

**WORK SCHEDULE**  
**Southgate Elementary School**

**JOB CLASS:** CUSTODIAN ENGINEER  
**Days:** Monday – Friday  
**Hours:** 5:30 am – 2:00 pm  
**Breaks:** 9:00 – 9:15 am  
 1:30 – 1:45 pm  
**Lunch:** 11:00 – 11:30 am

**CLASSROOM CLEANING PROCEDURES**

**KITCHEN CLEANING PROCEDURES**

Empty wastebaskets/pencil sharpeners  
 Change liners in receptacles as needed  
 Dust mop floors/vacuum carpets and  
 Area rugs  
 Wet mop, wipe up spills  
 Vacuum corners and around desks  
 And vents (twice weekly)  
 Check paper towels, sinks, sanitizers  
 Dust weekly; computers, LCD's  
 Whiteboard trays -  
 Hose out cafeteria barrels  
 Check kitchen for garbage and remove

**RESTROOM CLEANING PROCEDURES**

Empty garbage  
 Replenish supplies; soap, toilet paper,  
 paper towels  
 Use restroom cleaning machine on  
 toilets, urinals, partitions, walls and  
 floors, rinse and mop up  
 Check for graffiti and remove  
 High dust, vacuum, vents as needed  
 Your Inspection

**HALL CLEANING**

Dry Mop-spot wet mop  
 Use floor machine as needed  
 Clean/disinfect water fountains

**TIME**

**AREA**

5:30 am Check In  
 5:40 – 7:15 Office  
 Rms 113, 112, 110, 109  
 108, 107, 105  
 Restrooms by 112  
 7:15-7:45 New Addition  
 IMC  
 Restrooms  
 POD  
 Runners/Carpet pads  
 Rms 104, 103, 102, 101  
 1<sup>st</sup> and 2<sup>nd</sup> Grade Halls  
 8:00 – 8:15 Hall by Rm 105, 103,  
 Custodian Rooms  
 Lunchroom

**RESPONSIBILITIES**

Check boilers, Unlock 2 North doors  
 Red mail bag to cart in kitchen  
 Classroom cleaning procedures  
 Leave rooms unlocked  
 Restroom Cleaning Procedures  
 Unpin doors, except doors by Rm 319  
 Turn on lights  
 Open south door/west door  
 Turn on Lights  
 Turn on lights/unpin doors  
 Vacuum by north door, entrances,  
 And rooms w/area rugs  
 Unlock Rooms  
 Dust Mop  
 Turn on Exhaust Fans  
 Set up 2 or 3 tables for breakfast

**8:15 – 10:00 General Work**

**Dust lockers, deliver red bag to  
Office from kitchen, deliver mail,  
Answer any requests, change lite  
Bulbs, work orders, break down boxes,  
Set up all equipment for lunch**

**10:00 – 11:00 Cafeteria**

**11:00 – 11:30 Lunch**

**11:30 – 12:40**

**Empty garbage and deliver red bag  
To kitchen – cart from office**

**12:40 – 1:30 Cafeteria**

**Clean, put up tables, lock all doors in  
Lunchroom**

**1:45 – 2:00**

**Turn off kitchen lights after sweeping  
And moping floors.**

**Check Boilers, shut off all exhaust fans,**

**Check Out**

- **Snow days – shovel 8 entries**