



Custodial/Grounds Services

Light Duty Specialist Job Card



Route:

School/Location:

Room Number	Time Assigned	General Information
		<p>This job function involves Chemical Usage, Blood Borne Pathogens, and requires the employee to attend a Sweeper Training Class or New Custodial Orientation Training (NCOT)</p> <ul style="list-style-type: none"> • Blue Microfiber Towels should be used for ALL Light Duty Tasks (not to be used in restroom or locker room areas) • #34 Peroxide Cleaner for Sanitizing (Mon-Tue-Thu-Fri) • #5 or #42 for Disinfecting (Wednesday) • #17 Glass Cleaner • #2 Heavy Duty Multi-Surface Cleaner
	Hrs Min	

Daily and Weekly Cleaning Procedures

- Check-in with the Assistant Facility Manager, Lead Custodian, or Senior Sweeper before beginning route.
- Clock-in on Skyward TrueTime.
- Before beginning route, ensure sweeper barrell is stocked with all needed supplies.
- Use the appropriate PPE e.g. safety glasses, gloves, face masks, proper shoes, etc.

Start route by going to first classroom or area, and follow these steps in order (if applicable)

Reference Route Map to locate assigned cleaning area(s) and the "Standards of Cleanliness" to understand expectations

- 1 Empty manual and/or electric pencil sharpeners. **Vacuum Specialist should do rooms with carpet**
- 2 Pick up all large trash that should not be vacuumed up e.g. paper clips, pens, pencils, crayons, etc.
- 3 Remove all gum (follow school procedures for gum removal) and staples from carpet.
- 4 **Dust all horizontal areas: ceilings, lights, vents, shelves, file cabinets, countertops, windowsills, AV carts, etc.**
Using a damp BLUE microfiber towel (Wet Dusting) is a Custodial Best Practice.

Mon	Tues	Wed	Thurs	Fri
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- 5 **Wednesday - disinfect all student desks/tables using the correct dwell time then wipe with mirofiber towel.**
- 6 Empty all trashcans/paper shredders, wipe down and replace liners as needed. **All trashcans should be double lined**
- 7 Sanitize or Disinfect all phones in assigned areas. **Always spray chemical on cloth, not directly on surface**
- 8 Sanitize or Disinfect all classroom doors, doorknobs, switches, dispensers, and any other High Touch Points (HTP).
- 9 **Use acid based hard water remover on sinks & water fountains as per the following schedule:**

Mon	Tues	Wed	Thurs	Fri
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- 10 Sanitize or Disinfect classroom sink(s) and/or drinking fountain(s).
- 11 Spot clean classroom doors and all windows and frames. **This includes inside of exterior windows**
- 12 **Recheck** your work and change gloves before moving to the next classroom or area.
- 13 Turn off lights, lock and secure all classroom doors and windows.
- 14 **Detail clean entryway doors and adjoining windows and frames as per the following schedule:**

Mon	Tues	Wed	Thurs	Fri
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- 15 Spot clean entryway doors and adjoining windows and frames as needed.
- 16 Sanitize or Disinfect assigned drinking fountains, stair and ramp handrails.
- 17 Empty assigned hall trashcans, wipe down and replace liners as needed. **All trashcans should be double lined**
- 18 After your last classroom or area, follow school procedures on care of the microfiber towels.
- 19 At the end of shift: Empty trash from barrel and clean caddy, restock with needed supplies.
- 20 Check-out with the Lead Custodian or Senior Sweeper.
- 21 Clock-out on Skyward TrueTime. **Submit timesheet for approval on last day of the work week**