

Chamberlain Armory
Custodial Checklist

The following items are areas that need to be addressed on a regular basis to help keep the armory to the standard of excellence that we expect of all our programs and facilities.

Entrance Way

- 1) Carpet vacuumed a minimum of 1 time per day.
- 2) Tile mopped day of every event.
- 3) Bathrooms mopped day of every event along with sinks, walls and diaper changing area. Bathrooms to be spot checked after phy-ed classes. Check that there is an ample supply of toilet paper, soap and paper towels for event. Bathrooms are to be cleaned with a hose once a week.
- 4) Garbage checked each day to be taken out.
- 5) Windows cleaned day of every event.

Gym Floor

- 1) Swept each morning.
- 2) Minimum of two times per week – Machine ran over floor for thorough cleaning.
- 3) Dust mop head changed once every two weeks –

Gym

- 1) Bleachers mopped one time per month.
- 2) Area underneath wooden bleachers cleaned and mopped one time per month or more if needed.
- 3) Garbage containers checked daily to be taken out.
- 4) Area on red cement cleaned and organized (no reason for chairs to be sitting out during our events – There is room for them to be put away under the wood bleachers if they are cleaned and organized.
- 5) Backboards Cleaned one time per month

Locker rooms

- 1) Floors mopped one time per week or more if required.
- 2) Showers thoroughly cleaned one time per week.
- 3) Before each sport season starts showers and locker room areas completely sanitized.
- 4) Garbage cans checked daily to be taken out.
- 5) Upstairs rooms used during double headers need to be clean prior to event and after event.

Outside of Armory

- 1) Daily checking of trash lying around.
- 2) Steps and sidewalks (in front of building) swept a minimum of one time per week.

Miscellaneous

- 1) Steps leading up to AD office and areas along the way need to be swept, cleaned, and mopped a minimum of one time per week.
- 2) Check walls for spills or drainage marks and clean as soon as possible.
- 3) Make sure all lights are in working order and fixtures are clean.
- 4) Custodial closet should be organized and stocked so staff/coaches can access items if custodian is unavailable.

If you need an explanation of why these things need to be done please see me. The list above is a general list of requirements. Frequency may increase and additional duties may be required depending on events.

First Shift

6:30-7:00	boiler blow-down, set-up breakfast
7:00-7:30	spot clean bottom 3 restrooms and sweep and mop bottom hallway
7:30-8:00	sweep and mop all granite stairs
8:00-8:40	breakfast clean-up
8:40-9:30	clean 2 nd floor (middle) 3 bathrooms
9:30-10:00	sweep and mop short back stairwell
10:00-10:15	break
10:15-10:25	mail
10:25-11:00	front entry clean door glass, vacuum rugs, mop as needed
11:00-11:08	check and clean gym locker rooms
11:08-11:30	lunch set-up
11:30-12:00	lunch
12:00-1:00	lunch duty/clean-up
1:00-1:45	clean 3 bottom floor restrooms
1:45-2:00	remove all garbage in kindergarten classrooms and restrooms
2:00-2:30	vacuum and garbage bottom floor non-kindergarten rooms
2:30-3:10	vacuum all kindergarten classrooms and OTPT room
3:10-3:25	break
3:25-3:35	spot clean 2 nd (middle) floor restrooms
3:35-4:50	clean 2 nd (middle) floor classrooms vacuum and garbage
4:50-5:00	add lift station chemicals and fill boiler

Second Shift

- 10:30 – 11:00 spot clean 5/6 bathrooms
Spot clean top floor bathrooms
- 11:00 – 12:40 Lunch setup/duty/clean up
- 12:40 – 1:00 vacuum elevator stairs
- 1:00 – 1:15 Break
- 1:15 – 1:40 spot clean top floor and 5/6 bathrooms
- 1:40 – 2:00 remove all bottom floor garbage's
Clean kindergarten bathroom fixtures
- 2:00 – 2:30 clean front office garbage and vacuum
- 2:30 – 3:00 mop kindergarten rooms and bathrooms
- 3:00 – 3:30 vacuum front entry rugs
- 3:30 – 4:00 lunch/dinner break
- 4:00 – 4:30 empty all 5/6 garbage's (18 rooms)
- 4:30 – 5:30 vacuum all 5/6 classrooms (13 rooms)
- 5:30 – 6:00 sweep and mop music and science rooms
- 6:00 – 7:30 clean 5/6, SPED, and front office bathrooms
- 7:30 – 7:45 break
- 7:45 – 8:00 vacuum front entry and link rugs
- 8:00 – 8:45 sweep, scrub and mop entrance/hall/link
- 8:45 – 9:00 check all outside doors to make sure locked

If things are done early: clean door windows or walls