

Custodian Checklist

<u>Daily</u>	<u>EVERY OTHER DAY</u>
Exterior	
Clean (2) Entrance Glass area as needed to keep clean	
Sweep outside Entrance area	Dust Mop all floors
	clean bathroom mirrors
Lobby Area	
Clean (2) Entrance Glass (front and side) as needed to keep clean	
Dust Mop floors	<u>WEEKLY</u>
Vacuum and/or Sweep door mats & carpet areas	Prepare on Monday dirty items for pickup on Tuesday AM
Wet Mop (daily if rain or as needed)	Wet mop lobby and corridors/hallways
Wipe down door handles/knobs (inside & outside)	wipe down bathroom stall walls and doors
Wipe down light switches	clean kitchen appliances (use stainless cleaner on the outside)
	wipe down lobby chairs
Cooridors/Hallways	
Dust Mop	All offices wet mop
Wet Mop (daily if rain or weekly otherwise)	<u>MONTHLY</u>
Wipe down door handles/knobs (inside & outside)	Dust all blinds
Wipe down light switches	wipe down lobby chairs
	vacuum vents
Kitchen ** Total clean every day **	
Clean kitchen sink (not responsibel to wash dishes)	<u>QUARTERLY</u>
Dust Mop all floors	Dust all air vents
Empty & Clean Garbage Can(s)	clean inside of all windows
Wet Mop floor	
Wipe down door handles/knobs (inside & outside)	<u>SIX (6) MONTHS</u>
Wipe Down kitchen counters, chairs & tables	Clean all baseboards
Wipe down light switches	
Properly Arrange furnishings after completing cleaning	
Offices	
Empty Garbage Can if needed	<u>COVID-19 Disinfectant spray machine</u>
Wipe down door handles/knobs (inside & outside)	Bi-Weekly: spray all common areas of the building to include lobby, bathrooms, receptionest area, any office which see multiple clients twice a week.
Wipe down light switches	
Bathrooms ** Total clean every day **	
Clean lavatories	Weekly: spray all other non common offices or area of the building with light traffic. Divide these areas with the daily areas to have sprayed at least once a week.
Clean toilet bowls & urinals	
Empty trash can(s) (including inside the stall's of women bathroom)	
Clean fixtures including those on toilet	Note: spraying of the disinfectant machine should include but not limit to, chairs, tables, door handles, faucet handles, toilets, counter tops & all items that regularly get touched or used frequently.
Refill Paper Dispenser(s)	
Refill Soap Dispenser(s)	
Sweep floors	REMEMBER TO USE YOUR PPE while spraying!!
Wet Mop floors	
Wipe down door handles/knobs (inside & outside)	
Wipe down light switches	
Wipe down trash can(s)	
Custodian's Closet	
Keep orderly/ Turn in supply checklist weekly	
Bag used towels/mop heads	
Sweep/mop floors as needed	
Record Cleaning Inventory Used	
Have dirty supplies ready for pickup on Tuesday AM from A1 services	
Other	
Place all garbage in dumpster	