

Custodial Duties

Mesquite Independent School District

Day Custodial Duties

Opening Duties

- Arrive on time and be ready to work at the start of your shift.
- Turn off the security alarm and turn on the correct lights.
- Inspect and prepare the building for proper operation.
- Replace lamps as needed, and submit any needed work orders according to the campus policy.
- Inspect the building for damage and evidence of vandalism and remove any writing, drawings or graffiti. Notify the principal if the graffiti cannot be removed, and note the items that need repairing.
- Check all restrooms and kitchen areas for water leaks.
- Perform other duties as assigned.

Daily Duties

- Be available to answer all calls from the office staff.
- Maintain a clean and sanitized cafeteria.
- Mop, sweep, and vacuum floors and carpets as needed.
- Maintain clean and orderly custodial rooms, storage rooms, and closets.
- Disinfect and clean locker rooms, showers, restrooms, clinic, water fountains, etc., and refill supply containers.
- Inspect grounds and report any repair needs.
- Remove stains from walls, wood work and floors.
- Utilize proper cleaning methods when a student is ill.
- Check restrooms after each class rotation.
- Assist the staff in arranging and moving furniture and equipment.
- Clean the glass in showcases, windows and doors.
- Pick up and dispose of trash and dangerous materials and place in appropriate containers.
- Clean and dust furniture, blinds, ledges, and stairways.
- Help in cafeteria during all lunch times. Empty trash, clean spills, dispose of leftover food, etc.
- Clean cafeteria tables.
- Remove cafeteria tables to the side walls.
- Mop cafeteria floors.
- Replace cafeteria tables.
- Clean tables in teacher's lounge.
- Perform other duties as assigned.

Night Custodial Duties

Daily Duties

- Arrive on time and be ready to work at the start of your shift.
- Be available to answer all calls from the office staff.
- Mop, sweep, and vacuum floors and carpets as needed.
- Maintain clean and orderly custodial rooms, storage rooms, and closets.
- Disinfect and clean locker rooms, showers, restrooms, clinic, water fountains, etc., and refill supply containers.
- Clean classrooms daily.
- Inspect grounds and report repair needs.
- Remove stains from walls, wood work and floors.
- Assist the staff in arranging and moving furniture and equipment.
- Clean the glass in showcases, windows and doors.
- Pick up and dispose of trash and dangerous materials and place in appropriate containers.
- Pick up recyclable material and place in appropriate dumpsters.
- Clean and dust furniture, blinds, ledges, and stairways.
- Vacuum carpets, sweep or mop floors in classrooms and offices and rearrange furniture after moving.
- Empty waste baskets and wash when needed.
- Sweep, mop, and dust auditorium or gymnasium.
- Spot mop, clean windows, remove stains, etc., when needed.
- Scrub toilet partitions and walls.
- Secure and lock all windows and doors.
- Turn off exit lights, lights in hallways, stairways, etc.
- Turn on night lights and security alarm.
- Perform other duties as assigned.

Weekly Custodial Duties

- Dust heating and ventilating grills, blinds, transoms. Remove dust accumulated on ceilings and walls.
- Clean and organize custodial rooms, boiler rooms, and closets.
- Check custodial supplies and equipment and report needs to the building principal or principal's secretary.
- Remove stains from wall, woodwork, and floors.
- Clean grout in restrooms.
- Clean door knobs, panic bars, stair rails, etc., and report needed repairs.
- Clean bathroom floors and clean and fill soap dispensers.
- Clean mop sinks.
- Clean and polish metal.
- Clean urinals.
- Clean toilets.
- Clean and disinfect drinking fountains.
- Buff floors to restore floor finish.
- Inspect plumbing for leaks.
- Inspect building and grounds for accident hazards.
- Perform other duties as assigned.

Miscellaneous and Seasonal Custodial Duties

- Clean rooms and facilities for special events.
- Arrange furniture and equipment for special events.
- Open building and turn on lights for special events.
- Dispose of broken glass and other dangerous materials.
- Wash waste receptacles and other containers.
- Adjust and clean window blinds.
- Move, arrange, or adjust furniture.
- Repair and install pencil sharpeners.
- Clean drapes, light fixtures, skylights, and vents.
- Deliver supplies and books.
- Repair lockers.
- Remove dirt and mud from sidewalks and ramps as needed.
- Wash outside windows.
- Strip, clean, and wax floors.
- Clean cabinets and shelves.
- Keep the sidewalks, corridors and grounds free of trash.
- Distribute ice melt as needed.
- Maintain the building in a clean, orderly manner.

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