School year 2025-2026 Custodial Service Priorities

While Custodial expectations remain the same, the frequency with which specific duties occur have been adjusted to reflect the lower staffing levels. This outline assumes no absences.

- **Daily Building/Mechanical Expectations**
    - Communication & coordination with key individuals (Principal, Lead Secretary, etc.)
    - Pool equipment inspection and documentation
    - Boiler equipment inspection and documentation
    - Building mechanical (air handlers) inspection and reporting of deficiencies
    - Building automation system review & scheduling
    - Work order review and input
    - Snow removal duties
    - Security checks - arm/disarm building
- **Daily Bathroom Expectations**
    - Remove trash / change can liners
    - Sweep & mop floors
    - Clean plumbing fixtures
    - Refresh TP, towels, soap, feminine products
    - Wash mirrors
    - Spot wash walls and stalls as needed
- **Daily Nurse's / Clinic Area Expectations**
    - Remove trash / change can liners
    - Sweep / mop floors
    - Clean bathroom fixtures
    - Refresh TP, towels, soap, feminine products
    - Wash mirrors
    - Spot wash walls and stalls as needed
    - Clean drinking fountains
- **Daily Kitchen Area:**
    - Remove trash and insert new liners
    - Mop floors
    - Refresh towels and soap
    - Clean kitchen bathroom per above
    - Clean inside and outside of trash cans- as needed or during a break
    - Remove boxes- after NS breaks them down
    - Hood vents- annually or as requested
- **Daily General Items:**
    - Breakfast to Go trash cans emptied
    - Remove all trash from building
    - Remove graffiti as needed
    - Biohazard cleanup as needed
    - Clean drinking fountains
    - Dust Mop / vacuum hallways

    - Spot mop hallways for spills
- **Cafeteria Lunch Rush - Daily**
    - Timing of duties dependent on specific lunch service schedules
    - Trash & sorting barrel exchange
    - Sweep
    - Mop spills as needed
- **PreK Classrooms - Every other day**
    - Change trash can liners
    - Clean spills
    - Sweep / Spot mop / Vacuum / auto-scrub
- **General Classrooms - Twice a week**
    - Change trash can liners
    - Clean spills
    - Sweep / Spot mop / Vacuum
- **Library, Gym, Offices, Common areas - Weekly**
    - Change trash can liners
    - Sweep / Spot mop / Vacuum
- **Permit Expectations**
    - Setup and teardown
    - Sweep / Spot mop / Vacuum area as needed
- **Cafeteria (After Lunch Services) - Daily**
    - Sweep and spot mop
    - Trash & liners
    - Clean inside and outside of trash cans as needed or per request
    - Spot clean walls as needed
    - Weekly - put up tables and auto-scrub the floor.