

Washoe County School District

Custodian Daily Duties

Start of Work- First Two Hours

Meet with the Site Facilities Coordinator or Lead Custodian at the beginning of shift to get information on the events and projects for the day.

Check Service Assessment Log.

Assist SFC/Lead Custodian with after school programs, events and set ups as requested.

Check Custodial Cart/ Caddie to make sure it is stocked with proper equipment and materials.

Start your Primary Cleaning in your station. Remember to follow the Process Cleaning Procedures.

First 15 minute Break after Two Hours

Next Two Hours of Work

Finish all Primary Cleaning left in your station.

Return Caddie to custodial closet and stock for the next day.

Take trash to the school dumpsite.

Start vacuuming in accordance with Process Cleaning Procedures.

Assist with after school programs and teacher requests as needed.

Clean rear fan filters on Interactive Whiteboard Projectors as needed. Use vacuum extension hose if applicable.

Half Hour Lunch

Next Two Hours

Continue with Process Cleaning.

Return a clean vacuum to custodial closet for next day, empty and replace bag as needed.

Start the Sanitation Procedures of Process Cleaning.

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15 Minute Break

Remaining of Shift

Finish with the Process Cleaning sanitation Procedures and stock sanitation cart.

Complete projects or breakdown events as requested by Site Facility Coordinator/
Administrator

Walk Exterior of building checking door and windows to ensure they are locked and secure.

Police Multi-Purpose room and restrooms for large trash and flush toilets/urinals.

Complete Service Assessment Log Book for Site Facilities Coordinator on unusual events of evening, reasons certain duties not completed or status of requested projects discussed with or assigned by Site Facilities Coordinator.

Set alarms just before departure from the site at the end of the shift. Alarms can not be set more than fifteen (15) minutes before end of shift.