

CLEANING STANDARDS

The purpose of this manual is to ensure that each school shall be maintained by the same procedure and efficiency. This manual will continue to be a work in progress, as new procedures and standards come into the workplace; this manual shall be updated. It is designed to maintain Highline Public Schools Facilities at the highest standards the district resources will allow.

By using the right equipment and cleaning supplies, this will allow the district's custodians to perform at their maximum efficiency. It is the District's commitment to this procedure that will continue Highline Public School's obligation to provide a safe and healthy environment for its students and staff.

A. Sanitary Cleaning

Definition: Sanitary Cleaning consists of cleaning areas that impose a health threat or environmental risk.

Areas: Restrooms, health rooms, sinks, drinking fountains, doorknobs and other areas that students and staff have physical contact with.

Instructions: these areas should be cleaned daily and as often as necessary.

- Restrooms should be cleaned with Hands Free Equipment (if available) such as the Restroom Machine; with the proper cleaning solutions. If an outbreak of an infection disease exists; restrooms should have an application of disinfectant after the cleaning is completed.
- Health Rooms should be mopped with clean and fresh cleaning solution and then wipe down with a disinfectant.
- All classroom fixtures should be cleaned with clean and fresh cleaning solution. If an outbreak of an infectious disease exists, wipe all fixtures and door knobs with a disinfectant.
- Garbage should be emptied daily as needed.
- Daily sanitary cleaning and/or disinfecting will be performed on:
 - Drinking fountains
 - Sinks
 - Restrooms
 - Locker Rooms
 - Health Rooms
 - Door Knobs
 - Eating Areas
 - Vacuuming or dust mop corridors
 - Main Office

Note: If restrooms are cleaned by mopping, then the solution needs to be changed before entering another site to be cleaned. Never use the same solution from one restroom to another.

B. Cosmetic Cleaning:

Definition: Cosmetic Cleaning consists of areas that do not pose as an immediate risk to health and environmental risks.

Areas: carpet, hardwood flooring, resilient flooring, dusting, windows, light fixtures, etc.

These duties should be performed as often as necessary:

- Vacuum carpets. (Classroom vacuuming- minimum every third day, except Fridays.)
- For small resilient-flooring, mopping with cleaning solution is acceptable; with large areas using auto scrubbers is recommended.
- Hardwood floors should be dust mopped several times a day, along with using an auto-scrubber once a week.

These duties should be performed on Friday Afternoons:

- Dusting as needed
- Windows as needed
- HVAC Vents as needed
- Carpet Extracting
- Auto Scrubbing
- Desks as needed

These duties should be performing annually:

- Cosmetic cleaning of walls
- Dusting and cleaning of light fixtures
- Floor Wax and Stripping

C. Cleaning Times: The National Cleaning Standards for performance time's states:

- Vacuuming: with the use of Back-Pac Vacuums, the average should be 1400 square feet per hour.
- Restrooms: count the number of fixtures, and multiply by 2 minutes per fixture; and that should be the maximum time to clean the entire restroom; including partitions, fixtures, and floor.

Classrooms: for a total cleaning of an average classroom (1,000 square feet) it should be an average of seven minutes; and should not exceed ten minutes. This includes vacuuming, dusting, emptying garbage, and cleaning fixtures.