



## Custodial/Grounds Department

*Light Duty Specialist  
Standards of Cleanliness*



- ❑ **GENERAL** - Areas should be free of offensive odors and have a fresh clean scent. All areas should be dusted once weekly.
- ❑ **CEILINGS** - Should be free of dust, cobwebs, marks, and stains and free of all foreign matter.
- ❑ **DISPENSERS** - Should be operational and in good repair, disinfected, free of fingerprints, smudges, streaks, dust, dirt, foreign matter and any marks or stains.
- ❑ **DOORS & WINDOWS** - Should be free of tape, dust, dirt, smudges, fingerprints, and any marks or stains.
- ❑ **DRINKING FOUNTAINS** - Should be operational and in good repair, disinfected, free of dust, dirt, foreign matter or hard water stains (replace/clean aerators as needed).
- ❑ **FLOORS** - Should not be sticky and should be in good repair and free of dust, dirt, debris, and any stains.
- ❑ **LIGHT FIXTURES** - Bulbs should be operational and fixtures in good repair; lens covers should be free of dust, dirt, foreign matter and any marks or stains.
- ❑ **PENCIL SHARPENERS** - Should be operational and in good repair, emptied, free of dust, dirt and any marks or stains (**Combo Routes Only**).
- ❑ **PHONES** - Should be disinfected, free of dust, dirt and any marks or stains.
- ❑ **SINKS** - Should be operational and in good repair, disinfected, free of dust, dirt, foreign matter or hard water stains (replace aerators as needed).
- ❑ **SWITCH PLATES & DOORKNOBS** - Should be operational and in good repair, disinfected, free of dust, dirt, foreign matter, tape, and any marks or stains.
- ❑ **TRASH RECEPTACLES** - Should be disinfected, new liners and free of dust, dirt, foreign matter and any marks or stains.
- ❑ **VENTS & INTERCOMS** - Should be operational and in good repair, free of dust, dirt and any marks or stains.
- ❑ **WALLS & CABINETS** - Should be free of graffiti, dust, dirt, foreign matter, tape, and any marks or stains.
- ❑ **WHITE BOARD TRAYS** - Should be free of dust, dirt, and foreign matter.

**Report all maintenance concerns i.e. burned out lights, broken pencil sharpeners, leaking taps etc.**