



Custodial/Grounds Services

*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, per the Job Card Schedule
- ☐ **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, and hard water stains (replace/clean aerators as needed).
- ☐ **FLOORS** - Should not be sticky and should be in good repair, free of dust, dirt, debris, and any marks or 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, in good repair, disinfected, free of dust, dirt, foreign matter, and 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, 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.