**Daily Custodial Duties**

**ALL WASHROOMS:**

1. **Clean and sanitize all washrooms – countertops, sinks, toilet bowls**
2. **Wash and sanitize all washroom floors with mop and disinfectant**
3. **Ensure paper towels, toilet paper and soap are filled.**
4. **Empty trash in all washrooms**

**CLASSROOMS:**

1. **Sweep all tile and concrete floor areas**
2. **Mop tile and concrete floor areas**
3. **Vacuum all carpeted areas**
4. **Dust and disinfect all furniture and fixtures as required**

**HALLWAYS AND FOYERS:**

1. **Sweep all tile and concrete floor areas including stairs, hallways, rooms and porches**
2. **Mop tile and concrete floor areas**
3. **Empty all waste baskets and garbage cans**
4. **Place garbage in outside storage bin**
5. **Clean entrance and exit ways including glass, doors and hardware**
6. **Keep outside area near exit and entrance ways clear of snow, cans, paper, etc.**
7. **Clean boot racks, coat racks and walls behind coat racks**
8. **Wash all finger marks from walls, doors, hardware and glass**
9. **Perform and/or report minor maintenance repairs**
10. **Clean kitchen sinks and counters**
11. **Report damages and acts of vandalism to the Principal**
12. **Clear all outdoor walkways of snow and ice**