

Custodial Responsibilities

Each custodian has on average, 27 classrooms (approx. 32,000sq. ft.) to clean daily, as well as specialty rooms, and events to prepare for/clean up after.

Custodians: (Daily Classroom Responsibilities)

- Trash
- Vacuuming (weekly)*

Teachers: (Daily)

- Place Trash & Recycling bins by door
- Close & lock windows
- Close blinds
- Close & lock classroom door.

Daily (Specialty Areas):

- Restrooms
- Food Service Area-Serving & Eating Areas
- Special Ed.
- Home Economics
- Administration/Counseling Offices
- Weight room/Dance room
- Gymnasium Building-2hrs of Daily Shift

Weekly:

- Vacuuming
- *Weekly vacuuming may be substituted for another duty, i.e., wash windows, dusting, desk cleaning or any other task as requested by the teacher.
- 3x week (varies,) custodians are setting up/breaking down & cleaning up for school related functions, scheduled outside groups and sporting events.

Spring & Winter Break:

- Fewer workdays/smaller crews. All 12 months employees encouraged to take vacations at these times.
- Special projects are often scheduled which take custodians away from their scheduled routes

Summer Break –Deep Cleaning

- Vacuuming
- Dusting
- Washing/disinfecting desks (done through the year as needed, as well)
- Washing windows
- Washing walls
- Lights-Change where needed
- Carpet Cleaning
- Resurfacing Hard Floors (Classrooms, etc.)
- Resurfacing Gymnasium & Dance Room Floors

Due to the recent custodial staffing changes, the teacher's and staff's help is needed in the following areas:

- Cleaning / erasing white boards
- Emptying pencil sharpeners
- Straightening desks
- Not allowing Food or Drink in classrooms
- Not using personal appliances (i.e., coffeepot, microwave, refrigerator) in classrooms. Use of these items increases the likelihood of unwanted pests and increases electrical costs.
- Removing or boxing personal belongings and /or teaching materials at the end of the year to enable the custodial crew access for deep cleaning.

Recycle:

- Every other day or as needed

Special Requests/Events:

- When School site special events or activities are planned they require set up, break down & clean up. The custodial staff will experience a delay in their cleaning schedule. Please be patient and understand they are instructed to “pick up where they left off” in their routine.
- When there are special requests or upcoming events scheduled, please notify the site's School Plant Supervisor so that our department can better accommodate cleaning services.
- Cleaning supplies are available upon request.