



# Okemos - Cornell Elementary

## Daily Tasks

- Remove trashes
- Full sweep/mop
- Full vacuum
- Clean/restock restrooms
- Check stock/refill dispensers
- Clean sinks/drinking fountains
- Desk washing

## Weekly Commons Tasks

- M: High/low dust
- T: Clean water fill stations
- W: Deep clean entrances
- TH: Floors (edges, move furniture, behind doors)
- F: Clean custodial closets

## Weekly Classroom Tasks

- M: High dust
- T: Low dust
- W: Wall spots
- TH: Floors (edges, move furniture, behind doors)
- F: Windows

## No Matter What These Tasks MUST Be Accomplished:

- Restrooms cleaned/stocked
- All trash taken out
- All floors cleaned
- All surfaces cleaned
- All outside debris cleaned up

**Check Monitors in custodial closet for FMX tickets and event coverage needed.**

## Lead 3p - 11:30p

- Check in with office
- Clean classrooms, halls, restrooms 10-22
- Clean classrooms, halls, restrooms 24-31
- Check TM1 area
- Clean the gym
- Perimeter walk and secure the building

## TM1 6p - 9p

- Clean classrooms, halls, restrooms 27-31
- Clean the Media Center
- Clean offices
- Clean restroom by gym
- Clean hall floors and entrances

