



Canyons Custodial Education Program Restroom Specialist Job Card



Route:

School/Location:

| Restroom Number | Time Assigned | General Information |
|-------------------|---------------|---|
| | | <p>This job function involves Chemical Usage, Blood Borne Pathogens and 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; safety glasses, gloves, pants, and proper shoes.
 - 4 Post wet floor or restroom closed signs.
 - 5 **Dust/Clean all horizontal areas, ceilings, lights, vents & partitions as per the following schedule.**
- | | | | | |
|------------|-------------|------------|--------------|------------|
| Mon | Tues | Wed | Thurs | Fri |
|------------|-------------|------------|--------------|------------|
- 6 Flush all toilets & urinals.
 - 7 Empty sanitary napkin holders (**always replace liners**).
 - 8 Sweep floors with a broom, using a dust pan, pick up debris and dispose of in trashcan (do not use dust mop).
 - 9 **Secondary Schools should refill all dispensers & empty trash.**
 - 10 Clean and disinfect all dispensers and hand dryers.
 - 11 Clean and disinfect all fixtures; sinks, toilets and urinals.
 - 12 **Use acid based hard water remover on fixtures as per the following schedule.**
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|------------|-------------|------------|--------------|------------|
| Mon | Tues | Wed | Thurs | Fri |
|------------|-------------|------------|--------------|------------|
- 13 Clean and disinfect partition walls, doors & hardware, entry doors, doorknobs, walls and switch plates.
 - 14 Clean mirrors.
 - 15 Clean floor drains.
 - 16 Mop floors with #34H Peroxide Cleaner; follow school procedures for mopping floors.
 - 17 Recheck your work before moving to the next restroom.
 - 18 Turn restroom lights off.
 - 19 After your last restroom follow school procedures on care of the microfiber mop heads & cleaning cloths.
 - 20 Empty trash from restroom cart, clean cart, restock with microfiber cleaning cloths, mop heads, cleaning chemicals and other items as needed (**5 Minutes**).
 - 21 Check-out with the Senior Sweeper/Lead Custodian before you sign out and go home.
 - 22 _____