



## Canyons Custodial Education Program Light Duty Specialist Job Card



**Route:** .....

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

Room Number	Time Assigned	General Information
Assigned Halls Assigned Entryways		<p><b>This job function involves Chemical Usage, Blood Borne Pathogens and 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; safety glasses, gloves and proper shoes.
- 4 Empty all pencil sharpeners (**vacuum specialist should do rooms with carpet**).
- 5 Pick up all large trash, paper clips, pens, pencils, crayons etc., that cannot be vacuumed up.
- 6 **Dust all horizontal areas; ceilings, lights, vents, maps, shelves, file cabinets, countertops, windowsills, TV, etc.**

Mon	Tues	Wed	Thurs	Fri
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- 7 Empty all trash receptacles & paper shredders and replace liners if needed.
- 8 Disinfect/Sanitize all phones in assigned areas (**Spray disinfectant/sanitizer on cloth and wipe phones**).
- 9 Disinfect/Sanitize all classroom doors, doorknobs, switches and any place the public may touch.
- 10 Disinfect/Sanitize classroom sink & drinking fountain.
- 11 **Use acid based hard water remover on sink & water fountains as per the following schedule.**

Mon	Tues	Wed	Thurs	Fri
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- 12 Spot clean classroom doors and adjoining windows and frames.
- 13 Recheck your work before moving to the next classroom or area.
- 14 Turn off lights, lock and secure all classroom doors and windows.
- 15 Spot clean assigned entryway doors and adjoining windows and frames as needed.
- 16 **Detail clean entryway doors and adjoining windows and frames as per the following schedule.**

Mon	Tues	Wed	Thurs	Fri
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- 17 Disinfect/Sanitize all assigned drinking fountains and remove hard water as needed.
- 18 After your last classroom or area, follow school procedures on care of the microfiber cleaning cloths.
- 19 Empty trash from barrel and clean caddy, restock with cleaning chemicals and other items as needed (*5 Minutes*).
- 20 Check-out with the Senior Sweeper/Lead Custodian before you sign out and go home.

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