



Modified Duty Assignments - Sample

- Touch up paint throughout building
- Inventory parts, supplies, and/or tools
- Pick up trash in yard and lot (outside)
- Inspect fire extinguishers & eye washes
- Make a list of fire extinguishers in the school and their location. Also identify these areas on a map of the school.
- Make a list of all eyewash locations in the school.
- Inventory all chemicals.
- Make a list of each chemical and their location. Also, list these locations on a map.
- Inventory first aid cabinets
- Complete a safety inspection of the building
- Shipping (labeling & wrapping)
- Train new employees
- Do light housekeeping and dusting
- Shred documents and making copies
- Sweeping
- Wash company equipment
- Mow lawns with riding lawn mower
- Create / Update safety bulletin board
- Clean tools
- Inspect tools for any necessary maintenance
- Apply ice thawing agents during winter months
- Inspect flooring for need for maintenance or cleaning
- Parking lot security- eyes and ears using a walkie-talkie, pick up trash with a stick
- Cafeteria monitor, helping students open milk cartons and juice boxes
- Fetch and carry for front office, guidance office
- Restroom monitoring, light duty clean up
- Light dusting, light sweeping, spot mopping
- Picking up trash with a spear/stick
- Using spray cleaner to wipe down desks, cafeteria tables
- Emptying trash when bag is only ½ full to comply with lifting restrictions
- Clean the sinks in the classrooms, fill soap dispensers
- Clean every water fountain, wipe down computer screens

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- Dust books in the media center to comply with restrictions
- Wash windows- bucket can be placed on a cart to comply with bending/twisting restrictions
- Sweep under sinks
- Remove graffiti
- Clean cabinet doors, restroom patricians
- Scrape gum from sidewalks
- Remove scuff marks from floor
- Clean sinks
- Clean doorknobs and area surrounding knobs
- Remove dirt from corners with a small broom
- Clean student desk tops
- Clean water fountains
- Clean chalk trays
- Wipe down cafeteria chairs
- Dust tops of books and shelves
- Clean table tops in media center/cafeteria

For sedentary work restrictions:

Provide chair with rolling wheels, should be able to accomplish some if not all of the following tasks using a rolling chair:

- Change toilet paper in all dispensers
- Clean monitors/hard drives
- Clean light switches
- Clean book shelves in media center
- Dust counters
- Parking lot/hall monitor using chair / stool if available
- Hall duty- extra eyes and ears to assist monitoring student conduct
- Stuffing envelopes, making phone calls, distributing flyers
- Video camera monitor- work along with SRO for monitoring
- Answer telephones
- File paperwork
- Create or re-write evacuation maps for department
- Sort & deliver mail- assist office
- Make telephone calls / answer telephones
- Create or re-write instructions for on-the-job injuries

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Sample cleaning schedule, amend to fit the needs and the schedule:

2:00-3:00 cleans all water fountains
3:00-4:00 cleans all desktops in building # (x location)
4:00-5:00 dusts all counters in building # (x location)
5:30-6:00 Lunch/Dinner break
6:00-7:00 sanitize all cafeteria tables
7:00-8:00 cleans all remaining desktops in building # (x location)
8:00-9:00 continues dusting all horizontal surfaces in building # (x location)
9:00-10:00 refill soap and paper towel dispensers in building # (x location)

The Lead Custodian can determine the amount of time it would take to complete the building.

Direct the employee in writing, if necessary to follow this schedule. The employee must also be directed that no changes are made to the schedule without prior administrative or supervisory permission.

Report any employee behavior concerns to Risk Management / Safety Department ASAP so it can be addressed. While not all injuries or employees heal at the same rate, employees should show steady progress toward full duty evidenced by fewer restrictions over time. If you have any questions, please contact the Risk Management / Safety Department.