

## **Custodian's Daily Routine:**

### **7-8 AM: Disarm Building**

- Take Laundry out of Washer and put into the Dryer.
- Tables & Trash Cans in Cafeteria should already be set up for Breakfast
- Check ALL Restrooms and Classrooms dispensers (refill if needed)
- All Paper Towels, Toilet Paper, Foam Soap, Bottle filling stations are in every Custodial closet.
- While checking Bathrooms and Classrooms make sure all routes have been completed by the Sweeper. **If NOT?** Custodian will have to make sure these areas are cleaned before the Teacher's arrive.
- Grab the Walkie Talkie, Make sure it's on
- Unlock Front Office, turn on hallway lights
- Check your box for any Work orders from your teachers
- Check in with office, about any doors she needs opened for Teacher subs

### **8-8:30 AM:**

- Open Doors for Head Secretary
- Sweep Gym and get black marks

### **8:30-9:15 AM:**

- Breakfast starts at \_\_\_\_\_.
- Clean up spills and sweep the floor especially, under tables, get trash
- Clean up cafeteria, check the garbage's in the kitchen area and get ready to set up for Lunch

### **After Breakfast:**

- **Answer calls on walkie**

### **Project Time outside: We suggest taking 1 hour for outside project time.**

- Pick up trash around the building
- Weed flower beds
- Sweep gutters
- Sweep all Entries
- Prune Trees, and Shrubs

**Project Time inside:**

- Replace any Cracked ceiling Tiles
- Replace Florescent lights
- Clean Glass in Main Entrance
- Clean storage closets (by office, Cafeteria, Gym, by restrooms)
- Clean Boiler Room (sweep and scrub if needed)
- Preventive Maintenance on any Equipment

All Head Custodians should keep busy, and not spend a lot of time in their office. Only if they are putting in a Work order, Budget Mining, Approving True Time, Doing Logs, Ordering Supplies, and eating Lunch.

**On Friday's**

- Use this opportunity to scrub the Kitchen Floor for your Lunch ladies
- Scrub the Gym Floor, and remove black marks
- Test your Sprinklers. Replace if needed

**10:30 or 10:45 AM- 11:20:**

- Lunch Ladies eat at 10:30 am
- Eat with the Lunch Ladies, if not? In your Office
- Lunch starts at 11:20 make sure all trash cans are emptied and replaced, mop bucket filled and table by trash cans is in place

**11:20-1:00 PM:**

- Lunch starts at \_\_\_\_\_.
- Sweep under tables after kids are dismissed
- Grab trash if needed before next group arrives
- Look out for spills, clean up right away, put out yellow caution signs
- After the last group leaves you may pick up the tables while the last group is eating, just be sure to sweep up the trash.

**1:00-3:00 PM:**

- Scrub your lunchroom, and scrape any food left on the floor after you scrub it.
- Take out the Kitchen garbages, replace with liner
- Clean Grease Interceptor, and Log it (If you have a Grease Interceptor)
- Grab your Laundry out of the laundry room

3:00-3:30 PM:

- Meet with your ANS and Sweepers and give direction or concerns
- Training new sweepers if needed (Let Principal know about your hours & comp time)
- If you have approved comp time schedule with your principal on when you will be able to leave. Usually on a Friday.

Check out with your Principal, Head Secretary before you leave for the day.

**Weekly Responsibilities:**

- Approve part time employee true-time
- Scrub kitchen area with auto scrubber
- Check Generator and log (send to maintenance at the end of the month)
- Check battery levels on auto scrubber and log
- Check water softener salt level and log

**Monthly Responsibilities:**

- Payroll and Budget management
- Fence and Playground Inspection
- Ordering supplies
- Submit work orders

**Seasonal Responsibilities:**

- Ice & Snow removal / log (High Priority)
- Sprinkler Inspection/ repair and log
- Grounds care
- Summer detail cleaning