



Canyons Custodial Education Program Vacuum Specialist Job Card



Route: _____

School/Location: _____

Room Number	Time Assigned	General Information
<p>Assigned Halls</p> <p>Assigned Entryways</p>		<p>This job function requires the employee to attend a <u>Sweeper Training Class</u>.</p>
Full Route	Hours	

Daily and Weekly Cleaning Procedures

follow these steps in order

- 1 Check-in with the Senior Sweeper/Head or Lead Custodian (*3 Minutes*).
- 2 Record your start time in Skyward True Time and start your route.
- 3 Use the appropriate PPE; proper shoes.
- 4 The Light Duty Specialist should work ahead of the Vacuum Specialist if possible.**
- 5 Vacuum out all pencil sharpeners.
- 6 Vacuum under and around all trashcans.
- 7 Vacuum White Board and/or Chalk Trays and erasers as per the following schedule.**

Mon	Tues	Wed	Thurs	Fri
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- 8 Recheck your work before moving to the next classroom or area, pay close attention to the corners, wet areas, under desks & trashcans, behind doors etc.
- 9 Turn off lights, lock and secure all classroom doors.
- 10 After your last classroom or area, follow school procedures on care of the vacuum and extension cord.
- 11 Daily - Empty paper vacuum bag and reinstall in vacuum (**replace bag if it is torn or has holes**).
- 12 Daily - Wipe down vacuum with #34L Peroxide Cleaner.
- 13 Daily - Wind extension cord in large loops and store properly.
- 14 Friday - Discard paper vacuum bag.
- 15 Friday - Inspect HEPA filters, if dirty inform Senior Sweeper/Lead Custodian. Reinstall HEPA filter.
- 16 Friday - Follow school procedures to wash or rinse cloth bag, dome foam filter inside canister and the foam diffuser on the bottom of the vacuum (excludes HEPA Vacs).

Do not reinstall filters, let air-dry over the weekend (DO NOT MACHINE DRY).

- 17 Monday - Reinstall foam diffuser (excludes HEPA Vacs), dome foam filter inside canister, cloth bag and new paper vacuum bag.

- 18 Check-out with the Senior Sweeper/Lead Custodian before you sign out and go home.

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