This job function involves Chemical Usage, Blood Borne Pathogens and requires the employee to attend a Sweeper Training Class.

<table>
<thead>
<tr>
<th>Restroom Number</th>
<th>Time Assigned</th>
<th>General Information</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Full Route</td>
<td>Hours</td>
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**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.**

<table>
<thead>
<tr>
<th></th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
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</table>
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.**

<table>
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13. Clean and disinfect partition walls, doors & hardware, entry doors, doorknobs, walls and switch plates.
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.