**CUSTODIAL CLEANING PROCEDURES**

**Post in your custodial closet**

Follow the following procedures when cleaning your area of responsibility:

Check with the afternoon Night Leader at the beginning of your shift, so he/she can communicate any extra activities you need to know about in your area.

**Trash**

* All trash will be removed from your assigned area - daily.
* Trash liners will be changed as needed.

**Carpeted Classrooms**

* Lights – Replace burned out bulbs as needed - daily
* Carpet – Vacuumed daily / clean carpet spots - daily
* Dusting – All classrooms will be dusted on Mondays.
* Desks – Cleaned weekly (2-4 rooms per night, until all desks throughout your section are cleaned).

**Tiled Classrooms**

* Sweeping – Floors will be swept using a corner broom – first use a 24” dust mop to sweep large areas – daily
* Wet mop – As needed

**Hallways – Carpet**

* Lights – Replace burned out bulbs – daily as needed
* Dusting – Dust hallways on Tuesdays
* Vacuuming – Vacuum daily, spot carpet as needed
* Drinking Fountains – Cleaned daily

**Hallways – Tile**

* Light – Replace burned out bulbs – daily as needed
* Dusting – Dust hallways on Tuesdays
* Sweeping – Corner broom all corners, and then use 72” dust mop with sweeping compound - daily
* Spot mop all hallways – Daily as needed
* Run the auto-scrubber twice a week on all hallways (water only or a very light amount of Speed Soap).
* Drinking Fountains – Cleaned daily

**Bathrooms**

* Lights – Replace burned out bulbs as needed – daily
* Dusting – Dust bathrooms on Wednesdays, including stalls
* Toilets, Urinals and Sinks – Clean daily – using Quat Disinfectant on Mondays, Wednesdays and Fridays; using Speed Soap on Tuesdays and Thursdays
* Floors – Swept and mopped daily using Straight Up Floor Cleaner on Mondays, Wednesdays and Fridays; Speed Soap on Tuesdays and Thursdays

(Clean any bodily fluids immediately i.e., vomit, feces, blood, etc.)

**Locker Rooms**

* Lights – Replace burned out bulbs – daily as needed
* Dusting – Dust locker rooms on Wednesdays
* Toilets, Urinals and Sinks – Cleaned daily using Quat Disinfectant on Mondays, Wednesdays and Fridays; Speed Soap on Tuesdays and Thursdays
* Floors – Swept and mopped daily using Straight Up Floor Cleaner on Mondays, Wednesdays and Fridays; Speed Soap on Tuesdays and Thursdays
* Shower Stalls – Wipe shower wall using green scotch pad – weekly

**Gymnasium**

* Floor – Swept daily using Gym Tac Floor Preserver – daily
* Auto scrubber used once weekly and before all games
* Bleachers – Swept and mopped after every use

**Weight Room**

* Swept – daily
* Mopped – Tuesdays and Thursdays
* Vacuumed – Wednesdays
* Stairs – Swept daily (stairs on both ends of gym)

**Office**

* Lights – Replace burned out bulbs – daily as needed
* Dusting – Dust office areas on Fridays
* Floors – Vacuumed daily, carpet spots as needed daily

**Windows**

* Clean windows throughout your area – daily as needed

**NOTE:** Elementary Custodians will use the wide-area vacuum on your hallways daily. During inclement weather, carpet to tile large transition areas will be cleaned using a Pull Back Carpet Extractor as needed