

## **SPS Day Shift Custodial Attendant General Task List**

1. Check/inspect the building for cleanliness each morning. Report any discrepancies to the assigned HES contact and/or building administrator.
2. General cleaning in restrooms as required during the school day.
3. Restocking restroom paper products and soap as needed during the school day.
4. Monitoring trash and removing as required from the cafeteria and other school spaces during the school day as directed by the building administration.
5. Cleaning up spills and accidents as required and directed by the building administration.
6. Pickup and removal of trash from the school grounds each day.
7. Ordering light bulbs through FMX and replacing as needed.
8. Changing HVAC filters every 90 days as scheduled in FMX.
9. Weeding planting beds as needed or directed by the building administration.
10. Set up and take down for activities and/or meetings as directed by the school administration.
11. Create and submit work orders in FMX as required.
12. Maintain grass in fenced areas around equipment and fenced in playgrounds.
13. Perform any additional duties required by the building administration or as directed.