**Cleaning Responsibilities – Espirito Santo School**

* Make sure that each day you grab a radio from the nurse’s office, so the office and I can communicate with you.
* When you arrive at school, please make sure that the tables are down, and ready for the cafeteria.
* While lunch is going on, you can start emptying the trash barrels, and recycling bins.
* After both lunches, please make sure that the cafeteria is cleaned up, including tables are cleaned, floor is clean, and all trash & recycling is taken out.
* Once lunch room is complete, check the stairwells & hallways for cleaning opportunities. Make sure you check the windows/doors for any webs, or if the glass needed to be cleaned. The hallways will often have dust, or sticky stuff on the floor.
* Once the students are out, begin cleaning the bathrooms.
* Once bathrooms are complete, sweep/vacuum the classrooms, and make sure all carpets are taken care of.
* Floors should be washed at least once a week, or as needed if they are messy. The floor machine works great to take all of the stuff off the floor. This includes hallways, and classrooms.
* Keep an eye on supplies, and let me know what you need, including paper towels, trash bags, chemicals, etc. (You can either leave me a note or send me an email with the items.)
* Keep an eye on the cafeteria floor. It should be washed every couple of weeks, or as needed, if it is a mess.
* As the weather gets closer, I may need some assistance with salt on the stairs, as the weather happens.
* Outside of that, do your due diligence to make sure the school is clean!

Thank you! ☺