



## Newport-Mesa Unified School District Disinfecting and Cleaning Procedures

**Standard: Upon completion of these work activities, all areas serviced should be both clean and disinfected in order to provide a safe and clean learning environment for our students and staff. All areas must be free of dirt, stains, or other accumulations and, when deemed necessary, thoroughly disinfected to prevent the spread of potentially harmful germs. All areas are to be secured after being serviced.**

In the packet attached you will find information regarding the proper cleaning and disinfecting procedures for all of the areas to be serviced throughout the District.

This information will include, but is not limited to, the following:

- **Equipment and materials needed** to accomplish the tasks
- The proper **work flow** with regard to steps and direction
- The **time duration** of each procedure (How long each task should approximately take)
- Procedural specific **comments** and/or notes regarding special instructions and/or direction

It is important to note that there is a distinct difference between cleaning and disinfecting. Areas being serviced can seem "clean" without being "disinfected."

According to district standards, to "Disinfect" an area is to free that area from infection by destroying harmful microorganisms utilizing a NMUSD approved disinfectant solution and proper disinfecting procedures.

According to district standards, to "Clean" an area is to free that area from dirt and debris by utilizing a NMUSD approved surface cleaning solution and proper cleaning procedures.

### ***Disinfecting procedure:***

- 1. Apply district approved disinfectant to area to be serviced via properly diluted solution in a spray bottle.***
- 2. Let the disinfectant solution dwell on the area for the manufacturer's recommended amount of time, located on the label.***
- 3. Wipe disinfectant off area with a clean sponge and clean water***

***When the procedure calls for an area to be disinfected you must follow the manufacturer's recommendation for the district approved disinfecting solution with regard to dwell times to destroy any/all potentially harmful microorganisms.***

### ***Things to remember when servicing all areas:***

- All sites have developed unique route schedules for daily classroom and office maintenance. Please refer to the site route schedule for their specific cleaning schedules.
- DO NOT move any papers or school work from surface areas unless instructed to by classroom teacher and/or site staff.
- Move classroom furniture back into place after cleaning.
- Be sure the classroom is neatly arranged and secured when cleaning is completed.

I understand and will follow these disinfecting and cleaning procedures:

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_



## Hard Floor Surface Cleaning Procedure

**Standard:** Upon completion of this work activity, the hard floor surfaces must be clean and safe with furniture positioned in an orderly arrangement. Floor surfaces must be free of dirt, stains, or other accumulations. All areas are to be secured after cleaning.

### **Equipment and Materials Needed**

1. Dust pan
2. Small custodial broom
3. Wet mop and appropriate mop wringer bucket filled with a neutral pH detergent (properly diluted)
4. Putty knife for gum removal

### **Work Flow**

- Remove large pieces of litter (including gum) from floor.
- Remove all dust and debris with broom and dust pan.
- Wet mop all hard floor surfaces with the neutral pH detergent solution.
- Rinse all hard floor surfaces with a clean mop and cool water.
- Allow the floor to dry completely.
- If any furniture was moved to facilitate floor cleaning, re-order (arrange) classroom furniture.
- Secure the classroom (lights off, close and lock windows and classroom entry doors).

**Time Duration:** 15 minutes per 960 sq. ft. classroom.

### **Personal Protective Equipment**

- Protective hand wear – non-sterile latex or cloth gloves
- Protective mask (if needed for dust)

**Comments:** – Depending on the amount of carpeted areas, some sites have developed unique schedules for daily floor maintenance. Please refer to the site schedule for their specific floor cleaning schedules. Please move floor surface dirt from the far end of the classroom towards the entrance door area. Move classroom furniture back into place after cleaning, or alternate the placement of the furniture on an every other day basis. **Be sure the classroom is neatly arranged and secured when cleaning is completed.**

I understand this training procedure:

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_



## Restroom Daily Cleaning Procedure

**Standard: Upon completion of this work activity, restrooms are to be clean and safe with all fixtures and floors sanitized. Soap and paper products are to be replenished daily if needed. Wall surfaces and mirrors are to be clean and graffiti-free. The restroom should be free of unhealthy odors.**

### Equipment and Materials Needed (Basic)

1. Equipment cart, light bristle push broom or corn broom.
2. Disposable wiping towels or rags.
3. 10-12 oz. spray bottle with **730** disinfectant and **543** surface cleaner (properly diluted).
4. Toilet bowl scrubber and Scotch Brite pad or blue sponge.
5. Wet mop equipment (mop, bucket, wringer).
6. Can liners.
7. Blood-borne clean-up kit. (This will be needed if vomit/blood are present)

### Work Flow

- Remove litter from floor areas, check ceilings for paper litter and remove if necessary.
- Refill soap and paper products.
- Clean all surfaces using **543** surface cleaner. Spot clean around paper product dispensers.
- Scrub toilet bowls and urinals with toilet bowl scrubber to remove particles.
- Spray all restroom fixtures and "touch points" (door handles, sinks, urinals, toilets, etc...) with the **730** disinfectant solution. Spray wall areas (if necessary) around these fixtures to control unhealthy odors. Let stand for the appropriate dwell time.
- Dust flat and vertical surfaces if necessary (window ledges, corners, etc.)
- With sponge or Scotch Brite, clean sink bowls and outsides/undersides of sinks.
- Wipe dry all chrome, undersides of sinks and urinals, toilet seats. Let the rest of the fixtures air dry.
- Remove graffiti from wall surface areas. Check restroom lighting for burned out bulbs.
- Wet-mop floor with **730** disinfectant solution (properly diluted)
- Empty Trash receptacles and replace liners.
- Secure the restrooms (turn lights off, close and lock all windows and entry doors).

**Time Duration:** 2.5 minutes per fixture for average K-12 restroom. Total (average) elapsed cleaning time 20 minutes per restroom.

### Personal Protective Equipment

- Protective hand wear: disposable non-sterile latex gloves.
- Protective mask and or eye protection (goggles) if needed.

**Commentary** –Use separate equipment / cleaning supplies for sanitizing sinks as opposed to urinals and toilets. **Never mix cleaning agents.** Maintain a healthy air-flow in the restroom. Dispose of all wiping towels as you leave the work area. **Secure the restroom when work is completed.**

I understand this training procedure:

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_



## Carpeted Floor Cleaning Procedure

**Standard:** Upon completion of this work activity, the carpeted floor must be clean and safe with furniture positioned in an orderly arrangement. Carpeted surfaces must be free of dirt, stains, or other accumulations. All areas are to be secured after cleaning.

### **Equipment and Materials Needed**

1. Vacuum with appropriate extension cord
2. Dust Pan
3. Small custodial broom

### **Work Flow**

- Remove large pieces of litter from floor.
- Pick up all debris with dust pan and small custodial broom.
- Vacuum entire carpeted area
- Order (arrange) classroom furniture if previously moved.
- Secure the area (lights off, close and lock windows and entry / exit doors).

### **Time Duration:**

- 9 min. per 960 sq. ft.

### **Personal Protective Equipment**

- Protective hand wear – non-sterile latex gloves
- Protective mask (if needed for dust)

**Comments:** – Depending on the amount of carpeted areas, some sites have developed unique schedules for daily floor maintenance. Please refer to the site schedule for their specific floor cleaning schedules. Please move floor surface dirt and / or large debris from the far end of the classroom towards the entrance door area. Move classroom furniture back into place after cleaning, or alternate the placement of the furniture on an every other day basis. **Be sure the classroom is neatly arranged and secured when cleaning is completed.**

I understand this training procedure:

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_



## Lunch Area Daily Cleaning Procedure

**Standard:** Upon completion of this work activity, the lunch areas must be properly serviced in order to properly provide and maintain a safe and clean eating environment for our students and staff. Tables, benches and surrounding area must be free of debris, stains, or other accumulations.

### **Equipment and Materials Needed**

1. Equipment cart, light bristle push broom or corn broom.
2. Disposable wiping towels or rags.
3. 10-12 oz. spray bottle with **730** disinfectant and **543** surface cleaner (both properly diluted).
4. Scotch Brite pad or Table Sponge.
5. Clean rags
6. Can liners.
7. Blood-borne clean-up kit. (This will be needed if vomit/blood are present)

### **Work Flow**

- Remove large pieces of litter and food debris from tables and surrounding areas.
- All lunch tables must be wiped clean of all spills (**543** surface cleaner), disinfected (**730** disinfectant), wiped down again and dried.
- Stubborn stains and spills should be scrubbed with Scotch Brite or Table Sponge
- Empty Trash receptacles and replace liners.

### **Time Duration:**

- Duration of the servicing of Lunch Areas will depend on site lunch times.

### **Personal Protective Equipment**

- Protective hand wear – non-sterile latex gloves
- Protective mask (if needed for dust)

**Comments:** – Depending on the duration of student lunch times and lunch area (MPR, cafeteria, etc...), some sites have developed unique schedules for daily lunch area maintenance. Please refer to the site schedule for their specific schedules. Please make sure to provide adequate trash receptacles for service.

I understand this training procedure:

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_



## Classroom and Office Daily Cleaning Procedure

**Standard: Upon completion of this work activity, the classroom and office areas must be properly serviced in order to provide a safe and clean learning environment for our students and staff. Classrooms and office areas must be free of dirt, stains, or other accumulations. All areas are to be secured after cleaning.**

### **Equipment and Materials Needed**

1. Equipment cart, light bristle push broom or corn broom.
2. Disposable wiping towels or rags.
3. 10-12 oz. spray bottle with **730** disinfectant and **543** surface cleaner (properly diluted).
4. Dust cloth and/or cobweb duster
5. Trash can liners (Large and small)
6. Blood-borne clean-up kit. (This will be needed if vomit/blood are present)

### **Work Flow**

- Remove large pieces of litter and food debris from tables and surrounding areas.
- Empty Trash receptacles and replace liners.
- Empty all pencil sharpeners of debris
- Refill all dispensers as needed (paper towel, soap)
- Wipe down all surfaces with **543** surface cleaner.
- Disinfect and wipe dry all "touch points" (light switches, door handles, etc...)
- Close and secure all windows and doors

### **Time Duration:**

- 15 min. per 960 sq. ft.

### **Personal Protective Equipment**

- Protective hand wear – non-sterile latex gloves
- Protective mask (if needed for dust)

**Comments:** – *All sites have developed unique route schedules for daily classroom and office maintenance. Please refer to the site route schedule for their specific cleaning schedules. DO NOT move any papers or school work from surface areas unless instructed to by classroom teacher and/or site staff. Move classroom furniture back into place after cleaning, or alternate the placement of the furniture on an every other day basis. **Be sure the classroom is neatly arranged and secured when cleaning is completed.***

I understand this training procedure:

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_



## Drinking Fountain Daily Cleaning and Disinfecting Procedure

**Standard: Upon completion of this work activity, the drinking fountains must be properly serviced in order to provide and maintain safe and clean drinking fountains for our students and staff. Drinking fountain basins and spigots must be free of debris, stains, or other accumulations.**

### **Equipment and Materials Needed**

1. Disposable clean wiping towels or rags.
2. 10-12 oz. spray bottle with **730** disinfectant and **543** surface cleaner (both properly diluted).
3. Scotch Brite pad.

### **Work Flow**

- Remove large pieces of litter and food debris from drinking fountains (if applicable).
- Wipe basin and spigots down to clean areas of all spills and debris with **543** surface cleaner
- Spray basin and touch points with properly diluted **730** disinfectant, allowing the disinfectant proper dwell time to kill harmful microorganisms that might be present.
- After dwell time is respected, entire drinking fountain should be wiped down with a clean rag or towel with clean water. After wipe down, dispose of rag or towel.
- Stubborn stains and spills should be scrubbed with Scotch Brite or Table Sponge.

### **Time Duration:**

- Approximately 4 minutes per fountain

### **Personal Protective Equipment**

- Protective hand wear – non-sterile latex gloves

**Comments:** – *Because of disinfectant dwell time duration on the units, this cleaning procedure should be completed during times when there will be no public use of the units while servicing (before school). Please check with site administration for best times for service.*

I understand this training procedure:

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_



## Library Cleaning Procedure - Daily

**Standard: Upon completion of this work activity, the Library must be properly serviced in order to provide a safe and clean learning environment for our students and staff. The Library must be free of dirt, stains, or other accumulations. All areas are to be secured after cleaning.**

### **Equipment and Materials Needed**

1. Equipment cart, light bristle push broom or corn broom.
2. Disposable wiping towels or rags.
3. 10-12 oz. spray bottle with **730** disinfectant and **543** surface cleaner (properly diluted).
4. Dust cloth and/or cobweb duster
5. Trash can liners (Large and small)
6. Blood-borne clean-up kit. (Kit is necessary if vomit/blood is present)

### **Work Flow**

- Remove large pieces of litter and food debris from tables and surrounding areas.
- Empty Trash receptacles and replace liners.
- Empty all pencil sharpeners of debris.
- Disinfect and wipe dry sink and sink area (if applicable).
- Refill all dispensers as necessary (paper towel, soap) if applicable.
- Wipe down all surfaces with **543** surface cleaner.
- Disinfect and wipe dry all "touch points" (light switches, door handles, etc...).
- Close and secure all windows and doors.

### **Time Duration:**

- 15 min. per 960 sq. ft.

### **Personal Protective Equipment**

- Protective hand wear – non-sterile latex gloves
- Protective mask (if necessary for dust)

**Comments:** – *All sites have developed unique route schedules for daily maintenance. Please refer to the site route schedule for their specific cleaning schedules. DO NOT move any papers or school work from surface areas unless instructed to do so by site staff. Move Library furniture back into place after cleaning, or alternate the placement of the furniture on an every other day basis. **Be sure the Library is neatly arranged and secured when cleaning is completed.***

I have reviewed and understand this training procedure:

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_





## Pre-K/Kindergarten Daily Cleaning Procedure

**Standard: Upon completion of this work activity, the areas must be properly serviced in order to provide a safe and clean learning environment for our students and staff. All areas must be free of dirt, stains, or other accumulations. All areas are to be secured after cleaning.**

### **Equipment and Materials Needed**

1. Equipment cart, light bristle push broom or corn broom.
2. Disposable wiping towels or rags.
3. 10-12 oz. spray bottle with **730** disinfectant and **543** surface cleaner (properly diluted).
4. Dust cloth and/or cobweb duster
5. Trash can liners (Large and small)
6. Blood-borne clean-up kit. (This will be needed if vomit/blood are present)

### **Work Flow**

- Remove large pieces of litter and food debris from tables and surrounding areas.
- Empty Trash receptacles and replace liners.
- Empty all pencil sharpeners of debris
- Disinfect and wipe dry sink and sink area
- Refill all dispensers as needed (paper towel, soap)
- Wipe down all surfaces with **543** surface cleaner.
- Disinfect and wipe dry all "touch points" (light switches, door handles, etc...)
- Follow **Restroom Daily Cleaning Procedure** and **Carpet Floor/Hard Surface Daily Cleaning Procedures**.
- Close and secure all windows and doors

### **Time Duration:**

- 20 min. per 960 sq. ft. (extended time due to complete floor and possible restroom servicing daily)

### **Personal Protective Equipment**

- Protective hand wear – non-sterile latex gloves
- Protective mask (if needed for dust)

**Comments:** – Due to the nature of the use of the areas and certain inspection requirements Pre-K and Kindergarten areas are to receive complete service daily. This service includes, but is not limited to, complete floor servicing and complete restroom servicing. All sites have developed unique route schedules for daily classroom and office maintenance. Please refer to the site route schedule for their specific cleaning schedules. DO NOT move any papers or school work from surface areas unless instructed to by classroom teacher and/or site staff. Move classroom furniture back into place after cleaning, if applicable. Be sure the classroom is neatly arranged and secured when cleaning is completed.

I understand this training procedure:

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Print: \_\_\_\_\_