

## Custodian Checklist

The Custodian is responsible for cleaning the pool bathrooms weekly on Thursday or Friday.

- 1) Sweep spider webs, insects, floors.
- 2) Stock paper towels and toilet paper
  - a) 2 extra rolls toilet paper in each cabinet
  - b) 1 extra rolls paper towel in each cabinet
- 3) Empty wastebaskets to main trash can and replace liners.
- 4) Clean water fountain.
  - a) Glass/Multipurpose cleaner
- 5) Clean sinks
  - a) Glass/Multipurpose cleaner
- 6) Clean toilets
  - a) Bleach solution with detergent using toilet brush and wipe down
- 7) Scrub floor with appropriate cleaner
  - a) Bleach solution with detergent using scrub brush
  - b) Rinse down with fresh water.
- 8) Leave fans on.
- 9) Sweep and keep orderly the supply room.
- 10) Consolidate main trashcans, replace liners, and haul trash offsite.
- 11) Requisition cleaning supplies and paper products as necessary from [pool@greystonecreekhoa.com](mailto:pool@greystonecreekhoa.com)
- 12) Report any damage or problems to [pool@greystonecreekhoa.com](mailto:pool@greystonecreekhoa.com) ASAP.
- 13) Send an invoice for work to [treasurer@greystonecreekhoa.com](mailto:treasurer@greystonecreekhoa.com) on a monthly basis.