

WYTHE COUNTY PUBLIC SCHOOLS

CUSTODIAL PROCEDURES MANUAL

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Custodial Procedures Guidelines

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 preventative 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 campus administrator needs 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.

GROUNDS

It is a daily duty to do the following:

1. Remove paper, cans, and trash from the grounds both inside and outside.
2. 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. Know the location of all light switches, fuse boxes, and breaker boxes.
5. Clean fixtures and lens annually, or as needed
6. Replace burned out light bulbs and tubes with new bulbs of the same size (wattage).
7. Be sure your non-conductive (wooden or fiberglass) ladder is of the proper height and is safe.
8. Handle fixtures properly to avoid shocks or cuts.

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.

Chemical and Cleaning Solutions

Most chemicals used by the school district come in a highly concentrated form and must be diluted before use. Some are in dispensing systems that dilute automatically. 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 water**).

1. Ensure that Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS) are accessible and that all maintenance and custodial personnel as well as administration are aware of their location. Periodically review your MSDS/SDS 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 the district approved Hazardous Material Information Sheet (HMIS) 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

1. Consist of long strands of twisted cotton yarn secured by a band at the top.
2. The most common size mop head is 24 ounces.

Note: Wet mops should be rinsed out well each time they are used, 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.

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.

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. The industrial vacuum cleaner performs another function which is almost as necessary and quite as effective as picking up dry accumulations. Most industrial vacuum cleaners are or can be adapted for picking up water and are, therefore, highly efficient for removing scrub water from resilient floors.
2. Vacuum cleaners must be emptied each shift (or otherwise as necessary).
3. Filters are to be cleaned regularly to insure maximum air-flow and to extend the life of the motor.
4. Clean machine exterior also, and store properly.
5. When used to remove water/wax, machine must be emptied and cleaned.

Floor Machine (Burnisher)

The floor machine is an indispensable machine for maintaining resilient floors.

1. Machines are most commonly used for polishing resilient floors.
2. Remove and store propane tanks in proper/approved locations.
3. Clean machine filters and check oil on a regular basis.

Carpet Extractors/Cleaners

Carpet Extractors/Cleaners 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.

Square Scrub Machine

The Square Scrub Machine is used to remove and clean wax from resilient floors.

1. Clean wax/stripper from machine before storing.
2. Ensure appropriate replacement pad is in place before use.
3. Do not use machine with gripper pad only.

Note: The machine can also be used with the appropriate pad and appropriate cleaning solution to clean tile/concrete floors in restrooms and kitchen areas.

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.

Daily:

- Empty waste receptacles; remove debris, leaves, and litter.
- 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.

Note: Low dusting and high dusting includes the removal of all cobwebs.

Twice Monthly:

- Restore floor finish on non-carpeted floors with propane burnisher.

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.

Annually:

- Restore floor finish on non-carpeted floors (wax) and burnish.
- Paint as needed

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 spot 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)
- Empty pencil sharpeners.
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.
- Wet mop tiled floors.

Monthly:

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

Annually:

- Restore floor finish on non-carpeted floors and burnish.
- Paint as needed.

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 spot mop tiled floors.
- Clean glass in doors and partitions.

Weekly:

- Dust furniture surfaces and damp clean tabletops. (low dust below 5 feet)
- Empty pencil sharpeners.
- 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)

Annually:

- Restore floor finish on non-carpeted floors and burnish.
- Paint as needed

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 basins; polish stainless steel and chrome surfaces with appropriate cleaning agent.
- Spot wash walls, lockers, and partitions.
- Dust mop and wet mop floors with disinfectant solution.
- Clean and disinfect urinals and stools with bleach solution.
- Check for vandalism and remove graffiti.

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.

Monthly:

- Scrub/clean floor with square scrubber.

Annually:

- Paint as needed.

Cafeterias and Lunch Areas

- Clean floor mats and replace
 - Floor mats should be cleaned each day, if necessary scrubbing is required to remove debris.
 - Mats should be returned and set in place after cleaning.
- Sweep/mop Dining Area
 - Area should be clean for all students; last students should get the same cleanliness as the first student.
 - Clean tables after last lunch period.

Equipment Maintenance:

- Assistance may be required in maintaining and repairing equipment as necessary

Monthly:

- Vent filter cleaning
- Window cleaning
- Wall & fan cleaning
- Clean Light Fixtures

Annually:

- Paint as needed.

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.

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:

- Paint as needed.

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.

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.

Note: Dusting includes the removal of all cobwebs.

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 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 pick up with counter brush and dust pan.
4. Dust mop may be lightly shaken or vacuumed to remove dust. Do in appropriate area.
5. 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.

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. Replace all furniture.
5. 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. Refill machine correctly to ensure that it will dispense napkins properly.
12. 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 de-scaler 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 disinfectant and 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.

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 vacuum 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

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 three (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. Pick up dust and debris with dust pan and counter brush or with vacuum and dispose of trash.
3. 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.
4. Pick up soiled solution.
5. Reseal as necessary (floors are sealed when new).
6. High speed buff as needed. Very effective way to clean and repair floor.
7. Spray buff as needed. Very effective, spray as you go.

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 #3.
5. For normal soil removal, use a cleaner suitable for wood surfaces and as recommended by the manufacturer.

Annually:

Gym floors will be screened and refinished annually by an approved District contractor.

Day Custodian Responsibilities

Daily:

1. Open the building each day.
2. Check facility to ensure heating or cooling systems are functioning properly.
3. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
4. Dust mop halls and clean entrance mats throughout the day.
5. Pick up paper and other debris from inside building, parking areas, and school grounds.
6. Sweep entranceways.
7. Make minor repairs and replace light bulbs as required.
8. Keep mechanical and electrical rooms clean.
9. Clean up after sick students.
10. Assist in setting up and taking down furniture for special events.
11. Assist in receiving deliveries of storeroom materials.
12. Perform duties in cafeteria as directed.
13. Take care of emergencies and any work as directed by the Principal / Assistant Principal.
14. Clean and restock restrooms and classrooms throughout the day.
15. Seasonal Duties: Snow removal, mowing, etc.

Night Custodian Responsibilities

Daily:

1. Lock and secure building each day.
2. Determine requirements for after-hours usage.
3. Check facility to ensure heating and cooling systems are functioning properly.
4. Inspect the building exterior for possible vandalism.
5. Dust mop halls and clean entrance mats.
6. Pick up paper and other debris from inside the building.
7. Sweep entranceways.
8. Clean, sweep, lock, and spot mop classrooms.
9. Make minor repairs and replace light bulbs as required.
10. Keep mechanical and electrical rooms clean.
11. Clean up after sick students.
12. Assist in setting up and taking down furniture for special events.
13. Take care of emergencies and any work as directed by the Principal / Assistant Principal.
14. Clean and restock restrooms and classrooms.
15. Seasonal Duties: Snow removal, mowing, etc.

Custodian Maintenance Responsibilities

1. Check boiler rooms daily.
2. Check boilers/PSI/temperature for function.
3. If boiler is not operational, press reset/flame safeguard only twice.
4. For steam boilers, check chemicals, water level, and condensate pumps.
5. For steam boilers, blow down daily.
6. Check oil levels bi-monthly.
7. Check water heaters for operation.
8. Check operability of circulator pumps (heating, cooling, domestic hot water).
9. Check circulator pump couplings, grease/oil bi-annually.
10. Check air compressors for operability and drain daily.
11. Check air compressor belts, oil level, and running PSI.
12. Check backflows daily.
13. Check daily for water leaks and safety hazards.
14. For unit ventilators the following should be completed four times annually: change filters, oil/grease motors, clean and check belts, and rest motor controller.
15. Check operability of emergency and exit lights.
16. Battery test emergency and exit lights for 30 seconds on a monthly basis and for 90 minutes on an annual basis and document with generator run hours.
17. Check fire extinguishers (hose and gauge) document by initialing and dating appropriate placard.
18. Check operability of fire doors.
19. Check operability of doors, closers, exit device, and safety glass.
20. Check generators for leaks and operability.
21. Check generators for fuel level, #2 fuel oil level, and log run hours. This should be documented with emergency/exit lights.
22. Report any issues of operability or breakage to the WCPS maintenance department as soon as possible.
23. Replace stained/damaged ceiling tiles as needed.

STANDARDS FOR A CLEAN FACILITY

1. EXCEPTIONAL

- floor coverings are bright and clean
- litter containers clean with little waste
- no dust/cobwebs on vertical surfaces or in corners
- furniture clean and orderly (desks, tables, etc.)
- glass clean and sparkling
- fountains/sinks clean and shiny
- restrooms clean and odor free
- halls free of trash and debris
- walls free of marks and smudges
- no stained/damaged ceiling tiles
- GENERAL IMPRESSION IS ONE OF ORDERLY CLEANLINESS

2. MEETS STANDARDS

- floor coverings clean
- litter containers have little waste
- little dust accumulation on others surfaces
- furniture orderly
- glass clean and sparkling
- fountains/sinks clean and shiny
- restrooms clean and odor free
- halls free of trash and debris
- walls free of marks and smudges
- no stained/damaged ceiling tiles
- GENERAL IMPRESSION IS ONE OF TIDINESS / CLEANLINESS

3. UNACCEPTABLE

- floor coverings will be dull and showing spots and marks
- litter containers will often be full to overflowing
- furniture will be dusty or marked and be in disarray
- glass will show some streaks and hand prints
- fountains/sinks will be scaly with grime evident
- restrooms will have trash/litter and evident odor
- halls will be unfree of trash and debris
- walls will show extensive marks and smudges
- ceiling tiles show stains or are damaged
- GENERAL IMPRESSION IS ONE OF DINGINESS / 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 workloads may impact schedules.

MASTER CUSTODIAL SCHEDULE

Services	Daily	Weekly	Monthly	Annually	As Needed
Trash pick-up	X				
Recycle pick-up	Alternate days				X
Sweep, wet mop, disinfect restroom floors and nurse's station	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				
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				X	

Services	Daily	Weekly	Monthly	Annually	As Needed
Wax floors				X	
Clean ceiling vents			X		
Clean, dust upholstered furniture				2X	
Window blind cleaning				2X	
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
Pick-up and unload supplies					X
Clean spills					X
Inclement weather duty					X
Vandalism, transient debris clean-up					X
Clean gym/multipurpose floor	X				
Clean lunch tables after last lunch period	X				

Services	Daily	Weekly	Monthly	Annually	As Needed
Check boiler rooms daily.	X				
Check boilers /PSI/ temperature for function.	X				
If boiler is not operational, press reset/flame safeguard only twice.					X
For steam boilers, check chemicals, water level, and condensate pumps.	X				
For steam boilers, blow down daily.	X				
Check oil levels bi-monthly.			2X		
Check water heaters for operation.	X				
Check operability of circulator pumps (heating, cooling, domestic hot water).	X				
Check circulator pump couplings, grease/oil bi- annually.				2X	
Check air compressors for operability and drain daily.	X				
Check air compressor belts, oil level, and running PSI.	X				

Services	Daily	Weekly	Monthly	Annually	As Needed
Check backflows daily.	X				
Check daily for water leaks and safety hazards.	X				
For unit ventilators the following should be completed four times annually: change filters, oil/grease motors, clean and check belts, and rest motor controller.				4X	
Check operability of emergency and exit lights.	X				
Battery test emergency and exit lights for 30 seconds on a monthly basis and for 90 minutes on an annual basis and document with generator run hours.			X	X	
Check fire extinguishers (hose and gauge) document by initialing and dating appropriate placard.			X		
Check operability of fire doors.			X		
Check operability of doors, closers, exit device, and safety glass.	X				

Services	Daily	Weekly	Monthly	Annually	As Needed
Check generators for leaks and operability.	X				
Check generators for fuel level, #2 fuel oil level, and log run hours. This should be documented with emergency/exit lights.			X		
Report any issues of operability or breakage to the WCPS maintenance department as soon as possible.					X
Check freezer/cooler operability and temperatures. Document by initialing.	X	X			
Replace stained and/or damaged ceiling tiles					X

DAILY SERVICES

M T W TH F M T W TH F

DAILY SERVICES	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
Trash pick-up																									
Recycle pick-up																									
Sweep, wet mop, disinfect restroom floors and nurse's station																									
Clean, disinfect restroom fixtures																									
Restock restroom supplies																									
Dust mop all hard surface floors																									
Vacuum entry mats and carpet in traffic areas																									
Clean tables, counters, floors, sinks in break rooms																									
Clean, disinfect drinking fountains																									
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Clean lunch tables after last lunch period																									
Check boiler rooms daily.																									
Check boilers /PSI/ temperature for function.																									

