



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.**

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.
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