## FORM 102-2b HOLIDAY CUSTODIAN CLEANING CHECKLIST

**Administrator Signature** 

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 GENERAL - Interior of Building Hose cabinets, display cases 1. spot clean Ceiling air diffusers, air intake grills 1. vacuum Door grills 1. vacuum 2. wash 3. dust Venetian blinds 1. vacuum Light fixtures 1. dust and wash lenses 2. re-lamp STAIRS Wipe & polish hand rails CLASSROOMS, LIBRARY & MEETING ROOMS OFFICES, STAFF & MEDICAL ROOMS ENTRANCES, LOBBIES & CORRIDORS Walls 1. dust 2. wash 3. strip (2 coats) 4. wax (5 - 7 coats) 5. polish Ceilings 1. vacuum and/or dust Glass doors, side glass & door frames 1. dust Class doors, side glass & door frames 1. dust			
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Glass doors, side glass & door frames			
1.dust			
2.wash			
Furniture			
1. wash (if applicable)			
2. polish			
3. vacuum (sofa, etc.)			
WASHROOMS, SHOWER & DRESSING ROOMS			
	1		
Walls & ceilings			
1. wash			
2. spot clean			
GYMNASIUM			
Floor			
1. wash			
2. polish			
3. wax			
Walls		-	
1. wash	L		
ALL STORAGE ROOMS			
Floors			
1. sweep			
2. spot clean			
3. wash			
4. wax			
5. strip			
Walls & shelving	+		
	+		
1. dust 2. spot			
Please sign/date by yourself and administrator - fax to Tina Sch REQUESTED" items are completed	ierman (780) 618-3143 at Central Office when the "AS		
Name Signature			