

## **Elementary School**

**Custodian I** - Work schedule for normal routine cleaning. There are many unforeseen duties to be accomplished during normal work shift that cannot be listed.

### **Hours – Monday thru Friday**

**8:30 - 5:30**

8:30 – 9:00 - Police grounds , assigned by lead custodian .

9:00 – 9:30 - Girls Restrooms - ( kindergarten, green hall, 3<sup>rd</sup> grade) sweep floor, clean sinks, commodes, trashcan lids, mirrors, empty trash, restock and mop floor.

9:30 – 10:00 - Corridors – Dust wall ledges, clean wall tile, clean entrance door glasses, water fountains, window sills, trashcan lids, and cafeteria door glasses and water fountains in cafeteria.

10:00 – 11:00 - Small restrooms – clean small restrooms in classrooms and select three (3) classrooms to disinfectant student desk tops daily on a rotation basis.

11:00 – 11:30 – Main Office Complex – empty trash, dust, clean restrooms, restock, clean door glass and sweep floor.

11:30 – 12:30 – Girls Restrooms as listed above.

### **12:30 – 1:30 - LUNCH**

1:30 – 2:00 - Teacher's Lounge Area – clean table, windows, window sills, sweep floor, empty trash, dust, clean restrooms, sinks, commodes, sweep floor, empty trash ,restock and mop floor .

2:00 – 2:30 – Corridors – Clean water fountains, entrance door glasses, spot clean wall tile. Girls Restrooms fully clean, sweep floor, mop floor and restock.

2:30 – 5:30 Classrooms – 32,31,30,29,28,27,26,24,22 sweep, vacuum, empty trashcan, pencil sharpeners, wash chalkboards, trays, clean sinks, mirrors, countertops, windows, window sills, door glasses and dust Monday, Wednesday and Fridays .

Main Office Complex- vacuum, sweep, dust, empty trashcans, clean countertops, door glasses, small restrooms and restock.