

**CUSTODIAN (4150)**  
**Task List (2019)**

1. Vacuums and sweeps dust and litter from both carpeted and uncarpeted floors using brooms, dust mops, and vacuum cleaners, both floor, and backpack models in order to ensure a hygienic and healthy environment.
2. Removes grease, dirt, stains and other substances from carpeted and uncarpeted floors using equipment such as mops, power scrubbers, or carpet shampooers in order to eliminate slippery conditions and ensure a safe work environment.
3. Dusts, wipes, disinfects, cleans, and/or polishes furniture, walls, partitions, woodwork and ceilings, using equipment such as rags, sponges, brushes, power scrubbers, or ladders, as needed.
4. Strips old floor finishes, removes scuff marks, seals and polishes tile, terrazzo, or other hard-surfaced floors using various machines, including floor machines, furnishers, power buffers, and automatic scrubbers in order to protect hard-surfaced floors.
5. Polishes brass, aluminum, stainless steel, and other metals on doors and walls using special cleaning agents in order to maintain it in good aesthetic conditions.
6. Dusts and cleans electric light fixtures, using hand-held or extendable dusters or microfiber towels and a light mixture of dish soap and water, and replaces light bulbs using ladders or lifts, as needed in order to improve or maintain proper lighting conditions.
7. Empties wastebaskets and trash cans throughout City buildings, including outdoor and indoor trash cans in City lobbies and other public areas, restrooms for all genders, airport terminals, and changes sanitary receptacle liners with appropriate bags in restrooms, offices, and areas used by the public in order to create a litter-free, healthy and hygienic environment.
8. Wipes stainless steel or porcelain drinking fountains using cleaning agents, such as Calcium, Lime, and Rust (CLR) Treatment or Lime Away to remove calcium build-up in order to ensure drinking fountains are in a healthy and hygienic condition.
9. Washes or wipes windows using cleaning products such as Windex or a mixture of dish soap and water, and uses ladders, as needed, in order to ensure windows are clean and allow natural light in.

10. Cleans and disinfects porcelain and enamel fixtures such as toilets, washbasins, tile counters, or other surfaces in bathrooms and lavatories, sometimes using restroom cleaning machines in order to eliminate contaminants.
11. Replenishes restroom supplies, soap containers, towel and toilet paper dispensers, and maintains other restroom supplies in order to ensure that there are sufficient supplies at all times.
12. Disinfects restrooms, jail cells, medical facilities, and other areas to reduce the spread of contagious diseases by using restroom cleaning machines.
13. Flushes toilets and urinals and runs water in sinks in order to check that they are working properly and ensure restrooms are full-functioning.
14. Mixes solutions of liquid or dry powder cleaning agents for a variety of surfaces and tasks in order to ensure that the solution is appropriate for the respective task.
15. Maintains cleaning equipment, like mops and buckets, floor polishers, and backpack vacuum cleaners, by performing maintenance activities such as cleaning it out, storing it properly, and changing filters and light bulbs.
16. Orally reports problems such as dripping faucets, burnt-out light bulbs, or torn carpets to supervisor or work order center in order to ensure that they can be repaired and issues are resolved.
17. Observes work area for hazards by walking around the work areas and visually inspecting for spilled liquids, or fire hazards in order to minimize the potential for falls and accidents.
18. Locks doors and windows in order to ensure that access to City cleaning supplies and resources are available only to individuals with a cleaning assignment and turns off lights in empty rooms to conserve energy.
19. Changes, sorts, and counts linens at jails or medical facilities in order to ensure that facilities have appropriate number of clean linens at all times.
20. Moves or arranges chairs, tables, other furniture, or special equipment such as projection screens as needed or requested in order to facilitate large or complex cleaning projects or holding special functions as scheduled.
21. Transports materials, supplies, and equipment to areas where they will be used in order to ensure that they are available per the work order.

22. Performs outdoor maintenance such as sweeping or washing walks, driveways, or loading docks, and/or raking leaves, and picking up litter in order to ensure a clean and safe outdoor environment.