



Custodial/Grounds Services

Vacuum and/or Hard Floor Care 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 <u>Sweeper Training Class</u> or <u>New Custodial Orientation Training (NCOT)</u></p> <ul style="list-style-type: none"> ● Blue Microfiber Flat Mops with Blue Border are for wet mopping or dry sweeping (DO NOT USE in restroom or locker room areas) ● Use approved floor chemical for mopping floors
	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.
- Use the appropriate PPE e.g. safety glasses, gloves, face masks, proper shoes, etc.
- FIRST DAY OF WORK WEEK - Reinstall HEPA filters (2), dome foam filter, cloth bag, and new paper vacuum bag.
- **The Light Duty Specialist should work ahead of the Vacuum Specialist if possible.**

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

VACUUM

- 1 Vacuum out all manual and/or electric pencil sharpeners.
 - 2 Vacuum entire classroom, pay close attention to: corners, wet areas, under and around all trashcans, recycle bins, teacher's desk, behind doors, etc. **Wednesday - Only vacuum Pre-School & Kindergarten, assist Light Duty Specialist with Disinfection Protocol if needed.**
 - 3 **Vacuum wall vents, white board trays, erasers, and around computers as per the following schedule:**
- | Mon | Tues | Wed | Thurs | Fri |
|-----|------|-----|-------|-----|
| | | | | |
- 4 **Recheck** your work before moving to the next classroom or area.
 - 5 Vacuum hallway or other miscellaneous areas as assigned.
 - 6 After your last classroom or area, follow school procedures on care of the vacuum and extension cord.
 - 7 Daily - Wind extension cord in large loops and store properly, wipe down vacuum and vacuum stand/shelf.
 - 8 LAST DAY OF WORK WEEK - Discard paper vacuum bag.
 - 9 LAST DAY OF WORK WEEK - Follow school procedures to wash or rinse cloth bag, foam filter inside canister, and remove HEPA filters (2) on side of vacuum and put in designated spot. **Do not reinstall wet filters. Hang to Dry.**

HARD FLOOR CARE

- 1 Vacuum or dry sweep entire floor. **Vacuuming with a HEPA Vacuum is a Custodial Best Practice**
 - 2 **Mop assigned area(s) as per the following schedule:**
- | Mon | Tues | Wed | Thurs | Fri |
|-----|------|-----|-------|-----|
| | | | | |
- 3 Insert **GRAY** dirty water bucket into **BLUE** mop bucket.
 - 4 Fill mop bucket with approved floor chemical. **Do not fill dirty water bucket**
 - 5 Mop floor with **BLUE** microfiber flat mop with **BLUE** border. After each room or area remove dirty microfiber flat mop, put into the **GRAY** dirty water bucket, and use a clean microfiber flat mop for each room or area.
 - 6 After your last classroom or area, follow school procedures on care of the microfiber flat mops.
 - 7 Rinse out and store **BLUE** mop bucket and mop handle in proper location.

VACUUM AND HARD FLOOR CARE

- After each room or area: turn off lights, lock and secure all classroom doors and windows.
- End of Shift - Check-out with the Lead Custodian or Senior Sweeper.
- Clock-out on Skyward TrueTime. **Submit timesheet for approval on last day of the work week**