

FORM 102-2b HOLIDAY CUSTODIAN CLEANING CHECKLIST

	Comments	Done	Date
<b>GENERAL - Exterior of Building</b>			
Water grass area adjacent to building			
Keep school grounds in a clean & tidy condition			
Clean exterior signs & light fixtures			
Maintain shrubs, trees & flower beds in proper condition			
Water shrubs & flower beds			
Grass cutting at front & side areas adjacent to building			
<b>GENERAL - Interior of Building</b>			
<i>Hose cabinets, display cases</i>			
1. spot clean			
<i>Ceiling air diffusers, air intake grills</i>			
1. vacuum			
<i>Door grills</i>			
1. vacuum			
2. wash			
3. dust			
<i>Venetian blinds</i>			
1. vacuum			
<i>Light fixtures</i>			
1. dust and wash lenses			
2. re-lamp			
<b>STAIRS</b>			
Wipe & polish hand rails			
<b>CLASSROOMS, LIBRARY &amp; MEETING ROOMS</b>			
<b>OFFICES, STAFF &amp; MEDICAL ROOMS</b>			
<b>ENTRANCES, LOBBIES &amp; CORRIDORS</b>			
<i>Walls</i>			
1. dust			
2. wash			
<i>Floors</i>			
1. sweep (vacuum rug)			
2. wash (shampoo if rug)			
3. strip (2 coats)			
4. wax (5 - 7 coats)			
5. polish			
<i>Ceilings</i>			
1. vacuum and/or dust			
<i>Glass doors, side glass &amp; door frames</i>			
1.dust			
2.wash			
<i>Furniture</i>			
1. wash (if applicable)			
2. polish			
3. vacuum (sofa, etc.)			
<b>WASHROOMS, SHOWER &amp; DRESSING ROOMS</b>			
<i>Walls &amp; ceilings</i>			
1. wash			
2. spot clean			
<b>GYMNASIUM</b>			
<i>Floor</i>			
1. wash			
2. polish			
3. wax			
<i>Walls</i>			
1. wash			
<b>ALL STORAGE ROOMS</b>			
<i>Floors</i>			
1. sweep			
2. spot clean			
3. wash			
4. wax			
5. strip			
<i>Walls &amp; shelving</i>			
1. dust			
2. spot			

Please sign/date by yourself and administrator - fax to Tina Schierman (780) 618-3143 at Central Office when the "AS REQUESTED" items are completed

\_\_\_\_\_  
 Name Signature Date

\_\_\_\_\_  
 Administrator Signature