

- ❑ **GENERAL** - Areas should be free of offensive odors and have a fresh clean scent. All areas should be vacuumed (tile floors, corners, under desks & trashcans, behind doors etc.).
- ❑ **FLOORS** - Should be in good repair and free of dust, dirt, debris, and any stains.
- ❑ **PENCIL SHARPENERS** - Should be operational and in good repair, emptied with vacuum.
- ❑ **TRASH RECEPTACLES** - Should be moved and vacuumed underneath and around trashcan.
- ❑ **VACUUM CLEANER** - Should be wiped clean with #34L Peroxide Cleaner daily.
- ❑ **WHITE BOARD/CHALK TRAYS & ERASERS** - Should be vacuumed once weekly.

Other Job Functions And Requirements

- ❑ **EXTENSION CORD** - Should be operational with no unrepaired cuts or missing plug wires, and wound in large loops and stored correctly.
- ❑ **PAPER VACUUM BAG** - Should be emptied every day and discarded on Fridays. Replace with a new bag every Monday.
- ❑ **HEPA VACUUMS** - Every Friday inspect HEPA filters, if dirty inform Senior Sweeper/Lead Custodian.
- ❑ **VACUUM FILTERS** - All three filters (cloth bag, dome foam filter inside canister and foam diffuser on the bottom of vacuum) should be rinsed with water every Friday at the end of your shift. Let the filters air dry over the weekend (**never dry filters in clothes dryer**).

Wipe down the outside of the vacuum everyday with #34L Peroxide Cleaner.

Turn off all lights, lock and shut all doors as you move from one area to another.

Report all maintenance concerns i.e. burned out lights, stained carpets, carpet strings or tears, broken power outlets, extension cord problems etc.