

Tasks for Building Service Staff

Use this checklist as a guide for understanding the tasks that should be performed by building service staff. Follow the guidelines below to determine the level of cleaning, disinfection, and minor repairs that staff should care for on any particular day.

REGULAR OPERATIONS

Routine tasks to be performed daily.

- Remove trash from bins, replace liners as needed
- Sweep/vacuum traffic areas
- Vacuum entrance door mats
- Clean and disinfect touchpoints (telephones, light switches, keyboards, pencil sharpeners, etc.) twice a day
- Clean/disinfect water fountains
- Clean door glass
- Clean countertops
- Clean hard surface furniture, as needed
- Cleans walls, as needed
- Clean door frames, as needed
- Clean and disinfect health cots
- Clean and disinfect restrooms (sinks, urinals, commodes, floors, walls, and partitions)
- Clean soap and paper towel dispensers
- Fill soap, paper towel, and toilet tissue dispensers
- Refresh bathrooms; restock and clean at least three times each day
- Flush all water fountains and sinks for 60 seconds each day before students and staff arrive
- Sweep and spot mop floors
- Empty outside trash and recycling cans
- Check grounds for trash
- Remove leaves and other debris from the front entrance
- Remove litter and debris from the playground area; check play equipment for safety

**DAILY
TASKS**



EXPANDED OPERATIONS

Intense cleaning and disinfection are to be performed with increased frequency to help prevent the spread of germs during flu season, COVID-19, or any virus-related situation. These tasks are in addition to regular and detailed operations duties listed above.

- Increase the frequency of cleaning and disinfection of touchpoints to 3-4 times per day
- Increase restroom refresh to 4-5 times per day
- Clean and disinfect hard surface furniture daily
- Perform minor repairs and small projects

**SPECIAL
TASKS**



DETAILED OPERATIONS

Tasks to be performed once each week in addition to regular operations tasks.

- Clean windows, window sills, and blinds
- Clean all hard surface furniture (top, bottom, and sides), including removing gum and other debris
- Clean light fixtures
- Clean high, low, horizontal, and vertical surfaces (ceiling vents, walls, corners, etc.)
- Clean door frames
- Vacuum and wet mop entire floor, corner to corner
- Burnish floors
- Shampoo carpets as scheduled
- Dust and vacuum HVAC units

**WEEKLY
TASKS**



OPERATIONS ONLY

Deep cleaning, general maintenance, and other tasks must be performed when the school is closed.

TOUCH-UP PAINTING:

- Classroom walls
- Restrooms
- Handrails (indoors and outside)
- Basketball court backboards, if needed

ENHANCED DUSTING AND CLEANING:

- Storage closets
- Boiler room
- Windows
- Classroom air vents
- High vents in the gym, corridors, entrances, etc.

HVAC PREP:

- Make sure all filters have been changed
- Update filter inventory

MINOR REPAIRS:

- Replace all stained or missing ceiling tiles
- Replace any burned-out lights
- Repair broken toilet seats
- Adjust hinges and door closures
- Adjust nuts and bolts throughout

GROUNDS:

- Cut and trim grass, trees, and bushes
- Weed and mulch landscape areas
- Remove weeds from sidewalks and curbs
- Clean fence lines and backstops
- Clean outside of windows, high and low
- Pressure wash sidewalks and stadium bleachers

TRAINING:

- Building Systems Operations
- COVID-19 Cleaning and Disinfecting
- Electrostatic Sprayer Use

**QUARTERLY
TASKS**

