

Custodian

Essential Task Rating Results

1.	Clean up bodily fluids/blood spill from floors or other surfaces using material clean-up kit (e.g., gloves, shoe covers, goggles, mask) to ensure tenant safety and maintain appearance.
2.	Replenish soap and paper products in assigned work areas (e.g., restroom, break area) to make products readily available for tenant use.
3.	Sanitize restroom fixtures, doorknobs, showers, countertops, entry doors, urinals, wash basins, toilet bowls, wall tiles, walls, and partitions using appropriate cleaning solutions and equipment to provide a healthy environment.
4.	Sanitize kitchen/breakroom countertops and/or sinks using appropriate cleaning solutions and equipment.
5.	Mop hard surface floors in assigned work areas (e.g., restrooms, general office areas) using a mop, bucket and appropriate cleaning solutions to eliminate safety hazards, control dust, sanitize and enhance appearance.
6.	Sanitize sink/wash basin in general office areas using cleaner (e.g., all purpose, green products) and cloth or sponge.
7.	Sweep floors to pick-up dust and debris using a broom or dustmop and dustpan to prepare floors for floor care.
8.	Scrub restroom floors to sanitize/disinfect and protect and restore the appearance of the grout and/or the hard surface floors.
8.	Wash mirrors using a cloth, paper towels, and glass cleaner to remove smudges, makeup, water spots and other surface stains to disinfect and enhance the appearance.
9.	Damp wipe hard surfaces, (e.g., countertops, desks, chair rungs, doors, walls, doorjamb, windowsills) using an untreated cloth and cleaner (e.g., all-purpose, green products) or disinfectant to remove spills, stains, dirt, and smudges.
10.	Use a wet vacuum or other appropriate equipment to pick up excess liquid to prevent damage to the floor and to ensure floors are safe for foot traffic.
11.	Wash and/or wipe entryway and partition glass, windows, thresholds, partition walls, doors, and walls using appropriate cleaning solutions and/or equipment to remove smudges, fingerprints, dirt and debris.

12.	Dust various surfaces (e.g., baseboards, stairwells, handrails, windowsills, window coverings, vents, office furniture, ledges, plants, fire hose cabinets, wall hangings) in assigned work area (e.g., restroom, general office areas) using various dusting tools to remove dust.
13.	Polish stainless steel and metal britework in assigned work area (e.g., restrooms, general office) using various polishes and britework cleaners and a cloth to remove smudges and fingerprints and to enhance appearance.
14.	Move desk chairs or other moveable office furniture to vacuum carpets or mop and/or sweep floors.
15.	Remove gum from carpet, walls, and hard surface areas using a putty knife/scrapper and gum removal products to enhance appearance, prevent damage to floors, and ensure floors are safe for foot traffic.
16.	Strip floor surfaces using stripping solutions, a standard floor machine and appropriate pads/brushes or manually to remove old finish.
17.	Vacuum carpet using the appropriate vacuum cleaner to remove dust and debris to prepare carpet for floor care.
18.	Detail grout, corners and baseboards debris using doodle bug, scrub pad, scraper or other appropriate equipment to enhance appearance, remove solutions, remove wax build-up and to ensure floor is safe for foot traffic.
19.	Hi-dust various surfaces (e.g., vents, pipes, light fixtures, cabinets, walls, ledges) using a ladder, long-handled tools, and appropriate equipment to remove dust and cobwebs.
20.	Burnish hard surface floors using a hi-speed buffer or burnishing machine and various buffing pads to restore the luster, harden and protect the finish, and to ensure floor is safe for foot traffic.
21.	Buff hard surface floors using a low-speed buffer, chemicals and various buffing pads to clean floor.
22.	Plunge toilets using a plunger to unclog.
23.	Flush floor drains with water to prevent sewer gas back up.
24.	Dust and wipe light fixtures using an untreated cloth to remove dust and debris and ensure proper lighting.
25.	Remove graffiti from interior building surfaces (e.g., doors, partitions, walls) using various cleaners (e.g., all purpose, green products) and other equipment to restore and maintain the appearance of the buildings.

26.	Remove and replace burnt out light bulbs and tubes in assigned work areas (e.g., restrooms, general office areas) using safety equipment (such as a ladder) to ensure proper lighting.
27.	Spot clean carpets in assigned work areas using appropriate cleaning solutions and equipment to remove stains.
28.	Shampoo carpet using a conventional buffer and bonnet and/or other equipment (e.g., steam cleaner) and appropriate cleaning solutions to restore appearance and prolong the life of carpet.
29.	Prepare chemicals for proper usage, safety, and performance using a measuring device or mixing station.
30.	Apply cleaning solutions, sealers, finishes, and striping solutions to hard surface floor areas using a mop, bucket, and a scrubbing machine to protect the floor, clean the floor, restore appearance, and to ensure floor is safe for foot traffic.
31.	Apply cleaning solutions, spotting agents, anti-static guards, fabric protectants or fiber rinses to carpets using a spray tank/pump or a carpet cleaning machine to protect the carpet, clean the carpet, restore appearance, and prolong the life.
32.	Empty trash receptacles and change liners in assigned work area (e.g., restrooms, general office, outdoors) as needed to remove waste.
33.	Manually remove trash and debris from assigned work area to maintain appearance and ensure tenant safety.
34.	Empty sanitary napkin receptacles and liners as needed to remove waste.
35.	Lift full trash cans or liners, recycle containers and boxes of miscellaneous waste materials to move, store or dispose as appropriate.
36.	Remove trash, cigarette butts, and debris from the grounds surrounding the building using a broom, dustpan or appropriate equipment to maintain appearance and ensure tenant safety.
37.	Manually breakdown cardboard to comply with recycling program.
38.	Collect various recyclable materials and dispose of or store in appropriate containers to promote recycling and to comply with recycling program.
39.	Verbally notify supervisor about safety-related problems (e.g., syringe needles in trash, transients, dangerous persons, bodily fluid/blood spills), location of problem, and proposed action to be taken to ensure problem is promptly resolved.

40.	Verbally notify supervisor regarding damage to building fixtures (e.g., lamps, faucets, toilets, soap dispensers, doorknobs), fixture location, and nature of damage to ensure fixtures are promptly repaired.
41.	Ask questions regarding work assignments or procedures to ensure understanding of work to be performed.
42.	Attend safety meetings, training, and job-related activities for better understanding of job performance and upward mobility.
43.	Consult with coworkers or supervisor to resolve problems or issues related to the completion of assignments.
44.	Explain procedures for preparing and using chemicals to others to ensure chemicals are properly prepared and used.
45.	Respond to service requests in order to meet tenants' needs.
46.	Explain procedures for operating and maintaining janitorial equipment to others to ensure equipment is properly and safely used and maintained.
47.	Provide verbal instructions or directions to others related to tasks to be completed or progress made on assignments.
48.	Communicate with tenants regarding special service needs.
49.	Provide on-the-job training to new employees to explain work procedures or develop knowledge or skills.
50.	Identify problems or issues that impact the progress of projects or assignments (e.g., time constraints, resource limitations, equipment malfunction) and notify a lead or supervisor.
51.	Implement specific actions to resolve problems impacting the completion of assignments.
52.	Provide route back-up for staff shortages to ensure completion of assignments.
53.	Read Material Safety Data Sheets (MSDS) to ascertain information about chemicals encountered on the job.
54.	Read policies and procedures regarding safety (e.g., equipment safety, hazard communication, personal protective equipment, use of bodily fluid/blood spill cleanup) to ensure performance of safe work practices.
55.	Read written directions for preparing, storage, use, or safety precautions of chemicals to perform assigned work tasks.

56.	Read written directions for preparing, operating, and maintaining janitorial equipment to ensure equipment is properly and safely used and maintained.
57.	Read labels on janitorial supplies to restock storage areas or dispensers.
58.	Read written information regarding work assignments (e.g., informal notes from supervisors or tenants, memos, check-lists) to ensure understanding of work to be performed.
59.	Write informal notes to supervisor to request additional supplies or to notify supervisor about damage to building fixtures, etc.
60.	Complete forms (e.g., requisition, work orders, incident reports, timesheet) to document work activities and other information.
61.	Complete individual development plan (IDP) to document agreed upon training with supervisor.
62.	Write directions or procedures to document work activities.
63.	Operate buffer, wet and dry vacuum, burnisher, pick-up tank, Kaivac machine, Host machine, auto-scrubbers, extracting machines, and other cleaning equipment to perform janitorial services.
64.	Maintain floor and carpet care equipment to ensure safe operation, longevity of equipment, and appearance.
65.	Use ladders to hi-dust, re-lamp, and clean ventilation ducts.
66.	Load cleaning cart with cleaning supplies and equipment to ensure cart has adequate supplies needed to complete assigned tasks.
67.	Manually unload and store supplies to put them in their proper storage area.
68.	Lift cleaning supplies and equipment to perform various cleaning tasks.
69.	Push floor care cleaning supplies, cleaning machines, and equipment manually or using a dolly, hand truck or cart to move to assigned job site.
70.	Hand-carry cleaning supplies and equipment between job sites to perform assigned janitorial services.
71.	Wear protective clothing appropriate to the task, such as disposable gloves, rubber boots, dust mask, goggles, etc. to protect the health of the employee.
72.	Set-up restroom work and safety signs to prevent tenant usage during cleaning.

73.	Secure a hazardous area in an assigned work area (e.g., restrooms, general office) using barricades, safety tape, cones, and signs to ensure tenant safety.
74.	Secure entrance doors and/or windows to buildings using keys and/or alarm codes to ensure a safe and secure environment.
75.	Conduct a visual inspection of assigned work area (e.g., restrooms, general office areas, groundskeeping) and report any safety hazards and repairs to ensure a safe environment.