

# CLEANING PROCEDURES

## 1. DUSTING:

Dust areas which have accumulated on shelving, furniture, top of lockers or desks, call attention to neglect of these areas. (Do not move staff member's belongings.) It is important to dust vertical areas such as doors, molding, etc. Neglecting to dust results in more complaints for custodians than any other task of school housekeeping. Dusting should be done as frequently as time permits. Flat surfaces such as window sills, desks, computer monitors, and shelves need the most frequent attention. Walls should be dusted at least three times a year.

Dusting is to remove the dust from the surface, not just stir it up. Custodians can use different tools to dust with, such as a vacuum cleaner with the proper attachments for dusting or a long handled brush for high walls and ceilings. Micro-fiber rags may be used, they are designed to collect the dust as it wipes and not stir the dust up. The ideal time to dust is when the room is unoccupied.

When dusting, a good method is to take both a micro-fiber rag and a duster with you into the room. For some parts of the room you will use the duster and on the rest, the micro-fiber dust cloth. In dusting a room a pattern should be worked out and followed—just as a pattern is worked out and followed for sweeping. When dusting chairs be sure to tip the chair and dust the legs of the chair. Venetian blinds should be dusted regularly. Use a dust mop or a vacuum cleaner tool. If blinds are dusted fairly often, it can be done quite easily; but if left for some time, it becomes a more time consuming job.

Take a good look around the building and see if the dusting can be improved. Dusting must be done by a regular method so that all furniture in a room is thoroughly dusted in the least time possible to do the work properly. Panels trim and window sills are first dusted using a micro-fiber dust cloth for corners and a duster for flat surfaces. Then, the row of desks nearest to the last side of the room is completed using dust cloth in one hand for top of desks and handled duster in the other for seats and shelves under the seats, if the seats are so equipped. This procedure is to be followed through each row of desks, teacher's desk, and chair, until the room is completed.

Dusting stairways begin at the bottom with a duster in one hand and a dust cloth in the other. The wall from hand-rail to base of steps, dust with duster in a circular motion while ascending the stairs, at the same time applying dust cloth to the handrail. When the top of stairs has been reached the procedure is followed on the opposite side while descending the stairs until the stairway is completed. The halls should be dusted regularly employing the various suggested dusting procedures as might be applicable.

To help curb the spreading of viruses or bacterial diseases, extra care will be needed in disinfecting when pandemics or other situations occur. The proper disinfectant needs to be used during dusting on a daily basis until the infectious period passes. This includes wiping down student desks, teacher desks, door knobs, hand rails, computers, and all areas that are regularly touched by students and staff.

## **2. RESTROOMS, LOCKER ROOMS, DRINKING FOUNTAINS:**

It is extremely important that restrooms, showers areas, and drinking fountains receive a regular, systematic cleaning at least once a day. A poorly cleaned restroom or locker room area can be a major source of infection for many communicable diseases. An untidy appearance, offensive odors and uncontrolled disease producing germs will not only present an unfavorable impression, but can actually pose a threat to good health. Vandalism can cause the appearance of an area to deteriorate, but it must be still kept clean.

Materials:

- Restroom machine
- Sponges/Cloths
- Brushes (label them so that there is no cross contamination from toilets to drinking fountains)
- Gloves (latex, rubber)
- Protected eye wear
- Wet mop/bucket/wringer
- Neutral & Disinfectant detergent
- Buckets for toilets and sinks if not using a restroom machine

All restrooms, locker room areas and drinking fountains are to be wet cleaned. Dusting should be done with a dampened cloth. The only dry cleaning will be corn broom or push broom to clean the floors. When cleaning drinking fountains, use the district supplied neutral cleaner followed by wiping or spraying the fixture with a disinfectant. This is aimed to kill particular viruses or bacterial disease. Restrooms, shower areas, and locker rooms to be cleaned with the restroom machines as manufacturer's instructions. (Some select sites are using restroom cleaning machines.)

For smaller restrooms (such as staff restrooms), they may be too small to use the Restroom Machine, and then those restrooms will need to be cleaned with a wet mop and bucket using a neutral cleaner with a (if needed) disinfectant added. If a mop and bucket is to be used, never use the same water to from one restroom to another. Always change the water before cleaning another restroom to avoid cross contamination. During times when infectious diseases are present, a disinfectant aimed at killing viruses or bacterial diseases will be used for restrooms and locker room areas.

### **A. URINALS AND TOILETS:**

For those toilets and urinals that are not being cleaned by the restroom machine apply generous amounts of neutral cleaner with (if needed) a disinfectant added. Pay particular attention to the inner side and the top inner surface adjacent to the flushing opening on the urinals. Clean such areas of fixtures. Toilet bowls can be difficult to maintain because of the multitude of crevices and hard to reach places. Toilet brushes, white pad and a Johnny mop are all tools suitable to accomplish this task. The toilet seat must be spotlessly clean. The flushing ring under the interior rim of the bowl is an area where a buildup may not be visible, but it is a major source of odor. Make certain that while cleaning the bowl this area is vigorously cleaned. Disinfectant left intact

on the surface of the restroom fixtures will remain active for a relatively short period of time. Rinsing, however, may become necessary in those restrooms which become very dirty.

#### **B. RESTROOM MACHINE:**

There are many advantages to using the Restroom Machine. The Restroom Machine is one of the safest ways to clean, since the custodian is not required to touch any of the fixtures of the restroom. Also in the past, the restroom had to be closed for a long period of time allowing the floor and fixtures to dry. The machine is equipped with a chemical dispenser, rinse cycle, dry vacuum, and blower. The blower and dry vacuum allows the restroom to dry in a very short time allowing the restroom to be cleaned during the day while school is in session if needed. The rinse cycle allows the rinsing of the partitions, fixtures and floor and washing all the bacteria down the floor drain. The Restroom Machine system does not allow any cross contamination from one restroom to another when used properly.

#### **C. ENTERING RESTROOMS:**

When cleaning the restrooms while school is in session or the building is open to the public, a suitable sign should be put up to inform that the restroom cannot be used. In some cases the restroom door may be locked. It is not advisable to enter an opposite sex restroom during school hours without having an adult of the same sex of the restroom to be entered first to make sure that the restroom is vacant. Then have the adult accompany you into the restroom. This will prevent any misunderstanding or embarrassment to the custodian involved.

### **3. STAIN REMOVAL :**

Stains on porcelain can be removed by using proper Acidic-based products. (Do not use on hardware or handles). A scouring or cleaning powder can be used to remove stains from porcelain, but it should never be thought of as a general all-purpose cleaner. A very small amount applied to a damp cloth is all that is necessary to remove porcelain stains. A considerable amount of water will cause the cleaner to cake, and effective scouring action will be lost. New porcelain is like a waxed floor: a smooth, shiny surface. Misuse of the cleanser powder will remove the smooth, shiny surface and like an unwaxed floor, will become hard to clean. Cleanser powder should only be used to remove dirt and grime which cannot be with a disinfectant detergent. Mix two containers – one for the sinks the other for toilets. Remember disinfectant solutions poured down the drain are of no value to anyone. Estimate the required amount for daily use.

### **4. SINKS:**

For those sinks that are not being cleaned by a machine use an applicator or cloth. Apply a pre-mix amount of neutral cleaner with (if needed) a disinfectant added. After you have cleaned the inner portion up and around the faucets and across the splash back, apply cleansing solution weekly to the underside of the sink, down the chrome waste pipe, and around the trap to where it enters the wall. Remove the water marks with a dry cloth. After you have cleaned the sinks,

put the liquid cleaning equipment for the sinks to one side to insure that this equipment is not used on the toilets.

## **5. WINDOWS:**

Windows are one of those areas that everyone sees. Whether it is a window in a door, or an entrance way, or a window to the outside- everyone can tell at a glance if it is clean or not.

Windows must always be part of a regular cleaning program for the following reasons:

- **Appearance:** Clean windows present a positive and attractive appearance to occupants and visitors of the area. Dirty windows often affect the morale and certainly do not help the school's image.
- **Safety and environmental control:** Windows are usually an important source of light in the building.
- **To help keep the building clean:** When windows are being cleaned it is easy to check to make sure that the window edges and ledges are sealed and secure so that dust and dirt is not coming in. As the building becomes older, caulking or sealers often crack or become loose and need to be maintained. Also, glass that is not cleaned on a regular basis may be permanently damaged by strong atmospheric residues.

Cleaning outside windows generally is a different technique than on inside windows.

### **(I) EQUIPMENT:**

- window brush
- bucket
- wet and dry vacuum
- step ladder
- window squeegee
- window cleaner cloth
- paper towels
- extension pole

### **(II) OUTSIDE PROCEDURES:**

Before starting, make sure that there are no obstructions close to the windows that you cannot work around or move. Also be sure that water will not damage or stain anything at the bottom of the windows. Make sure the windows are closed. Set up a bucket with premixed window cleaner. If necessary, pre-rinse the window with water. Using your brush and cleaning solution, wash all the dirt and grime from the window. Using a hose, rinse the window well. Follow with a squeegee to dry the window.

### **(III) INSIDE PROCEDURES:**

Inside windows can be cleaned using a window cleaner solution, a spray bottle, cloths, paper towels and squeegee. While using your spray bottle filled with window cleaner, spray a small amount of the cleaner on the window near the top. Using your cloth, wipe all the dirt and grime off the window. Work down the window applying more window cleaner if needed. Wipe the window dry with a paper towel or squeegee. As your cloth becomes dirty on one side use the clean side so that you are always cleaning, not just spreading the dirt around. It may be

necessary to use more than one cloth, depending on how many windows you end up cleaning at one time. When you are finished washing windows, always be sure to clean up all your equipment and put it away.

## **6. WALLS:**

Walls need to be washed periodically to remove build-up of dust, soil, skin oils, and other substances. The basic reasons for wall washing are:

- **Appearance:** Visitors to a building pay attention to walls, ceilings, floors, and windows. It is important that these surfaces present a clean image.
- **Sanitation:** Dirty walls are unsanitary. Any dirty surface acts as breeding grounds for bacteria.
- **Illumination:** Dirty walls do not reflect light as effectively and make rooms and corridors appear darker. Clean working areas improve efficiency and help prevent accidents.
- **Prolonging the life of the surface:** When you remove dirt and grease, walls again take on their original color. This makes for a brighter and more cheerful room. Some dirt, oils and other contaminants may permanently discolor the surface if allowed to remain for a long periods of time.
- **Purpose:** Maintaining attractive clean walls and reducing the hazardous buildup of bacteria, molds and fungi.

The type of paint or wall covering will affect cleaning procedures. A latex finish is generally not suitable for washing. Semi-gloss or other painted surfaces may be washed but care must be exercised. Wallpaper cannot generally be washed but vinyl wall coverings can be washed regularly.

### **EQUIPMENT:**

- Wall washing mops
- Buckets
- Wringers
- Wall washing adapter kits
- Wet mop

### **PROCEDURE:**

To start, it is necessary to clear the walls to be washed. Ask the teachers or person who is responsible for that room to clear the walls if they wish to have them washed. Custodians do not clear teacher's works off the walls. Make sure that items are covered with a plastic drop cloth so that they don't get wet. Be sure that all loose dust and dirt has been removed from the wall either by dusting or by vacuuming. Set up equipment with one bucket having a cleaning solution and another bucket with rinse water. Using one of the wall washing mops, dip it in the cleaning solution and ring it out so it is wet but not dripping. Always start washing from the bottom of the wall to the top to avoid streaking. Wash in one direction over an easily reached area. Overlap each stroke. Wash out your mop frequently. Once the section has been washed, re-wash using strokes at right angles to the first wash. Once a section has been done from the floor to ceiling, move over to the start your next section. Be sure to overlap a small amount and always wash from the clean section to the dirty section. Using a clean mop and clean water, rinse each section as you do it so that the

dirty residue that may be left on the wall does not have time to dry. Use a wet wall mop but do not have it dripping. As with washing, rinse the area with two passes at right angles to each other. In some cases, stubborn dirt or marks will not come off with washing. At times it may be necessary to use a graffiti remover. Always feather in any areas that have received extra attention so that spotting of the walls can be avoided. Do not use abrasives on the wall as it will damage the finish and result in spotted walls that cannot be repaired. When you have completed washing the walls, be sure that any drips have been cleaned from the floor or baseboards. Use your wet floor mop to pick up drips on the floor as they occur. Replace the furniture, pictures etc. before leaving the area. Clean up your equipment and hang your mops up to dry so that everything is ready for the next job.

## **7. KITCHEN:**

Custodians are responsible for daily cleaning of floors, mats, sinks, restrooms and walls. See Section I.9 "Walls and Floors" for cleaning instructions.