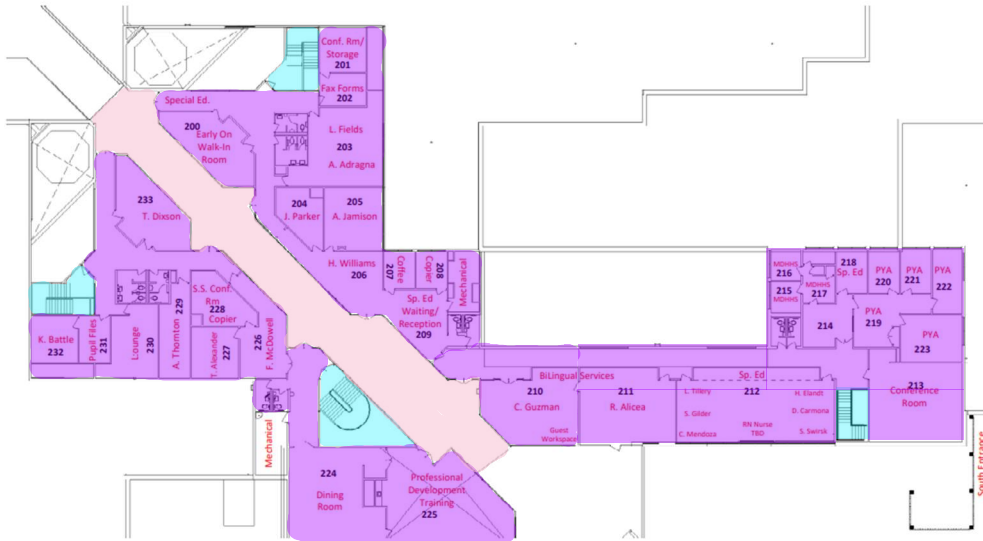
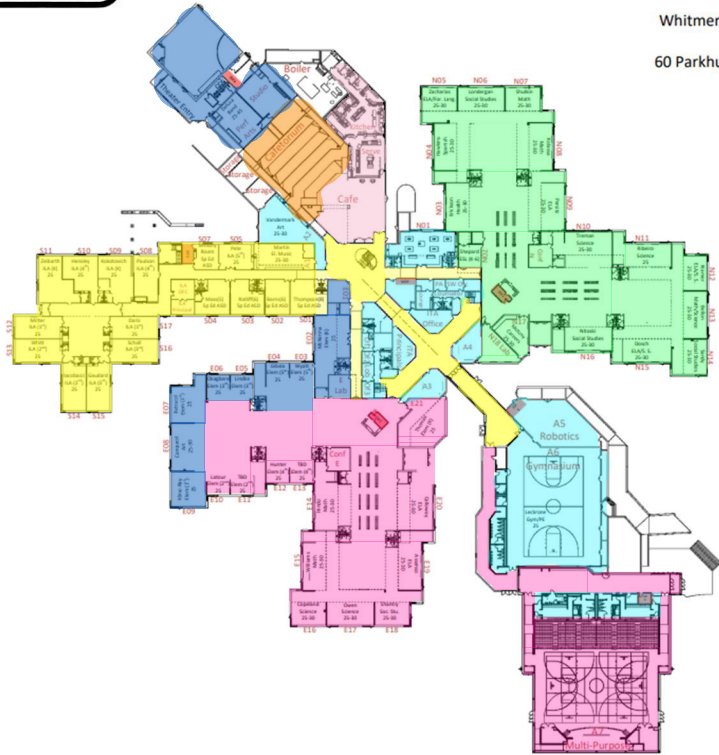




Pontiac WHRC

Whitmer H
60 Parkhurst



Day 6:30a - 3p

- Check in with office - Open building - Breakfast set up
- Outside debris, Snow removal
- Clean Main and North halls
- Clean up after breakfast and set up for lunch
- Clean East and South halls
- During lunch: Police & clean up restrooms and halls
- Clean theatre and entry
- Clean 2nd floor offices, restrooms, halls

Supervisor 3p - 11:30p

- Check in with office
- Clean Main office & Counseling office including restrooms
- Clean A2, A4, A5, NO1
- Clean 4 stairwells
- Clean 4 restrooms by office and NO1
- Check/walk classroom areas
- Clean gym, restrooms, and locker rooms in athletic hall
- Perimeter walk - Final Checks - Send closing report

Mid 11a - 3p

- Check in with Day custodian
- Cover lunch and begin cleaning cafe upper level
- Clean cafe lower level and scrub floor
- Clean kitchen and serving area

TM1 3p - 11:30p

- Check in with Supervisor
- Clean East Pod, classrooms, and restrooms
- Clean and dust mop Multipurpose room
- Clean Multipurpose room hall and entry
- When finished, put cart away and check out with Supervisor

Daily Tasks

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

TM2 3p - 11:30p

- Check in with Supervisor
- Clean North Pod classrooms and restrooms
- Dust mop and scrub North Pod through Athletic Wing (including both gyms)

Weekly Classroom Tasks

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

TM3 3p - 11:30p

- Check in with Supervisor
- Clean South Pod including vacuuming hall carpet and cleaning stairwell
- Dust mop and run scrubber in South Pod, Main Halls, and East Pod
- When finished, put equipment away and check out with Supervisor

Weekly Commons Tasks

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

TM4 6p - 10p

- Clean 2nd floor offices, restrooms, and halls

TM5 6p-10p

- Clean East Pod classrooms and restrooms
- Clean Studio and Performing Arts rooms