

CENTRAL OFFICE CUSTODIANS WORK INSTRUCTION (CUS-W001)

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

This work instruction outlines the steps taken to open, clean and close the Central Office.

Key will be made available from CO custodian the day before you begin work. Codes and passwords will be made available when needed and can be obtained from Technology.

1. Arrive by 6:20am, park in back parking lot
2. Unlock back door
 - First use key
 - Second use card
 - Go to key pad on wall, put in pass code, press #1
3. Turn lights on, go to time and attendance clock, clock in
4. Unlock front door, bring paper in and put in receptionist
5. Go upstairs, turn lights on and unlock front doors
6. Check parking lot for trash (throughout the day)
7. Go to custodial office, log on computer (password needed), check meeting calendar for the day
8. If meetings are scheduled, call to find out what is needed for the rooms
9. If there are no meetings scheduled, start regular duties
10. Vacuum offices before people arrive to work, if possible
11. Go to warehouse for water for cleaning
 - Start in downstairs lobby
 - Dust mop floors
 - Clean door windows, three sets of doubles, and one single
 - Mop all floors
12. If meeting was held, check room(s) for trash, in cans, floors and tables
13. Upstairs mop kitchen, lobby, and hall (after new tile is in place)
14. After lunch pull trash from first floor, take to dumpster
15. Vacuum offices while people are at lunch, if possible
16. Clean all restrooms on first and second floor
17. Clean back door windows
18. Log off computer
19. Check building, lock doors, set alarm before exiting back door

Weekly: Inside

Buff floors, sweep stairwell, clean HVAC air vents, vacuum, clean & dust furniture, walls & other surfaces

Weekly: Outside

Cut grass, weed eat, spray weeds

Monthly:

Scrub and re wax tile floors and shampoo carpet