

Park Attendant Checklist

Duties for each shift

- ☐ Unlock washroom doors at beginning of shift.

Clean washrooms #1

- ☐ Clean Toilets and Mirrors
- ☐ Garbages/Sanitary containers emptied
- ☐ Touchpoints are sanitized (toilet handle, sink taps, door handles, etc)
- ☐ Sweep floors - ensure they are free of debris

Trim and Edge Grass in the following areas:

- ☐ Trees and benches
- ☐ Pool and Splash Pad Buildings
- ☐ Garden Beds, Fences and Walls

Splash Pad Review

- ☐ Splash Pad is free from debris (objects, leafs, pinecones, trash etc.)
- ☐ Splash Pad Apparatuses are in working condition (Watch water come out of all fixtures)
- ☐ All shelters are clean and free of debris

Park Review

- ☐ Check all benches and picnic tables - ensure they are in good condition
- ☐ Empty Waste Bins in the Park

Clean washrooms #2

- ☐ Clean Toilets and Mirrors
- ☐ Garbages/Sanitary containers emptied
- ☐ Touchpoints are sanitized (toilet handle, sink taps, door handles, etc)
- ☐ Sweep floors - ensure they are free of debris

King Street Cleaning

- ☐ Walk up King Street - Pick up Garbage on King Street (from St. Lawrence to Edward and back)

End of Shift Tasks

- ☐ Turn all lights off at end of shift
- ☐ Lock all doors at end of shift

Make and Share Free Checklists
checkli.com