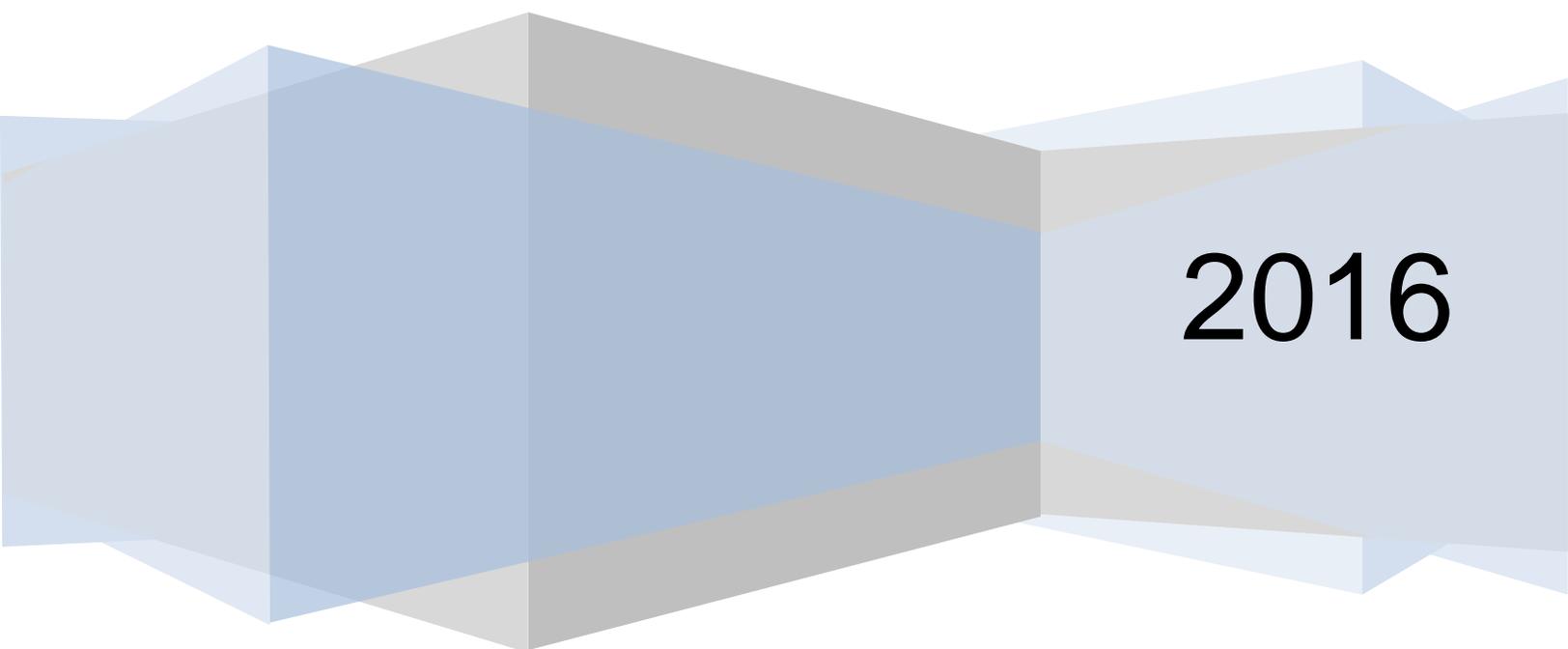


Central Berkshire Regional School District

# Custodial Procedures Manual



2016

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## **PURPOSE OF THE COMPREHENSIVE MAINTENANCE PLAN**

The Central Berkshire Regional School District has a planned program for the Maintenance and Operation of the school facilities. This comprehensive plan for the maintenance of buildings, grounds, and equipment is designed to provide for the optimum safety and comfort of the occupants. Equally important, this plan is also designed to guarantee maximum efficiency of each building and equipment and to minimize the need for major repairs or replacements.

The characteristics of this maintenance plan are predicated primarily on prevention, which allows for optimal plant capabilities. It also provides for a more deliberate approach to funding the maintenance and operations sections of the budget.

## **OBJECTIVES OF MAINTENANCE**

The primary objective of the maintenance program is to have optimal plant running capability with a vigilant eye on proper conservation of energy and manpower. Corrective maintenance and preventive maintenance during the 40-year life expectancy of the building can be performed to prevent future cost and/or shutdowns. Repairs or replacements are necessary to maintain the buildings, grounds, and fixed equipment in an operable condition. Specifically this can be further broken down as follows:

1. To provide buildings which function at optimal efficiency.
2. To maintain the buildings and grounds and fixed equipment in such a manner as to eliminate or reduce to acceptable levels, fires, accidents, and safety hazards.
3. To provide continuous use of facilities without disruptions to the educational program.
4. To protect public property by planned, scheduled, and repair maintenance.
5. To conserve energy by ensuring that the maximum results are obtained with a minimal expenditure of energy. An award system is in place for school custodial/maintenance staff that conserve electricity and gas.
6. To provide a maintenance program which will produce the maximum amount of maintenance for the dollars expended.

## **MAINTENANCE PLANNING ROLLS AND RESPONSIBILITIES**

The districts buildings are managed, maintained, and supported, by employees of the district. The rolls and responsibilities of employees of the district in the management, maintenance and cleanliness of the building shall be as follows:

1. **Building Principal** shall be responsible for the management, budget, scheduling, and evaluations of staff within their respective building.
2. **Facility Manager** shall report to the assistant superintendent, and provide support to the building principal(s) in supervision of the buildings custodians and groundskeepers, shall be responsible for to implement policies and procedures for the successful operation of the

buildings, grounds, and maintenance programs, including the implementation of preventive and cost effective measures and to monitor, review and supervise successful implementation of all school system building projects.

3. **Head Custodian** shall report and provide support to the building principal, the district facilities manager, and provide leadership for the building custodian staff, and perform a variety of tasks including cleaning, maintenance and general care of the building and grounds. Primary responsibility is to ensure students and staff has a safe, attractive, comfortable, clean and efficient place in which to learn, play, work and develop.
4. **Custodian** shall report, and provide support to the building principal, the senior building custodian(s) and perform a variety of tasks including cleaning, maintenance and general care of the building and grounds. Primary responsibility is to ensure students and staff have a safe, attractive, comfortable, clean and efficient place in which to learn, play, work and develop.
5. **Groundskeeper** shall report, and provide support to the district facilities manager, senior building custodian(s), and athletic director, and perform a variety of tasks including maintaining, mowing, and general care of the school grounds and athletic fields. Primary responsibility is to ensure students and staff have a safe, attractive, comfortable, clean and efficient place in which to learn, play, work and develop.

## **BUILDING INSPECTIONS**

The district in an effort to maintain building in a welcoming, clean, safe, and economically feasible state of good repair, and cleanliness, will inspect the buildings on a regular basis based on the following schedule:

1. At the opening of a new school year, midpoint of the school year, and close out of the school year, the superintendent, assistant superintendent, building principal, facilities director, and the head custodian will tour the building.
2. Monthly inspections, to include building principal, facilities director, and the head custodian will tour the building.
3. Bi-weekly inspections, to include the building principal, and head custodian, will tour the building.

## **IMPORTANCE OF THE CUSTODIAN'S JOB**

The process of teaching children in school involves not only the teacher, but support staff and parents whose services contribute directly or indirectly to their educational growth. In the course of the day-to-day work, it may seem that it is an endless job of cleaning rooms that will be dirty again tomorrow. As true as this may be, it should be remembered that how well you do your job can affect not only the health and safety of the children, but the morale and atmosphere of the entire school. Custodians are responsible primarily for cleaning the school building. Buildings, equipment, and grounds are in your care. Operations and preventive maintenance includes security to prevent vandalism and theft. The community, teachers, and pupils take pride in a well kept attractive school and will help you keep it that way.

## **PUBLIC RELATIONS**

The principal and teachers need the assistance of professional custodians. The district realizes the importance of the custodian's position and appreciates the fact that a clean, well-kept, properly heated and ventilated building favorably affects the teachers in their teaching and the children in their learning. You can gain good will for the school through efficiency and a friendly attitude toward pupils, teachers, and visitors. The public expects all district employees to be dependable, courteous and cheerful.

Custodians are a part of the school's team. As a team member, you are expected to support all staff in a manner which will reinforce their efforts in the performance of their duties. When it is necessary for custodians to go into a classroom during class time, please enter very quietly and do whatever is necessary with as little commotion as possible.

## **MAINTENANCE REQUESTS**

The district utilizes an online maintenance request system to prioritize, categorize, schedule, and simplify needed maintenance repairs throughout the district's schools and grounds. All maintenance requests should be entered into the online portal, at [cbrsdkbox.cbrsd.org](http://cbrsdkbox.cbrsd.org) and is available for all staff to use.

## **TRAINING PERSONEL**

In an effort to maintain the building in a welcoming, clean, and safe manor all custodians shall be trained on best practices use of, personal protective equipment, the proper use of district prescribed cleaners, the proper use of mechanical equipment, universal hazard communication classifications, and hazardous contaminants to include asbestos. No EPA register product will be allowed to be used in the district's buildings without proper training and appropriate personal protective equipment and MSDS on file. All custodians will be required to participate in the annual employee right to know training and will be required to complete a 2 hour asbestos awareness training within the first 30 days of employment. All custodians shall be aware of the following best practices in the proper care of the buildings and grounds.

## **CUSTODIAL CLEANING GUIDELINES**

### **GROUNDS**

It is a daily duty to do the following:

1. **Remove ice and snow from required areas immediately.** Sand and ice melt should be applied to prevent injury.
2. Remove paper, cans, and trash from the grounds.
3. Keep the playground equipment in safe condition. Any hazard to the children should be repaired or reported immediately.

### **LIGHTS**

Custodians are responsible for proper lighting in the schools. This responsibility includes the following:

1. Replace burned out bulbs and tubes by using standardized energy efficient lights prescribed by the district.
2. Turn lights off in unoccupied rooms.
3. Turn out all lights, except for security lights and check that outside lights are on before leaving the school at night.
4. Check the lighting control time clocks "weekly" for proper operation.
5. Know the location of all light switches, fuse boxes, and breaker boxes.
6. Clean fixtures and lens annually.

7. Replace burned out light bulbs and tubes with new bulbs of the same size (wattage).
8. Be sure your non-conductive (wooden or fiberglass) ladder is of the proper height and is safe.
9. Handle fixtures properly to avoid shocks or cuts.

**Note:**

Code requires that exit and emergency lights be lit at all times, day or night.

Change both tubes on fluorescent fixtures-never only one. This will increase the life of the ballast, give better light, and reduce the frequency of tube changes.

## **SAFETY RECOMMENDATIONS**

Never leave a slick spot or any foreign material on the floor that may be hazardous to the occupants of the building. Always put out safety precaution signs where a floor may be wet from mopping or leaking water.

### **Rolling Personnel Lifts**

1. Do not move lift with workers on the platform.
2. Remove or make certain material or equipment will not fall from platform.
3. Watch for holes or floor debris when moving the platform.
4. Never climb aboard with oily hands or shoes.
5. Never use ladders or makeshift devices on top of lift to increase height.
6. Inspect machine frequently for defects.
7. If equipped with outrigger, make sure they are extended before extending lift.
8. Barricade a safety zone around the machine when others are in the area.
9. Use extra care when rolling on inclines or ramps.
10. Never conduct a lift except on level, even terrain.

### **Chemical and Cleaning Solutions**

Most chemicals used by the school district come in a highly concentrated form and must be diluted before use. Most chemicals used are “GREEN” environmentally-friendly products but still require proper safety procedures when being prepared and used. Always read the instructions and the material safety data sheets for each product. The following safety rules are for your protection; however, they will not be of any help if you don’t use them (*Only dilute with cold water*).

1. Ensure that Material Safety Data Sheets (MSDS) are accessible and that all maintenance and custodial personnel as well as administration are aware of their location. Periodically review your MSDS sheets to ensure that they are current and reference chemicals that are currently in use. ***KNOW THE PROPER FIRST AID PROCEDURES FOR ALL CHEMICALS USED IN THE SCHOOL THAT HAVE THE ABILITY TO CAUSE HARM TO BUILDING OCCUPANTS AND WORKERS.***
2. Know what you are using. Do not use chemicals from unmarked bottles or containers.
3. Always read the label and follow the instructions.

4. Measure all chemicals. If the directions say to use four (4) ounces in one (1) gallon of water, measure the water and the chemical correctly. A weak solution may not provide the proper cleaning power. A solution that is too strong will not only waste supplies, but will damage the surface on which you use it. It may also have the potential to cause injury to yourself or others.
5. Do not substitute chemicals. Many chemicals are made only for specific jobs.
6. **Never mix chemicals.** You can easily destroy a chemical's usefulness or possibly create a poisonous gas or solution by mixing it with other chemicals.
7. Do not get in the habit of smelling chemicals as a means of identification. A deep breath of the fumes from some chemicals can and will injure you.
8. Protect yourself with the appropriate personal protection, i.e., safety glasses, rubber gloves, or protective clothing, if the solution you are using is a strong acid or alkali.
9. Always secure bottle caps and lids before the container leaves your hands.
10. Label all containers with a label that reflects product name, health and hazard information, and required personal protection equipment.
11. Do not store harsh or liquid chemicals on overhead shelves.
12. Do not store heavy containers on overhead shelves.
13. Use proper ventilation at all times.
14. Store all flammable products in flammable, ventilated cabinets.

**Note:** Do not bring chemicals from home and do not purchase chemicals from anyplace other than vendors prescribed by the district.

## **CLEANING EQUIPMENT AND USES**

The need for proper care of equipment cannot be overemphasized. A job can be no better than the person that does it or the equipment used. Equipment that has proper care will stay in use much longer. It will be safer for the operator to use and will enable the custodian to do a better job. After each use, make it a practice to clean equipment and store it properly. Inspect power equipment daily. If equipment needs repairs, contact the building custodian. Ensure that electrical cords and connectors are grounded and in good condition. Any cords that have had the grounding prong removed or broken or where the cord is frayed should be immediately taken out of service. Do not use equipment until it has been fully repaired.

### **Custodians Carts**

The custodian's cart is one of the most useful tools in building housekeeping. It is designed to carry all necessary equipment needed by the custodian.

1. Several cleaning tools or products can be readily available by using the 'caddy' with pockets.
2. Keep cart clean, stocked and stored properly.
3. Empty all trash into dumpster each shift.

### **Mop Bucket and Press**

1. Clean after use and store properly.
2. Buckets will last longer if emptied, dried, and turned upside down to store.

### **Wet Mops/Microfiber Mops**

1. Wet mops consist of long strands of twisted cotton yarn secured by a band at the top.
2. The most common size wet mop head is 24 ounces.
3. Microfiber mop heads are a flat designed mops that are commonly 3-1/2" X 24"

**Note:** Wet mops should be rinsed out well after each use, wrung as dry as possible, and then after shaking the strands apart, hung with the head up where they will dry. If stored very long in a damp place, wet mops will mildew and develop an odor that will render them unfit for use. They should be laundered at least once a week.

Microfiber mops should be rinsed out well after each use, wrung as dry as possible, and hung to dry. They should be laundered at least once a week.

### **Dust Mops**

1. Consists of twisted cotton yarn strands secured to a band for attaching to the dust mop handle.
2. Available in a variety of sizes and shapes.
3. Most commonly used sizes are 24", 48", and 60" plus 'wedge' mops.
4. Can be used with cleaning solutions, or treated with oil for dust control.
5. Dust mops should be visually inspected daily and laundered when needed.

## **Push Brooms and Corn Brooms**

1. Made from various materials depending upon the job they are designed for.
2. Used primarily for sweeping sidewalks, entries, and other non-finished surfaces.
3. Will raise a lot of dust into air, unless used with care.
4. Do not use on finished floors.

## **Vacuum Cleaners**

In the matter of dirt removal from the premises, there is no substitute which even approaches the vacuum cleaner for thoroughness. The suction of the vacuum cleaner pulls all loose particles into its flow, including those in corners and around furniture, preventing the gradual accumulation in difficult places. On carpeting it draws the embedded dust out of the pile. Grit left in the carpeting, cuts the pile and hastens the deterioration of the carpeting.

1. Vacuum cleaner bags must be emptied each shift (or otherwise as necessary). When bag appears worn it should be replaced.
2. Filters are to be cleaned regularly to insure maximum air-flow and to extend the life of the motor.
3. Clean machine exterior also, and store properly.
4. Teachers may use vacuum cleaners as needed.
5. Vacuum cleaners may only be used by students under adult supervision.
6. Wet vacuum cleaners are designed for picking up water and are highly efficient for removing scrub water from resilient floors. Squeegee should be inspected prior to use and replaced as needed. Wet vacuum should be rinsed and cleaned after every use.

## **Floor Machine (Buffer)**

The floor machine is an indispensable machine for maintaining resilient floors. It can also be used for spot-cleaning carpets when equipped with solution tank and shampoo brush.

1. 20" machines are most commonly used for polishing, scrubbing, and stripping resilient floors.
2. 13" machines used primarily for spot-shampooing or traffic lane shampooing and be used in conjunction with extractors.

## **Carpet Extractors**

Carpet Extractors provide the most efficient method of cleaning carpets. Most are designed to inject a solution of plain water and detergents (under pressure) into the carpet. This solution is then agitated by a powered brush and the soiled solution is then extracted by means of a powerful vacuum, removing soils and most of the moisture. The use of fans after a carpet has been cleaned will help speed the drying process and help prevent the growth of mildew.

1. Individuals can be easily trained to operate these machines.
2. Removes more soil than any other practical system.
3. Leaves carpets damp/dry if equipment is used properly.

## **CLEANING PROCEDURES**

This section discusses cleaning procedures by function. It provides information on daily, weekly and other cleaning procedures in these areas:

1. Entrances, Lobbies, and Corridors.
2. Classrooms and laboratories.
3. Offices, lounges, and conference rooms.
4. Restrooms, Locker rooms, Showers and Dressing Areas.
5. Cafeterias and lunch areas.
6. Shops and other service areas.
7. Gyms and multipurpose rooms.

### **Entrances, Lobbies and Corridors**

These areas are generally the first areas seen by students, staff and visitors. Their condition and cleanliness leaves a lasting impression on all that enter the building. It is of the utmost importance that these areas are maintained to a standard of excellence.

Considerable dirt is carried in and deposited in entryways and corridors. The custodian's schedule should include adequate time to sweep these areas of travel more often than once a day. Regular sweeping or snow removal from the sidewalks outside of entryway doors will prevent some dirt and sand from entering the building. Snow and ice should be removed from the entryway as soon as possible using sand or ice melt to avoid slips and falls. Use only those ice melt products that are approved by the school district. Some entryways have floor mats to serve as a dirt and sand trap. These must be cleaned periodically, or daily during the 'mud' season. Entryway carpet is cleaned most effectively with an extractor running the rinse cycle 1-3 times. Fans need to be on during this process to speed drying and help prevent mildew.

#### ***Daily:***

- Empty waste receptacles, remove debris, police entrance for snow, leaves, and litter, and remove.
- If floor is resilient tile, dust mop floors with a wide, treated dust mop, keeping the dust mop head on the floor at all times. Pick up soil from floor with dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil.
- Vacuum carpet areas and mats; remove gum and soil spots.
- Disinfect drinking fountains. (*see following procedures*)
- Clean entrance door glass.

#### ***Weekly:***

- Dust the tops of lockers, fire closets, extinguishers and window casings. (Low dusting, below 5')
- Clean glass partitions, display cases, and interior door glass.
- Spot-clean finger marks and smudges on walls, door facings, and doors. Use detergent solution in spray bottle and a cloth.
- Dust Furniture.
- Restore floor finish on non-carpeted floors.

### ***Monthly:***

- High dust vents, lights, pipes, venetian blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. (High dusting, above 5')

**Note:** When cleaning stairways, on a routine schedule clean out the corners and the edges of each step. Remove gum, etc. with a putty knife. Damp mop or spot clean as necessary.

### **Classrooms and Laboratories**

There is more time spent in classroom cleaning than any other phase of custodial duties. Valuable time and many steps can be saved by careful planning. Due to the many different types of furniture and equipment used in the classroom, a careful analysis should be made to determine how to clean each room in the shortest time with the fewest steps and still maintain the required standard of cleanliness. To keep a classroom clean will entail much more than just sweeping the floor and dusting the furniture. It will require a custodian with a willingness to work, a custodian who takes pride in his/her work and one who is interested in the welfare of the youngsters. Some classrooms will have desks that may be shifted from side to side each day as you clean the floor, while others have tables that can only be moved a few inches. Some furniture in the rooms can be rolled away from the wall to make sweeping easier; other furniture is stationary and must be cleaned around and underneath. Tables and desks must be wiped off with disinfectant. The custodian cart will hold the necessary equipment and materials to clean classrooms.

Classrooms should have adequate lighting. Check for burned out tubes or bulbs and replace them with bulbs of the same wattage.

### ***Daily:***

- Empty waste receptacles and replace liners.
- Vacuum traffic patterns on carpets floors; remove gum and soil spots.
- Dust mop and wet mop tiled floors.
- Clean glass in doors and partitions.

### ***Weekly:***

- Dust furniture surfaces and damp clean desk and table tops. (low dusting, below 5 feet)
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.

### ***Semi-annually:***

- Restore floor finish on non-carpeted floors.

**Monthly:**

- High dust vents, lights, pipes, venetian blinds, and connecting vertical and horizontal wall floors. (high dusting, above 5 feet)
- Vacuum upholstered furniture.

**Office, Lounge and Conference Rooms**

Most of the same cleaning procedures, as outlined for ‘Classroom Cleaning’ in the previous section, can be followed for cleaning office areas, faculty lounges, conference rooms, libraries, media center areas, etc.

**Daily:**

- Empty waste receptacles and damp clean.
- Vacuum traffic patterns on carpeted floors and remove gum and soil spots.
- Dust mop and wet mop tiled floors.
- Clean glass in doors and partitions.

**Weekly:**

- Dust furniture surfaces and damp clean tabletops. (low dust below 5 feet)
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.

**Monthly:**

- High dust vents, lights, pipes, venetian blinds, and connecting vertical and horizontal wall surfaces. (High dust above 5 feet)

**Semi-Annually:**

- Restore floor finish on non-carpeted floors.

**Restrooms, Locker Rooms and Showers**

**Daily:**

- Empty waste receptacles and change liners.
- Thoroughly clean and disinfect toilets and urinals.
- Thoroughly clean and disinfect shower rooms and dressing rooms.
- Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins.
- Clean mirrors; clean and disinfect urinals and stools; clean basins; polish stainless steel and chrome surfaces.
- Spot wash walls, lockers, and partitions.
- Dust mop and wet mop floors with disinfectant solution.

**Weekly:**

- Damp clean and polish partition thoroughly.
- Pour at least one gallon of water down floor drains.
- Dust wall and ceiling vents.
- Clean doors and wall tile.

**Twice Monthly:**

- De-scale fixtures.
- Scrub floor with floor scrubber.

## **Cafeterias and Lunch Areas**

### ***Daily:***

- Empty waste receptacles and replace liners.
- Dust mop and wet mop tiled areas.
- Vacuum carpeted areas and mats, remove gum and soil spots.
- Disinfect drinking fountains.

### ***Weekly:***

- Clean glass partitions, display cases, and interior door glass.
- Spot clean walls.
- Dust furniture, fire closets and extinguishers. (low dusting, below 5 feet)

### ***Twice Monthly:***

High dust vents, lights, pipes, venetian blinds, and connecting vertical and horizontal wall surfaces.  
(High dusting, above 5 feet)

### ***Monthly:***

Thoroughly clean furniture.

### ***Semi-Annually:***

- Restore floor finish on non-carpeted floors.

## **Shop Areas**

### ***Daily:***

Empty waste receptacles and replace liners, dust mop or sweep floors; and spot - mop floors.

### ***Twice Monthly:***

Dust sills and ledges; spot - clean walls

### ***Monthly:***

Mop floors with detergent solution and buff floors coated with floor finish or wax.

## **Gyms and Multipurpose Rooms**

### ***Daily:***

- Empty waste receptacles and replace liners.
- Dust mop court floors and spot clean using recommended treatment for dust mop.
- Clean glass in doors and partitions.
- Clean and disinfect drinking fountains.
- Vacuum traffic patterns on carpeted floors; remove gum and soil spots.
- Dust furniture.
- Dust mop and wet mop tiled floors.

- Spot clean walls; remove graffiti.

***Weekly:***

- Vacuum carpeted areas thoroughly.
- Clean door surfaces.
- Vacuum upholstered furniture. Clean all wooden and vinyl furniture. (low dusting, below 5 feet)
- Clean and polish brass or chrome.
- Spray buff tiled floors; remove scuffmarks.

***Monthly:***

- High dust (above 5') or vacuum vents, lights, pipes, venetian blinds, drapes, connecting horizontal and vertical wall surfaces.

***Annually:***

- Reseal floor using manufacturer's recommended procedures and finishes.

## **METHODS AND PROCEDURES**

### **Assembling Equipment and Supplies**

At the beginning of each shift, the custodian should assemble all tools and materials needed to clean thoroughly. This will minimize frequent return trips to the custodial closet to get something else.

- Custodian cart with caddy
- Spray bottles with appropriate solutions to clean glass, counters, sinks, disinfect surfaces, and spot cleaning
- Dust cloths
- Paper towels
- Putty knife/razor blade scrapper
- Dust mop (treated if needed)
- Wet mop (if needed)
- Mop bucket and press (if needed)
- Vacuum cleaner complete
- Plastic liners (small and large)
- Counter brush
- Dust pan
- Gum remover
- Protective glasses and gloves

### **Drinking Fountains**

If drinking fountains are not cleaned regularly and correctly, they can become a health hazard. The public expects clean drinking water; therefore it is the responsibility of the Custodian to keep the drinking fountains clean and sanitary. Drinking fountains should be cleaned daily using the following methods:

1. Use spray bottle or bucket with water and detergent/disinfectant solution to spray or wipe solution over all surfaces.
2. Agitate with clean cloth, small brush, or paper towel.
3. Rinse.
4. Use clean cloth or paper towel to wipe dry and polish chrome and other surfaces.
5. Adjust the bubbler so that the water stream is the correct height (not hitting the spout and not spraying).

### **Chalkboards and Marker Boards**

Be sure to check for information to remain on the board before cleaning. A few words on the care of chalkboards may be helpful.

1. Most chalkboards can be cleaned by simply erasing with a clean felt eraser and wiping with a clean cloth.
2. Water is not recommended for most chalkboards as the water plus chalk equals glue and will fill the chalkboard pores, giving a poor writing surface.

3. Some of the newer boards require washing as they are not designed for chalk. If you are not sure, check with your supervisor.
4. An eraser and treated dusting cloth can be used to remove the fine chalk dust if necessary.
5. On occasion, as assigned, fine cleanser can be used carefully on some chalkboards to restore “bite”.
6. The chalk tray can be damp wiped at this time or vacuumed out later while vacuuming carpet. Vacuum erasers, if needed.
7. Use only solutions recommended by the manufacturer when cleaning “Dry Erase Marker Boards”.

## **Dusting**

From the standpoint of health as well as appearance, dusting is one of the most important jobs of the custodian. Dust can be a carrier of disease germs. Visible dust presents a dirty appearance that needs to be taken care of as soon as possible.

A vacuum cleaner is the best tool for removing dust.

Treated “dust cloths” can be used for most dusting. These are usually rolls of factory treated flannel cloth.

Some surfaces lend themselves well to ‘damp dusting’ using a clean cloth and plastic sprayer with appropriate solution. Where students eat at their desks, the desk tops are to be cleaned daily with a district-approved disinfectant.

Dust all horizontal surfaces such as window ledges, sills, files, counter tops, and desks. Inspect student desk tops and spot clean them to remove heavy soil, heavy marking or graffiti.

As a general rule all horizontal surfaces less than 5’ will receive a thorough dusting weekly. Horizontal surfaces greater than 5’ will receive a thorough dusting monthly. Some surfaces may require spot dusting on a daily basis.

**Note:** Lock all windows when you clean the sills.

## **Cleaning Classroom Sinks and Counters**

1. Clean sinks and replenish paper towels and hand soap daily. Clean sinks by using plastic sprayer with disinfectant/detergent solution. Spray and wipe dry with a paper towel, or use fine cleanser, rinse and wipe dry with clean cloth or paper towel.
2. Spray solution on counter and wipe clean with clean cloth or paper towel.

## **Dust Mopping Resilient Floors**

If the floor is resilient type either totally or partially, the following is recommended:

1. Pick up large pieces of paper or other debris before starting to clean.
2. Use treated dust mop and carefully dust mop all resilient floor areas. Clean under all desks, equipment, etc. that are off the floor.
3. Dust mop debris to one area for picks up with counter brush and dust pan.

4. Dust mop may be lightly shaken or vacuumed to remove dust. Do in appropriate area.
5. Retreat dust mop as necessary by lightly spraying with dust oil and allow setting before using, or hanging up.
6. If area is carpeted, with a strip of resilient flooring, it is permissible to sweep dust onto carpet for pick up when vacuuming.

## **Trash**

Empty all trash receptacles. Do not reach into the receptacles, but carefully dump the contents of the receptacle into the waste collection bag. Damp wipe soiled receptacles. Replace plastic liners only when soiled or otherwise needed.

**Note:** Remove lunch trash immediately following lunch. Use ramp or steps provided when throwing trash into dumpsters. Do not throw over your head. This will minimize injury.

## **Carpet Vacuuming**

The vacuum cleaner is the most effective tool to remove soil from many surfaces, especially carpeting.

1. Move furniture in room only as necessary to vacuum all areas of the carpeting.
2. Pick up large pieces of paper and other debris before vacuuming (perhaps teachers and students may be asked to assist).
3. Vacuum all carpeted areas, getting under desks, furniture and equipment that is off the floor.
4. Vacuum chalk trays (if not already done) and erasers (as needed).
5. Replace all furniture.
6. Look for and clean up spots or soiled areas on carpeting using plastic sprayer, appropriate cleaner, and clean cloths or paper towels. Remove gum by using gum remover-follow manufacturer's instructions.

## **Spot Cleaning**

1. Spot clean walls, doors, and ledges as previously recommended. Spot clean daily in carpeted areas where students are eating. Use clean cloth or paper towels and detergent solution in plastic spray bottle.
2. Spot clean glass in doors and partitions and on the inside of windows to remove smudges as previously recommended. Use soft, lint free, clean cloth or paper towels and glass cleaner in plastic sprayer.
3. Dust or clean vents in ceilings of classrooms, offices, etc. as previously recommended.  
Before leaving the room, visually check to make sure all the following duties are completed:
  - Windows are locked.
  - All items are in appropriate place.
  - Room looks clean and - is clean!
  - Lights are turned off.
  - Door is locked.

## **Restroom Cleaning**

The job of cleaning and disinfecting your rest rooms is not a difficult one, if the work is done efficiently and daily as it should be. Modern fixture design usually makes cleaning them fast and effective if proper procedures are followed. Remember that deodorant blocks are not permitted. Deodorants do not clean or sanitize, but merely cover up one odor with another. Clean rest rooms are important for a number of reasons:

- Bacteria control to help eliminate cross infections to safeguard health.
- Many times the custodial staff is judged on the appearance and cleanliness of the rest rooms.
- Clean rest rooms encourage the public to help keep them that way.
- Clean rest room fixtures greatly reduce the possibility of offensive odors (and complaints).
- The most frequent lingering cause of odors in rest rooms is due to uric acid salts. Remove these salts through proper cleaning procedures and the odors are gone! Rest rooms also require adequate ventilation.

## **Refilling Dispensers**

1. Check all dispensers daily to insure adequate supply.
2. Refill all dispensers as required (including toilet paper dispensers).
3. Interfold the bottom sheet with the remaining top sheet in the dispenser when adding paper towels.
4. Check the working condition of the units.
5. Close and lock dispenser.
6. Spray the surfaces with germicidal/disinfectant solution and wipe dry with paper towel. At the same time check the soap valve to assure proper operating condition.
7. Clean the surface of the dispenser as above.
8. Fill all soap dispensers.
9. Stock the sanitary napkin/tampon dispenser.
10. In the women's restrooms, it is essential that the sanitary napkin/tampon machine be stocked at all times. If the machine becomes inoperable, it must be repaired or reported promptly.
11. Unlock the machine.
12. Refill machine correctly to ensure that it will dispense napkins properly.
13. Close and lock the machine.

## **Cleaning Sinks and Wash Basins**

Several methods can be used to clean sinks with equal final results, however, the following is recommended:

1. Use spray bottle with germicidal/disinfectant solution and spray sink (inside and outside), faucets and adjacent wall areas.
2. Let sit a minute, and then scrub with paper towel, clean cloth, or brush. (Paper towel preferred.)
3. Use a small amount of fine cleanser if necessary.
4. Rinse as necessary and polish with clean cloth or paper towel.
5. Wipe walls adjacent to sinks to remove grime, spots, etc. as above.
6. Clean pipes underneath sinks daily as part of the procedure.
7. Do not use lime descaler on counter tops.

## **Mirrors**

Mirrors in rest rooms are easy to keep clean by spraying lightly with glass cleaner or germicidal/detergent solution and wiping dry and/or polishing with a clean, lint free cloth or paper towel. Never use an abrasive cleaner or acid or dirty cloth on mirror. These may mar or scratch surface. Avoid using excessive water as it may get into the frame backing and damage the silvering.

## **Urinals and Toilet Bowls**

Wear rubber gloves at all times. This is for your personal protection.

### **To clean inside bowl:**

1. Flush toilet and/or urinal.
2. Use hospital disinfectant from dispensing system-follow manufacturer's instructions.
3. Use cotton swab (poodle tail) and/or toilet brush and swab inside of bowl using solution.
4. Scrub as necessary-be sure to swab solution up and under the flush rim. Scrub thoroughly.
5. Flush toilet or urinal and rinse swab or brush in clean water before proceeding to next fixture.

### **To clean seat and outside of fixtures using sprayer:**

1. Spray germicidal/disinfectant solution on toilet seat (both sides), and all of the outside surfaces of the fixtures (toilets and urinals).
2. Let stand a minute or so.
3. Wipe dry with paper towels starting with the top of the seat, then underside and finally the balance of the fixture down to the floor.

**Note:** This procedure is the most effective way to sanitize a fixture, because you are always using clean solution with no chance of cross-contamination. Also, plastic spray bottles or one (1) gallon pressure sprayers can be used.

**Note:** Be sure to spray plunger with disinfectant after use. Keep in a bucket when not in use.

## **Bathroom Walls and Partitions:**

1. Spray or damp dust with a germicidal/detergent solution on surfaces such as ledges, partitions, dispensers, wainscoting, shelves, areas around urinals and toilets, and lower walls as necessary.
2. Use either sprayers or bucket with germicidal/detergent solution, paper towels, clean cloths or a brush.
3. Wipe dry, if necessary, with paper towels or clean cloth to prevent streaks and spotting.

### **Additional Notes**

To discourage graffiti, always remove it right away. Test chemical or cleaner in an obscure area prior to use. In older buildings it may be necessary to paint the stalls frequently to maintain desired levels of appearance.

### **Bathroom and Shower Floors: (Does not include wood floors)**

The floors are made of a variety of materials. Some judgment is necessary as to the use of strong chemicals and excessive amounts of water. If the floor can be damaged by over-wetting, substitute with light damp mopping.

1. Mix mopping solution per manufacturer's instructions.
2. Use clean, wet mop and wet down the floor thoroughly with the solution (damp mop if floor would be damaged as above).
3. Let stand a few moments for the chemicals to work.
4. Agitate the solution with your mop as needed.
5. Pick up soiled solution with mop, floor squeegee, and pick-up pan or floor drain, or use wet-vac for pick up. Clean all corners and edges. (Scrape if necessary.)
6. Return all receptacles to proper position.

**Note:** Do not rinse floor as we want to take full advantage of the residual benefits of the germicide. Before leaving the rest room, take a quick visual check of the area and see if it smells clean and looks clean! Be proud of doing the job well.

### **Shower Rooms, Locker Rooms and Dressing Rooms**

#### **Trash**

1. Empty all trash containers (including small pieces of soap and other debris) into cart.
2. Reline containers with plastic liner.
3. Spray or wipe containers with germicide/disinfectant solution. Wipe dry with clean cloth or paper towel.

#### **Benches Furniture and Lockers**

1. Spray or wipe (with cloth) with germicide/disinfectant solution and scrub or wipe dry with clean cloth.
2. Spot clean walls and lights as needed (as above). Replace burned out lights.
3. Replenish paper towels, soap, etc. Clean dispensers and lock.

### **Showers (if currently in use)**

1. Wipe down walls with germicide/disinfectant solution and cloth, wedge mop, sponge mop, or brush. Let solution stay on walls a few minutes to allow chemicals to work.
2. Scrub or agitate solution to loosen soil and scum. Rinse with clean water.
3. Polish handles, shower heads, and other hardware and wipe dry.
4. Clean hair, etc. from shower drain.

### **Floor Surfaces**

The flooring surfaces vary considerably in the different buildings, however, the following is recommended:

1. Sweep or dust mop (treated) floor to remove large pieces of paper and other debris.
2. Pick up towels, socks, shoes, etc. and store appropriately (PE teachers and students should assist).
3. Lightly flood floors with germicide/detergent solution and warm water.
4. Let stand 3 minutes or more for chemical action.
5. Agitate or scrub with wet mop, brush (long handled), or power buffer, if necessary.
6. Pick up soiled solution with mop, squeegee to drain, or wet vacuum up.

**Note:** Rinsing not necessary as the residual benefits of the germicide are desirable. Clean all equipment and store properly.

### **Vomit Cleanup**

Clean up vomit as soon as possible and always use gloves. Follow the instructions below:

1. If on carpeting only, use absorbent granules, sweep, then extract with disinfectant and dump waste directly into basin.
2. Clean off furniture.
3. Clean all equipment and store properly.

### **Gym and Multi-Purpose Room Floors**

These areas present two (2) different types of flooring material (wood and resilient flooring); therefore each type of flooring will be addressed here.

#### **Resilient Floors**

These include such flooring surfaces as asphalt tile, hard vinyl tile, sheet goods, and resilient 'poured' floors. Most of the custodian's work in these areas will consist of floor care procedures, with a limited amount of time spent dusting or cleaning benches, bleachers, or chairs.

1. Use treated dust mop using factory recommended treatment to clean floor. Do not 'sweep' with dust mop as this will scatter dust into the air. Keep dust mop on the floor and clean in long 'runs'. Clean out dust mop by carefully shaking where appropriate or clean with vacuum cleaner.
2. Re-treat lightly with 'mop dressing' as needed.
3. Pick up dust and debris with dust pan and counter brush or with vacuum and dispose of trash.

4. Wet mop total floor or damp mop as needed to remove spots. Use detergent and water solution. Agitate with wet mop or lightly scrub with buffer if necessary.
5. Pick up soiled solution.
6. Reseal as necessary (floors are sealed when new).
7. High speed buff as needed. Very effective way to clean and repair floor.
8. Spray buff as needed. Very effective, spray as you go.

### **Maple Wood Floors-Follow manufacturer's instructions.**

#### **Daily:**

1. Pick up and dispose of debris.
2. Remove chewing gum.
3. Dust mop floor with a clean and properly treated mop.
4. Wipe floor with bare hand to test if dust remains on the floor. If dust is detected, repeat step No. 3.
5. For normal soil removal, use a waterless cleaner suitable for wood surfaces and as recommended by the manufacturer.

#### **Monthly:**

1. Remove rubber burns and floor marks with a solvent-dampened cloth as recommended by the manufacturer.
2. Tack or damp-mop floor with solvent cleaner.

#### **Annually:**

1. For lightly worn floors, a light "screening" may be required and one coat of floor finish. Consult manufacturer for approved finishes.
2. For badly worn or damaged floors, consult your installer to determine if heavy screening or sanding is needed.
3. Don't use an automatic scrubber on wood floor.
4. Don't allow water or liquids to stand on floor.
5. Most manufacturers recommend maintaining relative humidity between 35-50% year round.

## **DISTRICT PRESCRIBED CLEANERS**

Following is a list of cleaners and solvents approved for use by the school district. Ensure that product is used for its intended purpose. Using a cleaner or solvent for something other than its original intent could provide for a hazardous condition and possible risk to human health.

Additional Precautions: Vinegar is a mild acid and has little cleaning value. As a result, it is not to be used as a cleaner or mixed with a cleaning solution.

Extremely hazardous fumes can be created when ammonia is mixed with Clorox bleach. **CLOROX Bleach should not be used in schools as a cleaning agent.**

### **All Purpose Cleaner**

Use: **Product Central 120 Peroxide Multisurface Cleaner**

Method:

Daily use on most surfaces such as counter tops, desktops, floors, walls, etc.

### **All Purpose Degreaser**

Use: **Stetson Product Central 106 Citrus Degreaser**

Method:

1. For everyday use on floors/walls, desk tops, counters, etc.
2. Dispense concentrated amount of solution from dispensing system and proceed with cleaning. Follow up with disinfectant if needed.
3. General purpose heavy duty cleaner for graffiti, petroleum and food grease, smudges, ball point ink, rubber marks and most other soil films.
4. Dispense concentrated amount of solution from dispensing system, proceed with
5. Cleaning. No rinsing required, just spray and wipe.

### **Glass Cleaner**

Use: **Product Central 101 Neutral and Glass Cleaner**

Method:

Daily use on glass and other surfaces. Cleans grease, grime, soap film, finger marks and smoke. Dispense concentrated amount of solution from dispensing system, proceed with cleaning. No rinsing required, just wipe clean.

## **Disinfectant**

Use: **Product Central 103 Disinfectant**

Method:

Daily use, a broad spectrum hospital grade disinfectant for use in bathrooms, showers, nurses quarters, desktops and floors. Dispense concentrated amount of solution from dispensing system, proceed with cleaning. No rinsing.

## **Absorbing Deodorant**

Use: **Saving Scent 24 x 11oz**

Method:

As needed for vomit, garbage, wet ashes, urine, feces, etc.

Apply on damp or wet surface. After removal of large debris use point of use carpet extractor with Neutral Disinfectant to properly clean remaining area.

## **Scale and Lime Remover**

Use: **Kaboom Pro Decaling Cleaner**

Method: Follow manufacturer's instructions.

For initial de-liming of dishwashing machines, steam tables and all areas that have lime build-up.

## **Mar and Spray Paint Remover**

Use: **Motsenbacher #3 Graffiti Remover**

Method:

As needed for removal of ink, crayons spray paint, etc.

Spray on surface and wipe with a clean cloth.

## **Gum Remover Aerosol**

Use: **Chase Gum Remover**

Method: Follow manufacturer's instructions.

As needed for nonporous surfaces such as tables, chairs and tile floors.

**Note:** Test on sample carpet first-remover dissolves vinyl backing on some carpets. Carpet may need to be shampooed after use.

## **Stainless Steel Cleanser**

Use: **Product Central 120 Peroxide Multisurface Cleaner**

Method:

As needed for removal of water or oil based stains, grease, spots, spills, and smudges on stainless steel equipment and appliances.

Spray on surface and wipe with a clean cloth.

## **FLOORS**

**WOOD:** Follow manufacturer's instructions.

**TILE/SHEET VINYL:** Follow manufacturer's instructions. Three to five coats depending on traffic.

**CARPET:** Follow manufacturer's instructions.

**RUBBER:** Follow manufacturer's instructions.

**TABLES:** Use disinfectant and follow directions when cleaning tables and desks.

This is a daily task with high priority.

## **STANDARDS FOR CLEAN CLASSROOMS**

### **1. EXCEPTIONAL**

- floor coverings and bright and clean
- litter containers clean with little waste
- chalkboards and trays only showing day's use
- no dust on vertical surfaces
- furniture clean and orderly
- glass clean and sparkling
- GENERAL IMPRESSION IS ONE OF ORDERLY SPOTLESSNESS

### **2. EXCEEDS STANDARD \* \***

- floor coverings clean
- litter containers clean with little waste
- chalkboards and trays only showing day's use
- little dust accumulation
- furniture orderly
- glass clean and sparkling
- GENERAL IMPRESSION IS ONE OF ORDINARY TIDINESS

### **3. MEETS STANDARDS**

- floor coverings clean
- litter containers have little waste
- chalkboards and trays only showing day's use
- some dust accumulation on others surfaces
- furniture orderly
- glass clean and sparkling
- GENERAL IMPRESSION IS ONE OF CASUAL INATTENTION

### **4. MARGINAL**

- floor coverings dull
- litter containers often full or overflowing
- chalkboards and trays will be dusty and streaked
- dust accumulation will be evident
- furniture will be in disarray
- glass will show some streaks and hand prints
- GENERAL IMPRESSION IS ONE OF MODERATE DINGINESS

### **5. UNACCEPTABLE**

- floor coverings will be dull and dusty showing spots and marks
- litter containers will be full to overflowing
- chalkboards and trays will be dusty and streaked dust and dust balls will be evident
- furniture will be dusty, marked and in disarray
- glass will be dirty and hand printed
- GENERAL IMPRESSION IS ONE OF UNKEMPT NEGLECT

**NOTES:** \* These standards and frequencies of cleaning are based on normal working circumstances. Variables such as inclement weather, special events, staffing shortages, and unusual work loads may impact schedules.

**MASTER CUSTODIAL SCHEDULE**

<b>Services</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Annually</b>	<b>As Needed</b>
Trash pick-up	X				
Recycle pick-up	Alternate days				X
Sweep, wet mop, disinfect restroom floors	X				
Clean, disinfect restroom fixtures	X				
Restock restroom supplies	X				
Dust mop all hard surface floors	X				
Vacuum entry mats and carpet in traffic areas	X				
Clean tables, counters, floors, sinks in break rooms	X				
Clean, disinfect drinking fountains	X				
Sweep, clean loading dock areas	X				
Change kitchen or coffee station liners	X				
Sweep, vacuum stairwells		X			
Vacuum traffic areas	X				
Vacuum non-traffic areas		X			
Detail vacuum			X		
Low dusting (Below 5 feet)		X			
High dusting (Above 5 feet)			X		

Wet mop stairs			X		
Change trash liners					X
Extraction of all carpet areas				Twice Annually	
Wet scrub and wax floors				Twice Annually	
Clean ceiling vents				X	
Clean, dust upholstered furniture				X	
Window blind cleaning				X	
Unlock buildings	X				
Clean entry glass	X				
Litter patrol around building, parking areas	X				
Sweep and clean building entry	X				
Replace light bulbs & tubes					X
Clean Fluorescent Fixtures and Diffusers				X	
Respond to emergencies					X
Unplug drains					X
Deliver recycle and garbage barrels					X
Clean spills					X
Inclement weather duty					X
Vandalism, transient debris clean-up					X
Clean gym/multipurpose floor	X				
Restore finish to gym/MP floor					X

*Central Berkshire Regional School District acknowledges and appreciates the work of the personnel of the Sharon, MA School District upon which this document is based.*