

Custodian Checklist

<u>Daily</u>	<u>EVERY OTHER DAY</u>
<u>Exterior</u>	
Clean (2) Entrance Glass area as needed to keep clean	
Sweep outside Entrance area	Dust Mop all floors
	clean bathroom mirrors
<u>Lobby Area</u>	
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
<u>Cooridors/Hallways</u>	All offices wet mop
Dust 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
<u>Kitchen ** Total clean every day **</u>	
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	
<u>Offices</u>	
Empty Garbage Can if needed	<u>Disinfectant spray machine</u>
Wipe down door handles/knobs (inside & outside)	Bi-Weekly: spray all common areas of the building to include Lobby, Group Rooms, Restrooms, Receptionest area twice a week. Get with clinic manager to identify rooms.
Wipe down light switches	
<u>Bathrooms ** Total clean every day **</u>	
Clean lavatories	
Clean toilet bowls & urinals	
Empty trash can(s) (including inside the stall's of women bathroom)	NOTE: THIS SERVICE IS ONLY REQUIRED DURING AN INFECTIOUS OUTBREAK AND AGENCY HAS REQUESTED THE DISFECTANT SPRAY OF SITE.
Clean fixtures including those on toilet	
Refill Paper Dispenser(s)	
Refill Soap Dispenser(s)	
Sweep floors	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.
Wet Mop floors	
Wipe down door handles/knobs (inside & outside)	
Wipe down light switches	
Wipe down trash can(s)	
<u>Custodian's Closet</u>	
Keep orderly/ Turn in supply checklist weekly	REMEMBER TO USE YOUR PPE while spraying!!
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	
<u>Other</u>	
Place all garbage in dumpster	