



Task Title: Understanding a Custodian’s Responsibilities

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description:

Learner will read a Summer Cleaning Checklist to understand a caretaker or custodian's job responsibilities.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Interpret documents/A2.2

Materials Required:

- Access to a computer or other digital device (if preferred)
- Pen and paper (if preferred)

Task Title: CustodianResponsibilities_E_A2.2

Learner Information

Many organizations hire custodians, also known as caretakers, cleaners, or general maintenance workers to clean and take care of their buildings.

Scan the sample Summer Cleaning Checklist.

Summer Cleaning Checklist

Post a copy of this form on the door of each room to be cleaned and sign after each item is complete.

- Room # _____ All garbage picked up and removed _____ Map/Setup of room
1. Furniture: Cleaned _____ Removed _____
2. Carpets: Vacuum, roll up and move out _____
3. Lights: Change all burnt bulbs, cleaned fixtures _____
4. Dusting: High (lights, clocks, ledges, walls, vents, grills) _____
 Blinds/window coverings _____
5. Wipe/Clean/Scrub:
- Walls/Doors/ Door Frames _____ Glass/Windows _____
- Counter tops/sinks _____ Chalk boards and rails _____
6. Floors: Sweep/scrape gum etc. _____
- Scrub _____ Strip _____
- Seal _____ Floor Finish _____
7. Washrooms/Change rooms:
- Vents/Grills _____ Fixtures _____
- Glass/Mirrors _____ Partitions _____
- Doors/Frames _____ Walls/Floors _____
8. Furniture: Put all furniture back and re-vacuum carpet if necessary _____
9. Lockers: Garbage Removed _____ Inside cleaned _____
 Front facing cleaned _____ Graffiti removed _____

Please note any repairs below:

Work Sheet

Task 1: What season does the cleaning on this checklist happen?

Answer:

Task 2: What are the two things the custodian is expected to do with the form?

Answer:

Task 3: List two things that a custodian must do to clean floors.

Answer:

Task 4: List two things that a custodian must do to clean lockers.

Answer:

Task 5: What does the custodian do if something needs to be repaired?

Answer:
