

Mesquite Independent School District
**OPERATIONS EMPLOYEE
HANDBOOK**



**Guidelines
And
Procedures**

Revised July 25, 2019

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ACKNOWLEDGEMENT OF RECEIPT
HANDBOOK FOR OPERATIONS EMPLOYEES

I HAVE RECEIVED AND READ A COPY OF THE MESQUITE INDEPENDENT SCHOOL DISTRICT HANDBOOK FOR OPERATIONS EMPLOYEES. I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE GUIDELINES COULD LEAD TO DISCIPLINARY ACTIONS OR DISMISSAL.

Employee Acceptance Signature

Date

School



Mesquite Independent School District
David Vroonland, ED.D.
Superintendent

Welcome to the Mesquite Independent School District! Operations employees are a part of a team that serves over 41,000 students on 49 campuses. You are a key member of the team, as hundreds of students and teachers depend on you every day. Our mission is to insure the facility that houses each student is clean and safe, as well as to help create a friendly and cooperative atmosphere.

The MISD will provide training, equipment, and supplies that will provide you an opportunity to be successful in your position. Your campus supervisor and the Executive Director of Operations/Risk Management are available to answer any questions and deal with any concerns you may have.

Please review the contents of this handbook carefully. It contains important information regarding supplies, equipment, and procedures. The handbook is to be used in conjunction with the Mesquite ISD Employee Handbook.

We are pleased you have joined our team and eagerly anticipate the contributions you will make for the students of the Mesquite Independent School District.

Sincerely,

A handwritten signature in black ink that reads "James E. Huckaby". The signature is fluid and cursive, with a large initial "J".

James E. Huckaby, ARM-P
Executive Director - Operations/Risk Management

MESQUITE INDEPENDENT SCHOOL DISTRICT

Employee Job Description

JOB TITLE: Custodian
REPORTS TO: Administrative Officer Operations/Risk Management and Principal
ASSIGNMENT: Assigned Campus
WAGE / HOUR STATUS: Nonexempt

PRIMARY PURPOSE:

To follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds which provide for an attractive and comfortable place in which to learn and develop.

QUALIFICATIONS:

Education/Certification:

- Ability to read and understand instructions for cleaning, maintenance, and safety procedures.

Special Knowledge/Skills:

- Display dependability and punctuality.
- Exhibit excellent communication with school personnel and public.
- Such alternatives to the above qualifications appropriated and acceptable by the administration of MISD.

Experience:

None

MAJOR RESPONSIBILITIES AND DUTIES:

- Plan work schedule according to direction of building administration.
- Maintain a program of preventive maintenance to ensure the comfort, health, and safety of students and staff.
- Assume responsibility for opening and closing the building each school day.
- Establish procedures for locking, checking, and safeguarding facilities.
- Develop and maintain a cleaning schedule that will include the cleaning of floors, chalkboards, wastebaskets, windows, furniture, equipment, and restrooms.

- Keep the school building and grounds, including sidewalks, driveways, parking lots, and play areas neat and clean.
- Observe and inform supervisor of safety hazards.
- Maintain and inventory cleaning supplies, equipment and order additional supplies as needed.
- Follow all safety codes and standards.
- Assist visiting public utilizing the facilities with directions within building and in obtaining and setting up needed equipment.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT:

- Buffer, wet/dry vacuum, ladder, carpet cleaning machinery, and hand tools.

WORKING CONDITIONS:

Mental Demands:

- Reading and comprehending simple instructions both written and oral.
- Writing simple required reports.

Physical Demands/Environmental Factors:

- Strenuous walking, standing, and/or climbing.
- Frequent heavy lifting and carrying of up to 45-50 lbs.
- Exposure to hot and cold temperatures.
- Exposure to dust, toxic chemicals, and materials.
- Walking on slippery or uneven walking surfaces.
- Occasional work on ladders.
- Working alone.

MESQUITE INDEPENDENT SCHOOL DISTRICT

Employee Job Description

JOB TITLE: Security Guard/Parking Lot Attendant
REPORTS TO: Administrative Officer Operations/Risk Management and Principal
ASSIGNMENT: Warehouse/Operations
WAGE / HOUR STATUS: Nonexempt

PRIMARY PURPOSE:

To serve the educational process by protecting students and staff members from harm and school owned property from loss or damage.

QUALIFICATIONS:

Education/Certification:

- Possess ability to follow written and verbal instructions.

Special Knowledge/Skills:

- Exhibit dependability and punctuality.
- Display excellent communication and people skills.
- Demonstrate ability to maintain good relationship with school personnel and public.
- Possess ability to monitor parking area.
- Such alternatives to the above qualifications appropriate and acceptable.

Experience:

None required

MAJOR RESPONSIBILITIES AND DUTIES:

- Maintain adequate traffic flow of all vehicles entering and leaving the parking area.
- Verify student passes to leave the campus in private vehicles.
- Report all unauthorized and illegally parked vehicles.
- Verify unauthorized substances or other items that are brought into parking area.
- Verify persons and vehicles entering the parking area that are authorized to be on the school campus.
- Report all suspicious persons that may be tampering with the vehicles.
- Perform other duties as requested by the Principal or School Administrator.

SUPERVISORY RESPONSIBILITIES:

None

WORKING CONDITIONS:

Mental Demands:

- Reading and comprehending simple instructions, short correspondence, and memos.
- Writing simple required reports.

Physical Demands/Environmental Factors:

- Working outside and inside.
- Exposure to hot and cold temperatures.
- Walking, standing, squatting, kneeling.

MESQUITE INDEPENDENT SCHOOL DISTRICT

Employee Job Description

JOB TITLE: Warehouse Driver
REPORTS TO: Administrative Officer Operations/Risk Management
ASSIGNMENT: Warehouse/Operations
WAGE / HOUR STATUS: Nonexempt

PRIMARY PURPOSE:

To provide a safe and efficient delivery of supplies and materials to all school facilities.

QUALIFICATIONS:

Education/Certification:

- Possess ability to follow written and verbal instructions.
- Class B CDL License.

Special Knowledge/Skills:

- Exhibit dependability and punctuality.
- Display excellent communication and people skills.
- Such alternatives to the above qualifications appropriate and acceptable by the Administration of MISD.

Experience:

None

MAJOR RESPONSIBILITIES AND DUTIES:

- Maintain inventory control.
- Pull orders and stock merchandise.
- Operate equipment in a safe manner.
- Plan workload according to direction of warehouse supervisor.
- Perform other duties as required.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT:

- 2-ton truck, forklift, dolly, pallet jack.

WORKING CONDITIONS:

Mental Demands:

- Reading and comprehending simple instructions, short correspondence, and memos.

Physical Demands/Environmental Factors:

- Moderate to loud noise level in the work environment.
- Working outside and inside.
- Exposure to hot and cold temperatures.
- Exposure to dust, toxic chemicals.
- Walking, standing, climbing, carrying, squatting, kneeling.
- Lifting heavy objects up to 50-75 lbs.
- Reaching above shoulders.
- Reaching with hands and arms and frequently repeating the same hand, arm or finger motion.

MESQUITE INDEPENDENT SCHOOL DISTRICT

Employee Job Description

JOB TITLE: Warehouseman
REPORTS TO: Administrative Officer Operations/Risk Management
ASSIGNMENT: Warehouse/Operations
WAGE / HOUR STATUS: Nonexempt

PRIMARY PURPOSE:

To provide complete maintenance of all machines used by the custodial staff of the school district and supply clean mops and towels for the custodial staff and cafeteria staff.

QUALIFICATIONS:

Education/Certification:

- Texas CDL License

Special Knowledge/Skills:

- Exhibit experience in driving delivery vehicles.
- Possess knowledge of small machine repairs, and laundry equipment.

Experience:

None

MAJOR RESPONSIBILITIES AND DUTIES:

- Work under the direction of the warehouse supervisor with regard to maintenance of equipment and laundry work.
- Perform general warehouse duties.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT:

- Using assorted hand tools, power tools, forklift, dolly jack, dock-levelers.

WORKING CONDITIONS:

Mental Demands:

- Reading and comprehending simple instructions both written and oral.

Physical Demands/Environmental Factors:

- Strenuous walking, standing, and/or climbing.
- Frequent heavy lifting and carrying of up to 50-60 lbs.
- Reaching above shoulders, squatting, kneeling.
- Using fingers to manipulate objects for extended periods.
- Exposure to hot and cold temperatures.
- Exposure to dust, toxic chemicals, and materials.
- Occasional work on ladders.

Employee Conduct

Alcohol and Drugs

No employee shall report for duty under the influence of alcohol, marijuana, hallucinogenic drugs or narcotics of any kind. Employees who use or are under the influence of alcohol or illegal drugs, as defined by the Texas Controlled Substance Act, during working hours may be dismissed in accordance with MISD Board of Trustees policy.

Smoking/Tobacco Use

(See Policy 520 / MISD Employee Handbook)

Smoking or using tobacco products at a school-related or school-sanctioned activity or on school property is prohibited.

Language

No employee shall at any time, or for any reason, use obscene or suggestive language or gestures. Any employees found in violation will be subject to disciplinary actions or immediate termination.

Student Contact

- Employees shall limit conversations with students or employees to avoid hindering assigned required duties.
- No employee shall attempt to discipline or punish a student. Student misbehavior shall be reported to a campus administrator. Student injuries shall be reported to the office.
- Employees shall refrain from physical contact with students at all times unless directed by the principal or teacher.

Visitation

All visitors and guests during school hours are required to register with the school office. No friends, relatives, neighbors, or family members shall have social visits with employees during working hours. Emergencies should be cleared through the Administrator/Supervisor. Children of employees are not to be brought to your employment location during your working hours.

School Telephones

Telephones shall be used for school business only. During working hours, a message will be taken and given to the employee for non-emergency calls. Personal business calls will not be accepted during working hours.

Cell Phones

Cell phones are not to be used during working hours with the exception of lunch break and scheduled breaks.

Attendance

Prompt and regular attendance is important to you, your work record, and MISD. Please notify the appropriate office personnel, as soon as possible, when you are aware that you will be absent or late.

Clocking In-Out

Each employee will use the method to record arrival and leaving times as required by the district. Employees will start and leave work at their assigned time. Under no circumstances are employees to work beyond their assigned scheduled hours unless approved by the Administrative Officer of Operations/Risk Management.

Tardiness

Tardiness upsets the routine and efficiency of your area. You should make it a habit to be on time. Anticipated lateness must be reported to the Campus or Building Administrator. Continual tardiness or absenteeism may result in termination.

Absences

- If an employee is absent five days, they must bring a doctor's release without restrictions in order to return to work and use earned personal days. Attach the doctor's release form to your absentee sheet.
- If you are absent five or more days with an extended illness, surgery, or any other physical challenge and have used all personal days, you may request a leave of absence from the Administrative Officer of Operations/Risk Management. A doctor's statement must accompany your leave request. Return your leave request to the Operations Department as soon as possible.
- A maximum of ten (10) accumulated personal days may be used to finish out a contract/work period in the year of retirement.

Reporting Policy for Ice/Snow Days

If school is in session, all employees are to report to their assignment at regular starting time. If school is canceled, the Emergency Plan will go into effect, listen to 88.5 KEOM-FM radio.

Dress Code

Uniforms

Employees should remember their appearance is important and reflects on the school district. Uniforms (long pants and shirts) are issued to all permanent employees after the 30-day evaluation period. Substitute custodians will be required to wear dark blue long pants and MISD issued Custodial t-shirts. Uniforms are to be clean, pressed and neat at all times. Shoes will be enclosed toes and heels with regulation non-skid soles. Solid colored socks should coordinate with the color of uniform pants. MISD issued badges are to be worn and visible. Jeans and or shorts are not appropriate attire.

Body Piercing

All employees should adhere to grooming policies as set forth by the MISD Board of Trustees. TONGUE RINGS and VISIBLE BODY PIERCING JEWELRY IS NOT ALLOWED. TATOOS SHOULD BE COVERED IF VISIBLE.

Disciplinary Program

It is the intention of MISD Operations Department to have a consistent and formal disciplinary program for its employees. An offense shall be defined as an action on the part of the employee that is in direct conflict with the Mesquite ISD Operations Employee Handbook or Mesquite ISD Policies and Procedures.

The following violations are grounds for immediate termination:

- A. Immoral conduct or indecency.
- B. Possession of weapons on school premises.
- C. Actions or threats of actions that constitute verbal and physical abuse of employees, students, and visitors.
- D. Fighting or violent disagreements with loud and / or abusive language.
- E. Theft or misappropriation of property of employees or of the school.
- F. Possession or use of drugs or alcohol on school property. Reporting to work under the influence of alcohol or drugs.
- G. Gambling on school premises.
- H. Failure to call in and report absence prior to scheduled shift. (No call. No show.)
- I. Obscene or suggestive language or gestures.
- J. Sexual harassment.
- K. Harassment of school staff, co-worker, or student.

The following violations are grounds for progressive disciplinary action. Three (3) written warning notices within a 24-month period shall be grounds for termination.

- A. Refusal to follow instructions of supervisor.
- B. Leaving job during working hours without permission.
- C. Lack of courtesy to principals, teachers, students, visitors and others.
- D. Failure to meet the dress standards.
- E. Excessive tardiness.
- F. Excessive absences.
- G. Performance standards not met.

Employee Safety

Mesquite ISD employees are responsible for their own safety as well as for the safety of their co-workers. Every employee has the responsibility of preventing accidents and injuries by observing established safety rules. The following rules are intended to help maintain a safe working environment for all employees. Consult the MISD Safety Handbook for other district safety policies.

Employee Responsibility

Employee duties related to safety include, but are not limited to:

1. Following supervisor instructions.
2. Being familiar with and observing the safe methods of doing your job.
3. Using all required safety equipment for your job.
4. Reporting all accidents and unsafe conditions to your supervisor immediately.
5. Following good housekeeping practices (keeping clean and orderly work areas).
6. Not operating equipment, you are unfamiliar with or have not been assigned to.
7. Learning to lift and handle material properly.
8. Knowing the location of fire-fighting equipment.
9. Not engaging in horseplay. Horseplay of any kind is strictly prohibited.
10. Not being under the influence of alcohol or illegal drugs during work hours.
11. Knowing the location of first aid kits and automated external defibrillators (AEDs).
12. Wearing appropriate protective equipment when needed.

Proper Lifting Procedures

Follow these procedures whenever lifting or handling objects:

1. **Size up the load** - Examine the object before lifting it. Make sure it is stable and balanced. If you cannot find the weight of the object, carefully and slowly lift up on it to determine its weight. Get assistance with lifting any objects that are too heavy to lift on your own.
2. **Plan the job** - Plan a route that is free of slipping and tripping hazards. Know where the object will be unloaded and plan for the rest stops if necessary. If possible, face the direction you want to go and do not twist during the lift.
3. **Get a good stance** - Make sure you have firm footing. Keep your feet at least shoulder width apart.
4. **Bend your knees** - Bend at your knees, not at your waist. Try to keep your back as straight as possible.
5. **Get a good grip** - Grip firmly using your whole hand, not just your fingers.
6. **Keep the load close to your body** - The closer the load is to your body; the easier it will be to lift.
7. **Lift with your legs** - Tighten your stomach muscles and lift with your legs to allow their more powerful muscles to do most of the work. Avoid bending at the waist.
8. **Do not twist** - Do not twist your body when carrying the object. If you must turn, turn your whole body at once.

Avoiding Slips and Falls

1. Use “wet floor” signs when mopping floors, cleaning restrooms, and mopping spills. Clean up all spills immediately.
2. Close drawers and cabinets after every use.
3. Keep electrical cords out of walkways whenever possible.
4. Use a ladder to reach overhead objects. Open a work order for any jobs that cannot be safely completed with an 8-foot ladder.
5. Report any broken or loose flooring to your supervisor so it can be repaired.
6. Wear appropriate slip-resistant shoes when stripping or waxing floors.
7. Spread ice-melt over walkways when ice or snow is present.

Working with Chemicals

1. Most cleaning supplies are considered chemicals. Before using a chemical, read the label and follow the directions carefully
2. Wear all appropriate personal protective equipment.
3. Never sniff a chemical to find out what it is.
4. Wear rubber gloves when mixing chemicals. Read labels carefully before mixing chemicals. Mixing some common chemicals can cause very harmful fumes.
5. Hands should be washed immediately after using any type of chemical.
6. If a person is overexposed to a chemical or if there is a large spill, contact your supervisor to retrieve a Material Safety Data Sheet (MSDS). The MSDS contains proper first aid and clean-up procedures.

Having a Good Safety Attitude

1. Concentrate on the present task. Stay focused.
2. Take the time to do the job right.
3. Manage your time by using a “To-Do List”. Do most important things first.
4. Do not take shortcuts; the risks are not worth it.
5. Take responsibility to correct safety issues, even when it is not your job.

Make your own decision to have a good attitude. Do not give in to pressure.

Injury Reporting

Any employee who is injured while on duty shall report the injury at the time of the accident to his/her supervisor, regardless of whether medical care is necessary. The reports must be received by the Risk Management Department within 24 hours.

All work-related injury claims will be paid according to the terms of the Texas Workers’ Compensation Act. Worker’ Compensation is a state-regulated insurance program that pays reasonable and necessary medical costs and will replace a percentage of lost wages if an employee is unable to work for more than seven calendar days (as supported by medical documentation). Medical treatment must be rendered by a doctor approved under the Texas Department of Insurance-Division of Workers’ Compensation.

An employee injured while on duty will be allowed to use state personal business days to supplement workers’ compensation income benefits. Mesquite ISD is not responsible for any further benefits when personal leave days are exhausted.

Custodial Duties

Day Custodial Duties

Opening Duties

- Arrive on time and be ready to work at the start of your shift.
- Turn off the security alarm and turn on the correct lights.
- Inspect and prepare the building for proper operation.
- Replace lamps as needed and submit any needed work orders according to the campus policy.
- Inspect the building for damage and evidence of vandalism and remove any writing, drawings or graffiti. Notify the principal if the graffiti cannot be removed and note the items that need repairing.
- Check all restrooms and kitchen areas for water leaks.
- Perform other duties as assigned.

Daily Duties

- Be available to answer all calls from the office staff.
- Maintain a clean and sanitized cafeteria.
- Mop, sweep, and vacuum floors and carpets as needed.
- Maintain clean and orderly custodial rooms, storage rooms, and closets.
- Disinfect and clean locker rooms, showers, restrooms, clinic, water fountains, etc., and refill supply containers.
- Inspect grounds and report any repair needs.
- Remove stains from walls, woodwork, and floors.
- Utilize proper cleaning methods when a student is ill.
- Check restrooms after each class rotation.
- Assist the staff in arranging and moving furniture and equipment.
- Clean the glass in showcases, windows, and doors.
- Pick up, dispose of trash and dangerous materials, and place in appropriate containers.
- Clean and dust furniture, blinds, ledges, and stairways.
- Help in cafeteria during all lunch times. Empty trash, clean spills, and dispose of leftover food, etc.
- Clean cafeteria tables.
- Move cafeteria tables to the side walls.
- Mop cafeteria floors.
- Replace cafeteria tables.
- Clean tables in teacher's lounge.
- Perform other duties as assigned.

Night Custodial Duties

Daily Duties

- Arrive on time and be ready to work at the start of your shift.
- Be available to answer all calls from the office staff.
- Mop, sweep, and vacuum floors and carpets as needed.
- Maintain clean and orderly custodial rooms, storage rooms, and closets.
- Disinfect and clean locker rooms, showers, restrooms, clinic, water fountains, etc., and refill supply containers.
- Clean classrooms daily.
- Inspect grounds and report repair needs.
- Remove stains from walls, woodwork, and floors.
- Assist the staff in arranging and moving furniture and equipment.
- Clean the glass in showcases, windows and doors.
- Pick up, dispose of trash and dangerous materials, and place in appropriate containers.
- Pick up recyclable material and place in appropriate dumpsters.
- Clean and dust furniture, blinds, ledges, and stairways.
- Vacuum carpets, sweep or mop floors in classrooms and offices and rearrange furniture after moving.
- Empty wastebaskets and wash when needed.
- Sweep, mop, and dust auditorium or gymnasium.
- Spot mop, clean windows, remove stains, etc., when needed.
- Scrub toilet partitions and walls.
- Secure and lock all windows and doors.
- Turn off exit lights, lights in hallways, stairways, etc.
- Turn on night-lights and security alarm.
- Perform other duties as assigned.

Weekly Custodial Duties

- Dust heating and ventilating grills, blinds, transoms, and remove dust accumulated on ceilings and walls.
- Clean and organize custodial rooms, boiler rooms, and closets.
- Check custodial supplies and equipment and report needs to the building principal or principal's secretary.
- Remove stains from wall, woodwork, and floors.
- Clean grout in restrooms.
- Clean doorknobs, panic bars, stair rails, etc., and report needed repairs.
- Clean bathroom floors
- Clean and fill soap dispensers.
- Clean mop sinks.
- Clean and polish metal.
- Clean urinals.
- Clean toilets.
- Clean and disinfect drinking fountains.
- Buff floors to restore floor finish.

- Inspect plumbing for leaks.
- Inspect building and grounds for accident hazards.
- Perform other duties as assigned.

Miscellaneous and Seasonal Custodial Duties

- Clean rooms and facilities for special events.
- Arrange furniture and equipment for special events.
- Open building and turn on lights for special events.
- Dispose of broken glass and other dangerous materials.
- Wash waste receptacles and other containers.
- Adjust and clean window blinds.
- Move, arrange, or adjust furniture.
- Repair and install pencil sharpeners.
- Clean drapes, light fixtures, skylights, and vents.
- Deliver supplies and books.
- Repair lockers.
- Remove dirt and mud from sidewalks and ramps as needed.
- Wash outside windows.
- Strip, clean, and wax floors.
- Clean cabinets and shelves.
- Keep the sidewalks, corridors and grounds free of trash.
- Distribute ice melt as needed.
- Maintain the building in a clean, orderly manner.

Cleaning Guidelines

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, chalkboards 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 are performed.

Weekly

- Dust furniture surfaces.
- Clean desks and tabletops.
- 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, 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.
- Ensure that all floor mats are in place and in good condition.
- Wash trashcans 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.

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 trashcans daily, or as needed in high volume areas.

1. Never reach into the trashcans. 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 trashcans when they are soiled or torn.
3. Wash any soiled trashcans, 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.

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.

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.

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 dustpan.

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. Wastewater 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 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 during the first coat 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 5 coats of floor finish, changing mop direction with each coat. Allow the floor finish to dry between coats. The drying time will increase as more coats are added.
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 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 workday 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 dustpan and broom and dispose of properly.
4. Clean the area with disinfectant cleaner (Item #7520).
5. Clean the broom, dustpan 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.

MESQUITE INDEPENDENT SCHOOL DISTRICT EQUAL OPPORTUNITY POLICY STATEMENT

1. No employee of the Mesquite Independent School District, acting in his/her official capacity, may discriminate on the basis of ethnicity, religion, sex, age, national origin, disability, military status, or any other basis prohibited by law regarding: such personnel practices as assigning, hiring, promoting, compensating, and discharging employees, use of facility, awarding contracts; and participating in programs.
2. No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity sponsored by this school district as specifically provided by law in Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, and in the Title IX Implementing Regulations.

Inquiries regarding any of these polices should be directed to James E. Huckaby, Executive Director of Operations/Risk Management, whose office phone number is 972-882-7333.