



## Canyons Custodial Education Program Vacuum Specialist Job Card



**Route:** .....

**School/Location:** .....

Room Number	Time Assigned	General Information
Assigned Halls Assigned Entryways		<p><b>This job function requires the employee to attend a <u>Sweeper Training Class</u>.</b></p>
<b>Full Route</b>	<b>Hours</b>	

### 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; proper shoes.
  - 4 **The Light Duty Specialist should work ahead of the Vacuum Specialist if possible.**
  - 5 Vacuum out all pencil sharpeners.
  - 6 Vacuum under and around all trashcans.
  - 7 **Vacuum White Board and/or Chalk Trays and erasers as per the following schedule.**
- |            |             |            |              |            |
|------------|-------------|------------|--------------|------------|
| <b>Mon</b> | <b>Tues</b> | <b>Wed</b> | <b>Thurs</b> | <b>Fri</b> |
|------------|-------------|------------|--------------|------------|
- 8 Recheck your work before moving to the next classroom or area, pay close attention to the corners, wet areas, under desks & trashcans, behind doors etc.
  - 9 Turn off lights, lock and secure all classroom doors.
  - 10 After your last classroom or area, follow school procedures on care of the vacuum and extension cord.
  - 11 Daily - Empty paper vacuum bag and reinstall in vacuum (**replace bag if it is torn or has holes**).
  - 12 Daily - Wipe down vacuum with #34L Peroxide Cleaner.
  - 13 Daily - Wind extension cord in large loops and store properly.
  - 14 Friday - Discard paper vacuum bag.
  - 15 Friday - Inspect HEPA filters, if dirty inform Senior Sweeper/Lead Custodian. Reinstall HEPA filter.
  - 16 Friday - Follow school procedures to wash or rinse cloth bag, dome foam filter inside canister and the foam diffuse on the bottom of the vacuum (excludes HEPA Vacs).
  - 17 **Do not reinstall filters, let air-dry over the weekend (DO NOT MACHINE DRY).**
  - 18 Monday - Reinstall foam diffuser (excludes HEPA Vacs), dome foam filter inside canister, cloth bag and new paper vacuum bag.
  - 18 Check-out with the Senior Sweeper/Lead Custodian before you sign out and go home.
  - 19 \_\_\_\_\_
  - 20 \_\_\_\_\_