

	Suggs (7:00-3:30)	James (7:30-4:00)	Calvin (10:30-6:00)	Wesley (9:30-6:00)
7:00	<ul style="list-style-type: none"> • Unlock the building and all classrooms • Check grounds and building for trash • Resolve any problem areas and/or follow-up on maintenance requests prior to student arrival 			
7:30		<ul style="list-style-type: none"> • Check grounds and buildings for trash in your assigned areas and in dumpster area • Take breakfast to Pre-K and Kindergarten Classrooms 		
8:00	<ul style="list-style-type: none"> • Place trash cans out for breakfast on 4/5 halls including Parks, O'Neil, Barber, and Bennett's classrooms. 	<ul style="list-style-type: none"> • Place trash cans out for breakfast in K/1 and 2/3 Hallways including Pollock, Potter, and Southerland) 		
8:30	<ul style="list-style-type: none"> • Place trash cans out for breakfast on 4/5 halls including Parks, O'Neil, Barber, and Bennett's classrooms. 	<ul style="list-style-type: none"> • Remove all breakfast trash cans from K/1 and 2/3 hallways including Pollock, Potter, and Southerland. Empty trash into dumpsters. Make sure all trash is place 		

		in dumpster and not on the ground.		
9:00	<p>Location: Media Center and Hood</p> <p>Daily Duties: vacuum, empty trash cans, clean bathrooms Replace all light bulbs and ceiling tiles (as needed)</p>	<p>Weed-eating (after grass has been cut)</p> <p>Areas: Fence, Pre-K, Behind Boiler, and 1st Grade</p> <p>*During off-season, use this time to ensure that exterior walkways are swept, windows and doors are clean and free of finger prints and/or cob webs, etc. Ensure the exterior of school is clean.</p>		
9:30	<p>Location: Gym</p> <p>Daily Duties: Replace bulbs and ceiling tiles as needed</p>			Arrival and Check in for the day; get supplies, etc.
10:00	<p>Location: Grounds</p> <p>Daily Duties: Clean grounds around dumpster area, behind cafeteria area, and playground area prior to mowing grass and trimming hedges</p>	<p>Location: Kindergarten (Classrooms/Hallways/Bathrooms)</p> <p>Daily Duties: Sweep and mop floors, replace paper towel and toilet paper rolls, clean toilets, sinks and mirrors vacuum, sweep, empty trash Replace light bulbs and ceiling tiles (as needed)</p>		<p>Location: 4th/5th Bathrooms</p> <p>Daily Duties: Sweep and mop floors, replace paper towel and toilet paper rolls, clean toilets, sinks and mirrors</p>
10:30			<p>Location: Front Office Bathrooms</p> <p>Daily Duties: Sweep and mop floors, replace paper towel and toilet paper rolls,</p>	<p>Location: Roberts, Piro, and Andrews Offices and Laur's Office in Media Center</p> <p>Daily Duties: vacuum, empty</p>

			clean toilets, sinks and mirrors	trash cans, replace light bulbs and ceiling tiles as needed
11:00	<p>Location: Isler's Room/Bathroom</p> <p>Daily Duties: vacuum/ sweep classroom and empty trash, clean bathroom and replace toilet and paper towels.</p>	<p>11:15-12:15</p> <p>Location: Cafeteria</p> <p>Daily Duties: collect trash; remove bags and take to the dumpster, clean up spills, sweep periodically, move back and forth between dining room and kitchen area</p>	<p>Location: Jernigan, Pollock, Potter, Southerland's classrooms only.</p> <p>Daily Duties: sweep/vacuum and empty trash Change light bulbs and ceiling tiles (as needed)</p>	<p>Location: First Grade Hallway/ Classrooms</p> <p>Daily Duties: vacuum, sweep, empty trash Replace light bulbs and ceiling tiles (as needed)</p>
11:30		Take lunch to Pre-K Classroom and place trashcan outside the door	<p>Location: Jernigan, Pollock, Potter, Southerland's bathrooms</p> <p>Daily Duties: sweep and mop floors, replace paper towel and toilet paper rolls, clean toilets, sinks and mirrors</p>	
12:00		<p>12:15-12:45</p> <p>Lunch Break (Please clock out for your 30-minute lunch)</p>	<p>12:15-1:30</p> <p>Location: Cafeteria</p> <p>Daily Duties: collect trash; remove bags and take to the dumpster, clean up spills, sweep periodically, move back and forth between dining room and kitchen area</p>	<p>Location: All 2nd Grade Classrooms</p> <p>Daily Duties: vacuum/ sweep classroom and empty trash Sweep and remove marks from the hallways and floors Replace light bulbs and ceiling tiles (as needed)</p>

12:30	<p>Lunch Break (Please clock out for your 30-minute lunch break)</p>	<p>Empty trash from Pre-K lunch, carry trash to dumpster. Check grounds to ensure that no trash is left around the dumpster area.</p>		<p>12:45-1:30</p> <p>Location: 2nd Grade Bathrooms</p> <p>Daily Duties: Sweep and mop floors, replace paper towel and toilet paper rolls, clean toilets, sinks and mirrors</p>
1:00	<p>Location: 4/5 Hallway and Classrooms</p> <p>Daily Duties: Replace light bulbs and ceiling tiles Assist Wesley with clean-up of hallways, bathrooms, and classrooms (as needed)</p>			<p>Location: 4th/5th Hallways and Classrooms</p> <p>Daily Duties: Sweep and mop floors, empty trash</p>
1:30	<p>Location: Cafeteria</p> <p>Daily Duties: vacuum carpet areas, replace paper towels, and soap Replace ceiling tiles and light bulbs as needed</p>			
2:00	<p>Location: Varied (Grounds)</p> <p>Daily Duties: Empty all trash cans Check grounds for trash and holes Check playground equipment for areas that need to be repaired Follow-up on Work Orders and Daily repairs requested by teachers</p>	<p>Location: 1st Grade Bathrooms</p> <p>Daily Duties: Sweep and mop floors, replace paper towel and toilet paper rolls, clean toilets, sinks and mirrors</p>	<p>Please clock out for your 30-minute break.</p>	<p>Location: 5th Grade Hallway Classrooms Only</p> <p>Daily Duties: sweep/vacuum and empty trash</p>
2:30			<p>Location: Art and Music Room</p>	<p>Location: 4th/5th Bathrooms</p>

			<p>Daily Duties: vacuum/ sweep classroom and empty trash Sweep and remove marks from hallway floors</p>	<p>Daily Duties: Sweep and mop floors, replace paper towel and toilet paper rolls, clean toilets, sinks and mirrors</p>
3:00		<p>Location: Modular Unit</p> <p>Daily Duties: Sweep and mop floors, replace paper towel and toilet paper rolls, clean toilets, sinks and mirrors Replace light bulbs and ceiling tiles</p>	<p>Do a walk-through of the school with Mr. Suggs to see what areas need to be addressed daily.</p>	<p>Location: Pre-K Classroom and Bathroom</p> <p>Daily Duties: Sweep and mop floors, replace paper towel and toilet paper rolls, clean toilets, sinks and mirrors</p>
3:30		<p>Location: Front Office Area (Nurse's Office, Mailroom, Conference Room, Lynch's Office)</p> <p>Daily Duties: Sweep/Vacuum, take out trash</p>	<p>Location: Kearney, Dail, Myers, and Sutton's Classrooms</p> <p>Daily Duties: Sweep and mop floors, and take out trash Sweep and remove marks from hallway floors Replace light bulbs and ceiling tiles (as needed)</p>	<p>Location: Parks Classroom and Bathroom</p> <p>Daily Duties: Sweep and mop floors, replace paper towel and toilet paper rolls, clean toilets, sinks and mirrors</p>
4:00		<p>Final Check</p> <ul style="list-style-type: none"> ● Secure interior/exterior doors ● Check playgrounds and benches for lost clothing 	<p>Location: Front Lobby</p> <p>Daily Duties: sweep/mop floors, scuff marks, dust furniture, clean windows and glass case occasionally</p>	<p>Location: Teacher Workroom/ Teacher Bathrooms</p> <p>Daily Duties: Sweep and mop floors, replace paper towel and toilet paper rolls,</p>

				clean toilets, sinks and mirrors
4:30			Resolve any areas not covered by Mr Suggs or Mr. James. Suggestion: Roll trashcans out in each hallway for breakfast the next morning.	Location: Barber and O'Neal Rooms Daily Duties: sweep/vacuum and empty trash
5:00				
5:30			Do a final check of the exterior of the building. Ensure that all exterior doors and hallway entrances are secure and locked.	Do a final check of the exterior of the building. Ensure that all exterior doors and hallway entrances are secure and locked.
6:00			Set Alarm	

NL Students assist on Monday, Wednesday, and Fridays from 8:00-10:30.
Tony will also be available to assist in areas that need additional cleaning.