

# Elementary Custodial Duties

## Cleaning Rooms

1. Empty Waste Basket
  - a. Change bags if food is in old one
2. Empty pencil sharpener
3. Clean Boards
  - a. White boards – use a wet Mr. clean bar and wipe dry
  - b. Black boards – wipe with a wet cloth
  - c. Plastic white board – use Mr. clean bar and dry
  - d. Change erasers as needed
4. Wipe off desks & tables
  - a. Students
  - b. Teachers
  - c. Any tables and counters in the room
5. Sweep floors
  - a. Under desks and tables.
    - i. Pick up desks to make sure you get all of the dirt/dust
    - ii. Scratch away black marks with white pad
    - iii. Pick up any trash that may have not been picked up
6. Clean windows in door if needed and wipe door handles – both sides
7. Vacuum rooms with rugs if needed (should be done at least once a week even if not appearing to be dirty to get dust/dirt picked up)
8. Mop up any spills on the floor
9. Clean any other areas in the room that appear to be needed
  - a. Scan the room for any areas you may have missed and clean as necessary

## Bathrooms

1. Sweep floor
2. Empty garbage cans
3. Spray sinks and wipe out
  - a. Change/replace paper towels
4. Clean stools with disinfectant and mop
  - a. Change/replace toilet paper
5. Clean mirrors with window cleaner
6. Mop floors
  - a. Make sure you get around and behind stools thoroughly

## Junior High Locker room

1. Sweep floor
2. Empty garbage
3. Mop shower floor and locker room floor

### **Mr. Hanson's Office**

1. Empty Garbage
2. Sweep floor
3. Wipe off desk and chairs (2 black ones)
4. Clean window with window cleaner

### **Work Room**

1. Empty Garbage
2. Sweep floor
  - a. Under tables
  - b. Behind door
3. Clean/pick up/wipe off:
  - a. Work areas
  - b. Desk/tables
  - c. Keyboard

### **North Entry & West Entry**

1. Wipe windows with window cleaner and the bar on the door
2. Vacuum rugs in both entry ways

### **Hallway**

1. Dust floor and clean/scratch off black marks from the floor
  - a. Areas to clean are from the west end to the red fire doors
2. Mop up any spills than may have happened during day.
3. Make sure corners are clean and dirt is not collecting there.

### **When done Cleaning**

1. Bring cart back to hall between buildings
2. Throw dirty rags in laundry room and dirty mop heads
3. Clean cart and get ready for next day
  - a. Restock plastic garbage bags
  - b. Empty your big garbage bag and throw into dumpster
  - c. Put vacuum away

### **NOTES:**

The last rooms one works in tend to not get cleaned as well – make sure you are spending enough time with them so that they are clean.

Make sure to check for areas that you may have missed.

Pay attention to detail. The little things get noticed.

Have your cleaning partner (Cathy) check things over periodically to make sure you are not missing anything.

Check with administration to see if there is anything that is not getting done that should be or if there are any issues that need to be addressed in regards to cleaning.