



Facilities Services (Custodial) Priority Duties Day Shift Schedule (Secondary)

This resource is intended to capture and share information and/or direction with regards to updated Custodial practice or process.

Priority Duties

To be followed on dayshift, special circumstance tasks still apply (I.e. well water testing, site specific requirements etc.) or duties as assigned by the chief or supervisor

Time Frame	Priority Duties (not in order)	Follow-up
Shift start until 1 st 75-minute Instructional Block	Outside building check Outside snow/ice maintenance Water flushing Check emails for urgent items Unlock entry door(s) Check washrooms Priority mechanical and automation checks, <ul style="list-style-type: none"> - Boilers: on, pressure, temperature - Pumps circulating - Air handling units on, running *** Once above items are completed, initiate section duties. NOTE: Sections and breaks to be coordinated with the supervisors and site team	Complete required E-base logs Submit work orders if required for items of concern found during inspections Report any grass or snow concerns to appropriate Supervisor
After start of 1 st 75-minute Instructional Block	Check and maintain entrances, stairwells and halls Locks doors as per schedule Check/maintain/restock washrooms, disinfect touch points Check/maintain outdoor entrances and walkways *** If completed, initiate other section duties & work requests.	Report any concerns to principal or supervisor if required
During the 2nd 75-minute Instructional block	Check and maintain entrances, stairwells and halls Check/maintain/restock washrooms disinfect touch points Disinfect water bottle filling stations or fountains	Report any washroom vandalism or concerns to principal and supervisor if needed

	<p>Check/maintain outdoor entrances</p> <p>Touch point disinfecting of all common areas</p> <p><i>*** If completed, initiate other section duties & work requests.</i></p>	
Time Frame	Priority Duties (not in order)	Follow-up
<p>End of Instructional time or end of shift</p> <p>Rooms that can be accessed that will no longer be used during the day</p>	<p>Clean/disinfect student desks and table tops in assigned rooms</p> <p>Sweep and spot / damp mop floors</p> <p>Line up student desks</p> <p>Empty garbage</p> <p>Clean Boards and ledges as required. (minimum once a week)</p>	<p>Document any assigned unfinished cleaning/disinfecting to afternoon shift for completion</p>
Time Frame	Priority Duties (not in order)	Follow-up
<p>Prior to Start of Custodial afternoon shift</p>	<p>Chief Custodians liaise to discuss the day and night routine</p> <p>Computer time for administrative work, timesheets, Work orders, emails.</p> <p>Prepare information for afternoon shift</p> <p><i>*** If completed, initiate other section duties & work requests.</i></p>	<p>Report any washroom vandalism or concerns to principal and supervisor if needed</p> <p>Transition meeting with afternoon shift custodian</p>