

CUSTODIAL TASK GUIDE

Name of School: _____ **Head Custodian** _____ **Work Hours** 6:00 a.m.-2:30 p.m.

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

FROM	TO	TASK PERFORMED
6:00 a.m.	7:00 a.m.	Turn off alarm located by the entrance door of the main office and then clock-in. Turn on lights. The switch for the lights is in the main entrance foyer. Unlock all fire doors (upstairs & downstairs). Put out parking cones and crosswalk sign (See Parking Cone Map) that are located between the main entrance double doors. Cones need to be set up by 6:15 a.m. Perform a security walk around the exterior of the building to check for safety or security concerns. Report any issues to the Security Department (ext. XXXX).
7:00 a.m.	7:35 a.m.	Close the gate in the East parking lot and put 3 cones to block drive through the bus loop, then monitor bus lane to allow buses (5 total) into the bus loop. After buses come and go, monitor the bus loop.
7:35 a.m.	8:00 a.m.	Open East gate. Check building for cleanliness, graffiti, and maintenance issues.
8:00 a.m.	8:15 a.m.	1 st Break
8:15 a.m.	9:50 a.m.	Check with the office for any needs or requests. Check emails and take care of requests submitted in the Custodial Google Doc at 8:15 a.m. to see if there are any needs or requests from staff . Respond to all radio calls. Spot check restrooms for any issues and for paper towels, soap, and toilet paper. Respond to requests from the office or teachers. Set-up cafeteria (see Lunchroom Set-Up map). Fill up the mop bucket for spills and place by the table by the kitchen serving area. Work off the Additional Task List below.
9:50 a.m.	10:20 a.m.	Lunch Break
10:25 a.m.	12:30 p.m.	Work in cafeteria during lunch. Duties include cleaning spills, emptying trash, sweeping floors between classes and help others as needed. Dog down cafeteria doors at 12:30 p.m.

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

Snow blowers and tractor are in the outside shed. Custodial carts, closets and equipment should never be left unattended. Keep locked up when not in use.

Custodial Zone

12:30 p.m.	1:00 p.m.	After PARA's clean the cafeteria tables and stand upright (stand table against the rail and along the wall in the area they are located), then place them against the east wall in the cafeteria. Sweep & clean floor. Clean the floor with the auto scrubber that's located in the custodial storage closet in the lunchroom. Empty trash, spot clean walls & clean door glass as needed. Un-dog doors at 12:45 p.m.
1:00 p.m.	1:30 p.m.	Check building, check restrooms, make deliveries, respond to radio calls and/or take care of any request from the office or on the Custodial Goggle Doc.
1:30 p.m.	1:45 p.m.	2 nd Break
1:45 p.m.	2:25 p.m.	Set up cones located in West foyer for the West parking lot (see map) at 1:45 p.m., then monitor the West lot from 2:00 p.m. to 2:25 p.m.
2:00 p.m.	2:30 p.m.	Make sure everything for the evening is communicated and covered for the night custodians. Leave note(s), details or set-ups for the 2 nd shift custodians concerning any events or information needed for the evening. Finish-up any duties as necessary; check e-mails, Custodial Google Docs, place work orders, leave notes, etc. <i>If you are a substitute, make sure you return the sub keys to the Head Custodian's office. Place the radio back on the charger located in the custodial closet next to room 123.</i>

ADDITIONAL TASKS SCHEDULE

Make repairs (as needed), deliver boxes, put away copy paper, clean mechanical/electrical rooms, order supplies, spot check restrooms, check playground (weekly), rake/disburse wood chips/gravel on playgrounds (as needed), check roof (as needed and monthly in the summer), body fluid clean-up (immediately as needed and requested), spot clean walls (as needed), change light bulbs (as needed), change ceiling tiles (as needed), *snow removal (as needed), put down ice melt (as needed), cut grass (weekly or as needed in the spring/summer), spray and remove weeds from flower beds, control over growth on sidewalks, trim back bushes, take care of teachers requests, check fire extinguishers (monthly), check emergency/exit lights (monthly), perform cleaning audits, check/clean custodial equipment (after use), check/send e-mail, place work orders, do fire & tornado drills, clean grey trash barrels, dust classrooms (weekly), clean sinks (daily), clean classroom door glass (weekly or as needed), clean door knobs/panic bars (daily), clean graffiti (as needed) set-up/tear down for events and other duties as assigned or requested.

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