

Head Custodian Summer Checklist

Inside the Building (Create a map for each item showing completion if needed) **Date of Completion**

- All restrooms cleaned according to the Restroom Checklist _____
- All classrooms cleaned according to the Classroom Checklist _____
- All tile floors (scrub and recoat with at least 2 coats of finish) _____
- Strip & refinish tile floors (gym, cafeteria, classrooms, closets) _____
(at least 5 coats of floor finish as needed)
- All carpets vacuumed and extracted throughout the entire building _____
(move furniture to one side and extract, once dry, move furniture to other side and extract)
- Clean walls & entryways inside and outside throughout the building _____
- Clean windows inside halls and outside entire building _____
- Powerwash all cafeteria tables (Entire table) _____
- Clean kitchen hood vents, ceiling vents and lights _____
- Square scrub the kitchen floors _____
- Replace all ceiling tile with holes or water stains _____
- Replace dead lights (inside and out) and/or ballasts when needed _____
- Create work orders for needed repairs for maintenance to repair _____
- Vacuum & scrub boiler room & electrical room floors _____
- Vacuum data closets _____
- Complete all teacher requests _____

Outside the Building **Date of Completion**

- Test and Replace/Repair Sprinkler Heads (Weekly) _____
- Pull or spray weeds on parking lots, sidewalks and grounds (Weekly) _____
- Trash pickup (Weekly) _____
- Clean curbs and gutters (Weekly) _____
- Clean around dumpsters (Monthly) _____
- Clean and organize the shed (Monthly) _____
- Trim trees and bushes _____
- Clean up roof and roof drains of all debris _____