

MISD Custodian Cleaning Guidelines

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Entrances, Lobbies and Corridors

Considerable dirt is carried in and deposited in entryways and corridors. These areas must usually be swept more often than once a day. Regular sweeping of sidewalks outside of entryway doors will also help to prevent dirt 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. All entryways should have floor mats to serve as a dirt and sand trap. These must be cleaned periodically or as needed.

Daily:

- Empty waste receptacles.
- Remove debris, leaves and litter.
- If floor is tile, dust mop floors with a wide 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.
- Ensure that all entryway floor mats are in place and in good condition.
- Vacuum carpet areas and mats. Remove gum and soil spots.
- Clean entrance door and window glass.
- Check for light bulbs that are out and replace as needed.

Weekly:

- Dust the tops of lockers, extinguishers and window casings.
- Clean glass partitions, display cases, and interior door glass.
- Spot-clean finger marks and smudges on walls, door facings and doors.
- Dust Furniture.
- Buff floors to restore floor finish.

Monthly:

- High dust vents, lights, pipes, blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces.

Notes:

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

* Place wet floor signs whenever mopping or anytime the floor is wet.

* Turn in work orders for any high cleaning or bulb replacement that cannot be safely reached using an 8-foot ladder.

Classrooms, Offices and Lounges

Due to the many different types of furniture and equipment used throughout the district, a careful analysis should be made to determine how to clean each room in the shortest amount of time with the fewest steps and still maintain the required standard of cleanliness.

It is important that classrooms and offices have adequate lighting. Check for burned out bulbs and replace them with bulbs of the same wattage.

Daily:

- Empty waste receptacles and replace liners.
- Clean marker boards, chalk boards and chalk trays.
- Vacuum traffic patterns on carpeted floors; remove gum and soil spots.
- Dust mop and wet mop tiled floors.
- Clean glass in doors and partitions.
- Disinfect any surfaces where food is prepared or where diapering of students is performed.

Weekly:

- Dust furniture surfaces
- Clean desks and table tops.
- Empty pencil sharpeners.
- Vacuum carpeted areas thoroughly.
- Clean door surfaces.

Monthly:

- Clean windows.
- Buff floors to restore floor finish.
- High dust vents, lights, pipes, blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. Vacuum upholstered furniture.

Notes:

* Classroom surfaces may need to be disinfected in infectious disease control situations. Refer to the Infectious Disease Control section for proper disinfecting techniques.

* Place wet floor signs whenever mopping or anytime the floor is wet.

* Turn in work orders for any high cleaning or bulb replacement that cannot be safely reached using an 8-foot ladder.

Restrooms, Locker Rooms and Showers

Restrooms, locker rooms and showers require special attention to ensure cleanliness and prevent the spread of infection. Notify a supervisor immediately if there are issues that may negatively impact cleanliness and personal hygiene, such as damaged soap dispensers or plumbing problems.

Daily:

- Empty waste receptacles and change liners.
- Thoroughly clean and disinfect toilets and urinals.
- Thoroughly clean and disinfect shower and dressing room surfaces, including seating areas and counter tops.
- Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins.
- Clean mirrors and sinks
- Clean and polish stainless steel and chrome surfaces.
- Spot clean walls, lockers, and partitions. Remove graffiti.
- Dust mop floors.
- Wet mop floors with disinfectant cleaner. If urine smell remains, wet mop with bleach solution.
- Check for light bulbs that are out and replace as needed.
- Replace urinal drain traps as needed.

Weekly:

- Damp clean and polish partitions thoroughly.
- Dust tops of partitions and ceiling vents.
- Clean doors and wall tile.
- Scrub floor with scrubber to clean grout.

Notes:

* Proper use of personal protective equipment (PPE) is always important, but especially when cleaning restrooms, locker rooms, and showers. Do not expose yourself to bodily fluids. Always assume that any bodily fluid is infectious and wear gloves at all times when cleaning restrooms. Notify a supervisor immediately if bodily fluids come in contact with your mouth, nose, eyes, or an open wound.

* Place wet floor signs whenever mopping or anytime the floor is wet.

* Turn in work orders for any high cleaning or bulb replacement that cannot be safely reached using an 8-foot ladder.

Cafeteria

The cafeteria requires special attention because it is the area where students go to eat. It is also one of the areas of the campus most often seen by parents and campus visitors.

Daily:

- Monitor the area during lunch times for spills and dropped food.
- Empty trash cans as needed throughout the day.
- Vacuum mats and remove gum and soil spots.
- Dust mop floors with a wide dust mop, keeping the dust mop head on the floor at all times. Pick up soil from floor with dustpan.
- Wet mop the floor.
- Ensure that all floor mats are in place and in good condition.
- Wash trash cans if they are soiled with food items.
- Check for light bulbs that are out and replace as needed.
- Clean tables and wipe down with disinfectant cleaner or bleach solution.

Weekly:

- Clean door and window glass.
- Spot-clean finger marks and smudges on walls and doors.
- Buff floors to restore floor finish.

Monthly:

- High dust vents, lights, pipes, blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces.

Notes:

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

* Place wet floor signs whenever mopping or anytime the floor is wet.

* Turn in work orders for any high cleaning or bulb replacement that cannot be safely reached using an 8-foot ladder.

Gyms and Multipurpose Rooms

The gym is another area frequented by many visitors. Take special care when cleaning wood gym floors so as to not damage the floor.

Daily:

- Empty waste receptacles and replace liners.
- Dust mop court floors and spot clean using recommended treatment. Chemicals should not be used when cleaning wooden gym floors unless specifically instructed by management.
- Clean glass in doors and partitions.
- Clean and disinfect drinking fountains.
- Vacuum traffic patterns on carpeted floors; remove gum and soil spots.
- Dust furniture.
- Spot clean walls; remove graffiti.

Weekly:

- Vacuum carpeted areas thoroughly.
- Wet mop tile floors.
- Clean door surfaces.
- Vacuum upholstered furniture. Clean all wooden and vinyl furniture.
- Clean and polish stainless steel and chrome surfaces.
- Buff tiled floors
- Remove scuffmarks.

Monthly:

- High dust vents, lights, pipes, blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces.

Notes:

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

* Place wet floor signs whenever mopping or anytime the floor is wet.

* Turn in work orders for any high cleaning or bulb replacement that cannot be safely reached using an 8-foot ladder.

* Report any damaged equipment, bleachers, etc. to a supervisor immediately.