

# CUSTODIAL DUTIES AND STANDARDS OF CLEANING

## Classroom/Laboratory

**Daily Cleaning:** Empty trash cans  
Dust window ledges/podium  
Clean chalk boards/trays  
Clean erasers  
Replenish chalk if applicable  
Sweep and mop floors  
Identify and remove any stains on carpets ASAP

**Routine Cleaning:** Spot clean walls/doors  
Weekly Clean along baseboards  
Straighten window shades/blinds  
Clean desk tops  
Vacuum carpeted floors

**Periodic Cleaning:** Buff floors/Front of rooms  
Monthly Wash windows  
Wash trash cans

**Recycling:** Remove paper and broken down cardboard  
(Daily) Deliver to collection bin in building

## Office Areas

**Daily Cleaning:** Empty trash  
Dust mop floors, if tiled. Mop as needed.  
Clean Ledges  
Identify and remove any stains on carpets ASAP

**Routine cleaning:** Vacuum carpets  
(Weekly) Clean glass  
Dust openly accessible areas (Desktops and cluttered surfaces will not be dusted)

**Periodic:** Shampoo carpets as needed. Stains should be  
Monthly/bi monthly Addressed when they are found

**Recycling:** Remove paper/cardboard from offices  
(Daily) Deliver to collection bin in building

## **Restrooms**

**Daily Cleaning:** Empty trash bins  
Clean/disinfect fixtures  
Replenish supplies  
Clean mirrors  
Clean baseboards  
Sweep and mop floors

**Routine Cleaning:** Wash stall doors/walls  
(Weekly)

**Periodic:** Scrub floors  
(Monthly) Spot clean walls

## **Corridors**

**Daily Cleaning:** Dust Mop  
Wet Mop  
Vacuum as needed  
Identify and remove any stains on carpets ASAP

**Routine Cleaning:** Remove floor Marks  
(Weekly) Machine Scrub Floor  
Dust Ceiling Vents  
Dust Window Ledges  
Wash Windows

**Periodic Cleaning:** Spray Buff hallway corridors  
(Monthly)

**Summer Break:** Apply Floor Restorer  
Strip & Refinish Floors  
Bonnet/Extract carpets

## **Stairwells**

**Periodic Cleaning:** Check condition and Dust mop floors as needed  
(Weekly) Dust & clean railings/ledges  
Wet mop stairs/landings as needed  
Remove debris

**Periodic Cleaning:** Sweep and Mop stairwells  
(Monthly) Buff landings

## **Recycling**

**Daily:** Collect paper/cardboard from assigned area  
Deliver to appropriate bin in building

**Weekly:** Place bins outdoors for pickup  
Remove paper/cardboard from corridors  
Recycling totes should be placed outside for weekly  
Pickup. Blue (Mondays) Green (Tuesdays)