**Center Name Administrative Office 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 front office, conference room and hallways daily. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Damp mop linoleum with water  and Mint Kleanse daily. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Take out trash daily. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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

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| --- | --- | --- | --- | --- | --- |
| 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 carpets |  |  |  |  |  |
| Clean doors with 409 |  |  |  |  |  |
| Wipe walls around sink areas |  |  |  |  |  |
| Wipe down bathroom walls 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.