



Lakeview - Central Office and Alt Gym

Daily Tasks

- Remove Trash
- Full Sweep/Mop
- Full Vacuum
- Clean & restock restrooms
- Check stock, refill dispensers
- Clean sinks

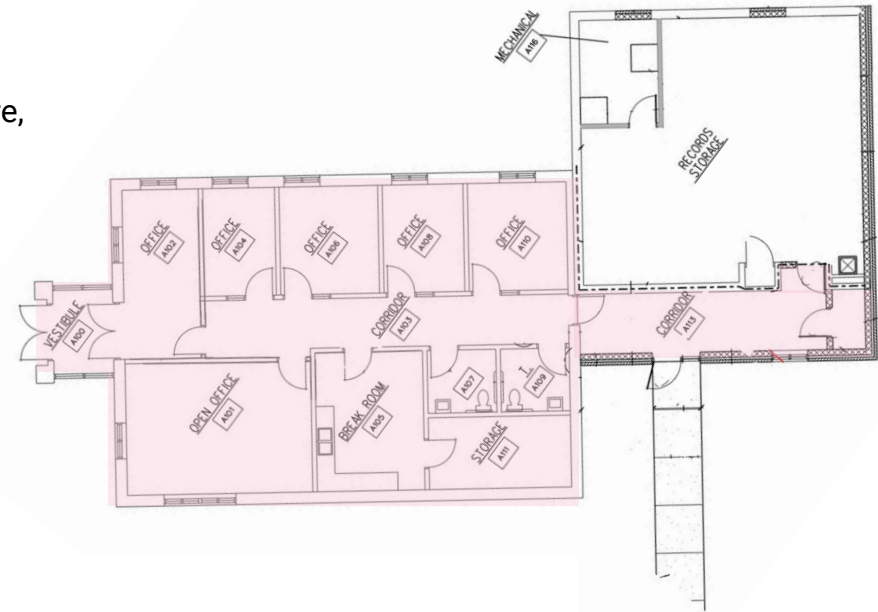
Weekly Commons Task

- M: High Dust
- T: Low Dust
- W: Deep Clean Entrances
- Th: Floors (edges, move furniture, behind doors)
- F: Clean Custodial Closets

Central Office and OPS office is cleaned by the Middle School Day position (.5 hour, stay clocked into the MS job code)

TM2 9p - 10:30p

- Alt Gym is cleaned by the Middle School TM2 position (clock into job code #1391)



Weekly Classroom Cleaning

- M: High Dust
- T: Low Dust
- W: Desks washed
- TH: Floors (edges, move furniture, behind doors)
- F: Wall Spots/Windows

