Custodial Cleaning Expectations 2023-2024 School Year

Current Cleaning Expectations is to manually wipe down “high-touch” areas twice a week in a building. “High-Touch” includes hand rails, door knobs, etc.

**Daily Bathrooms:**
- Remove trash
- Sweep floors
- Mop floors
- Clean fixtures
- Refresh TP, towels, soap
- Wash mirrors
- Spot wash walls and stalls
- Change can liners
- Clean drinking fountains

**Daily Classrooms:**
- Remove Trash
- Change trash can liners
- Clean spills
- Sweep
- Spot mop
- Vacuum

**Common and Office Areas**

**Daily:**
- Drinking Fountains Daily Office Areas:
  - Remove trash
  - Change Trash Can Liners
  - Sweep
  - Spot mop
  - Vacuum
Twice a Week:
• Hand Rails
• Main Door Entrances Handles
• Hallway/Classroom Door Handles
• Light Switches

**Daily Kitchen Area:**
• Remove trash and insert new liners
• Mop floors and under work areas
• Refresh towels and soap in the kitchen
• Clean kitchen bathroom per above
• Clean inside and outside of trash cans
• Remove boxes

**Daily Cafeteria:**
• Sweep and mop the floor, edge to edge
• Remove trash
• Insert new trash can liners
• Clean inside and outside of trash cans as needed or per request

**Daily Custodian Break Rooms:**
• Remove trash
• Change Trash Can Liners
• Sweep
• Spot mop
• Vacuum

**Daily Permits:**
• Bathrooms clean once a day
• Locker rooms clean once a day

**Tips for Teachers:**
• Stack chairs or place them on top of tables/desks
• Use the disinfectant wipes to wipe down your personal property including tables, light switches and door handles, also wipe down classroom tables/desks before or after lunches in your classrooms.
• Please place trash cans by classroom doors.