

## Monclova Primary School

### Custodian Area IV

5:00 pm – 10:00 pm, 5 Hour Custodian I

Current:

1st priority cleaning (daily required): to include sanitizing desktops and door handles, sweeping floors, emptying pencil sharpeners and trash cans; vacuuming carpets and carpet runners; cleaning and sanitizing restrooms including mirrors, sinks, faucets and other chrome fixtures, toilets, and floors; check and fill soap and paper dispensers as needed; clean and sanitize drinking fountains; dust mop and spot wet mop any spills on floors and entranceways. On occasion, assist with events including setting up cleaning up afterwards including trash removal, putting away tables and chairs, spot mopping and dust mopping, and cleaning any spills on floors.

2<sup>nd</sup> priority cleaning (2-3 times weekly or as needed): clean chalk trays, walls, windows and door glass; any additional cleaning needed. Detailed cleaning in assignments areas on days when there are no activities. Remove dirt/marks/gum/food from walls, doors and floors; wet mopping entranceways; and any other miscellaneous items. Wash Primary School rags and mops.

3<sup>rd</sup> priority cleaning (once weekly or as needed): clean chalk boards, shelves, windows, light switches, trash receptacles, light fixtures; dust cabinets and other horizontal surfaces; detailed cleaning of walls, floor perimeters, vents and grilles, light fixtures, furniture, blinds, etc.

Daily Schedule: The daily schedule will be routine except when absences of other custodians, weather, or events require flexibility in assignments. Approximate times are given for each assignment area, but actual time will vary from day to day dependant upon the activities:

3 hrs      [2,621 sf/hr]      **Rm 204, Music Rm, 180, 181, 182, 183, 190, 191, 192, 193**  
[946, 1088, 4@812, 2@784, 1014] Total = 7,864

1 hr      [2,300 sf/hr]      **Media Center, & laundry [2,300]**

1 hr      [1,155 sf/hr]      **Conference Rm, Teacher Lounge [368, 787] Total = 1,155**

<u>Total SF</u>	<u>SF/hour</u>
11,319	2,264