

High School/ Middle School

Custodian – Work schedules and area is for normal routine cleaning. There are many unforeseen duties to be accomplished during the normal work shift that cannot be listed.

HOURS – Monday thru Friday 8:00- 5:00

8:00 – 8:30 Ladies / Gentlemen Restrooms (2) Front hall – empty trash containers, sweep and remove paper and other debris from ceiling and walls. Clean sinks, commodes, urinals mirrors, wall partitions and mop floor. Re- stock with soap and paper articles.

8:30 – 9:00 Corridors – pull corridors, empty trash containers on hall clean tops, water fountains, wall tile, door glasses, vacuum entrance mats and dust wall ledges .

9:00 – 9:45 Police grounds- assigned area. Sweep outside entrance doors.

9:45 – 10:30 Minor Maintenance – complete any minor discrepancies assigned by the lead custodian.

10:30 – 11:00 Ladies / Gentlemen Restrooms (2) Front hall– Clean sinks, commodes, urinals, mirrors, walls , partitions, empty trash, and remove tissue from ceiling if any. Sweep floor, mop floor and restock.

11:00 – 11:30 Corridors – pull corridors and vacuum entrance mats, clean water fountains and spot check walls for any marks.

11:30 – 12:30 LUNCH

12:30 – 1:00 Ladies / Gentlemen Restrooms (2) Front hall – Clean sinks, commodes, urinals, mirrors, walls, partitions, empty trash, sweep floor, remove any paper from ceiling, restock and mop floor.

1:00 – 1:45 Corridors – pull corridors empty trash containers, clean tops of trash containers, wall tile, door glasses, and vacuum entrance mats.

1:45 – 4:00 Classrooms – (12) – 104 thru 115, sweep, empty trash cans, pencil sharpeners, clean window sills, door glasses ,desk tops, dust, TV, file cabinets, computer carts, bookcases, wash chalkboards, windows, trays daily.

4:00 – 4:30 Ladies / Gentlemen Restrooms (2) Front hall – Fully clean restroom as listed above @ 12:30 time frame.

4:30 – 5:00 Corridors – Pull corridors, empty trashcans, clean tops of trash containers, vacuum mats and clean door glasses.

Note: 1. All equipment must be stored and cleaned properly.
2. Dust mops must be treated at end of shift and swept – off.
3. Clean custodial closets daily.