

<b>Janitorial Checklist</b>										Week of:				
Site: Vernal					Employee:					Site Manager:				
<b>Custodial Services</b>														
<i>(Place a checkmark in the column after each job has been completed. This must be completed weekly and turned into the Site Manager)</i>														
Areas of Operation		Complete			Areas of Operation		Complete			Areas of Operation		Complete		
<b>Classroom 1 Floors</b>	Sweeping				<b>Classroom 2 Floors</b>	Sweeping				<b>Entryways</b>	Sweeping			
	Mopping					Mopping								
	Vacuumping					Vacuumping					Vacuumping			
<b>Classroom 1 Restrooms</b>	Porcelain				<b>Classroom 2 Restrooms</b>	Porcelain					Windows			
	Seats					Seats					Glass Doors			
	Bowls					Bowls					Doorknobs			
	Wipe Fixtures/Dispensers					Wipe Fixtures/Dispensers								
	Sinks/Counters					Sinks/Counters								
	Mirrors/Windows					Mirrors/Windows				<b>Hallways &amp; Meeting Areas</b>	Sweeping			
	Stall doors					Stall doors					Mopping			
	Ledges					Ledges				<b>Misc.</b>	Vacuumping			
	Trash					Trash					Empty Vacuum			
Sweeping				Sweeping										
Mopping				Mopping										
<b>Classroom 1</b>	Sinks/Counters				<b>Classroom 2</b>	Sinks/Counters				<b>PLUG COVERS REPLACED</b>				
	Trash					Trash				<b>Hazards Observed:</b>				
	Ledges/Window Ceals					Ledges/Window Ceals								
	Windows					Windows								
	Wipe Fixtures/Dispensers					Wipe Fixtures/Dispensers								
<b>Classroom 3</b>	Porcelain				<b>Public Restrooms</b>	Porcelain				<b>Requested Items:</b>				
	seats					Seats								
	bowl					Bowls								
	wipe dispensers													
	sinks/counters					Wipe Fixtures/Dispensers								
	mirrors/windows					Sinks/Counters								
	stall door					Mirrors/Windows				<b>Notes:</b>				
	Trash					Stall doors								
	ledges					Ledges								
	sweeping					Trash								
	mop					Sweeping								
	vacuum					Mopping								

*By signing below I certify that the above checked items were completed on the date provided.*

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Site Manager Signature

\_\_\_\_\_  
Date