

Schedule	Assignment	Completed	Notes
6:00	Enter building thru East doors and turn off alarm by doors. Turn on Entry lights-switch on other end of same doors and hall light on the way to Office Area.		
6:05-6:20 AM	Get cell phone from cabinet in staff room. Go into Nurse's Office Area and look for bucket to clean restrooms. If it's absent across building to closet by boy's lav & get bucket and mop. Start cleaning office restrooms right away-the crowds arrive early. Clean both Staff restrooms per District standards. Also clean the restroom in Nurse's Clinic Area. Cleaning cart is either in Clinic or my office by room 106.		
6:20-6:35 AM	Open East doors for 6th grade sports. Push mop and bucket into hall out of the way and take trash can and Virex spray bottle to each office. Empty trash and clean door handles, counters, desks, where possible, leaving doors open to vacuum when you are done. After vacuuming grab another towel and glass cleaner and do the door glass and then take vacuum and glass cleaner into East Entry area and bring out the trash can you are using as well. Clean door glass in Entry doors.		
6:35-6:45	Vacuum entry & carpet up to the stage. Clean the two offices beside & across from the Girls' lav. Push the mop bucket ahead post the stage and spot vacuum the carpet by stage and boy's lave. Put mop & bucket away. Empty bagged trash into garbage cart by East entry. Put trash can back in staff room and take glass cleaner & towel with you, along with the vacuum.		
6:45-6:55	Get around East Gate using door and go into room 102. Trash is handled in 102 & 104. Vacuum and clean door handle, glass and teacher's desk where you can. Counters should be student's job. Clean around computers though.		
6:55-7:05	Same for room 104. Unlock West doors leave cleaning cart in my office by 105-106.		
7:05-7:15	Go down to Special Services office and clean-same for Room 108-should have no trash.		
7:15-7:40	Go into Library begin cleaning. Lights are by Library office door. Clean office & work area first. Use duster by door for Librarian's office. Begin cleaning the "back area" of Library-wife off tables with cleaner & towel also by office door.		
7:40-7:45	Open all 4-2 Upstairs and 2 downstairs-security gates.		
7:45-7:55	Clean room with roll up door by boy's lav. Vacuum floor. Trash goes into hall can.		
7:55-8:00	Spot clean tables in Common's for 8AM 1st period class.		
8:00-8:05	Empty breakfast trash into garbage cart.		
8:05-8:10	Lock the West Entry doors (by Library) take vacuum		
8:10-8:20	Vacuum black entry carpet by West Entry doors and carpet toward the stage and in front of West stairs.		

8:20-8:30	Put vac away and go into kitchen and take out their trash with the garbage cart. Toss into green dumpster		
8:30-8:45	Break		
8:45-9:00	Check emails & mail box- use staff room computer. Clean out staff room sink.		
9:00-9:15 AM	Wash off breakfast tables		
9:15-9:45	Set up Commons for lunch using map. Note where you got the tables-so you can put them back.		
9:45-10:15	Pick up trash outside or clean all door glass, work on equipment, etc, i.e.: spots on carpets.		
10:15-11:15	Lunch		
11:15-11:48	Set up mop bucket for lunch. Make sure everything is ready including trash cans and cart for trays. Check emails again.		
11:48-12:18	Supervise Lunch, begin picking up trash at 12:05 and take to green dumpster.		
12:18-12:34	Clean off tables & sweep floors before 2nd lunch. Hurry so you can break at beginning of 2nd lunch.		
12:34	2nd lunch		
12:30-12:45	Break		
12:45-1:06	Supervise 2nd Lunch. Begin cleaning tables starting by the Ala Carte area and working each aisle toward opposite side of Commons. Use bucket, flat mop mix of Virex for mop.		
1:06-1:49	Lunch ends. Continue with tables. When done wiping them off, fold up table and put back where they were before. Sweep floor and put bagged trash in cart again. Sweep area where food was served, behind the roll-up doors. Mop serving area, mop or auto scrub commons. Be done by 1:45.		
1:49-2:00	Passing period for kids-so take out trash to green dumpster.		
2:00-2:30	Put liners in trash cans, make sure there is an extra liner hanging over side of can. Set cans against walls or display case if empty. Set-up 6 tables for breakfast. Vacuum carpet using the wide area vac from East entry doors including the hall by both girls and boys lavs all the way to West doors. Pick up drink bottles & lunch bags. Toss the former and take the latter to lost & Found in office. Put everything away and take a new mix of Virex in mop bucket and restroom mop to Clinic restroom. Get cleaning cart from my office and leave in same area. Stay clear of the toilet & sink.		
2:30-2:45	Meet with evening custodians. Give phone to one of them.		
2:45-3:00	Make sure coffee pot is off and that everything has been done.		
3:00	Time to go.		

Extra tasks if time allows:

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