TASK SCHEDULE & Checklist

Custodian: _____ Supervisor: _____ Date: _____

CLASSROOMS		2X	1X		AS	Week of _____						Week of _____					Comments/Evaluation
	DAILY	WEEK	WEEK	MONTHLY	NEEDED	1	2	3	4	5		1	2	3	4	5	
Empty all trash receptacles	X																
Empty pencil Sharpeners	X																
Dust mop floors	X																
Spot wet mop Floors	X																
Wet mop floors			X														
Spot clean walls		X															
Clean door glass	X																
Clean windows				X													
Vacuum rugs	X																
Sweep under rugs				X													
Clean air vents				X													
Sanitize door knobs /light switches	X																
Line desks/tables Back up	X																
Clean sinks/ Fixtures/dispensers		X															
Stock paper towel Soap/sanitizer					X												
Replace burnt out lamps					X												
Dust horizontal surfaces Below 6’			X														

BATHROOMS/ LOCKERROOM		2X	1X		AS	Week of _____						Week of _____					Comments/Evaluation
	DAILY	WEEK	WEEK	MONTHLY	NEEDED	1	2	3	4	5		1	2	3	4	5	
Clean & Sanitize Toilets, urinals, sinks & dispensers	X																
Clean mirrors	X																
Empty sanitize trash cans	X																
Spot clean wall Partitions	X																
Fill all Dispensers					X												
Dust mop floors	X																
Wet mop floors	X																
Sanitize showers	X																
Clean air vents				X													
Sanitize entire partitions			X														

OFFICES, AND LOUNGES		2X	1X		AS	Week of _____						Week of _____					Comments/Evaluation
	DAILY	WEEK	WEEK	MONTHLY	NEEDED	1	2	3	4	5		1	2	3	4	5	
Sanitize drinking Fountains	X																
Empty trash Receptacles	X																
Vacuum carpets Dust mop floors	X																
Clean air vents				X													
Clean door glass	X																
Wet spot mop floors	X																
Wet mop floors			X														
Extract carpets					X												
Sanitize door knobs	X																
Spot clean window glass	X																
Clean window glass				X													
Spot clean walls	X																

HALLWAYS/ LOBBY		2X	1X		AS	Week of _____						Week of _____					Comments/Evaluation
	DAILY	WEEK	WEEK	MONTHLY	NEEDED	1	2	3	4	5		1	2	3	4	5	
Sanitize drinking Fountains	X																
Sweep floors	X																
Empty trash Receptacles	X																
Spot wet mop	X																
Scrub floors Floor scrubber			X														
Spot clean walls			X														
Clean all glass	X																
Vacuum door mats/ carpets	X																
Heal marks on Floors	X																
Dust/ spot clean Lockers			X														
Sanitize door handles/ Crash bars	X																
Clean air vents				X													

Gym		2X	1X		AS	Week of _____						Week of _____					Comments/Evaluation
	DAILY	WEEK	WEEK	MONTHLY	NEEDED												
Sanitize drinking Fountains	X																
Sweep floors	X																
Empty trash Receptacles	X																
Spot wet mop	X																
Scrub floors Floor scrubber				X													
Spot clean walls			X														
Clean all glass	X																
Clean bleachers					X												
Clean air vents				X													

CAFETERIA		2X	1X		AS	Week of _____						Week of _____					Comments/Evaluation
	DAILY	WEEK	WEEK	MONTHLY	NEEDED												
Sanitize drinking Fountains	X																
Empty and clean trash Receptacles lunch	X																
Sweep floors	X																
Scrub floors	X																
Spot clean walls			X														
Clean door glass	X																
Clean air vents				X													