

From: Nancy LaCaze
To: Ronny Schroeder
Date: 10/12/2007 4:58 PM
Subject: custodian schedule

July 1, 2007
Janitor Cleaning Schedule
Supervisor: Nancy LaCaze

7:00 am Report time (Glen Clark)

Duties include cleaning restroom in Gym, High School, Auditorium, Homemake, FFA, Jr. East, Pre-K. He also checks on 3-5 Building until 9:30 .

Stocking all the supply in his building.

Cleaning-up of all spills, sickness and any other emergency clean-up

3:00 pm Leaving time (Glen Clark)

9:30 am Report time (Tory Smith)

Duties include cleaning restrooms K-2, P E Building, Music K-2, Library K-2, 3-5 Building, Jr High, 6th Grade
Must check each restroom hourly

Stocking of supply

Clean-up of all spills, sickness and any other emergency clean-up

Runs the machine in cafeteria for floor clean up after lunch.

3:10 goes to Jr High to clean up for the night

5:30 Leave time (Tory Smith)

2:00 Report Time (Nancy La Caze)

Does book work

Checks mail and announcement

Check buildings

3:30 locks all door

4:00 Back in my office so employees can sign and let them know things that were not done properly.

Opens the buildings for everyone to work

Picks up garbage

Check to see if any one needs anything

Sends e-mail for anything to be fixed

6:30 Lunch

4:00 Report Time for the rest of employees (Jeff Crumpton, Flora Branch, Sylvia Romera, Alicia Ugartechea, John Crumpton)

Brenda and Jeff 3-5 building

Alicia: Pre-K

Flora: Home-Econ Room

Sylvia and John : K-2 building front and back

5:15 Flora and Alicia : High School

6:00 Brenda and Jeff : Resource K-2 and GT

6:30 Jeff : FFA and Jr East

6:15 John : Learning Center and Resource (Story)

6:30 Brenda Lunch

7:00 Lunch for everyone else

7:30 Nancy unlocks door for everyone for the next building

7:30 Brenda : 6th Grade

7:30 John and Jeff : Field House and weight Room

7:30 Flora and Alicia Finish High School

7:30 Sylvia : Music k-2 and Library K-2

8:00 John and Jeff :Gym

8:20 Sylvia : Auditorium

9:00 Brenda : P E Building

9:00 John and Jeff Put down the tables in the old cafeteria

9:30 John and Jeff Pick up all the trash bags outside

9:35 Nancy and Brenda check all of the doors and alarms

9:50 John and Jeff Put the truck in the barn

9:50 Nancy and Brenda Put the golf cart in the barn

10:00 Leave time for all the staff