

MONTGOMERY ISD & GCA CUSTODIAL SPECIFICATIONS COMPARISON



DAILY, MONDAY - FRIDAY, HOUSEKEEPING RESPONSIBILITIES

Tasks	Frequency	MISD	GCA	Comments
Vacuum carpeted areas	Daily	X	X	
Vacuum - spot cleaned	Daily	X	X	Remove gum with gum remover
Desks and countertops - disinfect	Daily	X	X	
Water fountains - polish & disinfect	Daily	X	X	
Door Knobs - disinfect	Daily	X	X	
Trash cans - empty	Daily	X	X	
Classroom sinks - clean	Daily	X	X	
Vandalism/wall marks	Daily	X	X	
Cafeteria area floors - clean between lunches	Daily	X	X	
Bathrooms - clean and disinfect	Daily	X	X	
Replenish restroom & classroom supplies	Daily	X	X	
Other cleaning as designated	Daily	X	X	
Pencil sharpeners - empty	Daily	X	X	
Door glass - clean	Daily	X	X	
Lockers - dust	Daily	X	X	
Spills/accidents - clean	Daily	X	X	
Tile floors dust mop	Daily	X	X	
Tile floors wet mop	Daily	X	X	
Cobwebs removed	Daily	X	X	
Halls to be free of trash	Daily	X	X	
Trash taken to dumpster nightly	Daily	X	X	
Gym floors - dust mop	Daily	X	X	

WEEKLY, MONDAY-FRIDAY, HOUSEKEEPING RESPONSIBILITIES

Tasks	Frequency	MISD	GCA	Comments
Telephone - damp cloth & disinfect	Weekly	X	X	
A/C and fresh air vents - clean	Weekly	X	X	
Windowsills - wash	Weekly	X	X	
Walls - clean/wipe/dust/wash	Weekly	X	X	
Chalkboard and Whiteboards - wet wash	Weekly	X	X	
Chalk Trays - clean	Weekly	X	X	
Whiteboards - clean	Weekly	X	X	

MONTHLY, MONDAY-FRIDAY, HOUSEKEEPING RESPONSIBILITIES

Tasks	Frequency	MISD	GCA	Comments
Carpet - Bonnet	Monthly	X	X	
Blinds - dust	Monthly	X	X	
Other cleaning as designated	Monthly	X	X	
Fabric Partitions - dust/spot clean	Monthly	X	X	
High Places (tops of lockers, etc.) - dust	Monthly	X	X	

PERIODIC HOUSEKEEPING, MONDAY-FRIDAY HOUSEKEEPING RESPONSIBILITIES

Tasks	Frequency	MISD	GCA	Comments
Cleaning of outside windows 1st floor	Periodic	X	X	
Lockers - damp clean 3 times a year	Periodic	X	X	
Dusting and cleaning of interior light fixtures	Periodic	X	X	
Windows - clean inside all floors	Periodic	X	X	
Upholstery - vacuum	Periodic	X	X	
Tile floor - clean & top coat	Periodic	X	X	

The above duties can be performed during the following time periods: Christmas Holidays, Spring Break & Summer Break.

MONTGOMERY ISD & GCA CUSTODIAL SPECIFICATIONS COMPARISON



ANNUALLY, MONDAY-FRIDAY

Tasks	Frequency	MISD	GCA	Comments
Tile Floors - stripping, waxing, sealing	Annually	X	X	
Carpet - steam clean	Annually	X	X	
Chairs & Desks - clean/remove gum	Annually	X	X	

OTHER RESPONSIBILITIES, MONDAY-FRIDAY

Tasks	Frequency	MISD	GCA	Comments
Cleaning cafeteria between lunch shifts	Other	X	X	
Equipment moved and set up as needed by Principal	Other	X	X	
Furniture moved and set up as needed by Principal	Other	X	X	
Restrooms policed/cleaned as needed by day shift custodian	Daily/Other	X	X	

RESTROOMS, CLASSROOMS AND LOCKER ROOMS

Tasks	Frequency	MISD	GCA	Comments
Wastebaskets - empty, clean and re-line	Daily	X	X	
Restroom policed/cleaned as needed by day shift custodian	Daily	X	X	
Wall surfaces - wash	Daily	X	X	
Mirrors - clean	Daily	X	X	
Urinals - clean/sanitize/disinfect	Daily	X	X	
Commodes - clean/sanitize	Daily	X	X	
Sinks - clean/sanitize	Daily	X	X	
Showers - clean/sanitize	Daily	X	X	
Floors - wet mop/sanitize	Daily	X	X	
Partitions - wash	Daily	X	X	
Pencil sharpeners - emptied	Daily	X	X	
Telephone damp cloth and disinfect	Weekly	X	X	
Wall surfaces - wash	Monthly	X	X	

ADDITIONAL SERVICES FOR SPECIAL USE AREA

Tasks	Frequency	MISD	GCA	Comments
Cafeteria tables clean	Daily	X	X	
Auditoriums	Daily	X	X	
Trash taken to dumpster	Nightly	X	X	
Cafeterias - wet mop	After serving hours	X	X	
Chalkboards and Whiteboards clean	Weekly	X	X	
Chalkboards and Whiteboards - wash	Weekly	X	X	

EXTERIOR

Tasks	Frequency	MISD	GCA	Comments
Entrance Mats - clean	Daily	X	X	

CEILINGS

Tasks	Frequency	MISD	GCA	Comments
Cobwebs removed	Daily	X	X	
Ventilators (interior) - dust	Weekly	X	X	
Air Diffusers (interior) - dust	Weekly	X	X	
Light Cover (interior) - dust and clean	3 times a year	X	X	

FLOORS

Tasks	Frequency	MISD	GCA	Comments
Carpet - vacuum complete room	Daily	X	X	
Carpet - spot clean	Daily	X	X	
Resilient - dust mop	Daily	X	X	

MONTGOMERY ISD & GCA CUSTODIAL SPECIFICATIONS COMPARISON



Task	Frequency	MISD	GCA	Comments
Resilient - damp mop	Daily	X	X	
Halls to be free of trash	Daily	X	X	
Cleaning cafeteria between lunch shifts	Daily	X	X	
Burnish all composition floors (3 days per week or as needed)	Weekly	X	X	Per Addenda
Carpet - bonnet	Monthly	X	X	
Resilient high use areas - scrub/refinish	3 Times a year	X	X	
Resilient - buffing	3 Times a year	X	X	
Carpet - steam clean as needed	Yearly	X	X	
Resilient - strip and refinish	Yearly	X	X	

FURNISHINGS

Tasks	Frequency	MISD	GCA	Comments
Wastebaskets - empty/re-line/wash-when needed	Daily	X	X	
Desk and Countertops - disinfect	Daily	X	X	
Drinking fountains - sanitize/polish	Daily	X	X	
Lockers - dust	Daily	X	X	
Telephones - damp clean	Weekly	X	X	
Vertical surfaces - spot clean	Monthly	X	X	
Upholstery - vacuumed	3 times a year	X	X	
Lockers - damp clean	3 times a year	X	X	
Chairs and desks - clean/remove gum	Yearly	X	X	

WALL SURFACES

Tasks	Frequency	MISD	GCA	Comments
Door (glass) - spot clean	Daily	X	X	
Partitions - dust/spot clean	Daily	X	X	
Entrance doors/windows - spot clean	Daily	X	X	
Vandalism/Wall marks - removed	Daily	X	X	
Cobwebs removed	Daily	X	X	
Windowsills - wash	Weekly	X	X	
Wall surfaces -dust and wipe	Weekly	X	X	
Blinds - dust	Monthly	X	X	
Windows-clean (all readily accessible interior & 1st floor exterior)	3 times a year	X	X	

GROUNDS MAINTENANCE

Tasks	Frequency	MISD	GCA	Comments
Remove trash and debris from grounds	Daily		X	If there is time
Empty trash containers	Daily		X	
Sweep entrances, doorways, walkways, steps and curbs	Daily		X	
Remove any graffiti from outside walls and sidewalks	Daily		X	
Maintain clean restrooms, common areas, trash cans and areas around concession stands			X	

MISCELLANEOUS

Tasks	Frequency	MISD	GCA	Comments
Energy Management				
Energy management - lights should only be on where cleaning is taking place	Daily		X	
Cleaning staff are not to change thermostat settings set by District	Daily		X	
Notification of Needed Repairs - Night Report				
Cleaning staff and/or night lead will advise Maintenance Lead of all needed repairs when observed during the day and night shifts	Daily		X	
Securing Buildings				
Secure any exterior doors and windows & turn off lights before leaving room	Daily		X	