<table>
<thead>
<tr>
<th>Priority 1</th>
<th>Priority 2</th>
<th>Priority 3</th>
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| Daily cleaning/supervision that is essential to:  
A) Regulatory health and safety items  
B) Prevention of property damage  
C) Tasks affecting instructional education | 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. | 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 **should not** be deferred for Priority 3 tasks  
**Comp time or trade time cannot be used to cover Priority 3 tasks outside of regular contract time, custodians must be paid overtime** |
| Clean restrooms, cafeteria, locker rooms, and drinking fountains including emptying trash cans, filling restroom paper and soap dispensers | 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 | 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 |
| Weekly sprinkler checks and replace missing/broken sprinklers | 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 |  
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