

## **Daily Custodial Tasks** Revised 07.22.19

### **1<sup>st</sup> Floor Early Shift**

Touch up the east restrooms and computer lab restrooms: Flush toilets, clean mirrors, check and replace needed supplies. Sweep floors and empty garbage if necessary.

Empty hallway garbage. Yellow can in Moonlight, cans under microwaves and hallway garbages. Tuck bag under rim.

Touch up drinking fountains. Both Taco Time and Financial Aid drinking fountains.

Straighten Cinderella Alley: straighten furniture, pick up garbage and newspapers.

Set out all first floor recycling –Do not set out North and South Campus stores and Accounting recycling.

Clean Financial Aid, High School Relations, SOTS office, Statesman, and Copy Center. Do the following when cleaning these offices: Clean door windows and ledges, empty garbage, vacuum (including under each desk), clean sinks.

Clean Financial-Aid restrooms then East restrooms. Sweep. Clean mirrors, sinks, chrome, urinals, toilets (also wipe tile and stalls in surrounding area). Wipe off top of and around hand sanitizer, paper towel and t.p. dispensers. Empty sanitary napkin boxes, empty garbage, polish stainless-steel, pour deodorizer down drains, mop.

### ***After building closes***

Clean Aggie Radio Station.

Clean info booth.

Touch up bathrooms, wipe crumbs etc from hall benches, return recycle bins, check doors, turn off lights, check closet inventory. At the end of the shift, check drinking fountains. Restock the bathroom cart daily.

#### Do weekly tasks

##### *Monday*

Restock and organize custodial closet and bathroom cart. Clean drain. Mop floor.

##### *Tuesday*

Dust all hallway ledges

##### *Wednesday*

Clean all outer office windows (Copy Center, Financial Aid, etc.)

##### *Thursday*

(Bathrooms)

Jet-White. Dust light fixtures. Dust ceiling vents. Wipe down tile walls, especially under and around paper towel dispensers. Wipe under sanitizer and soap dispensers. Wipe down stalls. Spray sanitary napkin boxes with #42 and wipe out. Clean floor edges and corners. Wipe door slats in women's east restroom.

Clean floor edges and corners.

##### *Friday*

Mop plastic office desk mats.

Replace mop heads and place used ones in laundry.

### **#128 Closet Inventory**

1 bathroom cart  
5 backpack vacuums  
3 upright vacuums  
4 cans

3 mop buckets  
3 white mops  
1 blue mop

## **Daily Custodial Tasks** Revised 07.22.19

### **2<sup>nd</sup> & 3<sup>rd</sup> Floor East End *Early Shift***

Touch up the east 2<sup>nd</sup> floor restrooms: Flush toilets, clean mirrors, check and replace needed supplies. Sweep floors and empty garbage if necessary. Touch up mother's lounge.

Straighten lounge areas (Juniper and Sunburst): Straighten furniture, pick up garbage and newspapers.

Empty hallway and lounge garbage. Tuck bags under rim.

Set out recycling. **Do not pull out recycling in Dining Services office**

Clean all offices: Empty garbage and vacuum all 2<sup>nd</sup> and 3<sup>rd</sup> floor offices. Clean windows. Clean garbage cans and change liners as needed. Vacuum 3<sup>rd</sup> floor hallway and Lounge area. **Do not wipe off desk or tables in Dr. Morales office.**

Clean 3<sup>rd</sup> floor restrooms: Sweep. Clean mirrors, sinks, chrome, urinals, toilets (also wipe tile and stalls in surrounding area). Wipe off top of and around hand sanitizer, paper towel and t.p. dispensers. Empty sanitary napkin boxes, empty garbage, polish stainless-steel, pour deodorizer down drains, mop.

Clean Auditorium: Vacuum, sweep, mop, empty garbage. Check stage area nightly for spills etc., clean if necessary.

### ***After building closes***

Touch up bathrooms, wipe crumbs etc from hall benches, return recycle bins, check doors, turn off lights, check closet inventory. At the end of the shift, check drinking fountains. Restock the bathroom cart daily.

### **Weekly Tasks:**

#### *Monday*

Restock and organize custodial closet. Clean drain. Mop floor. New mop heads.

#### *Tuesday*

Dust ALL 2<sup>nd</sup> and 3<sup>rd</sup> east hallway ledges. Wipe down all east stair railings. Clean granite planter boxes above free phones. Wipe down 220 conference room table and chair backs.

#### *Wednesday*

Clean all outer office windows.

Mop plastic office desk mats.

#### *Thursday*

(Bathrooms)

Jet-White. Dust light fixtures. Dust ceiling vents. Wipe down tile walls, especially under and around paper towel dispensers. Spray sanitary napkin boxes with #42 and wipe out.

#### *Friday*

Clean office recycling bins, wipe down the auditorium chair backs.

Replace mop heads and place used ones in laundry.

#### #234 Closet Inventory

2 Backpacks  
2 Upright  
2 Garbage cans  
1 bathroom cart  
2 mop buckets. 2 white mops. 1 blue mop.

#### #330 Closet Inventory

1 Backpack  
1 Upright vacuum  
1 Mop bucket. 1 white mop. 1 blue mop.

## **Daily Custodial Tasks** Revised 07.22.19

### **2<sup>nd</sup> & 3<sup>rd</sup> Floor West End *Early Shift***

Touch up the east 2<sup>nd</sup> floor restrooms: sweep floors, flush toilets, clean mirrors, empty garbage if necessary, check and replace needed supplies.

Straighten pre-function lounge areas of Ballroom by straightening furniture, picking up garbage and newspapers.

Empty hallway garbage. Tuck bag under rim.

Set out recycling.

Clean offices: Empty garbage and vacuum all 2<sup>nd</sup> and 3<sup>rd</sup> floor offices. Clean windows. Clean garbage cans and change liners as needed.

Clean Restrooms: Sweep. Clean mirrors, sinks, chrome, urinals, toilets (also wipe tile and stalls in surrounding area). Wipe off top of and around hand sanitizer, paper towel and t.p. dispensers. Empty sanitary napkin boxes, empty garbage, polish stainless-steel, pour deodorizer down drains, mop.

Vacuum Ballroom pre-function. Wipe off tables in lounge and countertops outside Registrars.

### ***After building closes***

Clean stainless steel arch of elevator on 2<sup>nd</sup> and 3<sup>rd</sup> floor.

Touch up bathrooms, wipe crumbs etc from hall benches, return recycle bins, check doors, turn off lights, check closet inventory. At the end of the shift, check drinking fountains. Restock the bathroom cart daily.

### **Weekly Tasks:**

*Monday* - Restock and organize custodial closet and bathroom cart. Clean drain. Mop floor. New mop heads.

*Tuesday* - Dust ALL hallway ledges. Dust red stair lights. Dust computer kiosks. Wipe Cinderella stair railings and top marble ledge.

*Wednesday* - Clean all outer office windows. Mop plastic office desk mats. C-Line bathrooms.

*Thursday* - (Bathrooms) Jet-White. Dust light fixtures. Dust ceiling vents. Wipe down tile walls, especially under and around paper towel dispensers. Wipe under sanitizer and soap dispensers. Wipe down stalls. Spray sanitary napkin boxes with #42 and wipe out. Clean floor edges and corners.

*Friday* - Clean office recycling bins. Replace mop heads and place used ones in laundry.

#### **#250 Closet Inventory**

2 Backpacks  
1 Upright  
2 Garbage cans  
1 Mop bucket. 1 White mop. 1 Blue Mop.

#### **#301 Closet Inventory**

Bathroom cart  
1 upright vacuum  
1 backpack vacuum  
1 mop bucket. 1 white mop. 1 blue mop.

## **Daily Custodial Tasks revised 12.1.17**

### **North Campus Store**

Set recycling in hallway.

Empty all garbage, clean dirty cans and change liners as needed.

Vacuum all carpet and mats, vacuum inside gate recesses and behind garbage cans. Vacuum inside register areas. Vacuum and mop tile. Clean black double door windows and window to order fulfillment.

Wipe off window ledges, clean window by Shipping and Receiving.

Return recycling bins.

Verify gates are locked.

### **South Campus Store**

Set recycling in hallway.

Empty all garbage in South Campus Store and Accounting, clean dirty cans and change liners as needed.

Vacuum all carpet and mats, vacuum inside gate recesses, behind garbage cans, inside register areas, vacuum and mop tile, clean entryway glass and ledges. Clean dressing room mirrors.

Wipe off top of hall vending machine and clean the glass.

Accounting: Vacuum all carpet, clean front door window glass. Sweep and mop tile hallway.

Break room: Clean sink, wipe off counter and table, check paper towel dispenser, sweep/vacuum floor, mop, and straighten furniture.

Return recycling bins.

Verify gates are locked.

### **Do Weekly Tasks**

#### *Monday*

Clean display windows and ledges inside and out, north and south. Vacuum display area.

#### *Tuesday*

Wipe off storage bins above office area desks. Dust all ledges, etc. inside store. Wipe off tops of vending machines.

#### *Wednesday*

In South Campus Store, vacuum under all movable displays.

#### *Thursday*

Mop plastic office desk mats and wipe off chair backs and legs.

#### *Friday*

North side = Clean one-way mirror in north Bookstore on the west side. South = detail behind front cash register area. Pull out hangers/mats and deep clean.

## **Daily Custodial Tasks** Revised 12.1.17

### **Recycling**

Vacuum and straighten mats at all entryways on 1<sup>st</sup> and 2<sup>nd</sup> floor. Clean entry door glass and wipe ledges. Vacuum behind book and magazine racks. Vacuum East Elevator.

Recycling: Take all paper recycling and cardboard boxes to the recycling shed. As you gather the recycling, wipe spills from top and sides. Check all plastic/glass/batteries, etc. containers daily and take out when full or rancid. Keep area around recycling shed free from garbage and sweep around recycling shed daily.

Main hallway: Sweep and dust mop 1<sup>st</sup> and 2<sup>nd</sup> floor. Sweep from edges and behind doors, kiosks, garbage cans, get gum up with razor. Vacuum dust mop when finished, nightly.

Weekly task: Monday- Clean and organize recycling shed by throwing away garbage and sweeping  
Friday – Replace dust mop heads and place used ones in laundry.

### **Outside**

Building Perimeter: Empty all garbage and recycling cans surrounding building (also cigarette-butt containers). Clean cans and lids as needed. Pick up garbage and sweep around entire perimeter of building (including shrubs, delivery ramps, Admissions walkway, etc.). Check for spills daily and mop as needed. Check for burnt out lights and inform full time employees.

At the southwest Sunburst entryway, get garbage and sweep.

Sweep Juniper stairs daily.

In Patio area, sweep (stairs, bike rack area, under benches, wheelchair ramp), straighten furniture, pick up cigarette butts from table and other ashtrays. Remove chalk from pillars and concrete when applicable. Wipe off newspaper kiosks and dispensers. Clean/organize furniture on 2<sup>nd</sup> floor catwalk. Return all trays to Hub.

Recycling: Check recycling cans daily and take to recycling shed as needed.

Take stray pallets to bookstore ramp.

### **Weekly:**

Monday

Using a broom, brush cobwebs from walls/corners/windows/lights/ledges.

Tuesday

Sweep the Hub Ramp area.

Wednesday

Clean the patio outside the math tutoring lab.

Thursday

Pull out newspaper stands and sweep behind them.

Friday

Wash out cigarette ashtrays on patio tables.

## **Daily Custodial Tasks** Revised 12.1.17

### **2<sup>nd</sup> Floor East End *Late Shift***

Vacuum Sunburst and International Lounge, take out garbage, clean door glass, check brown window ledge for spills and garbage.

Vacuum Juniper. Empty garbage. Wipe off tables and straighten furniture.

Clean east and south Entry by vacuuming and straightening rugs, cleaning glass, wiping down ledges, and mopping floor inside south entry.

Clean North Entryway area: Clean Marketplace stainless steel double doors. Clean stainless steel on outside of north elevator. Wipe down marble ledge at the top of the north stairs. Wipe off dock exit door. Clean north exit glass and vacuum carpet.

Mop edges of 2<sup>nd</sup> floor including freight elevator area and steps going into International Lounge.

Sweep and Mop both sets of west end stairs.

Clean 2<sup>nd</sup> floor east end restrooms: Sweep. Wipe down diaper changing station with #42. Clean mirrors, sinks, chrome, urinals, toilets (also wipe tile and stalls in surrounding area). Wipe off top of and around hand sanitizer, paper towel and t.p. dispensers. Empty sanitary napkin boxes, empty garbage, polish stainless-steel, pour deodorizer down drains, mop.

Empty hallway garbage. Wipe down phone area. Wipe top of kiosks. Clean drinking fountain. Wipe outside of 2<sup>nd</sup> floor east elevator including push button area. Check nightly the display case glass and clean if needed.

### **Weekly Tasks:**

#### *Monday*

Restock and organize custodial closet. Clean drain. Mop floor. New mop heads.

#### *Tuesday*

Dust ALL 2<sup>nd</sup> and 3<sup>rd</sup> east hallway ledges. Wipe down all east stair railings. Clean granite planter boxes above free phones.

#### *Wednesday*

Clean Marketplace glass *Thursday*

#### *(Bathrooms)*

Jet-White. Dust light fixtures. Dust ceiling vents. Wipe down tile walls, especially under and around paper towel dispensers. Spray sanitary napkin boxes with #42 and wipe out.

#### *Friday*

Clean couches (water & vinegar)

## **Daily Custodial Tasks** Revised 12.1.17

### **HUB**

Main Hub: Sweep tile edges, dust mop all tile, vacuum floor mats and roll up, vacuum inside Hub gate recesses, mop edges of tile including steps. Vacuum Hub area and arrange chairs/tables. Wipe down and mop the inside of garbage and recycling cabinets. Vacuum ramp and rugs in hallway (ramp area). Wipe off newspaper kiosk.

1<sup>st</sup> Floor Hallway Garbage: Empty first floor hall garbage (including maintenance room and Travis' office) and clean cans when needed.

Freight Elevator: Clean north stainless steel elevator inside and out from the first floor & wipe elevator threshold. Be sure elevator doors do not close on you while vacuuming by making sure the light curtain stays blocked.

Mop first floor edges: Pay special attention to areas the scrubber cannot reach, and especially the entryways.

#### **Weekly Tasks:**

*Monday-* Clean base of tables in the pit

*Tuesday-* Wipe down wooden ledges

*Wednesday-* Clean base of tables in area north and south of pit

*Thursday-* Wipe food/spills from walls in eating areas, wipe off lock-bar area of gates

*Friday-* Clean base of tables in northeast section

### **Moonlight**

Clean the two Moonlight exit only door windows and wipe thresholds, vacuum tile, mop tile. When dry, arrange chairs and tables.

North section: Vacuum, arrange tables and chairs. Mop the steps.

Clean T.V.'s and Microwaves. Check paper towel dispensers. Empty large yellow can garbage can and the garbages underneath microwaves.

Clean east drinking fountain. Clean east and south stairway ledges from 3<sup>rd</sup> to 1<sup>st</sup> floor. Wipe off top of all vending machines. Vacuum under east staircase.

Vacuum east elevator, clean stainless steel. Wipe off blue doors from the inside when they are closed. Clean threshold. Be sure elevator doors do not close on you while vacuuming by making sure the light curtain stays blocked.

Vacuum and Mop north, east and south stairs. When doing north stairs, do all grey stairs going down to north entryway.

East Entry: Vacuum and straighten mats, vacuum entry carpet (including behind magazine racks), clean door windows, wipe off newspaper kiosks. Dust ledges inside entry. Wipe thresholds.

#### **Weekly Tasks:**

*Monday-* Detail drinking fountain by wiping entire machine top to bottom, including surrounding tile

*Tuesday-* Wipe base of tables in raised north sections, mop stage

*Wednesday-* Wipe down area window ledges and clean out garbage from east seat benches and ledges

*Thursday-* Wipe base of tables on ground level sections, dust moonlight music sign and piano

*Friday-* Clean all east windows



## **Daily Custodial Tasks**   Revised 12.1.17

### **1<sup>st</sup> Floor Late Shift Area 1**

Quick-Stop: Empty garbage (clean cans inside and out if dirty), vacuum mats (then roll them up and set them aside), vacuum carpet, sweep and mop back room, wipe walls under soda machine nightly, clean glass on doors. Shut off lights, verify doors are locked and latched.

Cinderella Alley: Wipe down tables and statue, straighten furniture and vacuum area.

West Elevator: Clean threshold, wipe walls, clean steel railing, vacuum (including entry to elevator). Be sure elevator doors do not close on you while vacuuming by making sure the light curtain stays blocked.

Computer Lab: Wipe off the two front wooden end tables and clean front door glass, and all entryway window ledges behind chairs, sweep and mop behind counter, clean drinking fountain, vacuum, empty all garbage. Verify gate is locked when you leave.

Computer Lab Bathrooms: Sweep. Clean mirrors, sinks, chrome, urinals, toilets (also wipe tile and stalls in surrounding area). Wipe off top of and around hand sanitizer, paper towel and t.p. dispensers. Empty sanitary napkin boxes, empty garbage, polish stainless-steel, pour deodorizer down drains, mop.

Clean west end drinking fountains and vacuum surrounding area: (Financial Aid pre-function and Admissions pre-function). Wipe off blue post-office and aggie radio shelves.

West Entryway: Wipe down newspaper kiosk, dust top ledge of T.V., vacuum and straighten mats, clean all entry glass including west end glass and ledge.

### **Weekly Tasks:**

#### ***Monday***

(Quick-Stop)

Dust ledges and vents

Clean windows including cooler doors

#### ***Tuesday***

(West Entryway)

Clean Cinderella Alley end tables using Shine-up. Detail bottom of west entryway doors.

#### ***Wednesday***

(Misc.)

Clean vents of drinking fountains

#### ***Thursday***

(Computer Lab)

Jet-white restroom toilets only.

Clean all windows and ledges

#### ***Friday***

(Computer Lab) Clean all desk tops (dust bunnies, spills, etc.)

Pull out chairs and tables in front foyer (seating area) vacuum, and wipe off walls/ledges.

### **#114 Closet Inventory**

1 backpack vacuum

1 upright vacuum

1 mop bucket

1 white mop

1 blue mop

1 garbage can

### **Computer Lab Inventory**

1 backpack vacuum

1 mop bucket

1 white mop

1 blue mop