

Schedule 1 Main Building

Head Custodian Work Schedule

- 6:30 am – 6:45 am
Disable alarm system
Sign in
Check all restrooms for cleanliness
- 6:45 am – 7:10 am
Clean front office and Principal's office
Clean restrooms
- 7:10 am – 7:25 am
Set up cafeteria for breakfast
Trash barrels with liners, mop bucket with soap water
Dustpan and broom
- 7:25 am – 7:45 am
Inspect Grounds
Pick up large tree limbs, paper, and broken glass
Thoroughly clean curb-site and entrances
- 7:45 am – 8:00 am
Clean glass windows
Entrance and front office
- 8:00 am – 8:30 am
Clean cafeteria after breakfast
Dust-mop floor
Wet-mop floor
Take out trash
- 8:30 am – 8:45 am
Break
- 8:45 am – 9:00 am
Check Front Restrooms (Girls and Boys)
Flush all commodes and urinals and remove all urine from surfaces
Mop all urine from floors
Pick up paper from floors and empty all trash cans
Replace tissue and paper towels
- 9:00 am – 10:00 am
Yard Work (Mondays and Tuesdays)
Mow grass
Weedcat, blow, or rake leaves
Clean sidewalks and curb-site
- 10:00 am – 10:30 am
Dust-mop Hallways
Clean windows
Spot-clean walls
Sweep walkways

10:30 am – 11:30 am	Lunch
11:30 am – 11:45 am	Check all restrooms (Girls and Boys) Flush all commodes and urinals and remove all urine from surfaces Mop all urine from floors Pick up paper from floors and empty all trash cans Replace paper towels and tissue
11:45 am – 12:15 pm	Cafeteria Duty (in-between lunch-shifts) Take out the trash Mop up spills and dust-mop underneath tables
12:15 pm – 12:30 pm	Check all restrooms (Girls and Boys) Flush all commodes and urinals and remove all urine from surfaces Mop all urine from floors Pick up paper from floors and empty all trash cans Replace paper towels and tissue
12:30 pm – 1:30 pm	Clean up cafeteria after lunch Dust-mop floors Wet-mop floors Clean cafeteria glass windows
1:30 pm – 1:45 pm	Break
1:45 pm – 2:30 pm	Check logbook in office Do minor repairs Stock employe-e-carts Check equipment and turn in any non-emergency work orders
2:30 pm – 3:30 pm	General cleaning Designated areas Counselors' offices Health Room and Library
3:30 pm	End of shift

Main Building

12-Month Custodian Work Schedule

9:00 am	Sign in
9:00 am – 9:10 am	Dust-mop hallways
9:10 am – 9:30 am	Check Restrooms (Girls and Boys)
9:30 am – 10:30 am	Yard Work (Monday and Tuesdays) Cut and trim grass Rake or blow leaves Clean sidewalks and curbs Pick up paper, broken glass, bottles and large tree limbs
10:30 am – 10:45 am	Check all restrooms (Girls and Boys) Flush commodes and urinals Remove all urine from surfaces Pick up paper from floors and empty trash Replace toilet tissue and paper towels
10:45 am – 11:00 am	Break
11:00 am – 11:30 am	Cafeteria Duty Take out trash Dust-mop underneath tables Mop up spills
11:30 am – 12:30 pm	Lunch
12:30 pm – 1:30 pm	Cafeteria Duty – after lunch Take out trash and wash trash cans Dust-mop floors Wet-mop floors Clean cafeteria glass
1:30 pm – 1:45 pm	Check all restrooms (Girls and Boys) Flush commodes and urinals Remove all urine from surfaces Pick up paper from floors and empty trash Replace toilet tissue and paper towels

1:45 pm – 2:00 pm	Dust-mop all hallways
2:00 pm – 2:15 pm	Break
2:15 pm – 2:30 pm	Set up the cafeteria for after school care Prepare fresh water in mop bucket Supply broom, dust mop, and dustpan
2:30 pm – 6:00 pm	General cleaning Clean designated areas Clean restrooms (Girls and Boys) Clean water fountains Clean glass on door entrance Vacuum all door entrance-mats Buff hallways
6:00 pm	End of shift

Main Building

9.25 (4 hr) Custodian Work Schedule

2:30 pm	Sign in
2:30 pm – 4:30 pm	General Cleaning Designated areas Girls and boys restrooms Teachers lounge Teachers workroom
4:30 pm – 4:45 pm	Break
4:45 pm – 6:30 pm	General Cleaning Designated areas Glass on door entrance Vacuum all door entrance-mats
6:30 pm	End of shift

Schedule 2

Custodial Work Schedule Auditoriums

1:00 pm – 2:00 pm

Clean all restrooms

2:00 pm – 4:00 pm

Clean aisles between seats
Vacuum all halls
Sweep and mop stage
Mop and buff all tile areas

Schedule 3

Custodial Work Schedule Gymnasiums

12:00 n – 12:30 pm	Check restrooms Pick up trash on outside entrance Vacuum mats
12:30 pm – 1:15 pm	Clean all restrooms Put out supplies
1:15 pm – 1:45 pm	Dust-mop Spot-mop hall Clean water fountains
1:45 pm – 2:00 pm	Break
2:00 pm – 3:00 pm	Clean entrance glass Pick up trash outside Spot-clean windows Check restrooms Police grounds outside gym
3:00 pm – 4:00 pm	Lunch
4:00 pm – 6:00 pm	Pull trash Clean locker rooms Dust bleachers Check restrooms
6:00 pm – 6:15 pm	Break
6:15 pm – 9:00 pm	Clean coaches offices Clean classrooms Dust-mop basketball court Spot-mop basketball court Clean all restrooms Buff halls Clean equipment Secure building Code out

Schedule 4

Custodial Work Schedule Media Centers

1:00 pm – 3:00 pm

Dust shelves
Clean tables
Wash windows

3:00 pm – 3:15 pm

Break

3:15 pm – 5:00 pm

Clean all offices
Clean Restrooms
Sweep, mop, buff tile-areas
Vacuum all carpet

Schedule 5

**Custodial Work Schedule
Field Houses**

1:00 pm – 3:00 pm	Clean all restrooms, offices, and locker rooms
3:00 pm – 3:15 pm	Break
3:15 pm – 5:00 pm	Clean all bleachers and hallways

Schedule 6

**Custodial Work Schedule
Portable Buildings**

6:00 pm – 8:00 pm	Clean portables
8:00 pm – 8:15 pm	Break
8:15 pm – 9:15 pm	Clean portables