

Custodian Daily Schedule

School: _____

School Year: _____

Hours: _____

Custodian: _____

Assigned Areas (Specify room numbers and locations):

Responsibilities:

- 1 Remove trash, sweep, mop, vaccuum, and dust as needed or required.
- 2 Restock bathroom items such as hand soap, toilet paper, paper towels, etc. in assigned areas.
- 3 Specific jobs and/or activities as assigned by the administrator.
- 4 Ask Principal concerning buffing or other custodial duties not done on daily basis.

OBSERVE AND FOLLOW ALL SAFETY PRECAUTIONS AND PROCEDURES. REPORT ANY PROBLEMS TO PRINCIPAL/SUPERVISOR.

Other Instructions or responsibilities:

Custodian Signature: _____

Principal Signature: _____