

# MISD Custodian Cleaning Procedures

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## **Cleaning Procedures**

The following is a list of custodian cleaning procedures. These cover a wide variety of cleaning procedures, but are not meant to be all-inclusive. Custodians should follow these procedures whenever possible.

### **Trash**

Empty all trash cans daily, or as needed in high volume areas.

1. Never reach into the trash cans. Instead, carefully dump the contents of smaller cans into larger ones or tie the top of the bag and lift it out.
2. Only replace plastic liners of small classroom or office trash cans when they are soiled or torn.
3. Wash any soiled trash cans, especially if soiled with food products.
4. Use ramp or steps provided when throwing trash into dumpsters.
5. Do not throw bags over your head and get help if bags are too heavy to safely lift.

### **Dusting**

Treated dust cloths can be used for most light dusting. Heavy dust build-up may require the use of a vacuum cleaner.

1. Wipe horizontal surfaces such as window ledges, sills, files, counter tops, and desks with a dust cloth.
2. Replace the dust cloth when it no longer effectively picks up dust.
3. As a general rule, all horizontal surfaces within easy reach should be dusted weekly. Horizontal surfaces that require a step stool or ladder should receive a thorough dusting monthly. Some surfaces may require spot dusting on a daily basis.
4. Place work orders for areas that cannot be safely reached while using an 8-foot ladder.

## **Spot Cleaning**

Some surfaces within the building may need to be spot-cleaned between regular cleanings. Monitor the building throughout the day for areas that need to be spot-cleaned.

1. Most surfaces can be spot-cleaned using the all-purpose cleaner (Item #7601). Use the disinfectant cleaner (Item #7520) on surfaces where food is prepared or eaten and where students are changed or diapered.
2. Use glass cleaner (Item #7110) for spot-cleaning glass or mirrors.
3. Spray the soiled area with the appropriate cleaner and wipe with a clean cloth. Disinfectant cleaner (Item #7520) may need to sit on the surface for a few minutes before wiping to be effective. Follow the directions listed on the container.
4. Remove graffiti daily with graffiti remover (Item #7420). Follow directions on the container.

## **Hard Surfaces – Counters, Desks, Chairs, etc.**

Use the following procedures for general cleaning of horizontal hard surfaces:

1. Spray all-purpose cleaner (Item #7601) on the surface, focusing on any visibly soiled areas.
2. Wipe clean with a cloth.
3. Use disinfectant cleaner (Item #7520) on restroom surfaces; any surfaces that come in contact with food; and any surfaces used for changing and diapering. Follow directions on the container.
4. Remove graffiti daily with graffiti remover (Item #7420). Follow directions on the container.

## **Inside Walls and Other Vertical Surfaces**

Use the following procedures for general cleaning of walls:

1. Working from top to bottom, all-purpose cleaner (Item #7601) on the surface, focusing on any visibly soiled areas.
2. Wipe clean with a cloth.
3. Use disinfectant cleaner (Item #7520) on restroom walls. For heavier cleaning of tiled restroom walls, properly dilute disinfectant cleaner into a bucket of warm water. Dip a cloth into the bucket of cleaning solution and use it to wipe down the wall from top to bottom. Mop up any residual liquid that falls to the floor.
4. Use the more coarse powder cleaner (Item #7405) for heavier scrubbing needs, such as when removing calcium build-up or soap scum on shower stalls. Follow directions on the container.
5. Remove graffiti daily with graffiti remover (Item #7420). Follow directions on the container.

## Stainless Steel and Metal

Most metal surfaces will be found in the restrooms, on door handles, or on drinking fountains. For this reason, disinfectant cleaner (Item #7520) is recommended for initial cleaning of metal surfaces.

1. Spray disinfectant cleaner (Item #7520) on the metal surface, focusing on any visibly soiled areas.
2. Disinfectant cleaner may need to sit on the surface for a few minutes to be completely effective. Follow directions on the container.
3. Use a clean cloth or paper towel to wipe dry.
4. If needed, polish stainless steel and chrome surfaces with stainless steel cleaner (Item #7566).

## Windows

Windows in highly visible areas such as entrances and lobbies should be cleaned daily. Other windows should be cleaned weekly or as needed.

1. Spray window cleaner (Item #7110) on the surface, focusing on any visibly soiled areas.
2. Wipe with a cloth to clean the window.
3. Wipe again with a dry cloth to avoid streaks.
4. Outside windows can be cleaned with a water hose if needed. Wipe down after spraying or use a squeegee to remove excess water.

## Marker Boards and Chalkboards

Marker Boards and chalkboards should be cleaned daily. Confirm with the teacher before erasing any class-related information from the board.

1. Use dry erase board cleaner (Item #7547) when cleaning dry erase marker boards. Follow directions on the container.
2. Most chalkboards can be cleaned by simply erasing with a clean felt eraser and wiping with a clean cloth.
3. Water is not recommended for most chalkboards.
4. A dust cloth can be used to remove the chalk dust if necessary.
5. Damp wipe or vacuum out the chalk tray. Vacuum erasers if needed.

## **Electronics**

Any electronic devices including computers and keyboards should be dusted with a dust cloth or vacuumed. Do not use wet cleaning methods on electronics. For heavily soiled electronics, contact the technical services department for cleaning recommendations.

## **Drinking Fountains**

Drinking fountains should be cleaned daily using the following methods:

1. Spray all surfaces with disinfectant cleaner (Item #7520).
2. Agitate with clean cloth, small brush, or paper towel and rinse.
3. Use a clean cloth or paper towel to wipe dry.
4. If needed, polish stainless steel and chrome surfaces with stainless steel cleaner (Item #7566).

## **Bathroom Surfaces**

Clean all restroom surfaces with disinfectant cleaner (Item #7520). Restroom surfaces and floors must be cleaned at least daily and as needed throughout the day. Restroom floor grout should be cleaned weekly. Refill soap dispensers and replace paper products and sanitary napkins as needed throughout the day.

1. Spray disinfectant cleaner (Item #7520) on restroom surfaces such as counters, sinks, urinals, and toilets.
2. Disinfectant cleaner may need to sit on the surface for a few minutes to be completely effective. Follow directions on the container.
3. Wipe clean with a cloth.
4. Squirt toilet bowl cleaner around the inside of the toilet bowl.
5. Scrub the inside of the bowl with a toilet brush and flush the toilet.
6. Polish stainless steel and chrome surfaces using the stainless steel cleaner (Item #7566).
7. Remove graffiti daily with graffiti remover (Item #7420). Follow directions on the container.
8. Wet mop restroom floors using the disinfectant cleaner (Item #7520).
9. Restroom grout can be cleaned using grout cleaner (Item #8145). Follow the directions on the container.

## Dust Mopping

Dust mopping should be done daily and as needed. It is the primary method of cleaning loose dirt and dust from resilient tile floors most often found in hallways and classrooms. It is also the primary cleaning method for wood gym floors.

1. Pick up large pieces of paper or other debris before starting to mop.
2. Install a clean mop onto the mop frame and handle.
3. Hold the mop handle at a 45 degree angle and push the mop straight ahead. Do not lift the mop head from the floor or move it backward.
4. Overlap the previous path when going back and forth down a large room or hallway.
5. When finished, pick up the dust mop by the handle and gently shake off excess dust.
6. Clean up the collected dust from the floor with a broom and dust pan.

## Wet Mopping

Wet mopping should be done daily in restrooms and the cafeteria and as needed in hallways. Do not wet mop wood gym floors.

1. The floor should be dust mopped to remove loose dust before wet mopping.
2. Place wet floor signs in any areas that are to be mopped.
3. Add the correct amount of detergent floor cleaner (Item #7107) or disinfectant cleaner (Item #7520) to the mop bucket and mix with water. Follow the directions on the bottle.
4. Select the appropriate mop head and attach it to the mop handle. Blue mop heads are for general use. White mop heads are for food service only.
5. Immerse the mop into the cleaning mixture and wring it out before applying to the floor.
6. Move the mop head side-to-side along the floor or in a figure eight motion.
7. Remove stubborn marks or stains by rubbing firmly with the heel of the mop.
8. Only do small sections (about 10 feet) at a time making sure to reach wall transitions and corners.
9. Re-immerses and wring out the mop head frequently to ensure adequate cleaning.
10. Replace mop water solution when it becomes dirty.
11. Ensure that the floor is completely dry before removing wet floor signs.

## Damp Mopping

Damp mopping can be used for quick cleaning as needed throughout the day or on surfaces where excessive wetness should be avoided.

1. The floor should be dust mopped to remove loose dust before damp mopping.
2. Place wet floor signs in any areas that are to be mopped.
3. Add the correct amount of detergent floor cleaner (Item #7107) or disinfectant cleaner (Item #7520) to the mop bucket and mix with water. Follow the directions on the bottle.
4. Select the appropriate mop head and attach it to the mop handle. Blue mop heads are for general use. White mop heads are for food service only.
5. Immerse the lower half of the mop head into the cleaning mixture and wring out most of the water before applying to the floor.
6. Move the mop head side-to-side along the floor or in a figure eight motion.
7. Re-immerses and wring out the mop head frequently to ensure adequate cleaning.
8. Replace mop water solution when it becomes dirty.
9. Ensure that the floor is completely dry before removing wet floor signs.

## Stripping Floors

Floor stripping is the process of removing wax from the floor surface before resurfacing with a new coat of wax. This is usually done once per year during the summer break. It is very important to carefully follow all instructions when stripping floors. Failure to follow instructions carefully could lead to damaged floors or employee injuries.

Protective equipment is required when stripping floors. Employees must wear rubber gloves and rubber shoe covers or boots with scrub pads on the bottom for greater slip resistance. If stripping solution comes into contact with skin or eyes, immediately rinse the contacted area with clean water. Check the product MSDS sheet for further instructions regarding exposure.

Do not use equipment that is damaged, especially involving electrical wires or plugs. Report all damaged equipment to the Operations Department and open work orders for repair.

1. The floor should be dust mopped to remove loose dust before wet mopping.
2. Place wet floor signs in any areas that are to be stripped. Block off the area if possible.
3. Add the correct amount of floor stripper solution (Item #7550) to the mop bucket and mix with water. Carefully follow the directions on the bottle. \*DO NOT apply undiluted stripper solution to the floor.
4. Work in small areas at a time so that the stripper solution does not dry on its own.
5. Using a blue mop, immerse it into the stripper solution and apply it generously to the floor.
6. Allow the stripper solution to sit on the floor for the amount of time listed on the container (usually 5-10 minutes).
7. Place rags along the bottoms of doors to prevent stripping solution from entering other rooms.
8. Use the floor scrubbing machine with a black pad to scrub the floor.
9. Use the small scrub pad with "Doodle-bug" tool to reach wall transitions along baseboards and corners. Be careful not to splash solution onto walls.
10. Vacuum the floor using a wet vac to remove stripping solution.
11. Rinse the floor three times by wet mopping, using a clean mop and clean water each time. Clean baseboards with a damp sponge.
12. If wax remains on the floor, repeat steps 5 – 11 until it is completely removed.
13. Allow the floor to dry.
14. Waste water and unused stripper solution can be poured down the utility drain while running water to help dilute it.
15. Clean stripper solution from mop heads and other tools before they are allowed to dry.



## Applying Floor Finish (Waxing Floors)

Floor finish (wax) is applied to the floor surface after stripping to add durability and shine to the floor. This is usually done once per year during the summer break after stripping the floor. It is very important to carefully follow all instructions when applying floor finish. Failure to follow instructions carefully could lead to damaged floors or employee injuries.

Protective equipment is required when applying floor finish. Employees must wear rubber gloves and rubber shoe covers or boots. If finish solution comes into contact with skin or eyes, immediately rinse the contacted area with clean water. Check the product MSDS sheet for further instructions regarding exposure.

Do not use equipment that is damaged, especially involving electrical wires or plugs. Report all damaged equipment to the Operations Department and open work orders for repair.

1. The floor should be completely dry and clean after stripping before applying floor finish.
2. Place wet floor signs in any areas where finish will be applied. Block off the area if possible.
3. Add the 2-3 gallons of floor finish solution (Item #7548) to a clean mop bucket.
4. Using a clean mop, apply a thin coat of finish next to the baseboards. Do this for the first 2 coats only.
5. Apply a thin coat of finish to the remainder of the floor using a figure eight motion. Avoid splashing.
6. Allow the floor finish to dry to the touch before applying more coats.
7. Apply the appropriate number of additional coats of floor finish (see below), changing mop direction with each coat. Allow the floor finish to dry between coats. The drying time will increase as more coats are added.
  - 2 additional coats of floor finish in classrooms and offices.
  - 4 additional coats of floor finish in hallways, corridors, and other high-traffic areas.
8. After the final coat has dried, buff the floor to a shine with a high speed buffer using the white pad or tan pad.
9. A newly finished floor will need to cure for a few days before replacing furniture.

## Buffing Floors

Floor buffing should be performed regularly to restore shine to the floors. Floors should be buffed at least once per week in highly visible areas such as hallways, entrances, and corridors. Classroom floors should be buffed at least once per month. Most floors can be dry-buffed with the buffer and buffing pad alone to restore their shine. If the floor is unable to be shined adequately by dry-buffing, the finish restorer product (Item #7454) can be used.

Do not use equipment that is damaged, especially involving electrical wires or plugs. Report all damaged equipment to the Operations Department and open work orders for repair.

1. Dust mop and damp mop the floor.
2. Use a tan pad or white pad with a buffing machine.
3. Buff slowly side-to-side with the low speed buffer. Buff while walking in a straight line with the high speed buffer.
4. Dust mop the floor again.

\*For overly dull floors or if dry buffing does not produce an adequate shine, complete the following steps\*

1. Dust mop and damp mop the floor.
2. Use a tan pad or white pad with a buffing machine.
3. Add the correct amount of finish restorer solution (Item #7454) to the mop bucket and mix with water. Carefully follow the directions on the bottle.
4. Place wet floor signs. Block off the area if possible.
5. Apply a thin coat of finish restorer (Item #7454) to the floor using a figure eight motion. Avoid splashing.
6. Allow the floor to dry.
7. Buff slowly side-to-side with the low speed buffer. Buff while walking in a straight line with the high speed buffer.
8. Dust mop the floor again.

## **Carpet Vacuuming**

Carpets should be vacuumed daily and as needed throughout the day. Always be conscious of time and location of vacuuming during the work day as to not disrupt class work or office work. Work orders can be placed to the Operations Department for the cleaning of heavily soiled carpets.

Do not use equipment that is damaged, especially involving electrical wires or plugs. Report all damaged equipment to the Operations Department and open work orders for repair.

1. Move furniture in the room to allow for vacuuming of all areas. Vacuum around excessively heavy objects instead of trying to move them.
2. Pick up any large pieces of paper or other debris before vacuuming so as to not damage the vacuum cleaner.
3. Vacuum all carpeted areas, including those areas under desks and other furniture.
4. Replace any furniture that was moved prior to vacuuming.

## **Vomit and Bodily Fluid Cleaning**

Vomit and bodily fluids must be cleaned as soon as possible. Custodians are authorized to clean small messes involving bodily fluids. Large messes may require contacting an outside company. Notify your supervisor if you are unsure that you will be able to adequately clean any messes involving bodily fluids.

Always wear rubber gloves when cleaning vomit or bodily fluids. Wash hands immediately after cleaning the area even though gloves are worn. Contact your supervisor immediately if blood or bodily fluids come in contact with open wounds, eyes, or mouth.

1. Mark off the area of the spill using wet floor signs.
2. Sprinkle fluid absorbent (Item #7155) onto the vomit or bodily fluid. Follow the directions on the container.
3. Sweep up the absorbent material with a dust pan and broom and dispose of properly.
4. Clean the area with disinfectant cleaner (Item #7520).
5. Clean the broom, dust pan and other equipment used with disinfectant cleaner.
6. Place any bodily fluid waste along with rags, towels, etc. that were used to clean the area into a bag. Contact the school nurse for proper biohazard waste disposal instructions.

## Infectious Disease Control

There may be special times throughout the year when custodians are asked to help with infectious disease control, including cases of staphylococcal (staph) infections and influenza outbreaks. In these cases, in addition to normal cleaning, rooms must be adequately disinfected. In most cases of infectious disease control, a mixture of bleach (Item #7725) and water will be used instead of the general disinfectant cleaner. Rubber gloves are required any time bleach is being used.

Bleach will stain clothing and carpets. Do not use bleach to clean carpets.

### Hard Surfaces

1. Follow the instructions on the bleach container for mixing an adequate solution for disinfecting.
2. In most cases, 2 bottle caps of bleach mixed into a 22 ounce spray bottle of water will be adequate.
3. Spray a generous amount of the bleach and water solution onto a hard surface. Wipe down the surface with a cloth and let it air dry.

### Soft Surfaces

1. For soft surfaces such as upholstery and curtains, spray with Lysol Disinfectant (Item #6687) and let air dry.

### Floors

1. Wet mop the floor using the detergent floor cleaner (Item #7107).
2. Mix a bleach (Item #7725) and water solution into a mop bucket. Follow manufacturer's instructions.
3. Damp mop the floor with the bleach solution and allow it to air dry.
4. Be careful not to allow bleach solution to contact carpet.