



Substitute Custodian Instructions

School _____ Address _____

1. Doors are to be opened by 7:00 a.m. What doors need to be opened?

2. **Special Keys** (folding doors, fire alarm, crash bar etc.) are located:

3. **Urinal** flow switch is located: _____
4. **Breakfast** starts at _____. Talk to the lunch manager about setup and when they want the kitchen trash emptied?
5. **Lunch** starts at _____. Talk to the lunch manager about setup.
6. **Snow equipment** removal is located _____
7. Fill all **soap, towels and toilet paper** dispensers. Where are the supplies located?

Note: As you go throughout the school, check to make sure the building is ready and safe for faculty and students. Check the lights, heat, cleanliness etc.

8. **Roof Hatch** is located _____
9. **Emergency Shut Off Valves and Fire Alarms** are marked on the school layout in **red**.
10. **Gas Meter** is located _____

Other Instructions:

Auto Scrubber Location: _____

Body Fluid Cleanup Equipment Location: _____

Location of special keys: _____

UTV: _____ Fire Alarm: _____ Dispensers: _____

Other Tasks:

Laundry Schedule: _____ Trash pickup: _____

Grease Interceptor: _____

Date Reviewed: _____ By: _____