

COVID Day Porter Daily Tasks

*These tasks are in addition to your normal duties

Restrooms - Frequency: Twice daily

Task - Individual classroom
restrooms\ group restrooms

1. Clean & disinfect

- A.) Toilet
- B.) Sweep and mop floor
- C.) Sinks
- D.) All touch surfaces

2. Check for fullness - Fill if empty

- A.) Soap dispenser

B.) Toilet paper

C.) Paper towels

3. Empty trash

Common areas - Frequency:

Twice daily

Task - Hallways\main
office\multipurpose room\media
center\and other non-classroom
areas.

1. Disinfect high touch surfaces

- A.) light switches
- B.) Door knobs
- C.) Door push bars
- D.) Vending machines

Elementary Only

Playground equipment -

frequency:

Once Daily

1. Clean & disinfect

A.) High touch areas

i. Grab bars

ii. Ladder rails

iii. Other touch areas



DAYPORTER To Do SCHEDULE

SUGGESTED TIME FRAME	AREA OF BUILDING	TASK TO COMPLETE
6:30 AM – 7:00AM	Exterior of Building	Clock in; Obtain a Walkie-talkie, Raise the flag. Remove debris and trash from grounds near entrance
7:00AM -7:30 AM	Building Duties	Inspect building (check for deficiencies, report and correct deficiencies)
7:30 AM-8:30 AM	Restrooms	Service all restrooms; restock soap, paper towels, and toilet paper (as needed) Correct and report any deficiencies
8:30AM-9:30AM	Building Duties	Check in with main office to adhere to request if none, clean outdoor rugs located at entry points. Also, clean/disinfect all doors, door handles and door glass located at all entry points (interior and exterior)
9:30AM-10:30AM	Disinfect & Complete Log Entry	Beginning at front entrance start disinfection process step by step as directed. Move throughout entire building including all corridors, office spaces and common areas disinfecting all point touch points
10:30AM-11:30AM		OFF CLOCK
11:30AM- 12:30PM	Disinfect & Complete Log Entry	Beginning at front entrance start disinfection process step by step as directed. Move throughout entire building including all corridors, office spaces and common areas disinfecting all point touch points
12:30PM-1:30PM	Service Restrooms	Clean/disinfect, restrooms, including staff restrooms (This entails flushing used toilets and urinals, wipe seats clean leaving them free of urine and waste, remove debris from floor, and damp mop if floors are wet) Stock if needed
1:30PM-2:30PM	Building Duties/ Playground Check	Check in with main office to adhere to request if there are none, clean all interior windows located in corridors and common areas. Disinfect playgrounds and high touch areas.
2:30PM-3:00PM	Restrooms and Corridors	Clean, disinfect, restrooms. (This entails flushing used toilets and urinals, wipe seats clean leaving them free of urine and waste, remove debris from floor, and damp mop if floors are wet), restock soap, paper towels, toilet paper if necessary

*Time frames may vary due to activity on the building.