

San Diego Unified School District  
Custodial Services

**SUPPLEMENT TO CUSTODIAN'S SCHEDULE**

**CLASSROOM DUTIES:**

On assigned cleaning day...

1. Dust and clean all uncluttered flat surfaces, shelves, counters, chalkrails, and maprails, etc.
2. Clean sink(s) where applicable.
3. Fill all dispensers including soap, towel, and toilet paper where applicable.
4. Empty pencil sharpeners, wastebaskets, and trashcans.
5. Empty "recycle" wastebaskets and trashcans per site policy.
6. Sweep and/or vacuum floor.
7. Remove gum from floors and carpets as needed.
8. Spot mop as needed.
9. Straighten furniture.
10. Clean student desktops per site policy.
11. Secure doors, windows, lights, heaters, and blinds.

On alternate day.....

1. Empty trash/recycle cans and pencil sharpener receptacles.
2. Secure door(s), windows, lights, heaters, and blinds.

As time permits.....

1. Remove gum from sidewalks.

Monthly.....

1. Dust venetian blinds.

**CAFETERIA AND  
KITCHEN DUTIES:**

Daily.....

1. Empty all trash/recycle cans (place new bags from Food Services stock in those cans located in the kitchen.)
2. Sweep cafeteria floor (cafeteria personnel sweep kitchen floor).
3. Mop floors.  
*NOTE:* Cafeteria personnel are responsible for cleaning tables inside the cafeteria. Custodial personnel clean outside tables. Refer to Administrative Procedure No. 5260 for cleaning of screens, windows, etc.

**RESTROOM DUTIES:**

Daily.....

1. Scrub sinks, toilets, urinals, fixtures, walls and partitions.
2. Clean mirrors.
3. Fill dispensers including soap, towel, and toilet paper.
4. Empty trash and sanitary cans where applicable.
5. Sweep and mop floor. *Caution:* Terrazzo floors are sensitive to strong chemicals such as bleach and ammonia. Care should be taken to minimize the use of these cleaning materials. A neutral cleaning solution will adequately clean terrazzo and will allow the floor to remain smooth and trouble free for a long time.

*Continued on back*

RESTROOM DUTIES:

Daily (continued).....

1. Replace all burned out lamps.

Weekly.....

1. Keep water in floor drains. Dump water from your mop bucket into each floor drain once per week.

GENERAL CUSTODIAL DUTIES:

Daily.....

1. Comb brooms; hang up - do not stand on bristles.
2. Rinse and wring out mops; hang up or drape over mop wringer.
3. Rinse and empty mop and cleaning buckets. Do not let water stand overnight in buckets.
4. Maintain an orderly gear locker.
5. Pick up necessary cleaning supplies from central supply.
6. Return soiled rags and dust mops for cleaning and treating.
7. Check and clean roller bar and pan in vacuum head.
8. Empty vacuum bag. Replace belt when necessary.
9. Report safety or health hazards to building services supervisor.
10. Report consistently excessively dirty or messy rooms to building services supervisor.
11. Remove graffiti from furniture, walls, doors, etc.
12. Replace all burned out lamps.

Weekly.....

1. Rotate broom head.
2. Change dust mop head.
3. Clean whiteboards per site policy.

As needed.....

1. Perform minor repairs; report repairs made to building services supervisor.
2. Replace broken furniture; report location.
3. Meet with crew for furniture moves or other special assignments.
4. Perform related miscellaneous duties.
5. High dust walls, corners, and ceilings, etc.

Principal \_\_\_\_\_

Supervisor \_\_\_\_\_

Employee \_\_\_\_\_