



Custodial/Grounds Services

Vacuum/Hard Floor Care Specialist

Standards of Cleanliness



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

Other Job Functions and Requirements

- ☐ **EXTENSION CORD** - Should be operational with no unrepaired cuts or missing plug wires, wound in large loops, and stored correctly.
- ☐ **PAPER VACUUM BAG** - Emptied every day and discarded on last day of work week. Replace with a new bag on first day of work week.
- ☐ **HEPA VACUUMS** - Every Friday inspect HEPA filters, if dirty inform the Senior Sweeper or 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, on last day work week, at the end of your shift. Let the filters air dry over the weekend (**never dry filters in clothes dryer**).
- ☐ **MICROFIBER FLAT MOPS** - Follow school procedure on care and laundering.
- ☐ **MOPPING EQUIPMENT** - Rinse out mop bucket after use and store bucket and mop handle in proper location.

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

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