Sweep walkways
Sweep hallways
Wipe down windows
Dust mop hallways

Clean sidewalks and curb-side
Weeds, blow or rake leaves
Mow grass

Yard work (Mondays and Tuesdays)

Replace trash and paper towels
Pick up paper from floors and empty all trash cans
Mop all urine from floors
From surfaces
Flush all commodes and urinals and remove all urine
Check from restrooms (Girls and Boys)

Break
Take out trash
We-mop floor
Dust mop floor

Clean cafeteria after breakfast

Erase and front office
Clean glass windows

Thoroughly clean curbside and entrances
Inspect grounds

Dustbin and broom
Trash baskets with liters, mop bucket with soap water
Set up cafeteria for breakfast

Clean restrooms
Clean front office and principals office

Check all restrooms for cleanliness
Sign in
Disable alarm system

Head Custodian Work Schedule

Main Building
Schedule 1

10:00 am - 10:30 am

6:00 am - 10:00 am

8:45 am - 9:00 am

8:30 am - 8:45 am

8:00 am - 8:30 am

7:45 am - 8:00 am

7:25 am - 7:45 am

7:10 am - 7:25 am

6:45 am - 7:10 am

6:30 am - 6:45 am
2:30 pm - 3:30 pm

End of shift
Health Room and Library
Counselors' offices
Designated areas
General cleaning

Work orders
Check equipment and turn in any non-emergency
Stock employed carts
Do minor repairs
Check lost books in office

Break

1:45 pm - 2:30 pm

1:30 pm - 1:45 pm

12:30 pm - 1:30 pm

12:15 pm - 12:30 pm

11:45 am - 12:15 pm

11:30 am - 11:45 am

10:30 am - 11:30 am

Lunch

Clean cafeteria, glass windows
Wet-mop floors
Down mop floors
Clean up cafeteria after lunch

Pick up paper from floors and empty all trash cans
Wipe all waste from floors

Flush all restrooms (girls and boys)

Check all restrooms (girls and boys)

Replace paper towels and tissues
Pick up paper from floors and empty all trash cans
Wipe all waste from floors

Flush all restrooms and sinks and remove all litter

Cafeteria Duty (in between lunch-shifts)
Take out the trash

Replace paper towels and tissues
Pick up paper from floors and empty all trash cans
Wipe all waste from floors

Flush all restrooms and sinks and remove all litter
Replace toilet tissue and paper towels
Pick up paper from floors and empty trash
Remove all trash from surfaces
Flush commodes and urinals
Check all restrooms (Girls and Boys)

Clean cafeteria dishes
Wet-mop floors
Dust-mop floors
Take out trash and wash trash cans
Cafeeteria Duty — After Lunch

Lunch

Mop up spills
Dust-mop untravelled tables
Take out trash
Cafeeteria Duty

Break

Replace toilet tissue and paper towels
Pick up paper from floors and empty trash
Remove all trash from surfaces
Flush commodes and urinals
Check all restrooms (Girls and Boys)

Hums
Pick up paper, broken glass, bottles, and large lice
Clean sidewalks and curbs
Rake or blow leaves
Cut and trim grass

Yard Work (Monday and Wednesdays)

Check Restrooms (Girls and Boys)
Dust-mop hallways

Sign in

12-Month Custodian Work Schedule

Main Building
End of shift

6:00 pm

- Butt hallways
- Vacuum all door entrances
- Clean glass on door entrance
- Clean water fountains
- Clean restrooms (Girls and Boys)
- Clean designated areas
- General cleaning

Supply broom, dust mop, and dustpan
Prepare fresh water in mop bucket
Set up the cafeteria for after school care

Break

2:00 pm - 2:15 pm

Dust mop all hallways

2:15 pm - 2:30 pm

2:30 pm - 6:00 pm
9:25 (4 hr) Custodian Work Schedule

Main Building

End of shift

6:30 pm

Vacuum all door entrance-mats

4:45 pm - 6:30 pm

Class on door entrance

Desenitized areas

General Cleaning

Break

4:30 pm - 4:45 pm

Teachers Workroom

4:30 pm - 4:30 pm

Teachers Lounge

General Cleaning

Girls and boys restrooms

2:30 pm - 4:30 pm

Desenitized areas

2:30 pm

Sign in
Schedule 2

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

Auditorium
Custodial Work Schedule

2:00 pm – 4:00 pm
1:00 pm – 2:00 pm
Break

Check restrooms
Dust planters
Check locker rooms
Pick up trash outside classroom offices

Lunch

Police grounds outside gym
Check restrooms
Spot clean windows
Pick up trash outside entrance
clean entrance glass

Break

Check water fountains
Score mops/ hall
Dust mops

Put out supplies
Clean all restrooms
Vacuum mats
Pick up trash on outside entrance
Check restrooms

6:15 pm - 6:45 pm
6:00 pm - 6:15 pm
4:00 pm - 4:15 pm
3:00 pm - 4:00 pm
2:00 pm - 3:00 pm
1:45 pm - 2:00 pm
1:15 pm - 1:45 pm
12:30 pm - 1:15 pm
12:00 n - 12:30 pm

Gymnasiums
Custodial Work Schedule

Schedule 3
Vacuum all carpet
Sweep, mop, bulk like-areas
Clean Restrooms
Clean all offices

Break

Wash Windows
Clean Tables
Dust Shelves

3:15 pm - 5:00 pm
3:00 pm - 3:15 pm
1:00 pm - 3:00 pm

Media Centers
Custodial Work Schedule

Schedule 4
Field Houses
Custodial Work Schedule

Schedule 5

Clean all classrooms and hallways

3:15 pm - 5:00 pm

Break

3:00 pm - 3:15 pm

Clean all restrooms, offices, and locker rooms

1:00 pm - 3:00 pm
Portable Buildings

Custodial Work Schedule

Schedule 6

Clean Portable Buildings
8:15 pm - 9:15 pm

Break
8:00 pm - 8:15 pm

Clean Portable Buildings
6:00 pm - 8:00 pm