

- d. Wash walls, locker exteriors and waste receptacles.
- e. Wash Venetian blinds.
- f. Vacuum and shampoo or extract upholstered furniture.
- g. Wash interior and first floor exterior windows.
- h. Clean and wash lighting and mechanical diffusers.

4. Miscellaneous Responsibilities. It is understood that, in each school, the custodians (particularly on the day shift) are there to support the school principal and staff. Various scheduled and unscheduled needs which arise from time to time and which are generally to be met by the custodial staff include the following:

- a. Opening and closing of the facilities during normal school operating hours, generally 7:00 a.m. to 10:00 p.m. Administrative and support buildings will generally be opened by others and closed by custodial staff after cleaning. The custodial staff will be responsible for securing buildings at the end of each day of operation or after special events, whichever is later.
- b. Morning check of functional integrity of the building hot water, heat, leaks, etc. This will not be required in schools that have assigned maintenance technicians.
- c. Routine refinishing of hard wood floors in gymnasiums, stages and other areas will be a requirement of the contract. The contractor will be responsible for striping and periodic total refinishing (sanding, striping and recoating).
- d. Removal of trash and debris on the grounds, from the building to the street, on ascheduled basis. Mowing and other grounds duties will be the responsibility of others.
- e. The District allows its facilities to be rented by private groups and organizations for use after school hours. The selected firm will be responsible for staffing special events and performing set-up, tear-down and cleaning services according to an agreed upon hourly rate per employee. The staff will also be responsible for opening and securing facilities in conjunction with such events.
- f. Routine and project cleaning during fall, winter, spring and summer breaks.
- g. Furniture moving within buildings.
- h. Changing of light bulbs not requiring special maintenance equipment (such as a lift) unless provided by District, nor requiring special knowledge or handling.
- i. Set ups for meetings and graduations