

PLANT OPERATIONS PROCEDURE MANUAL



Cleaning Procedures

SECTION 3

CLEANING PROCEDURES

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BUILDING MAINTENANCE STANDARDS

The work of the building custodial staff consists of many tasks. The sum of these tasks, when properly carried out, should result in all areas of the buildings and grounds being adequately cared for.

The Routine Task/Work Performance Guides on the following pages establish the frequencies for normal cleaning. The frequencies given were determined through building surveys, inspections, and conferences with personnel performing and supervising cleaning tasks.

Any major variations from the standards should be brought to the attention of the building supervisor, who will investigate the matter and make recommendations for action that should be taken to resolve the problem.

KEY FOR TASK/WORK PERFORMANCE GUIDE FREQUENCY

D DAILY

W WEEKLY

M MONTHLY

A ANNUALLY

R AS REQUIRED

ANNUAL SUMMER CLEANING

Annual summer cleaning consists of complete cleaning and maintenance of the total building. This would include cleaning ceilings, lamp fixtures, walls, windows, woodwork, cleaning furniture, refinishing floors, shampooing of carpets, cleaning and/or replacing filters throughout the building and on roof top units, and to maintain HVAC units. This is the time to properly prepare and restore the building for the upcoming school year.

Purpose

To provide a clean, safe, attractive, and efficiently functioning school facility for staff, students and visitors.

Suggestions

1. Be organized. Start thinking in advance about your work schedule; i.e., What area of the building will be a starting point; Why you should start this area first; When should it be completed.
2. Have afternoon and night shift custodial personnel work day shift when school closes (if at all possible) and work with the building supervisor. Remember that it takes a team effort to complete this major task.
3. Obtain a use of facility list from the administrator for summer activities and schedule the cleaning accordingly.
4. Set priorities and/or goals for your annual cleaning and work progressively toward them.
5. Employees are entitled to, and should be encouraged to take vacation time for their own health and well being. Because of scheduling and time limits for certain tasks to be performed, it is not a good idea for all employees to take vacation time all at the same time.
6. Obtain a list of vacation dates from employees and adjust work schedule around vacation dates; i.e., large major task such as screening and refinishing gym floors will require several employees.
7. When cleaning, start at the top; ceilings and lamp fixtures, walls, woodwork and windows should be cleaned from the ceiling down to the floor level.
8. Furniture should be removed from the room if at all possible. If not, move furniture to one side of the room. Clean and refinish half the floor at a time. Use same procedure for carpeted area.
9. Don't overlook the furniture glides located on the bottom of the legs of furniture. If glides are worn, cracked, rusted and/or missing, replace them. This is very important. Worn glides will scratch and mar tile flooring and cut and shred carpet.

AUDITORIUM CLEANING AND CARE

This will include all cleaning associated with the auditorium area such as: stage; prop room; dressing room; orchestra pit; ticket booth and seating areas; proper care of floor surfaces, carpeting and auditorium equipment.

Purpose

To maintain a clean and safe environment for staff, students, and visitors.

Equipment and Materials Needed

Utility cart; mop bucket and wringer; wet mop and handle; dry mop and handle; dust pan and brush; broom; vacuum cleaner; putty knife; cloth; sponges; germicidal disinfectant cleaner; rubber gloves; plastic bags.

Safety Precautions

1. Always use recommended amounts of disinfectant cleaner.
2. Never mix chemicals together.
3. Always check cords/plugs on vacuum and floor machines. If frayed or broken, do not use.
4. Be sure containers such as spray bottles, plastic jugs, etc., have proper labels.
5. Always wear rubber gloves when using disinfectant cleaner, emptying waste containers and cleaning of any types of blood and body fluids.
6. Always secure doors and windows before leaving the classroom.
7. Always report any necessary repairs to the supervisor.
8. Be sure containers such as spray bottles have proper labels.

Procedures

1. Clean and disinfect restrooms and restock.
2. Pick up large pieces of paper and debris.
3. Empty all waste containers and make sure cans and liners are clean.
4. Sweep or vacuum aisles, floors, stage, dressing rooms and orchestra pits.
5. Damp mop floors to remove any soil.
6. Seats should be dusted or vacuumed of any soil removed by using upholstery cleaner.

AUDITORIUM CARE

FREQUENCY

DUTIES	D	W	M	A	R
Sweep/vacuum aisles	X			X	X
Sweep/vacuum floor areas	X			X	X
Clean/vacuum upholstered seats	X			X	X
Clean stage	X			X	X
Clean orchestra pit	X			X	X
Clean dressing rooms	X			X	X
Clean restrooms	X			X	
Empty waste receptacles	X			X	
Replace light bulbs/tubes				X	X
Clean prop room				X	X
Dust walls				X	X
Wash walls				X	X
Wash doors and door frames				X	X
Remove graffiti				X	X
Clean ticket booth				X	X
Wet mop hard surface floors				X	X
Remove chewing gum, tar, etc.				X	X
Spot clean upholstery & carpet				X	X
Shampoo/extract carpet				X	X
Hard surface floor maintenance				X	X

Note: All of the above duties will be performed annually during summer cleaning.

CLASSROOM CLEANING AND CARE

This will include emptying pencil sharpeners and wastebaskets; cleaning chalkboards and chalk trays; damp wiping or dusting of desks, tables, cabinets, and other specified surfaces; cleaning student cloak closets, sinks, and toilets in assigned work areas; sweeping/dry mopping and wet mopping of floors; vacuuming carpets; washing windows; adjusting venetian blinds and drapes uniformly.

Purpose

To maintain a clean and safe environment for staff and students.

Equipment and Materials Needed

Utility cart, mop bucket and wringer, wet mop and handle, dry mop and handle, dust pan, putty knife, cloth, sponges, window cleaner in spray bottle, germicidal disinfectant cleaner, rubber gloves, plastic bags, dust brush.

Safety Precautions

1. Always use recommended amounts of disinfectant cleaner.
2. Never mix chemicals together.
3. Always check cords/plugs on vacuum and floor machines. (If frayed or broken, do not use.)
4. Be sure containers such as spray bottles, plastic jugs, etc. have proper labels.
5. Always use rubber gloves when using disinfectant cleaner, emptying waste containers, cleaning bathroom facilities, and cleaning any type of body fluids.
6. Always secure doors and windows before leaving the classroom.
7. Always report any necessary repairs to the supervisor.

Procedures/Daily, Resilient Floors

1. Assemble all needed equipment/materials and take to designated area.
2. When you enter the classroom, notice how the furniture is placed. It is important that the furniture be placed in approximately the same pattern as you found it (only neater).

3. Carefully empty the wastebasket into the utility cart bag making sure that there are no liquids in the basket. Do not remove materials from the basket with your hands. There may be sharp objects which could cut or puncture your hands. Lower the waste basket into the utility cart bag to dump the trash. This will keep the dust from spreading and trash from falling on the floor.
4. Loose dirt and trash are removed from the floor by using a treated dust mop. The dust mop is attached to a metal frame with either a wooden or plastic handle. Dust mops are available in several sizes; 18 in., 24 in., 36 in., 48 in., and 60 in. The 18 in. and 24 in. are the standard sizes for classroom cleaning. The dust mop must be treated/sprayed with a mop treatment the day before it is to be used. (This is very important.) This will allow the mop to absorb the treatment. If the mop were used prior to this, it would streak the floor and cause the floor to become very slippery.
5. Starting on one side of the classroom push dry mop along the wall to the back of room, then turn mop and push dirt to front of room. Next move the row of desks over to the cleaned area. Then repeat this procedure until the floor is completely cleaned and desks are all moved over and in straight rows. Push the dirt from the room to the hallway. Remember to keep the dust mop on the floor. You are working with a treated dust mop and not a push broom.
6. Pick up the dirt and trash using a dust pan and dust brush. This is important because air movement and traffic flow will spread the waste back into/onto the cleaned area. Empty the dirt and trash into the utility cart bag. Chewing gum and other substances can be removed from floor using a putty knife. Use vacuum cleaner to clean carpeted areas and/or walk-off matting that may be located in classroom.
7. Return to the classroom and dust teacher's desk and chalkboard trays. This should be done using a cloth dampened with germicidal disinfectant cleaner. When dusting teacher's desk, do not remove or disturb any papers or books. Check student desks and wipe off any substances that may be on desk (use rubber gloves). Be sure windows are down and locked and blinds/shades are at equal heights. Report any defective shades, blinds and light switches to supervisor.
8. Before leaving the classroom take time to check and be sure that all areas have been properly cleaned. You will know that you have done a good job. You can then proceed to the next classroom.
9. After daily cleaning and maintenance of the classroom, you should examine the floor for excessive soiling which would indicate a definite need for wet mopping. The proper procedures will be explained further under the Wet Mopping Procedures section of this handbook.

Procedures/Daily, Carpeted Floors

The cleaning and maintenance of carpeted classrooms are basically the same as with tile floors, with one exception, you will need a good heavy duty industrial type vacuum cleaner with a good filtration system. This is very important in helping to reduce bad indoor air quality.

1. When entering the classroom, check the carpeted floor for large pieces of paper and pencils. The vacuum is designed to pick up dust and small objects, not large objects. This will clog up and damage the vacuum. You must pick up large objects by hand or with dust pan and brush.
2. After the vacuuming is completed and desks are put back in approximately the same pattern as you found them, check the carpet for stains and chewing gum. If you see any stains, try to determine if it is water based or oil based. If you are not sure, use water based stain remover first. Check directions on labels for proper use. You can also use carpet detergent mixed in a spray bottle--spray the spot, use a stiff brush and scrub the spot. Next use paper towels and blot the spot. It will be absorbed by the paper towel. For oil type stains use a spot remover designed for petroleum based spots, use according to label directions. For chewing gum, use a chewing gum and candle wax remover. This will harden the gum and can be removed with a putty knife.
3. Follow the procedures listed for dusting and other daily procedures under classroom cleaning.

CLASSROOM CLEANING AND CARE

DUTIES	FREQUENCY				
	D	W	M	A	R
Dust mop floor	X			X	
Empty pencil sharpeners	X			X	
Empty wastebaskets	X			X	
Secure windows	X			X	
Adjust blinds/drapes uniformly	X			X	
Wash sink & fittings	X			X	
Wash windows & window sills				X	X
Dust window sills		X		X	
Wash wood work & trim				X	X
Wash doors & frames				X	X
Wash baseboards				X	X
Wash furniture				X	X
Wash lights & fixtures				X	
Clean chalkboards & trays	X			X	X
Clean venetian blinds				X	X
Dust walls & ceiling corners				X	X
Vacuum carpet/rugs	X			X	
Dust wipe clock, TV, etc.		X		X	
Replace light tubes				X	X
Wet mop and/or spray buff floor				X	X
Scrub/strip & refinish floor				X	X

Note: All of the above duties will be performed annually during summer cleaning.

CLEANING CHALKBOARDS

Purpose

To maintain a clean and safe environment for staff and students.

Equipment and Materials Needed

One pail 2/3 full of clean, clear water, heavy (large) soft cloth, sponge or cloth for tray, window squeegee.

Procedures

1. Check with teacher before attempting to clean chalkboards. He/she may have important information that they want to remain.
2. Remove all crayons, markers, chalk and erasers from the tray.
3. Erase the chalk marks with eraser using up and down strokes.
4. Wipe chalkboard using soft cloth to remove excess chalk dust.
5. Fold toweling neatly to make large pad.
6. Dip the toweling in water and wring it out. It should be fairly damp, but not dripping wet.
7. Starting at one end of the chalkboard, at upper corner, hold folded toweling pad with two hands.
8. Walk towards the other end of the board cleaning in one continuous sweep. After reaching the end of the board, reverse pad making sure to overlap. Walk back to other end of board.
9. Repeat these steps until entire chalkboard has been cleaned.
10. If you find the board is too wet, a clean dry cloth or squeegee may be used to remove excess water.
11. Using a cloth or damp sponge, run over entire length of chalk tray cleaning out chalk dust.
12. Replace chalk, crayons and erasers to tray.
13. Clean all tools and store in proper place.

CLEANING LIGHTS AND FIXTURES

Purpose

To assure proper lighting for safety of students and staff.

Equipment and Materials Needed

Utility cart, ladder, hydraulic lift, bucket, rags, disinfectant cleaner, backpack vacuum with hose and attachments. (Pliers and screwdriver)

Safety Precautions

1. Always turn off lights or trip the breaker for that room. (Be certain to lock-out breaker.)
2. Schedule when there is the least amount of traffic.
3. Do not touch light bulbs or tubes when they are hot or with wet hands.
4. Make sure you have the right size ladder. Make sure ladder is setting on the floor and is in the locked position. If using a hydraulic lift, make sure it is secure.
5. Do not place bulbs or tubes and shades where they can fall and break.
6. Move any objects that may interfere with this procedure.
7. Wear rubber gloves and safety goggles.

Procedures/Dry Cleaning

1. Assemble equipment needed and take to work place.
2. Move furniture if necessary.
3. Place ladder and remove shade or fixture.
4. Depending on the type of shade or fixture being cleaned, use vacuum or treated rag for cleaning.
5. Clean equipment and return to storage.

Procedures/Wet Cleaning and Relamping

1. Assemble equipment and materials and take to work place.
2. Turn off electricity for safety.

3. Set up ladder or hydraulic lift.
4. Open shades or fixtures to be cleaned.
- 5.** Remove bulbs or tubes.
6. Clean inside of light (reflectors).
7. Clean light lens, shades, covers with damp rag or vacuum.
8. “Replace” bulbs or tubes when necessary or damp wipe bulbs or tubes.
9. Continue routine until area is completed.
- 10.** Clean equipment and return to storage.

CLEANING UP BROKEN LIGHT BULBS OR TUBES

Purpose

To assure proper procedure for cleaning up broken light bulbs or tubes

Equipment and Materials Needed

Broom, dust pan, duct tape, wet paper towels or wet mop, back pack vacuum with a paper filter bag, water

Safety Precautions

1. All light bulbs or tubes should be changed without staff or students in the area if possible.
2. If any type of bulb or tube breaks when the area is occupied, they should leave the area until it is cleaned.
3. Make sure that all areas to be cleaned are well ventilated.

Procedures - Hard Surface Clean Up

Carefully sweep or brush all broken glass and powder onto a dust pan and dispose of accordingly. If there is small glass fragments, use duct tape to pick up and discard tape.

Wash all areas with wet paper towels or wet mop.

Procedures - Carpet and Rug Clean Up

Follow hard surface clean up procedures for fragments and dust.

If you have to vacuum, use a back pack vacuum with a paper filter bag and discard in the dumpster immediately. After vacuuming, if you have to extract the carpet or rug, just use water.

Clean all equipment.

CLEANING DRAPERIES, BLINDS AND SHADES

Purpose

To maintain appearance.

Equipment and Materials Needed

Canister type vacuum cleaner with attachments, ladder, small bucket, spotter or water, sponge or rags.

Safety Precautions

1. Check vacuum to see if it is in safe working condition.
2. Check ladder for safety.
3. Never stand on chairs.
4. Check the security of draperies and blinds.
5. If there is a problem with any equipment, report it to the supervisor.

Procedures

1. Assemble equipment and take to assigned area.
2. Open draperies by using cord located on the left or right side of draperies. Check for spots.
3. If spotting is necessary, put water in small bucket, dip rag or sponge in water, wring out and apply to spot using a dabbing motion. If spots don't come out, report to supervisor.
4. If spotter is used, always read instructions.
5. Place ladder in front of drapery opening.
6. When vacuuming, use proper attachments. Proceed up the ladder and use vertical strokes working downwards.
7. Continue procedure until completed.
8. Pull shades and blinds down when cleaning.
9. Use horizontal strokes when vacuuming or wiping horizontal blinds.
10. Use vertical strokes when vacuuming or wiping vertical blinds.
11. During annual cleaning, blinds can be taken down and cleaned.

CORRIDORS AND ENTRANCE CARE

This will include all cleaning in corridors and lobby entrances; removing all loose paper, trash and rubbish; removing gum and heel marks from the floors; cleaning drinking fountains and glass surfaces in the areas; mopping up wet spots due to weather, leaks or spills; keeping walk-off mats clean; and proper care and maintenance of equipment and materials used. When floors are wet or slippery, keep warning signs in place.

Equipment and Materials Needed

Utility cart, mop bucket, mop wringer, wet mop and handle, rubber gloves, germicidal disinfectant cleaner and glass cleaners, dust mop treatment, broom, dust pan, vacuum for carpeted areas, putty knife, spray bottles, cloth, sponges, floor signs.

Safety Precautions

1. Always use wet floor signs.
2. Always use rubber gloves.
3. Always use recommended amounts of detergents.
4. Never mix chemicals together.
5. Always change solutions when dirty and before going to next area.
6. Always report any necessary repairs and/or damage to supervisor.

Procedures/Daily

1. Assemble all equipment needed and take to designated area.
2. Put up wet floor signs.
3. Dust mop floors and steps.
4. Secure windows and doors.
5. Clean entrance doors and glass.
6. Remove gum, etc., from floors and walls.
7. Clean water fountains with germicidal disinfectant cleaner.
8. Clean spots and stains in carpeted areas.
9. Clean smudges and soil from show case glass.
10. Vacuum walk-off mats and/or carpeted areas.
11. Spot mop floors.
12. Turn lights out and secure exit doors before starting another area.

Procedures/Weekly

1. Dust the tops of lockers, clocks, and exit lights.
2. Wash steps and handrails.
3. Wet mop floors.
4. Clean/shampoo carpets as required.

CORRIDORS AND ENTRANCE CARE FREQUENCY

DUTIES	D	W	M	A	R
Dust mop floors & steps	X			X	
Secure windows & doors	X			X	
Wash fountains & fittings	X			X	
Wash windows & sills				X	X
Wash doors, frames & glass				X	X
Wash entrance doors & glass	X			X	
Wash lockers				X	X
Wash woodwork & trim				X	X
Wash lights & fixtures				X	X
Wash steps & handrails		X		X	X
Dust walls & ceiling corners		X		X	
Dust off tops of lockers, exit lights & clocks		X		X	
Damp wipe walls				X	X
Clean exhibit cases & art work				X	X
Clean/vacuum walk-off mats/other carpeted areas	X			X	
Clean/shampoo carpeted areas				X	X
Spot/wet mop floors	X			X	X
Spray buff floors				X	X
Scrub or strip floors				X	X
Refinish floors				X	X

Note: All of the above duties will be performed annually during summer cleaning.

CUSTODIAL SUPPLY CLOSETS

The custodial supply closets are a very important factor for the maintenance of any facility. In most cases (but not all) there will be a supply closet for each area for accessibility. All supply closets must be kept clean and orderly. This will not only save you time but will also help prevent accidents. All items located in the closet are to be labeled; i.e., jugs, boxes, cans, jars, sprayers, etc. The labels should explain the contents of the container, the company that manufactured the product, how the product is to be used, what the chemical make up is in the product, and what precautions are to be taken when using the product. Labels will most certainly help prevent accidents.

Wet mops should be labeled for the purpose that they will be used; i.e., bathroom, classroom, stripping, waxing, etc. This can be done by placing tape around the handles for identification.

Mop buckets should be identified for the same purposes. This will reduce the chances of cross contamination from one area to another. It is very important that these guidelines are followed.

Custodial supply closet doors must be kept closed (preferably locked) when not being used. This will reduce the chances of others entering the closet.

All cleaning equipment must be kept clean. After each use the wet mops, buckets, sponges, rags, must be washed/cleaned and hung up to dry. Do not leave the mop sit in dirty water. This will cause germs and bacteria to grow and produce a foul odor. Equipment such as wet/dry vacuums/large vacuums, buffers, scrubber, etc., should be cleaned after each use.

Each closet is equipped with a dilution station. This station is designed to mix chemicals and water to the proper ratio needed for each cleaning task. Under no circumstances should anyone use the chemicals straight from the containers. Not only would this defeat the purpose of the station, it would cause problems to the flooring surfaces and cause hazardous conditions.

Each evening make sure to turn off the water supply and disconnect hoses from spigots leading to the dilution centers. Water hoses could burst or develop leaks during the night and/or weekend causing flooding of the school. The back flow preventers that are located on each unit could become faulty and let chemicals be drawn back into the water supply causing serious problems. If you encounter any problems with this station, call the Plant Operations Department.

Any chemical in an aerosol spray container marked "FLAMMABLE" or "COMBUSTIBLE" can be used in each school facility but will be limited as follows:

1. 1 aerosol container on custodial work cart for elementary and middle schools
2. 1 aerosol container for 6 custodial work carts for high schools
3. 1 aerosol container in custodial storage room for a spare for elementary, middle, and high schools
4. All other flammable and combustible containers must be stored in a locked flammable cabinet or flammable storage facility. Examples of a few flammable and combustible items are as follows: gum remover, carpet stain remover, air deodorizers and any other containers marked as flammable or combustible.

Do not use any other chemicals or cleaners that are not supplied to you or recommended by Plant Operations.

ORGANIZING FOR INVENTORY CONTROL

A well run housekeeping department should know at any given time how many gallons of cleaner, floor finish, etc. it has on hand, how much is used each month, whether or not the product is being wasted by improper use, and when and in what quantity to reorder.

Here are some simple steps which will make it easy for you to control your inventory of housekeeping supplies:

1. Set up a simple record keeping system and use it.
2. Know the correct methods to use with each product and the normal rate of usage in order to prevent waste and incorrect use.
3. Establish a minimum stock quantity for each stock item.
4. Store housekeeping supplies so that they are properly identified. Mark them and place them in your store room in an organized fashion.
5. Rotate old supplies and use these materials first.

CUSTODIAL CLOSET INVENTORY

Building Supervisor

		<i>C. Pyles</i>		<i>R. Ness</i>		<i>J. Gillespie</i>		<i>B. Green</i>		<i>C. Arenz</i>		Date Issued
		Closet #1		Closet #2		Closet #3		Closet #4		Closet #5		
Item	Unit	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	6/10/98
Bowl brush	Each	1	2	0	0	2	2	3	6	1	2	
Hand Soap	Box	6	8	4	6	0	0	2	3	1	2	
Cleanser	Each	0	0	3	6	2	4	1	2	0	0	
Tissue	Case	2	1	2	1	2	4	2	1	1	2	
Bowl Swab	Each	1	1	1	1	1	1	1	1	1	1	
Disinfectant	12 Gal.	3	6	4	7	0	0	2	4	0	0	
Drain Opener	Each	1	2	0	0	1	2	1	2	1	2	
Towels	Case	4	6	1	2	3	6	2	3	0	0	
Plastic Bags	Case	1	2	1	2	4	6	2	3	0	0	

EXAMPLE SHEET

CUSTODIAL SUPPLY MAIN STORAGE INVENTORY

Building Supervisor

ITEM	MAX.	MIN.	ORDERED	REQ. #
Hand Soap	6 cs.	2 cs.	4 cs.	111076
Hand Towels	12 cs.	4 cs.	8 cs.	A
Tissue	12 cs.	4 cs.	8 cs.	A
Stripper	10 ea.	3 ea.	7 ea.	A
Disinfectant	5 ea.	2 ea.	3 ea.	A
Plastic Bags	12 cs.	4 cs.	8 cs.	A
Dry mops	6 ea.	2 ea.	4 ea.	A

EXAMPLE SHEET

DRINKING FOUNTAINS

Purpose

To remove water spots, control bacteria and for appearance.

Equipment and Materials Needed

Germicidal disinfectant cleaner and rags or sponges.

Safety Precautions

1. Always wear rubber gloves.

Procedures

1. Spray entire surfaces of fountain including surrounding wall with germicidal disinfectant cleaner. Let stand for 10 minutes for the germicidal disinfectant cleaner to kill the bacteria.
2. Rinse off surfaces with clean water and rags or sponges.

DUSTING FURNITURE AND EQUIPMENT

This would consist of cleaning/dusting of student desks, teacher's desk, copiers, telephones, book shelves, chalk board/trays, filing cabinets, chairs, tables, heating vents/covers, light switches, computer monitors, door knobs.

Purpose

To provide a clean, safe, attractive environment for students and staff.

Equipment and Materials Needed

Clean soft cloth, spray bottle with germicidal disinfectant cleaner, spray bottle with dust mop treatment, rubber gloves, sponge.

Safety Precautions

1. Always use rubber gloves when handling chemicals.
2. Be sure spray bottles have proper labels.
3. Report any necessary repairs to supervisor.
4. Secure doors and windows when leaving the area.

Procedures/Weekly

1. Cleaning/dusting should be scheduled and completed at least once a week. Not only does this add to the overall cleanliness of the area, it also reduces indoor air quality problems.
2. Cleaning/dusting of items such as telephones, copiers, filing cabinets, teacher's desk, student desks, chalk board/trays, computer monitors, should be cleaned with a soft cloth dampened with a germicidal disinfectant cleaner.

Do Not Use Chemicals on Computer Keyboards.

3. When cleaning/dusting teacher's desk, do not remove or disturb any papers or books. Something that looks like a piece of scrap paper to you may be very important to the teacher.
4. Upholstered furniture should be cleaned using a vacuum cleaner equipped with an upholstery tool. Be sure to lift the cushions and clean under them. Dust/clean all wood, plastic and metal surfaces that may be located on furniture. This can be accomplished using a soft cloth dampened/sprayed with a dust mop treatment.

ELEVATOR CLEANING

Purpose

To control bacteria and improve sanitation, to maintain a clean and safe environment for the staff, students and visitors.

Equipment and Materials Needed

Dust brush and dust pan, rags, sponges, putty knife, stainless steel cleaner, mop bucket and wringer, wet mop, vacuum cleaner, step ladder, germicidal disinfectant cleaner and carpet spotter, rubber gloves.

Safety Precautions

1. Take elevator to lowest level possible.
2. Place elevator out of service. Use sign to let people know its out of service. Turn switches off.
3. Keep elevator door tracks clean for proper operation of doors.
4. Be certain the elevator emergency telephone is in operation.

Procedures

1. Assemble all necessary equipment/materials and take to designated area.
2. Dust mop floor (tile) of elevator with treated dust mop.
3. Mop floor using wet mop and disinfectant cleaner solution. Rinse floor with clean water.
4. Clean door tracks with vacuum cleaner and/or damp sponge and rag.
5. Wipe push buttons, telephone and box, and metal hand rails using germicidal disinfectant cleaner and sponge or rag.
6. Remove spots and smudges from walls and doors using germicidal disinfectant cleaner and sponge or rag.
7. Clean spots from floor (carpet) with carpet spot remover, and vacuum floor.
8. Put elevator back in operation.
9. Clean all equipment and return to storage.

GLASS AND WINDOW CLEANING

Purpose

To move soil, control bacteria, to allow passage of light and for appearance.

Equipment and Materials Needed

Utility cart, ladder, bucket, rags, sponges, paper towels, gloves, spray bottle, glass cleaner and window cleaning kit for exterior.

Safety Precautions

1. Make sure ladders are in locked position.
2. When using a six foot ladder or larger, a second person is required.
3. Do not lean out windows.

Procedures

1. Assemble equipment needed for the area to be cleaned. If setting up ladder, place as close to wall as possible.
2. Prepare window, remove objects from sill, remove blinds and drapes, if possible.
3. Clean frame and sills with damp rag or sponge.
4. Spray window with cleaner.
5. Wipe clean with rags or paper towels using left and right or back and forth motion. Continue this until window is clean and job is completed.
6. Wipe up any spills on the sills or frames.
7. Inspect work. Replace items.

GYMNASIUM CARE (HARDWOOD)

Includes all cleaning associated with the gymnasium such as; dust mopping before and after athletic events, spot mopping for spills as necessary; cleaning and emptying waste receptacles, washing walls, doors, door frames, windows, and cleaning trash and debris from under and around the bleachers, replacing light bulbs/tubes as necessary. Report any damages to supervisor.

Purpose

To maintain a clean and safe environment for staff, students and visitors.

Equipment and Materials Needed

Wet mop, dry mop (60 in.), mop bucket and wringer, putty knife, utility cart, dust pan, dust brush, window cleaner, germicidal disinfectant cleaner, sponge, rags, rubber gloves, house broom, and plastic bags.

Safety Precautions

1. Always use recommended amounts of detergents.
2. Never mix chemicals together for any reason.
3. Always use rubber gloves when handling chemicals and emptying waste containers or cleaning any type of body fluids.
4. Check all cleaning chemicals for proper labeling.
5. Secure doors and windows, turn off lights before leaving gymnasium.
6. Report any necessary repairs to the supervisor.
7. Never allow large quantities of water to remain on hardwood gym floor.

Procedures Daily

1. Assemble all necessary equipment/materials and take to designated area.
2. Upon entering the gym put bleachers back against the wall and clean trash and debris from under them.
3. Walk over floor area and inspect for gum, candy, tar, etc. and remove with putty knife. Any liquid spills such as coffee, coke, juice, or water should be removed with wet mop and/or sponge (dampened only).

4. Using large untreated dry mop (60 in.), start on one side of the floor and push dirt and debris to the back of gym. Continue until floor has been completely cleaned. Remember to shake the mop lightly a few times in between to loosen dirt and debris from mop.
5. Pick up debris using dust pan and dust brush and/or house broom and discard in waste container.
6. Remove unsightly graffiti from walls and other surfaces using detergent and/or graffiti remover and a stiff bristled brush, rinse surface with clean water and sponge.
7. Wipe off light switch plates, door handles/bars and latches using a sponge dampened with germicidal disinfectant cleaner and wash windows in doors using window cleaner and a soft rag or paper towel.
8. Check the complete area before leaving and note any damage and report to supervisor. Close and lock all doors and windows, turn off lights.
9. Return all equipment to storage closet, wash out mops, sponges and buckets and hang up to dry. Empty all trash and debris in container for disposal.

GYMNASIUM CARE FREQUENCY

FREQUENCY

DUTIES	D	W	M	A	R
Dust mop floor	X			X	X
Spot mop floors				X	X
Dust walls and bleachers				X	X
Wash walls and bleachers				X	X
Wash doors and door frames				X	X
Wash door glass	X			X	
Empty trash receptacles	X			X	
Clean under bleachers				X	X
Check bleacher operation*			X	X	
Perform bleacher safety checks*			X	X	
Check partition operators*			X	X	
Check backboard operators*			X	X	
Check volleyball pole anchors*		X		X	
Replace burned out light bulbs				X	X
Remove gum/tar from floor				X	X
Remove graffiti				X	X
Wash windows				X	X
Wash light fixtures				X	
Secure windows and doors	X			X	
Do regular floor maintenance				X	X

Note: All of the above duties will be performed annually during summer cleaning.

* Note: See Preventive Maintenance Check Sheet

HEALTH ROOM CLEANING

The health room is one of the most critical areas in our buildings where regular and proper cleaning is important. Health rooms are occupied with students that have cuts, scrapes, contagious infections and illnesses. Proper cleaning daily is best to control bacteria and odors in the health rooms.

Equipment needed for proper cleaning is just as important. Only use the wet mops and bowl swabs that identify them to be used just in the restrooms of the health room.

Equipment and Materials Needed

Rubber gloves, wet floor sign, broom, dust pan, wet mop, mop bucket and wringer, spray bottles, sponges, germicidal disinfectant cleaner, cream cleanser, hand soap, glass cleaner, hand towels, toilet tissue and sanitary napkin bags.

Safety Precautions

Safety precautions should always be used to prevent accidents and injuries to yourself and others.

1. Use wet floor signs and always wear rubber gloves.
2. Do not use any other chemicals or cleaners that are not supplied to you or recommended by Plant Operations.
3. The cleaning chemicals used in the dilution centers are premixed with water. The only chemicals used on a daily basis are germicidal cleaner and window cleaner. Do not mix cleaning chemicals together under any circumstances.
4. Report any problems or repairs to your supervisor.

Procedures/Daily

1. Check the restrooms for any broken items. Also items that might clog drains and toilets, and any items laying on the floor.
2. Sweep area floor thoroughly. When sweeping is done, inspect area that might need special attention.
3. Empty sanitary napkin receptacles. Clean all surfaces with germicidal disinfectant cleaner mixture and replace bag.
4. Empty health room trash can **ONLY AFTER THE NURSE HAS TREATED AND SEALED THE BAG. IF THE BAG IS NOT SEALED, DO NOT TOUCH IT.** After getting rid of the sealed bag, disinfect can and replace bag.
5. Check dispensers for towels, toilet paper and hand soap. Clean all dispensers with germicidal disinfectant cleaner mixture using a spray bottle.

6. Clean wall, door frames and partitions. Pay special attention to the walls and partition areas next to sinks, urinals, and toilets. Also door handles, light switches and anywhere people touch. Clean all areas with germicidal disinfectant cleaner.
7. Clean and disinfect the insides of toilets and urinals using germicidal disinfectant cleaner mixture and a bowl swab or brush marked for these items. Next, spray all exteriors of the toilets and urinals with germicidal cleaner, and then wipe down with a sponge or paper towels. Use cream cleanser on stubborn stains only. Cream cleanser is not a germicidal disinfectant cleaner mixture. Always flush toilets after cleaning.
8. Spray all sinks with germicidal disinfectant cleaner mixture. These also include fixtures, hardware and pipes. Then wipe them off with a sponge or paper towels.
9. Clean mirrors and bright work with glass cleaner mixture.
10. Thoroughly inspect all areas that have been cleaned.
11. When wet mopping, put enough germicidal disinfectant cleaner mixture on the floor to make the floor wet. Wait 10 minutes, then mop up the floor starting from the rear of the room and work your way towards the door. Pay particular attention to the areas around the toilets, under the urinals and corners.
12. As needed, clean ceilings and lights and also ventilating fan screens.

Remember that germicidal disinfectant cleaner mixture has to set at least 10 minutes for it to kill the bacteria and germs.

13. If you have any cleaning problems, contact your supervisor. If they can't solve the problem, they will contact Plant Operations.

HEALTH ROOM CLEANING AND SERVICE

DUTIES	FREQUENCY				
	D	W	M	A	R
Wash sinks/basins & fittings	X			X	
Wash urinals & fittings	X			X	
Wash commodes including seats	X			X	
Wash windows				X	X
Wash walls & ceiling				X	X
Wash lights & fixtures				X	X
Damp wipe partitions & walls	X			X	
Polish metal work	X			X	
Clean mirrors	X			X	
Empty waste receptacles	X			X	
Clean soap dispensers	X			X	
Fill toilet tissue dispenser	X			X	
Fill paper towel dispenser	X			X	
Fill sanitary napkin dispenser	X			X	
Fill soap dispenser	X			X	
Wet mop floor using germicidal disinfectant cleaner	X			X	
Secure windows	X			X	
Replace light bulbs				X	X
Do regular floor maintenance	X			X	
Strip and refinish floors				X	

Note: All of the above duties will be performed annually during summer cleaning.

KITCHEN AND CAFETERIA CLEANING AND MAINTENANCE

This will include removing trash/garbage from the kitchen and dining areas; washing and sanitizing trash/garbage containers; washing overhead hoods, ducts, pipes and filters; cleaning refrigerator/walk in box floors; washing walls, windows, doors and door frames; wet mopping the kitchen and dining area floors with a germicidal disinfectant cleaner; setting up tables before lunch; putting tables away after lunch; and the proper care and maintenance of the cleaning equipment.

Purpose

To maintain a clean, safe, and germ free environment for staff and students.

Equipment and Materials Needed

Mop buckets and wringers; wet mop with handle and frame; germicidal disinfectant cleaner; automatic floor scrubber; dust mop; clean soft cloth; sponge; rubber gloves; putty knife; large trash/garbage cans; plastic bags; spray bottle with germicidal disinfectant cleaner; caution wet floor signs; push broom.

Safety Precautions

1. Always use recommended amounts of detergent.
2. Never mix chemicals together.
3. Be sure containers such as spray bottles, plastic jugs, etc., have proper labels.
4. Always use rubber gloves when using detergents and emptying waste containers.
5. Unlock all exit doors. Be sure exit lights are lit.
6. Always secure doors and windows before leaving kitchen and cafeteria area.

Procedures Daily

1. Place garbage cans in place equipped with plastic bags.
2. Set up tables and chairs.
3. Place mop bucket, wringer, wet mop with germicidal disinfectant cleaner in a safe place along the wall (for use on spills).

4. Empty garbage cans between lunch shifts.
5. Clean up any spills using wet mop.
6. After lunch shifts are over, empty all garbage cans, wash cans using germicidal disinfectant cleaner. Place cans in upside down position to drain and dry. In areas that have can wash rooms and racks for cans use them.
7. Put tables and chairs in proper place and dry mop floor. Use germicidal disinfectant cleaner and wet mop floor. Automatic floor scrubber can also be used if available.
8. Kitchen area must also be cleaned and wet mopped. If the floor is quarry tile, you will have to use a push broom (rough surface type) to sweep up the trash/garbage before wet mopping.
9. Clean all equipment and store in proper places.

KITCHEN AND CAFETERIA SERVICES

FREQUENCY

DUTIES	D	W	M	A	R
Wash hoods, filters, ducts, etc.				X	X
Wash trash/garbage cans	X			X	
Wash door sills				X	X
Wash doors & door frames				X	X
Wash windows & sills			X	X	X
Wash walls, woodwork & trim				X	X
Wash lights & fixtures				X	X
Clean venetian blinds				X	X
Clean ventilating fans				X	X
Clean grease traps				X	X
Dispose of trash/garbage	X			X	
Sweep cafeteria floor	X			X	
Wet mop cafeteria floor	X			X	
Wet mop kitchen floor	X			X	
Spot mop floors - due to spills	X			X	X
Clean drinking fountains	X			X	
Replace light tubes				X	X
Secure windows & doors	X			X	
Spray buff cafeteria floor				X	X
Do regular floor maintenance				X	X

Note: All of the above duties will be performed annually during summer cleaning.

RESTROOM CLEANING

The restroom is one of the most critical areas in our buildings where regular and proper cleaning is important. Restrooms that are dirty and have offensive odors cause germs and diseases that will pose a threat to good health. Proper cleaning daily is the best way to control bacteria and odors in the restrooms.

Equipment needed for proper cleaning is just as important. The equipment you use for the restroom should not be used elsewhere. If possible, mark your mops, brooms, and bowl swabs to identify them just for the restrooms so no one else will use them in other areas. The items you need to clean a restroom are: Rubber gloves, wet floor sign, broom, dust pan, wet mop, mop bucket and wringer, spray bottles, sponges, putty knife, bowl brush, bowl swabs, germicidal disinfectant cleaner, cream cleanser, hand soap, glass cleaner, hand towels, toilet tissue, sanitary napkins disposable sanitary napkin bags.

Safety precautions should always be used to prevent accidents and injuries to yourself and others.

First: Use wet floor signs. These will let others know that you are working in the restroom and that the floor is wet.

Second: Wear rubber gloves. This will prevent contact of bacteria and germs to your hands.

Third: **Do not use any other chemicals or cleaners that are not supplied to you or recommended by Plant Operations.** The cleaning chemicals used in the Dilution Centers are premixed with water. The only chemicals used are germicidal disinfectant cleaner, window cleaner, extractor chemical and stripper. **Do not mix any cleaning chemicals together under any circumstances.**

Fourth: Report all necessary repairs of lights, plumbing or fixtures and put up an out-of-order sign.

Procedures/Daily

1. Check your restroom for any broken items. Also, items that might clog drains and toilets, and any large items laying on the floor.
2. Sweep the floor thoroughly. When the sweeping is done, inspect the area that might need special attention. Use a putty knife to remove gum from the floor.
3. Empty sanitary napkin receptacles. Clean all surfaces with germicidal disinfectant cleaner mixture and replace bag. "Wear rubber gloves."
4. Empty trash cans. Check and clean can inside and outside with germicidal disinfectant cleaner mixture.
5. Check dispensers for towels, toilet paper, sanitary napkins and hand soap. Clean all dispensers with germicidal disinfectant cleaner mixture using a spray bottle.
6. Clean walls, doors, frames and partitions. Pay special attention to the walls and partition areas next to sinks, urinals and toilets, and also door handles, switch plates and anywhere people touch. Clean all areas with germicidal disinfectant cleaner mixture.

7. Clean and disinfect the insides of toilets and urinals using germicidal disinfectant cleaner mixture and a bowl swab or brush marked for these items. Next spray all exteriors of the toilets and urinals with germicidal disinfectant cleaner, and then wipe down with a sponge or paper towels. Use cream cleanser on stubborn stains only. Cream cleanser is not a germicidal disinfectant cleaner mixture. Always flush toilets after cleaning.
8. Spray all restroom sinks with germicidal disinfectant cleaner mixture. These also include fixtures, hardware and pipes. Then wipe them off with a sponge or paper towels.
9. Clean mirrors and bright work with glass cleaner mixture.
10. Thoroughly inspect all areas that have been cleaned.
11. When wet mopping, put enough germicidal disinfectant cleaner mixture on the floor to make the floor wet. Wait 10 minutes, then mop up the floor starting from the rear of the room and work your way toward the door. Pay particular attention to the areas around the toilets, under the urinals and corners.
12. As needed, clean ceilings and lights, and also ventilating fan screens.

Remember that germicidal mixture has to set at least 10 minutes for it to kill the bacteria and germs.

If you have any cleaning problems, contact your supervisor. If they can't solve the problem, they will contact Plant Operations.

RESTROOM CLEANING AND SERVICE

FREQUENCY

DUTIES	D	W	M	A	R
Wash sinks/basins & fittings	X			X	
Wash urinals & fittings	X			X	
Wash commodes including seats	X			X	
Wash windows				X	X
Wash walls & ceiling				X	X
Wash lights & fixtures				X	X
Damp wipe partitions & walls	X			X	
Polish metal work	X			X	
Clean mirrors	X			X	
Empty waste receptacles	X			X	
Clean soap dispensers	X			X	
Fill toilet tissue dispenser	X			X	
Fill paper towel dispenser	X			X	
Fill sanitary napkin dispenser	X			X	
Fill soap dispenser	X			X	
Wet mop floor	X			X	
Secure windows	X			X	
Replace light bulbs				X	X
Do regular floor maintenance	X			X	

Note: All of the above duties will be performed annually during summer cleaning.

SHOWER AND LOCKER ROOM CARE

This will include all cleaning in shower and locker rooms such as: emptying all waste receptacles, servicing sanitary napkin dispensers, if provided; dusting ledges, grills and locker tops; cleaning of walls, mirrors, shelves, windows and window sills, stall partitions and doors, wash basins, commodes and urinals; polishing metal work; sweeping, moping and scrubbing of floors.

Purpose

To maintain a clean, odor free, safe environment for staff and students.

Equipment and Materials Needed

Utility cart, mop bucket, mop wringer, wet mop and handle, rubber gloves, germicidal disinfectant cleaner from the custodial command center, cream cleanser, out of order signs, dust pan and broom, putty knife, spray bottle, pump up 2 gallon sprayer (for large areas), cloth, sponges, sponge mop with handle, and hose.

Safety Precautions

1. Always use caution wet floor signs and/or out of order signs.
2. Always wear rubber gloves.
3. Always use recommended amounts of disinfecting cleaner.
4. Never mix chemicals together.
5. Always change all solutions (wash and rinse) before going to the next assignment.
6. Always report any necessary repairs, and/or damage to supervisor.
7. Never use wet mops, sponges, and cleaning cloths that were used in locker/shower room or other areas of the building. This could cause cross contamination into the other areas.

Procedures/Daily

1. Assemble all needed equipment, prepare all solutions, and take to designated area.
2. Put out caution wet floor sign and/or out of order sign.
3. Empty and clean all waste receptacles (if plastic bags are used, replace them). Wear rubber gloves.
4. Sweep floor using dust mop or push broom (for wet or rough floors).
5. Remove and dispose of all pieces of soap and other foreign matter.
6. Spray surrounding walls, shower heads, sinks, plumbing fixtures, commodes, and urinals with germicidal disinfectant cleaner from the custodial command center. This can be done in several ways. For large areas use a 2 gallon pump sprayer, a sponge mop with handle can be used on walls. Let disinfectant cleaner solution stand for a minimum of 10 minutes before washing it down.

7. Wash sinks, commodes, urinals and partitions with germicidal disinfectant cleaner from the custodial command center using cloth, sponge, and bowl brush/swab. The disinfectant cleaner solution needs to remain on the surfaces washed for a minimum of 10 minutes.
8. Wet mop floors using germicidal disinfectant cleaner from the custodial command center. Put the disinfecting solution into mop bucket with wringer. Apply solution to floor and let stand for a minimum of 10 minutes. (This is necessary in order for the germicidal disinfectant cleaner to kill the many types of bacteria.) Use wet mop to pick up dirty solution and wring out in mop bucket. Be sure to change the solution several times during this procedure.
9. Vacuum any carpeted areas completely.
10. Clean mirrors using glass cleaner and cloth.
11. Secure all doors and windows before going to next section.
12. Clean all equipment and return to proper storage.

Procedures/Weekly

1. Damp clean lockers using cloth dampened with germicidal disinfectant cleaner from the custodial command center.
2. Wash windows using glass cleaner mixed in spray bottle.
3. Damp clean window sills, shelves, and benches using cloth dampened with germicidal disinfectant cleaner.
4. Spot clean walls, doors, sills, kick plates using germicidal disinfectant cleaner/cream cleanser.
5. Pour germicidal disinfectant cleaner into floor drains. This will aid in controlling odors.

SHOWER AND LOCKER ROOM CARE

Duties	FREQUENCY				
	Daily	Weekly	Monthly	Annually	As Required
Empty waste receptacles	X			X	
Sweep locker/shower room	X			X	
Wet mop and disinfect locker room area	X			X	
Wet mop and disinfect shower room area	X			X	
Clean metal work		X		X	X
Clean locker tops		X		X	X
Fill paper towel dispensers	X			X	
Fill toilet tissue dispensers	X			X	
Fill soap dispensers	X			X	
Fill sanitary napkin dispenser	X			X	
Wash and disinfect walls and shower stalls	X			X	
Wash and disinfect stall partitions	X			X	
Wash and disinfect sinks/basins	X			X	
Wash and disinfect commodes	X			X	
Wash and disinfect urinals	X			X	
Wash mirrors	X			X	
Wash and disinfect shelves		X		X	X
Wash and disinfect doors		X		X	X
Replace light bulbs				X	X
Do regular floor maintenance				X	X

Note: All of the above duties will be performed annually during summer cleaning.

STAIRS AND STAIRWELLS

This will include the wet and dry cleaning in stairwells; i.e., steps, landings, windows, sills, doors, glass, stair treads, risers, lights and fixtures, and handrails.

Purpose

To maintain appearance and for the safety of staff and students.

Equipment Needed

Utility cart, mop bucket, mop wringer, wet mop and handle, rubber gloves, germicidal disinfectant cleaner, caution signs, dust pan and broom, putty knife, spray bottle, cloth, and sponges.

Safety Precautions

1. Report any hazardous conditions.
2. Place caution signs at each entrance and/or landing when stairs or landings are wet.
3. Never leave dirt and trash on landings or stairs.

Procedures/Daily

1. Dust mop and/or sweep steps and landings getting dirt out of the corners.
2. Secure windows and pull blinds.
3. Clean glass in doors, if required.
4. Damp wipe handrail, if required.
5. Remove chewing gum, etc., if required.
6. Replace light tubes, if required.
7. Remove graffiti, if required.
8. Remove spider webs, if required.
9. Spot wet/mop, if required.

Procedures/Weekly

1. Wash stair treads.
2. Damp wipe handrails.
3. Wet mop landings and stairs.

STAIRWAY CARE

FREQUENCY

DUTIES	D	W	M	A	R
Dust mop steps & landings	X			X	
Secure windows & blinds	X			X	
Wash windows & sills				X	X
Wash doors, frames, and glass				X	X
Wash stair treads		X		X	X
Wash stair risers				X	X
Wash lights & fixtures walls				X	
Damp wipe handrails		X		X	X
Damp wipe walls				X	X
Damp wipe exit lights				X	X
Dust walls & ceiling corners				X	X
Replace light tubes/bulbs				X	X
Remove chewing gum				X	X
Remove graffiti				X	X
Wet mop landings		X		X	X
Scrub or strip landings				X	X
Refinish landings				X	X

Note: All of the above duties will be performed annually during summer cleaning.

TELEPHONE CLEANING

Purpose

To remove dust and light soil, to maintain cleanliness and appearance and control bacteria.

Equipment and Materials Needed

Germicidal cleaner, spray bottle, wiping cloths (rags).

Safety Precautions

1. Do not spray any cleaners directly onto the telephone equipment.
2. Make sure telephone equipment is not set on automatic answering equipment.

Procedures

1. Assemble all necessary equipment, supplies and cleaners.
2. Spray germicidal cleaning solution onto cloth, then wipe telephone equipment clean.
3. Using dry cloth, wipe telephone equipment clean.

WASTE REMOVAL

Waste, trash, garbage, whatever you choose to call it, we all create a lot of it, and it is up to each of us to manage waste properly. Carroll County has one operating landfill. The more waste we create and throw away, the sooner that landfill will close. One way to reduce the amount of trash that is put into the landfill is to recycle. A large percentage of waste is comprised of materials that should be recycled.

In order for any recycling program to be successful, it is important that all students, teachers, administrators and custodial personnel do their part by implementing recycling practices in each school. Not only will we save on landfill space and help conserve energy, but most importantly we will conserve our natural resources.

TRASH REMOVAL SOLID WASTE/RECYCLING

All Carroll County Public Schools have in place two (2) large containers for waste purposes; one (1) will be used for solid waste such as garbage from cafeterias and kitchen areas, bathroom areas, and other areas throughout the building. Large heavy objects and yard waste should not be placed in waste container.

The second container will be used for recycling only and is labeled “Recycling Only.” All boxes must be flattened before putting into container. Paper, plastic bottles and aluminum cans can also be placed in this container. Garbage and other waste must not be placed into this container.

All other recyclable paper products should be placed into containers located throughout the building. Recyclable materials will be picked up on a weekly basis at each school location. Make sure employees know what to recycle, how to prepare it, and where it is collected.

TRASH REMOVAL SOLID WASTE AND RECYCLING

Purpose

To provide the highest standard of sanitation, to protect against fire, pest, odor, bacteria and other health hazards, and to reduce overfilling of landfills through recycling efforts throughout the school system and to conserve our natural resources.

Equipment/Materials Needed

Solid Waste - Trash cart/flatbed cart, germicidal disinfectant cleaner, plastic liner bags, brush/sponge, rags, rubber gloves.

Safety Precautions

1. Wear rubber gloves when handling waste.
2. Do not use hands to push trash and garbage down into waste container.
3. Use plastic bags where necessary.
4. Use hand truck/flatbed cart when transporting loaded waste cans to dumpsters.
5. Get help when emptying solid waste container into dumpsters.
6. Use disinfectant detergent to wash cans.

Procedures

1. All trash and garbage should be removed during and/or after each lunch shift. Cans should be cleaned either by hand or by using can wash in can room with disinfectant detergent, rinsed and let air dry. Second shift employees should start the removal of trash/waste at the beginning of the shift and then taken to outside container (dumpster) for disposal.
2. **Recyclables** - All clean recyclable trash/waste should be placed in recyclable containers located throughout the school. Recyclables will be picked up once a week from each school location.

TRASH REMOVAL/RECYCLING

The Supervisor of Plant Operations through the bidding process arranges annual contractual arrangements for trash removal.

Trash removal is scheduled for three pick-ups per week during the school year. One (1) pick-up will be for recyclables and two (2) for trash. During the summer months trash pick-up and recyclables are scheduled for once weekly.

Any request for changes in trash pick-up schedules or additional pick-ups must be coordinated through the Supervisor of Plant Operations.

A minimum of two (2) dumpsters are placed at each school.

One dumpster is exclusively for recyclables and one for solid waste.

The attached chart lists the three basic categories of recyclables. Acceptable items include: plastic narrow neck bottles, only #1 or #2 on bottom, glass food and beverage containers, aluminum and bi-metal food and beverage containers and mixed paper, junk mail, paper envelopes, newspapers, computer papers, school papers, colored paper, magazines, catalogs, telephone books, paperback and hardback books, cereal/snack boxes-remove inserts, shoe boxes and corrugated cardboard. Not accepted items are also listed. All recyclables are to be placed in the recycling dumpster.

The Plant Operations Department provides in-house containers for the purpose of collecting trash and solid waste. Thirty-two gallon trash cans can be used for this purpose. They can be ordered through regular custodial supply requisitioning.

Yard waste cannot be put in the dumpster. It has to be taken to the landfill in paper bags or loose in a dump truck. Large items that will extend beyond the lid should not be placed in the dumpster. Extremely heavy items such as steel or large quantities of brick or block should not be discarded in the dumpster. Call the Supervisor of Plant Operations for assistance if you have these large items for discard.

Attachment

Carroll County Single Stream Recycling Program Acceptable Items

All of the following materials can be placed in your recycle bin:

Plastic

Wide-mouth containers such as empty peanut butter, margarine/butter tubs, yogurt, cottage cheese, sour cream, mayonnaise, whipped topping, and prescription medicine bottles

(Note that the lids and caps do not need to be removed)

Narrow-neck empty plastic containers with plastic resin identification code 1 through 7
(no motor oil or transmission fluid bottles, please)

Metal

Any empty metal food and beverage containers, including aluminum or other metals

Aluminum foil and aluminum pie pans

Aerosol Cans, empty only

Glass

Glass containers such as empty jars and bottles, all colors accepted

Paper

Juice and broth boxes

Milk and juice containers, including gable top cartons

Cardboard and paperboard boxes (including cereal boxes without liners)

Office paper (including typing, fax, copy, letterhead, NCR) and envelopes

Newspapers (including all inserts)

Magazines and catalogs

Junk mail

Books (including paperbacks, textbooks, and hardbacks)

Brown paper bags (Kraft paper)

Corrugated boxes

Telephone books

Non-metallic wrapping paper

Computer printouts

No Styrofoam, please!



WEIGHT LIFTING/EXERCISE ROOM

This will include all cleaning in weight lifting rooms such as: emptying all waste receptacles, clean windows, dust ledges, furniture, walls, disinfect telephone, equipment and floors.

Purpose

To maintain a clean, odor free, safe environment for staff and students.

Equipment and Materials Needed

Utility cart, mop bucket, mop wringer, wet mop and handle, rubber gloves, germicidal disinfectant cleaner, window cleaner from custodial command center, wet floor signs, dust pan and broom, spray bottle, pump up 2 gallon sprayer (for large areas), cloth rags, and sponges.

Safety Precautions

1. Always use the caution wet floor signs and/or out of order signs.
2. Always wear rubber gloves.
3. Always use recommended amounts of disinfecting cleaner.
4. Never mix chemicals together.
5. Always change all solutions (wash and rinse) before going to the next assignment.
6. Always report any necessary repairs, and/or damage to supervisor.

Procedures/Daily

1. Assemble all needed equipment, prepare all solutions, and take to the designated area.
2. Put out the caution wet floor sign.
3. Empty and clean all waste receptacles (if plastic bags are used, replace them) and wear rubber gloves.
4. Dust all ledges and furniture as required.
5. Clean all the windows.
6. Sweep all floors using a broom.

7. Spray and wipe off all body contact areas of the weight lifting equipment and clean equipment with germicidal disinfectant cleaner. (Remember the area treated must stay wet for at least 10 minutes.)
8. Spray disinfectant cleaner on a rag and wipe off the electronic parts.
9. Wet mop the floors according to the wet mopping procedures.

NOTE: Supply these areas with spray bottles, labels, paper towels, and germicidal disinfectant cleaner as needed for use by staff.

WEIGHT LIFTING/EXERCISE ROOM

DUTIES	FREQUENCY				
	D	W	M	A	R
Dust or vacuum floor	X			X	
Empty wastebasket	X			X	
Secure windows	X			X	
Adjust blinds/drapes uniformly	X			X	
Clean & disinfect body contact areas of equipment	X			X	
Wash windows & window sills				X	X
Dust window sills		X		X	
Wash woodwork & trim				X	X
Wash baseboard				X	X
Wash furniture				X	X
Wash lights & fixtures				X	
Dust walls & ceiling corners				X	X
Vacuum carpet/rugs	X			X	
Dust & wipe clock, TV, etc.		X		X	
Replace light tubes				X	X
Wet mop floor				X	X

Note: All of the above duties will be performed annually during summer cleaning.