

Brookfield-LaGrange Park School District #95

DAILY CUSTODIAL TASK SCHEDULE

REV 09/11/17

| <i>CLASSROOMS</i> | Weekly | Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---------------|---------------|----------------|------------------|-----------------|---------------|
| Empty/Reline Trash Cans | 5X | X | X | X | X | X |
| Collect and Separate Recycle Bins | 2X | | X | | X | |
| Vacuum or Dust Mop Floors/Carpet | 5X | X | X | X | X | X |
| Check & Refill Toilet Paper/Soap | 5X | X | X | X | X | X |
| Clean Dry Erase Boards | 2X | | X | | | X |
| Clean Classroom Sinks | 2X | X | | | X | |
| Clean Door Glass | 2X | | X | | X | |
| Disinfect Desks, Chairs & Tables | 2X | X | | | X | |
| Disinfect Doors and Door Hardware | 2X | X | | | X | |
| Wet Mop Floors | 1X | X | | | | X |
| Dust Surfaces | 1X | | | | | X |
| <i>RESTROOMS (Students/Faculty)</i> | Weekly | Monday | Tuesday | Wednesday | Thursday | Friday |
| Sweep or Vacuum Floor | 5X | X | X | X | X | X |
| Disinfect Toilets/ Urinals | 5X | X | X | X | X | X |
| Disinfect Sinks | 5X | X | X | X | X | X |
| Disinfect Doors, Glass, Mirrors | 5X | X | X | X | X | X |
| Wet Mop Floors | 5X | X | X | X | X | X |
| Check & Refill Toilet Paper/Soap | 5X | X | X | X | X | X |
| Disinfect Partitions/Stalls | 2X | X | | | X | |
| Spot Clean Walls | 2X | | X | | | X |
| Acid Clean Toilets/Urinals | Monthly | | | | | |
| <i>HALLWAYS/STAIRWELLS</i> | Weekly | Monday | Tuesday | Wednesday | Thursday | Friday |
| Dust Mop Floors | 5X | X | X | X | X | X |
| Disinfect All Water Coolers | 5X | X | X | X | X | X |
| Disinfect All Stair Handrailings | 3X | X | | X | | X |
| Vacuum Walk Off Mats | 3X | X | | X | | X |
| Dust Lockers/ Surfaces | 1X | | | | | X |
| Clean Scuff Marks & Auto Scrub Floors | 1X | | | X | | |
| Wet Mop Floors | As Needed | | | | | |
| Burnish Halls | Monthly | | | | | |

| <i>GYM, OFFICE & STAGE</i> | Weekly | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------------|---------------|---------------|----------------|------------------|-----------------|---------------|
| Empty Trash | 5X | X | X | X | X | X |
| Vacuum or Dust Mop Floor | 5X | X | X | X | X | X |
| Vacuum on and Under Bleachers | 1X | | | X | | |
| Clean Office Sink | 2X | X | | | X | |
| Wet Mop Office Floor | 1X | | | | | X |
| Wipe Down Bleachers | 1X | | | X | | |
| Auto Scrub Gym Floor | 1X | | | X | | |
| Vacuum or Dust Mop Stage Floor | Monthly | | | | | |
| <i>KITCHEN</i> | Weekly | Monday | Tuesday | Wednesday | Thursday | Friday |
| Empty/Reline Trash | 5X | X | X | X | X | X |
| Sweep/ Wet Mop Floor | 5X | X | X | X | X | X |
| Check & Refill Toilet Paper/Soap | 5X | X | X | X | X | X |
| <i>SCHOOL OFFICE</i> | Weekly | Monday | Tuesday | Wednesday | Thursday | Friday |
| Empty/Reline Trash & Recycle Bin | 5X | X | X | X | X | X |
| Disinfect Doors, Glass, Mirrors | 5X | X | X | X | X | X |
| Vacuum Floors/Carpeting | 5X | X | X | X | X | X |
| Dust All Surfaces | 1X | | | | | X |
| <i>HEALTH OFFICE</i> | Weekly | Monday | Tuesday | Wednesday | Thursday | Friday |
| Empty/Reline Trash Cans | 5X | X | X | X | X | X |
| Clean Glass/Mirrors | 5X | X | X | X | X | X |
| Disinfect All Surfaces & Fixtures | 5X | X | X | X | X | X |
| Sweep/ Wet Mop Floor | 5X | X | X | X | X | X |
| Check & Refill Toilet Paper/Soap | 5X | X | X | X | X | X |
| <i>LIBRARY/ LRC</i> | Weekly | Monday | Tuesday | Wednesday | Thursday | Friday |
| Empty/Reline Trash Cans | 5X | X | X | X | X | X |
| Vacuum Carpeting | 5X | X | X | X | X | X |
| Disinfect Desks/Tables | 2X | X | | | X | |
| Dust All Surfaces | 1X | | | | | X |
| <i>CAFETERIA – M/P ROOM</i> | Weekly | Monday | Tuesday | Wednesday | Thursday | Friday |
| Empty/Reline Trash Cans | 5X | X | X | X | X | X |
| Auto Scrub Floors | 5X | X | X | X | X | X |
| Disinfect Lunch Tables Daily | 5X | X | X | X | X | X |
| Clean with Neutral Cleaner on Fridays | 5X | X | X | X | X | X |
| Clean Glass | 2X | | X | | X | |
| Clean Trash Cans Inside and Out | Monthly | | | | | |