
Custodial Services Cleaning Duties

1. CLASSROOM CLEANING

- A. Turn on lights
 - 1. Check light fixtures for lamps and cleanliness
 - 2. Check ceiling tile
 - 3. Make note for later action
- B. Empty all small containers into waste basket
 - 1. When emptying pencil sharpeners, note condition
- C. Clean chalkboard tray - shake cloth out into waste basket
- D. Pick up all large items on the floor – place in waste basket
- E. Empty waste basket (note: watch for liquids and gum. Wash thoroughly as needed)
 - 1. Wipe out if dirty
 - 2. Replace liner
- F. Dust room (Note always start at the ceiling and work down)
 - 1. Furnisher: files, desk, tables, chairs, Etc.
 - 2. Ledges, window sills, open shelves, Etc.
 - 3. Always check for cobwebs
 - 4. Always check corners and behind doors
- G. Spot wash walls and doors (note use graffiti remover as last resort. Use all-purpose cleaner. Make sure it is properly diluted and do not overuse.)
 - 1. Wipe down door frames
 - 2. Wipe down doors
 - 3. Clean base boards
 - 4. Clean glass in doors
- H. SPOT CLEAN WINDOWS
 - 1. Dust window sills
 - 2. Clean blinds
 - 3. Secure windows
- I. CLEAN SINKS (Note: If in classroom)
 - 1. Use descale to remove deposits, white pad first. (**WEEKLY**)
 - 2. Rinse sink and fittings
 - 3. Dry with paper towels
- J. WASH TOPS OF FURNITURE AS NEEDED
 - 1. Use disinfectant with cloth or sponge
 - 2. Heavy marks – green pad with general purpose cleaner (Note: Do not use vandal remover)
 - 3. Remove trash in and around furniture. (Note: Observe for needed repairs/replacements.)

K. CLEAN FLOORS (Note: If carpet, make notes of any spots to be removed.)

1. Tile – 24-inch dust mop; carpet – vacuum (Note: Change dust mop head weekly.
Prepare dust mop at end of shift, not before.)
2. Vacuuming procedures:
 - a) Sweep out corners, edges of carpet, and under furniture.
 - b) Make sure belt is on properly
 - c) Vacuum should sit ½ - 1 inch off carpet
 - d) Don't use extension cords; this cuts down on efficiency of the vacuum
 - e) Don't pull on cord either to unplug or to move cord.
 - f) Don't let vacuum bag drag on the floor; this wears it out.
 - g) **Clean vacuum at end of shift; empty bag.**

L. ARRANGE FURNITURE AND BLINDS

M. SPOT WET MOP TILE FLOORS (Note: Remove gum etc. from floor.)

1. Use green pads on marks
2. Spray buff, wax, super shine all

N. WASH CHALKBOARDS

1. Weekly – one time
2. Plain water and clean rags
3. Use straight lines and go across board 2-3 times

2. RESTROOM CLEANING

A. FLUSH ALL TOILETS AND URINALS

B. DUST CEILINGS AND VENTS

1. Cobwebs
2. Toilet tissue, etc.
3. Ledges
4. Check lights make notes for future reference.

C. EMPTY SANITARY NAPKIN HOLDERS

1. In trash can
2. Clean & disinfect inside & out
3. Replace liner bag

D. SWEEP FLOORS

1. Remove items stuck to floors

E. WASH TOILETS, URINALS, SINKS, & FITTINGS

1. Use disinfectant cleaner
2. Must stay on wet for a time to work
3. Spray disinfectant around edges that are mounted to wall or floor
4. May use separate bowl swab, sponge, or rag to apply.
5. Use of descale to remove lime build-up WEEKLY
6. On exterior of commodes and urinals.
7. Interior of sinks, around fittings where drips on floor would not harm finish)

F. WASH ALL TOILETS PARTITIONS AND WALLS

1. Disinfect cleaner may be sprayed on or applied with sponge
2. Must remain wet for a time to work.

G. RINSE TOILETS, URINALS, SINKS, AND FITTINGS

H. DRY TOILETS, URINALS, SINKS, AND FITTINGS

1. Paper towels
2. Dry rag

I. CLEAN MIRRORS (Note: If hand dryers are used, clean & disinfect.)

1. Glass cleaner
2. Paper towels

J. REFILL ALL DISPENSERS

1. Soap
2. Toilet tissue
3. Paper towels

K. MOP FLOORS

1. Disinfectant cleaner
2. Drains are clean and free of trash
3. Floor must be wet and remain so for a time for disinfectant to work.

L. WEEKLY CLEANING

1. Toilets and urinals
 - a. Remove water from toilets & urinals
 1. Use plunger for most of water
 2. Use bowl swab for remainder
 - b. Use bowl cleaner on interior. Start from top, let flow down, use **BOWL SWABS not bowl brushes** (Note: brushes can mark the material.)
 - c. Insure under rims are clean
 - d. Flush
2. Floor drains
 - a. Pour 1 gallon of water into drain. (Note: mop water)
 - b. Prevents odors from coming back through drain.
 - c. May use odor eliminator mixed with the water.

3. CORRIDORS AND ENTRANCE CLEANING

A. DUST ALL VENTS AND TOPS OF LOCKERS

1. Use high duster
2. Check tile and lights; make notes for future action
3. Check exit lights

B. SPOT CLEAN WALLS, DOORS, AND LOCKERS

1. Disinfectant and rags
2. General purpose cleaner
3. Vandal mark remover as a last resort

C. SPOT CLEAN ALL HALL WINDOWS & ENTRANCE DOORS

1. Glass cleaner & paper towels
2. Dust frames of doors and windows

D. CLEAN DRINKING FOUNTAINS

1. Descale – to remove calcium build-up
2. Disinfectant – let stand
3. White scrubbing pad

E. RINSE AND DRY DRINKING FOUNTAINS

1. Clear water
2. Paper towels

F. DUST MOP HALLS (Note: Will be pretreated.)

1. Small amount of dust mop treatment.
2. Use putty knife to remove gum, etc. from floor. (Note: Be sure to clean corners.)
3. Change dust mop head weekly
4. Clean walk off mats

G. WET MOPPING HALLS

1. Wet mop daily
3. Keep wet mops clean – rinses out daily; change as needed.
(Note: no bleach)

H. BUFFING FLOORS

1. Dry buffing – use white pad, speed buffer
2. Spray buffing – red pad, regular buffer
3. Spray buff 2 times weekly
4. Mix Super Shine-all in spray bottle
5. Dust mop floors after buffing

4. OFFICE, CLINIC, AND LIBRARY CLEANING

A. THE CLEANING PROCEDURES ARE BASICALLY THE SAME FOR ALL AREAS. THERE ARE SOME MINOR DIFFERENCES AND THESE POSE NO PROBLEMS.

B. TURN ON LIGHTS

1. Check for lamps and cleanliness
2. Check ceiling tiles
3. Make notes of problems for later action

C. EMPTY ALL SMALL CONTAINERS INTO WASTE BASKET

- (Note: Some libraries have 30 gallon trash cans)
1. Pencil sharpeners – note condition

D. PICK UP ALL LARGE ITEMS ON FLOOR AND PLACE IN WASTE BASKET

E. EMPTY WASTE BASKET

1. Wipe out if dirty
2. Replace liner

F. DUST ROOM

1. Bookshelves especially open ones (Note: Libraries set-up schedule)
2. Furniture: file cabinets, desks, tables, chairs, etc.
3. Ledges, windowsills, blinds, etc.
4. Always check for cobwebs
5. Always check corners and behind doors

G. SPOT WASH WALLS AND DOORS

1. Wipe down door frames
2. Wipe down doors
3. Clean base board
4. Clean glass in door

H. SPOT CLEAN WINDOWS

1. Dust windowsills
2. Clean blinds (Note: schedule blinds so some are done each night.)
3. Secure windows

I. CLEAN SINKS (Note: Clinics & Libraries)

1. Use descale and white pad to remove deposits

(Note: Do this once a week)

2. Rinse sink and fittings (Note: Check towel & soap dispensers. Refill)
3. Dry with paper towels

J. WASH TOPS OF FURNITURE AND PHONES AS NEEDED

1. Use disinfectant cleaner with cloth or sponge
2. Damp cloth with disinfectant and wipe phone

K. CLEAN TILE FLOORS

1. Use 24-inch dust mop
2. Wet mop floor
3. Use green pad on marks
4. Spray buff, wax as needed

L. VACUUM CARPET FLOORS

1. Sweep out corners, edges of carpet and under furniture (Note: should be done weekly)
2. Make sure belt is on properly
3. Vacuum should sit ½ to 1 inch off carpet
4. Don't use extension cord – this cut down on the efficiency of the vacuum
5. Don't pull on cord either to unplug or move cord – this will tear up plug end.
6. Don't let vacuum bag drag on the floor – it will wear out.
7. Clean vacuum at end of shift, empty bag

M. ARRANGE FURNITURE AND BLINDS

N. IN CLINIC, WHEN CLEANING WITH DISINFECTANT CLEANER, IT MUST REMAIN WET FOR A WHILE TO WORK

5. LOUNGE AND CAFETERIA CLEANING

A. THE CUSTODIAL STAFF SHALL:

1. Be responsible for cleaning tables and floors in student and faculty dining areas.
2. Be responsible for cleaning food spills in front of serving lines and in dining areas
3. Be responsible for emptying trash in dining area, in front of scullery area, and carry to dumpster.

D. DAILY CLEANING PROCEDURES FOR BREAKFAST AND LUNCH

1. Preparations: All items used in cafeteria cleaning should be marked for cafeteria use only and not used any place else.
 - a. Mop buckets with wringers for spills use general purpose cleaner-degreaser for floors.
 - b. Disinfectant solution for cleaning tables and chairs.
(Note: May be in buckets or spray bottles)
 - c. Clean rags and trash bags.
 - d. Push brooms, straw brooms, dust pans, etc.
 - e. Wet mops – blue band.
 1. Must be kept clean, change twice weekly.
 2. Washed completely at end of shift.
 3. Dust mops are not to be used.
2. Breakfast Clean-up
 - a. Sweep floor areas used during breakfast.
 - b. Custodians are to damp mop all floor areas used during breakfast
 - c. Empty trash cans and place in trash carts.
 - d. Replace plastic liners in trash cans.
3. Procedures during lunches
 - a. Minimum number of custodians in cafeteria, no more than 2
 - b. Wipe tables and chairs as student leave.
 - c. Pick up trays that are left.
 - d. Clean in front of serving line.
 - e. Keep floors cleaned of trash and spills.
 - f. Make sure trash cans do not overflow.
4. In-between lunches
 - a. Clear tables and wipe down.
 - b. Clean in front of serving line.
 - c. Sweep floors as much as possible.
 - d. Take trash to dumpsters.
5. After last lunch – thorough cleaning
 - a. Clean all tables and chairs.
 - b. Take all trays to scullery.
 - c. Pick up all chairs and place on tables
 - d. Sweep down entire cafeteria.
 - e. Wet mop entire cafeteria – change solution frequently.
 - f. Take all trash to dumpsters.
 - g. Wash all cafeteria trash cans and replace liners.
 - h. When floor is dry, place all chairs on floors.

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6. Daily cleaning other than for meals
 - a. On days when floor is to be buffed, leave chairs on tables.
 - b. Spot clean walls.
 - c. Clean water fountains, sinks, etc.
 - d. Clean glass in windows, doors, etc.
 - e. Dust mop floors.

6. GYMNASIUM, DRESSING, SHOWER, AND LOCKER ROOM CLEANING

A. GYMNASIUM CLEANING

1. Turn on all lights for maximum visibility (Note: make observations for later action)
2. Dusting – as high as possible around gym. (Note: wipe down doors and door frames)
3. Spot clean walls, doors, door frames, etc.
4. Clean all glass in doors and windows. (Note: if trophy cases here, clean)
5. Starting at top of bleachers, dust all surfaces always work down. (Note: remove gum, etc.)
6. Spot clean marks, etc. from bleachers.
7. Clean underneath bleachers
8. Clean drinking fountains if available. (Note: see corridor cleaning for instructions.)
9. Dust mop floor (Note: use 48-inch dust mop)
 - a. Do not use push brooms
 - b. Remove gum, etc. from floor
10. Wet mop floor with Super Shine-all
 - a. One (1) cup to bucket of water
11. Empty all trash containers
12. Secure windows and doors and turn off lights

B. AS MOST DRESSING, SHOWER, AND LOCKER ROOMS ARE IN ONE LARGE AREA THEY ARE TREATED TOGETHER

1. Turn on all lights
 - a. Check fixtures for lamps and cleanliness
 - b. Check ceiling tile
 - c. Make notes for later action
2. Dusting – start at ceiling level. Dust all surfaces – always dust down.
 - a. Check for cobwebs.
3. Wash with disinfectant solution (Note: must remain wet to work. Check restroom lesson for specifics)
 - a. Lavatories and fittings
 - b. Urinals and fittings
 - c. Toilets and fittings
 - d. Shower stalls and floors (Note: shower stalls should have water deposits and soap scum removed weekly.
 - e. Water fountains (see corridors for specifics)
 - f. Toilet partitions
 - g. All walls
 - h. All seats
4. Clean mirrors

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5. Clean and fill all dispensers
 - a. Paper towels
 - b. Toilet paper
 - c. Soap
 6. Empty all trash containers
 - a. Clean with disinfectant cleaner
 - b. Replace liners
 7. Spot wash walls, doors, etc., as needed
 8. Sweep floor – remove gum, etc.
 9. Wet mop floors
 10. Pour disinfectant solution in mop bucket down drains (Note: approximately 1 gallon per drain)

7. AUDITORIUM AND STAGE CLEANING

A. TURN ON LIGHTS

1. Check for lamps and cleanliness
2. Make notes for later action

B. DUSTING (Note: always dust down)

1. Dust walls, windows, ledges, etc. working around the auditorium
2. Dust all equipment, seats, furniture, etc.
3. Place all seats in up position
4. Remove gum, paper etc., as you dust

C. SPOT CLEAN WALLS, DOORS, DOOR FRAMES, ETC, AS NEEDED

D. CLEAN GLASS IN DOORS, WINDOWS, ETC

E. SPOT CLEAN FURNITURE, SEATS, EQUIPMENT, ETC

F. BRUSH DOWN ALL STAGE CURTAINS (Note: only as needed; vacuum weekly)

H. DUST MOP TILE FLOORS

I. EMPTY ALL TRASH CONTAINERS

J. SPOT WET MOP TILE FLOOR AS NEEDED

8. OUTSIDE AREAS

A. DAILY TASKS

1. Check all buildings for security.
 - a. Forced doors, broken glass, etc.
 - b. Report any problems found
2. Check outside of buildings for obscene writing and clean as required
3. Visually inspect security lights
4. Sweep main entrances and walks
5. Pick up trash around main entrances and around buildings.
6. Secure all gates, doors, windows, etc. at the end of the day
7. Pick up trash around dumpsters