

Priority 1
Daily cleaning/supervision that is essential to: A) Regulatory health and safety items B) Prevention of property damage C) Tasks affecting instructional education
Clean restrooms, cafeteria, locker rooms, and drinking fountains including emptying trash cans, filling restroom paper and soap dispensers
Weekly sprinkler checks and replace missing /broken sprinklers
Completion of playground inspections and safety logs
Ice and snow removal from walkways and sidewalks
Clean/disinfect public areas of main office, phones, doors, windows and entrances
Opening, closing and securing the buildings
Spill clean ups and carpet spot extractions
Critical teacher/office requests
Inspection of sweeper routes
Office items: payroll, work orders and comp time approval and coverage between principal and custodian

Priority 2
Cleaning and other custodial tasks that are important and must be completed, but can be strategically scheduled or staggered after the completion of Priority 1 tasks These are generally appearance items i.e. vacuuming, windows, weeding, etc.
Sweep/vacuum/dust classrooms, auditorium, stadiums, private offices
Trash pickup and spraying for weeds around building and parking lots, clean curbs and storm drains
Replace individual lights and or ceiling tiles
Set up for school assemblies and other events
Complete Preventative Maintenance logs
Carpet extraction and finishing of VCT flooring, including removal of gum and black marks
Window washing and graffiti removal
Cleaning storage closets, mechanical rooms and non public
IPM inspections
Building inspections that are requested by Administration

Priority 3
Custodial tasks or supervision requests that fall outside of the routine Priority 1 and 2 responsibilities. These may include supervision, set up/clean up or special activities outside of regular contract.
Priority 1 and 2 tasks <b>should not</b> be deferred for Priority 3 tasks <b>Comp time or trade time cannot be used to cover Priority 3 tasks outside of regular contract time, custodians must be paid overtime</b>
Set up and clean up for: Saturday activities events, rentals, fundraisers, practices and sports training camps
Ice and snow removal from playground areas
Special project items: LED ballast replacement, painting, and other maintenance or contracted services
Maintenance or oversight of: recycling programs, special gardens/greenhouses, assembly of furniture, etc
Organizing custodial storage areas