

DAILY CLASSROOM CLEANING

Standard: Upon completion of this work activity, the classroom must be clean and safe with furniture positioned in an orderly arrangement. Floor surfaces must be free of dirt, stains, or other accumulations. Flat and vertical surfaces are to be dust free, and trash is to be emptied. Classrooms are to be secured after cleaning.

Equipment and Materials Needed

1. Equipment cart
2. Vacuum
3. 18" swivel dust mop
4. Treated dust cloth or dusting tool
5. Dust pan and counter brush
6. Can liners
7. Spray cleaner disinfectant (10-12oz bottle), glass cleaner (10-12oz bottle)
8. Damp mop, bucket, wringer
9. Putty knife for non-carpeted floor, bone knife for carpeted floors
10. Carpet spotting material

Work Flow

- Remove large pieces of litter from floor, empty pencil sharpener if necessary.
- Empty trash and replace can liners.
- Dust flat and vertical classroom surfaces.
- Dust mop all hard floor surfaces, sweeping material toward the classroom door.
- Vacuum all carpeted floor surfaces.
- Spot (damp) mop all hard floor surfaces if necessary.
- Spot clean stains on carpeted floor surfaces if necessary.
- Spot clean stains on wall surface areas if necessary, clean classroom door glass if necessary.
- Order (arrange) classroom furniture.
- Secure the classroom (lights off, close and lock windows and classroom entry doors).

Time Duration: 17 minutes per classroom of 1000 square feet.

Personal Protective Equipment

1. Protective hand wear – non-sterile latex or cloth gloves
2. Protective mask (if needed for dust)

Commentary – Develop a “work flow” as you clean classrooms. Move floor surface dirt from the far end of the classroom towards the entrance door area. Move classroom furniture back into place after cleaning, or alternate the placement of the furniture on an every other day basis. Chalkboard and/or whiteboard cleaning may be included on an occasional basis, especially in the secondary buildings. Empty vacuum bag daily if necessary, as well as checking vacuum belts and cords. Be sure the classroom is neatly arranged and secured when cleaning is completed.

I understand this training protocol:

Signed: _____

Date: _____

DAILY RESTROOM CLEANING

Standard: Upon completion of this work activity, restrooms are to be clean and safe with all fixtures and floors sanitized. Soap and paper products are to be replenished daily if needed. Wall surfaces and mirrors are to be clean and graffiti-free. The restroom should be free of unhealthy odors.

Equipment and Materials Needed (Basic)

1. Equipment cart, light bristle push broom.
2. Disinfectant, glass cleaner, graffiti remover.
3. Disposable wiping towels or rags.
4. One-gallon pump sprayer or 10-12 oz. spray bottle for disinfectant.
5. Pails, bowl mops, semi-abrasive cleaning pads.
6. Wet mop equipment (mop, bucket, wringer).
7. Wet floor signs.
8. Putty knife.
9. Can liners.
10. Blood-borne clean-up kit

Work Flow for 9 step process

- **Spray** all restroom fixtures (sinks, urinals, toilets) with a disinfectant solution. Spray wall areas (if necessary) around these fixtures to control unhealthy odors. Let stand.
- Remove litter from floor areas, check ceilings for paper litter and remove if necessary.
- Empty trash.
- Refill soap and paper products. Clean all mirrors. Spot clean around paper product dispensers.
- Dust flat and vertical surfaces if necessary (window ledges, corners, etc.)
- **Swab** out urinals and toilet bowls. Clean outside areas of these fixtures also.
- With sponge or semi-abrasive pad, clean sink bowls and outsides/undersides of sinks.
- **Wipe** dry all chrome, undersides of sinks and urinals, toilet seats. Let the rest of the fixtures air dry.
- Remove graffiti from wall surface areas. Check restroom lighting for burned out bulbs.
- Wet-mop floor with disinfectant solution. Check floor drain(s) for unhealthy odors. Pour disinfectant solution into drain if necessary.
- Secure the restroom (lights off, close and lock all windows and entry doors).
- Place wet floor signs if necessary.

Time Duration: 2.5 minutes per fixture for average K-12 restroom. Total (average) elapsed cleaning time 20 minutes.

Personal Protective Equipment

1. Protective hand wear: disposable non-sterile latex gloves.
2. Protective mask and eye protection (goggles).
3. Shoe covers, gown (required if major bodily fluid spills are present).

Commentary – Develop a three-step “**spray-swab-wipe**” cleaning process. Use separate solutions for sanitizing sinks as opposed to urinals and toilets, and never mix cleaning agents. Maintain a healthy air-flow in the rest room. Dispose of all wiping towels as you leave the work area. Secure the restroom when work is completed. Process md 1.11.07

I understand this training protocol:

Signed: _____

Date: _____

DAILY LOBBY CLEANING

Standard: Upon completion of this work activity, the lobby/entrance is to be clean and safe. Floor surface areas are to be free of litter and dirt, and all horizontal and vertical surfaces to be dust-free. Door glass and wall surface areas are to be free of dirt and stains. Lobby areas are to be well lighted.

Equipment and Materials Needed (Basic)

1. 18 or 36 inch swivel dust mop
2. Vacuum
3. Dust pan and counter brush
4. Treated dust cloth or dusting tool
5. Glass cleaner, wiping towels or squeegee
6. Wet mop, bucket, wringer
7. Upholstery cleaning equipment
8. Spray bottle with neutral cleaner
9. Wet floor sign(s)

Work Flow

- Pick up large pieces of litter off the floor surface area.
- Complete high and low dusting of horizontal and vertical surfaces. Focus on door and window casings. Include lobby furniture. Keep these areas free of cobwebs.
- Sweep and/or vacuum floor surface areas. Include walk-off matting. Move accumulated material toward the cleaning cart and pick up.
- Spot mop hard floor surface areas, spot clean carpeted floor surface areas. Use a putty knife to loosen any matted material on hard floor surface areas. Use a bone knife to accomplish the same effect on carpeted surfaces. Place wet floor signs if needed.
- Spot clean all upholstered furniture.
- Clean all door glass.
- Change lighting if needed.
- Disinfect/clean drinking fountains or other fixtures in the area.
- Order (arrange) all lobby furniture
- Secure area if necessary.

Time Duration: 20 minutes per 1000 square feet of cleaning area.

Personal Protective Equipment

Protective hand wear: disposable non-sterile latex gloves (for cleaning sinks and/or other fixtures)

Commentary: Lobbies are “first impression” areas for students, staff, and visitors. This area should reflect a high level of cleaning for all work activities listed above. This area should be checked frequently during the first and second shift, especially when the general public may visit the facility. All floor finish products applied must be rated slip resistant. Process 1.11.07

DAILY LOCKER ROOM CLEANING

Standard: Upon completion of this work activity, locker rooms are to be clean and safe with all fixtures and floors sanitized. Shower trees are to be included. Soap and paper products are to be replenished daily if needed. Wall surfaces and mirrors are to be clean and graffiti-free. The locker room should be well ventilated and free of unhealthy odors.

Equipment and Materials Needed (Basic)

1. Equipment cart, light bristle push broom.
2. Disinfectant, glass cleaner, graffiti remover.
3. Disposable wiping towels or rags.
4. One-gallon pump sprayer or 10-12 oz. spray bottle for disinfectant.
5. Pails, bowl mops, semi-abrasive cleaning pads.
6. Wet mop equipment (mop, bucket, wringer).
7. Wet floor signs.
8. Putty knife.
9. Can liners.
10. Blood-borne clean-up kit

Work Flow

- **Spray** all fixtures and shower trees (if applicable) with a disinfectant solution. Spray wall surface areas and floors around urinals and toilets to control unhealthy odors. Let stand.
- Pick up or sweep large pieces of paper off the floor. Check ceiling and wall areas for the same, remove paper or other accumulations if necessary.
- Empty trash.
- Dust horizontal and vertical surfaces such as clocks, air vents, partition frames, and locker tops.
- Check and refill paper and soap dispensers.
- **Swab** out urinals and toilet bowls. Clean outside areas of these fixtures also.
- With sponge or semi-abrasive pad, clean sink bowls and outsides/undersides of sinks.
- **Wipe** dry all chrome, undersides of sinks and urinals, and toilet seats. Let the rest of the fixtures air dry.
- Remove graffiti from wall surface areas. Check restroom lighting for burned out bulbs and change if time allows.
- Wet-mop the floor with a disinfectant solution. Work from the farthest end of the locker room towards the entrance door. Check the floor drains for unhealthy odors.
- Secure the locker room (lights off, close and lock all windows and entry doors).
- Place wet floor signs if necessary.

Time Duration: 2.5 minutes per fixture, total elapsed time per average locker room 25 minutes.

Personal Protective Equipment

1. Protective hand wear: disposable non-sterile latex gloves.
2. Protective mask and eye protection (goggles).
3. Shoe covers, gown (required if major bodily fluid spills are present).

Commentary – Develop a three-step “**spray-swab-wipe**” cleaning process. Use separate solutions for sanitizing sinks as opposed to urinals and toilets, and never mix cleaning agents. Maintain a healthy air-flow in the locker room. Dispose of all wiping towels as you leave the locker room area. Report all maintenance repairs as necessary. Process md 1.11.07

DAILY STAIRWAY CLEANING

Standard: Upon completion of this work activity, stairways and landings must be clean and safe. Stair and landing surfaces (walls/floors) must be free of litter, dust, dirt, and stains. Stairways should be policed several times a day if possible, be graffiti free and well lighted.

Equipment and Materials Needed (Basic)

1. Equipment cart
2. Push broom, swivel kex mop if needed
3. Treated dust cloth or similar dusting tools for high and low dusting
4. Damp mop, bucket, wringer
5. Graffiti remover, spray bottle with neutral cleaner for wall surface areas
6. Putty knife
7. Dust pan and counter brush
8. Glass cleaner, squeegee or similar wiping towel
9. Wet floor sign(s)
10. Disinfectant spray cleaner

Work Flow

- Dust all high and low surface areas. Include window casings and ledges, wall/ceiling joints, unit ventilation housings, railings, corners, etc.
- Spot clean wall surfaces with a neutral spray cleaner, use a graffiti remover for more stubborn stains. Use disinfectant cleaner on handrails if needed.
- Re-lamp lighting fixtures as needed.
- Sweep down the stairway. Beginning at the top of the stairway, stand two steps below the stair surface you intend to sweep. Using a push broom or other similar sweeping tool, sweep the soil from one side of the stair-step lengthwise to the other side of the stair-step, and then down to the next step. Repeat the process down the stairway until the task is completed.
- Pick up the accumulated dirt at the bottom of the stairway with a dust pan and counter brush. Dispose of properly.
- Damp mop stairways to remove stains and other accumulations. Use a putty knife to remove gum or food that may be adhered to stair or landing surfaces.
- Spot clean door glass in the area.
- Place wet floor signs if necessary.
- Secure the area if necessary (lights out, close and lock windows).

Time Duration: 5 minutes per 14 steps plus 8 minutes per 1000 square feet

Personal Protective Equipment

Protective hand wear: disposable non-sterile latex gloves.

Commentary: Stairways should reflect a high level of safety and cleaning. Stairways are frequently used by students and staff and need to be clean and free of clutter in case the facility needs to be evacuated. This area should be checked frequently during the first and second shift, especially when the general public may visit the facility.

DAILY CORRIDOR/HALLWAY CLEANING

Standard: Upon completion of this work activity, corridors/hallways must be clean and safe. Floor surface areas are to be free of litter and dirt, and all horizontal and vertical surfaces to be dust-free. Door glass and wall surface areas are to be free of dirt, stains and graffiti. Corridors are to be well lighted, and free of clutter.

Equipment and Materials Needed (Basic)

1. Large area swivel dust mop (36, 48, or 60 inch)
2. Large area vacuum for carpeted hallways
3. Dust pan and counter brush, putty knife
4. Treated dust cloth or dusting tool
5. Glass cleaner, wiping towels or squee-gee.
6. Wet mop, bucket, wringer
7. Upholstery and carpet spotting cleaning equipment
8. Spray bottle with neutral cleaner
9. Spray bottle with disinfectant cleaner for sinks, drinking fountains
10. Wet floor sign(s)
11. Automatic floor machine (if necessary)

Work Flow

- Pick up large pieces of litter off of hallway floor surface areas.
- Complete high dusting (clocks, fire horns, window casings and ledges, ceiling joints).
- Complete other dusting (vertical and horizontal surfaces, furniture, classroom door casings).
- Spot clean all corridor walls. Wall surface areas around drinking fountains and door hardware deserve attention. Relamp lighting as needed.
- Clean glass in and around entrance and classroom doors. Include showcase door glass also.
- Clean and disinfect drinking fountains and/or other fixtures in the area.
- Spot clean all upholstered furniture.
- Clean door kickplates on a weekly basis or as needed.
- Dust mop the corridor floor surface. Begin by outlining or edging the hallway. Dust mop under tables, chairs, corners, and floor mats. Then proceed to dust mop the main hallway area.
- Vacuum carpeted floor surface areas. Spot clean carpets as necessary.
- Damp mop hard floor surface areas. Corridors are to be kept free of standing water, spots, and stains. Mop in an even side to side fashion, changing the water as necessary. Use auto-scrubber if necessary.
- Vacuum walk-off matting.
- Secure the area (lights off, windows and doors closed and locked).
- Place wet floor signs if necessary.

Time Duration: 8 minutes per 1000 square feet of corridor.

Personal Protective Equipment: Protective hand wear: disposable non-sterile latex gloves.

Commentary: Corridors should reflect a high level of safety and cleaning. Corridors are used by students and staff, and must be clean and free of clutter in case the facility needs to be evacuated. This area should be checked frequently during the first and second shift, especially when the general public may visit the facility. Use clean mops, changing them as necessary.

Process md 1.11.07

DAILY KITCHEN CLEANING

Standard: Upon the completion of this work activity, the kitchen must be clean and safe. The kitchen area must receive excellent cleaning attention because of food preparation and storage. Accumulated material or spills on floor and other surfaces must be removed daily. Proper lighting must be evident due to food preparation and distribution. Lighting fixtures are to be relamped as necessary. Kitchen hood and exhaust equipment should be checked and cleaned as necessary to effect proper ventilation.

Equipment and Materials Needed

1. Dust Mop
2. Damp Mop, Bucket, Wringer
3. Dust Pan and Counter Brush
4. Putty Knife
5. Spray Disinfectant, Glass Cleaner, Restroom Cleaning Materials
6. Dusting Tool
7. Paper Towels, Soap, Toilet Paper (if necessary)
8. Can Liners

Work Flow

- Empty trash and replace can liners.
- Dust vertical and horizontal surfaces, including window sills.
- Clean counters if necessary.
- Dust mop floor surfaces. Remove accumulations with a putty knife.
- Disinfect sinks and/or restrooms adjacent to kitchen, if applicable. Follow established GRPS restroom cleaning guidelines.
- Replenish all paper products and soap.
- Routinely damp wipe door knobs and door frames, clean glasswork as necessary.
- Turn off lights. Secure all doors and windows.

Time Duration: Average 30 minutes per 1000 square feet - contingent on size of kitchen area. Elementary and Secondary school kitchens vary in size and demand. Time parameters should be determined out at the building level.

Personal Protective Equipment: Disposable latex or non-latex gloves.

Commentary: Kitchen areas by necessity are to be cleaned daily. Health inspections of facility kitchens are performed regularly, and the proper sanitation of such areas is very important. Following the established guidelines above will prevent violations of inspection standards.

DAILY GYMNASIUM CLEANING

Standard: Upon completion of this work activity, all surface areas in the gym should be clean and safe. Floor surfaces must be free of dirt and debris, with all other horizontal and vertical surfaces free of dust. Door glass and wall surfaces are to be free of dirt, stains, and graffiti. The proper maintenance of wood gym floors is a daily process involving consistent (daily) cleaning procedures and floor product application. Gymnasiums are to be well lighted with light fixtures relamped as needed. Check all door hardware and repair/replace as necessary.

Equipment and Materials Needed

1. Horizontal and Vertical Dusting Tools
2. Large Area Swivel Kex Mops
3. Damp Mop Equipment (bucket, wringer, clean mop)
4. Putty Knife
5. Window/Glass Cleaning Equipment
6. Restroom Cleaning Material for Drinking Fountains
7. Auto-Scrubber with appropriate cleaner

Work Flow

- Empty all trash containers and replace liners as necessary
- Dust/damp wipe all accessible vertical and horizontal surfaces, remove all graffiti
- Dust mop bleachers, damp wipe if necessary, remove gum and debris. Clean all bench seating monthly during the off-season, and check the bench seating before each event during season. Replace damaged or missing seats
- Dust mop underneath bleachers, wet mop if necessary
- Disinfect all drinking fountains and other restroom fixtures in the area. Damp wipe tile around fountain areas. Follow procedures as written in the restroom cleaning protocols.
- Spot clean walls and clean door glass as needed
- Monitor and clean out all floor level cold air returns as needed.
- Sweep and damp mop the gym floor surface, and run the auto-scrubber as needed. Remove spots and gum/debris on a daily basis.
- Clean out all entrance areas and floor mats (if present) on a daily basis.
- Clean all equipment and order the custodial closets when finished. Shut lights off and secure the area.

Time Duration

6 minutes per 1000 square feet, contingent on size and scope of gym

Personal Protective Equipment – Disposable latex or non-latex gloves

Commentary: To maximize the investment in the gym floor, and to retain a high level of appearance, a well-planned floor maintenance program should be implemented. Work to establish a policy of “no street shoes” on the floor. Twice daily dust mopping of the floor will enhance the floor appearance and lend to the longevity of the floor. Treat the dust mop at the end of the shift. After the gym has been dust mopped, shake the mop vigorously to free all dirt and dust clinging to the mop strands.

DAILY/WEEKLY BOILER ROOM/MECHANICAL ROOM CLEANING

Standard: All boiler rooms and mechanical rooms are to be clean, safe, and orderly. These rooms are not to be used for storage, and more specifically, combustible materials are not to be stored in boiler rooms or mechanical rooms. Boilers and all HVAC related equipment is to be cleaned and maintained on a regular basis, and documented as such. These room areas are to be well lighted with re-lamping completed as needed.

Equipment and Materials Needed

1. Horizontal and Vertical Dusting Tools
2. Broom or Swivel Dust Mop
3. Damp Mop Equipment
4. Glass Cleaning Equipment
5. Dust Pan and Counter Brush
6. Putty Knife
7. Neutral Detergent or Degreaser (floor and walls)
8. Restroom Cleaning Materials for Sinks or Restrooms

Work Flow

- Dust all horizontal/vertical high and low surfaces. This includes pipes, boiler(s), air compressor(s), and all HVAC equipment. Use caution to not damage switches or other sensitive equipment in the boiler/mechanical room area.
- Spot clean equipment, walls, etc. as needed. Use neutral cleaner or a degreaser if needed for oil or grease accumulations.
- Clean all glass work (if necessary) in the area.
- Clean all restroom fixtures (if necessary) in the area.
- Dust-mop all floor surfaces including stairways or ramps that may lead to the boiler/mechanical room. If applicable, clean underneath the boiler. Pick up the accumulated material and deposit in the waster container. Empty the waste container and replace the liner if applicable. Do not allow trash to accumulate in these areas.
- Damp mop the floor surface area with a neutral detergent solution (or degreaser if necessary).
- Shut off lights and secure the area.

Time Duration: Average time 30 minutes per cleaning routine, contingent on size and scope of boiler/mechanical room

Personal Protective Equipment: Disposable latex or non-latex gloves

Commentary: Boiler/mechanical rooms are one of the most important rooms in a facility. These areas generate the safety and comfort for those persons who work or use the facility. Safety and cleanliness are of primary importance in the upkeep of these areas. Check these areas on a daily basis, performing the necessary cleaning and preventive maintenance tasks.

DAILY GROUNDS CARE

Standard: The facility grounds area must reflect an excellent “curb appeal” for students, staff, and general public. All debris such as glass, rocks, paper, or other trash must be removed from facility grounds twice daily if possible. Provide a daily inspection of all playground equipment, and report needed repairs to your immediate supervisor. During the snow season all walkways, entrances, and parking areas must be free from snow and ice.

Equipment and Materials Needed

1. Push Broom/Corn Broom
2. Paper Grabber, Power Blower
3. Waste Container
4. Snow Shovel, Snow Blower (seasonal)
5. Rake, Hoses, Sprinklers, Trimmers, Lawn Mower, etc.
6. Protective Gloves
7. Ladder

Work Flow

- Police grounds areas once in the morning before students and staff arrive, and once again in the afternoon. All waste papers, sticks, glass, and other debris that could cause personal injury to students and staff should be removed from grounds areas and discarded. While walking the grounds areas, scan the exterior of the building for any vandalism. Report any paint vandalism or exterior damage to the building as soon as possible.
- All entrances to the facility should be swept and cleared of debris before school, and monitored throughout the day. Empty trash receptacles on school grounds and replace liners as necessary. During the winter season, snow and ice removal from entrances, walks, and parking lots are priority work activities. After snow is removed, use an approved ice melt product to remove ice and protect students and staff from slips and falls.
- If there are problems with contract snow removal, call the operations office and explain the problem. Do not call the contractor.
- Check for damage to grounds areas such as sod damage, turfing, broken pipe railing, tree or bush damage, or other landscaping damage. Report this to your supervisor as soon as possible. Concerns about gates or signage must be reported to the appropriate persons at the operations office.
- Check all playground equipment daily. The purpose of the inspection is to identify and correct problems with impact material, as well as to ensure safety and proper operation of play equipment.

Time Duration: Average demand time 30 minutes time spent on grounds in am and pm per day.

Protective Equipment: Leather work gloves, disposable latex or non-latex gloves, eye protection

Commentary: Grounds areas are a priority in terms of daily monitoring and clean-up. Under no circumstances should these areas be neglected.

Md 1.11.07

Daily Custodial Closet Care

Standard: Custodial closets are to be neat, orderly, and safe. All products/equipment on shelves are to be organized and neatly arranged. Sinks and walls are to be clean, with dry and wet mops hung on appropriate hardware. All products are to be secured and capped tightly. Custodial closets are to be locked when not in use.

Equipment and Materials Needed

1. Swivel kex mop or push broom
2. Dust pan and Counter Brush
3. Dusting Tool
4. Wet Mop Equipment
5. Putty Knife
6. Restroom Cleaning Equipment (for sinks)

Work Flow

- After the daily cleaning run is completed, empty all cleaning solutions from equipment used and clean equipment thoroughly. Save mop solution for damp mopping the custodial closet floor. Restock and organize shelving and the cleaning cart if necessary. Store all equipment in proper positions, and secure all product containers.
- Dust down all horizontal and vertical surfaces in the closet, spot clean walls if necessary.
- Dust mop or sweep the floor area. Collect debris and discard. Hang up dust mop in the proper position.
- Clean the custodial sink, wiping down all chrome fixtures. Clean mirror if applicable.
- Damp mop the custodial closet floor. Clean up damp mop equipment, wring out damp mop (hang up) and return all equipment to the proper storage position.
- Turn off lights and secure the closet.

Time Duration: 10-15 minutes contingent on size and work activity in the custodial closet

Protective Equipment: Disposable latex or non-latex gloves, eye protection if necessary

Commentary: The purpose of a custodial closet is to provide efficient access to custodial supplies and equipment. The closet also provides an area for proper clean-up of equipment and storage of materials. It is necessary to keep these areas clean, organized, and secure.

