

# West Potomac High school

## 2015/2016 WORK SCHEDULE

Name: Angel Ramos

Position: Custodian I

SHIFT: 2:30 PM – 11:00PM

TIME/LOCATION OR DUTIES	DESCRIPTION OF TASK
<b>2:30-2:35pm</b> CUSTODIAN OFFICE	<ul style="list-style-type: none"> <li>• Sign in</li> <li>• Meet with the supervisor on duty for instruction</li> </ul>
<b>2:35-3:00pm</b> Outside (Students in class)	<ul style="list-style-type: none"> <li>• Pick up trash</li> <li>• Cut grass</li> <li>• Trimming</li> <li>• Police outside FCPS property and kids</li> <li>• Other duties may be assigned by supervisor</li> </ul>
<b>3:00-7:00pm</b>  Quander  314-315-317-318-319-320-321-322-323-324 teacher work room-331-333-library-Custodian office  Two set of stairs, one near cafeteria and other one by custodian office restrooms	<ul style="list-style-type: none"> <li>• Clean door window, empty pencil sharpeners, collect trash, pick up large pieces of papers, bottles, pencil, etc.               <ul style="list-style-type: none"> <li>• Low dusting every day</li> <li>• High dusting twice a week</li> <li>• Check &amp; secure all window</li> </ul> </li> <li>• Organize student desks &amp; chairs               <ul style="list-style-type: none"> <li>• Wipe off student desk</li> <li>• Vacuum/sweep all rooms</li> <li>• Clean all lockers top</li> <li>• Refill hand soap as needed</li> </ul> </li> <li>• Refill tissue paper &amp; paper towel as needed               <ul style="list-style-type: none"> <li>• Clean restrooms &amp; sinks</li> </ul> </li> <li>• Wet Mop classrooms floors as needed &amp; restrooms floors every day.</li> <li>• Use Kaivac Machine 2 days a week in restrooms</li> </ul>
<b>7:00-7:30pm</b> Custodians break room	Dinner break
<b>7:30-8:30pm</b>	<ul style="list-style-type: none"> <li>• Wet Mop as needed</li> <li>• Wet Mop with #51 rooms you will buff</li> </ul>
<b>8:30-10:30pm</b>	<ul style="list-style-type: none"> <li>• Detail cleaning at least 4 rooms a day</li> <li>• Buff tile &amp; terrazzo floor ( Classrooms &amp;</li> </ul>

<p style="text-align: center;"><b>Quander</b></p> <p>314-315-317-318-319-320-321-322-323-324 teacher work room-331-333-library</p> <p>Two set of stairs, one near cafeteria and other one by custodian office restrooms</p>	<p style="text-align: center;">hallways)</p> <ul style="list-style-type: none"> <li>• Replace light bulb as needed</li> <li>• Replace ceiling tile as needed <ul style="list-style-type: none"> <li>• Polish furniture</li> </ul> </li> </ul>
<p style="text-align: center;"><b>10:30-10:45pm</b></p> <p style="text-align: center;">Custodian closet</p>	<ul style="list-style-type: none"> <li>• Restock your custodian closet <ul style="list-style-type: none"> <li>• clean equipment</li> </ul> </li> <li>• every Friday clean whole Back pack vacuum</li> </ul>
<p style="text-align: center;"><b>10:45-11:00pm</b></p> <p style="text-align: center;">Custodian office</p>	<ul style="list-style-type: none"> <li>• Turn in section Keys <ul style="list-style-type: none"> <li>• end of shift</li> </ul> </li> </ul>

Custodian sign:

Date:

Building Supervisor:

Date: