**Center Name Month/Year Custodian**

**Daily**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  **Date:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Disinfect “touch areas” (handles, light switches, etc.) With Clorox Wipes daily. |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clean and disinfect all sinks daily. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clean and disinfect all toilets daily. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Vacuum all carpets daily. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Damp mop tile and linoleum with water and Mint Kleanse Tuesday and Thursday and more often if needed.  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wipe student chairs with bleach water or disinfectant on Monday and Wednesday and more often if needed. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Take out trash daily. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**As Needed Date inside of box when completed.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Move mat(s) and sweep porch areas |  |  |  |  |  |
| Clean door thresholds |  |  |  |  |  |
| Check vacuum bag |  |  |  |  |  |
| Clean windows and sills |  |  |  |  |  |
| Dust high and low, Swiffer blinds |  |  |  |  |  |
| Disinfect mop head with bleach water weekly |  |  |  |  |  |
| Shampoo classroom and hallway carpets |  |  |  |  |  |
| Clean doors with 409 |  |  |  |  |  |
| Wipe walls around sink areas |  |  |  |  |  |
| Wipe down bathroom partitions at least once Per month and more often if needed |  |  |  |  |  |
| Check and clean baseboards |  |  |  |  |  |
| Spot clean carpets |  |  |  |  |  |

Note: Flexibility is provided to each Custodian to maintain clean and safe Head Start facilities. Duties marked “daily” should be performed everyday. On the “Daily” section, please put date at top of each column. On the “as needed” section, please put date inside box as to when it was completed. Please feel free to make comments on the back of this page and date.