodian **Work Hours:** 3:00 p.m.-11:30 p.m.

A standard day, 8.5 hours (2 – 15-minute breaks and 1–30-minute lunch)

FROM	TO	TASK PERFORMED
3:00 p.m.	3:15 p.m.	Check-in at the Custodial Office upon arrival. Communicate verbally and/or check notes left from head custodian and review any needs, contingency plans, concerns, evening events or requests. Assist with any set-up or tear downs that is needed. Check e-mail and/or take care of any requests from the head custodian or staff.
3:15 p.m.	4:00 p.m.	Police Employee East Grounds White Fleet parking lot. Duties include weeding, trimming, policing the grounds for trash, sweeping curbs, sweeping under stairs, emptying outside trash containers, snow removal, etc. Note: outside trash containers should be checked daily and emptied as needed.
4:00 p.m.	5:00 p.m.	Get custodial cart ready, then begin Spot Cleaning (see list of duties below) in main lobby hall by the front desk where the terrazzo break in the floor is located. Dust pictures/window frames/tables/phone (3) cubbies (weekly), empty trash by terrazzo break in the floor, Spot Clean Human Resources office area 21 (5 offices on right, next to copier), Flatirons meeting room, Seminar Break Room, Large Human Resources area (6 offices, Mount Zirkle conference rooms, cubicles).
5:00 p.m.	5:15 p.m.	1 <sup>st</sup> Break
5:15 p.m.	6:00 p.m.	Begin vacuuming the area with the backpack or upright vacuum. Start with the main lobby hall by the front desk where the terrazzo break in the floor and then do the rest of the area in the same order that it was cleaned from 4:00 p.m. to 5:00 p.m. Vacuum all the way through the area to the double doors up to the stairwell. Shut off all lights and lock doors.
6:00 p.m.	7:00 p.m.	Continue Spot Cleaning (see list of duties below) in the Financial Services, Payroll and Information Technology (IT) areas. Start with office N185, then continue with N187, N189, N191, the cubicles across from those offices, N182 (Payroll), N181, N179, NC178 (Mountain Valley), N174 (Break Room), N186, N188, cubicles across from those offices, NC198 (Mount Evans, cubicles by IT Help desk sign, N125, N127, N129, N131, cubicles across from those offices NC145 (Pikes Peak), cubicles by office NC151, NC151, N153, N155, cubicles in open area by stairs, N171, N169, N167, NC173 (Wilson Peak).
7:00 p.m.	7:30 p.m.	Lunch Break
7:30 p.m.	8:30 p.m.	Begin vacuuming the area with the backpack or upright vacuum.

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		Start with office N185 and then do the rest of the area in the same order that it was cleaned from 6:00 p.m. to 7:00 p.m. Shut off all lights and lock doors.
8:30 p.m.	9:00 p.m.	Clean restrooms by Mount Evans and across from the Custodial Closet (NC198B). Empty trash, 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 <b>red</b> 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.
9:00 p.m.	9:15 p.m.	2 <sup>nd</sup> Break
9:15 p.m.	10:15 p.m.	Continue Spot Cleaning (see list of duties below) in the large open area by the COMM Center. Start with computer labs A107 (Alpine) and A109 (Tin Cup), then continue with A111 (Silverton), offices AC115, A117, A119, break area in hall by A119, AC121 (Mount Lincoln), A123, A125, A127, cubicles across from those offices in large open area (to include AL120 & storage rooms), COMM Center and Athletic Offices by COMM Center (A108, A105, A103 and A114).
10:15 p.m.	11:15 p.m.	Begin vacuuming the area with the backpack or upright vacuum. Start with the large open area by the COMM Center. Begin with the computer labs A107 (Alpine) and A109 (Tin Cup) and then do the rest of the area in the same order that it was cleaned from 9:15 p.m. to 10:15 p.m. Shut off all lights and lock doors.
11:15 p.m.	11:30 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.

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**Spot Cleaning includes** Empty all trash cans and change liners as needed. Always return trash cans back where they belong. Clean sinks/countertops (daily, if applicable), check & replace disposables (paper towels & soap), clean door glass (weekly or as needed), damp dust window frames (weekly), clean desk tops (weekly), clean conference room tables (daily), clean wall marks (weekly or as needed, especially around trash cans and pencil sharpeners), dust horizontal surfaces/pictures (weekly/Wednesday), clean door knobs (daily), remove/clean graffiti (as needed), dust ceiling vents (as needed), pre-vacuum carpet while moving through the area (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), etc. This avoids additional trips through the area. Vacuum rooms/cubicles (using a backpack or upright vacuum) as the last step (daily).

**NOTE:** Do not clean SMART or white boards unless directed by the Custodial Manager. Only use blue microfiber towel and H<sub>2</sub>O (water).

### 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 tile areas/stairwells and catch up on Monday-Thursday duties missed due to absences and/or a holiday

### Important Notes & Information

- **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!**