



## Newport-Mesa Unified School District Deep Cleaning Procedures Overview

**Standard: Upon completion of all custodial servicing procedures, the areas serviced should be both clean and disinfected in order to provide a safe and sanitary 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.**

In the packet attached you will find information regarding the proper deep cleaning and disinfecting procedures for all of the areas to be serviced throughout the District. It should be noted that deep cleaning procedures are cleaning and disinfecting procedures that go beyond the daily cleaning procedures with regard to the custodial servicing of areas. Because of the extended time duration of these procedures due to the additional servicing requirements, the deep cleaning procedures are typically done during non- student days and/or certificated staff holidays (winter break, summer, etc...) or when required.

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 the appropriate method as called for by the specific procedure determined by the area serviced.
2. Let the disinfectant solution dwell on the area for the manufacturer's recommended amount of time, located on the label (5 to 10 minutes).
3. Let air dry.

**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.**

I understand and will follow these disinfecting and cleaning procedures:

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

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

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



## Restroom Deep 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. Dusting cloth and dome duster w/ handle
4. Spray bottle with **District approved** disinfectant and **District approved** surface cleaner (properly diluted).
5. District approved abrasive cleanser
6. Scotch Brite pad and/or blue sponges.
7. Wet mop equipment (mop, bucket, wringer).
8. Can liners.
9. Blood-borne clean-up kit. (This will be needed if vomit/blood are present)

### Work Flow

- Dust flat and vertical surfaces if necessary (window ledges, corners, etc.)
- Clean all surfaces using **District approved** surface cleaner paying particular attention to areas around paper product dispensers, walls, mirrors, stall dividers, and sinks.
- Remove litter from floor areas, check ceilings for paper litter and remove if necessary.
- With sponge or Scotch Brite and district approved abrasive cleanser, scrub the surfaces of all sinks, urinals, and toilet bowls. Rinse scrubbed areas with clean water and new, clean sponge. Dry surfaces with clean wiping towel or rags.
- Spray all restroom fixtures and "touch points" (door handles, sinks, urinals, toilets, etc...) with the **District approved** disinfectant solution. Spray wall areas (if necessary) around these fixtures to control unhealthy odors. Keep wet for entire dwell time. Let air dry.
- Refill soap and paper products.
- Follow Hard Surface (non-wax) Deep Cleaning Procedure on flooring (reference proper procedure sheet)
- Empty Trash receptacles and replace liners.
- Secure the restrooms (turn lights off, close and lock all windows and entry doors).

**Time Duration:** approximately 1.5 hours per average restroom (1 sink, two stalls)

### Personal Protective Equipment

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

**Comments:** - 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 at all times. Dispose of all wiping towels as you leave the work area. Be sure to thoroughly clean and store all equipment after use. **Secure the restroom when work is completed.**

I have read and understand this procedure:

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

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

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



## Library Deep Cleaning Procedure

**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. Spray bottle with **District approved** disinfectant and **District approved** surface cleaner (properly diluted).
4. Dust cloth and/or cobweb duster
5. Trash can liners (Large and small)
6. Carpet Extractor
7. 6' ladder (depending on shelving height)
8. 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.
- Refill all dispensers as needed (paper towel, soap) if applicable.
- Wipe down all surfaces with **District approved** surface cleaner.
- Spray all surfaces and "touch points" (door handles, sinks, etc...) with the **District approved** disinfectant solution. Keep wet for entire dwell time. Let air dry.
- Dust all books utilizing dust cloth and/or cobweb duster.
- Remove all books from shelves, thoroughly dust and wipe down shelves, replace books.
- Move furniture and follow appropriate floor cleaning procedures (see procedural sheet).
- Close and secure all windows and doors.

**Time Duration:** 10 hours per 960 sq. ft. (duration is dependent on amount of books and furniture)

### **Personal Protective Equipment**

- Protective hand wear – non-sterile latex gloves
- Protective mask

**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 read and understand this procedure:

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

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



## Carpeted Floor Deep Cleaning Procedure

**Standard:** Upon completion of this work activity, the carpeted floor should be clean and safe with furniture positioned in an orderly arrangement. Carpeted surfaces should 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 if necessary
2. Dust Pan
3. Small custodial broom
4. Floor fan
5. District Approved Carpet Cleaning Agent (properly diluted)
6. District approved electric high performance carpet extractor

### **Work Flow**

- Vacuum all carpeted areas
- If applicable, move room furniture off carpeted areas.
- Extract carpeted area using approved electric high performance carpet extractor filled with District Approved cleaning agent (properly diluted). **DO NOT** over saturate the carpet with solution.
- Place floor fans around the room to help reduce drying time.
- Allow carpet to dry completely.
- Move furniture back into place.
- Secure the area (lights off, close and lock windows and entry / exit doors).

**Time Duration:** 2 hrs. per 960 sq. ft. Drying time will vary depending on environmental factors (humidity, heat, etc...)

### **Personal Protective Equipment**

- Protective hand wear – non-sterile latex gloves
- Protective mask

**Comments:** – If spots or stains are apparent on the carpeted areas pre-treat the stain by spraying the District Approved Carpet Cleaning Agent (properly diluted) directly on the stain and blot (do not scrub) with a clean towel to lift the stain. If possible, proceed with scheduled carpet care procedure. Be sure to thoroughly clean and store all equipment after use. **Be sure the classroom is neatly arranged and secured when cleaning is completed.**

I have read and understand this procedure:

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

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



## Classroom and Office Deep 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. Spray bottle with **District approved** disinfectant and **District approved** 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 all pencil sharpeners of debris
- Utilize dusting cloth and duster to remove dust and cobwebs from all surface areas.
- Wipe down all surfaces with **District approved** surface cleaner paying particular attention to "wet" areas (sinks, drinking fountains, etc...), heavily utilized surfaces (desk tops, counters, chairs, etc...), walls and window ledges.
- If windows are clear of debris, clean windows.
- Spray all surfaces and "touch points" (door handles, sinks, etc...) with the **District approved** disinfectant solution. Keep wet for entire dwell time. Let air dry.
- Refill all dispensers as needed (paper towel, soap)
- Empty Trash receptacles and replace liners.
- Vacuum all flooring to remove debris and prep for Carpet/ Hard Surface flooring deep cleaning.
- Close and secure all windows and doors

**Time Duration:** 8 hours per 960 sq. ft. – 1 custodian

### **Personal Protective Equipment**

1. Protective hand wear – non-sterile latex gloves
2. Protective mask

**Comments:** – 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 servicing.  
**Be sure the areas are neatly arranged and secured when cleaning is completed.**

I have read and understand this procedure:

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

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

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



## Hard Floor Surface (non-wax surfaces) – Deep 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. Properly treated dust mop
2. Dust pan
3. Small custodial broom
4. Wet mop and appropriate mop wringer bucket filled with a neutral pH detergent (properly diluted)
5. Putty knife for gum removal
6. District approved scrubber w/ appropriate sized “white” cleaning pad

### **Work Flow**

- Remove large pieces of litter (including gum) from floor.
- Clean all hard floor surfaces with a properly treated dust mop, sweeping material toward the classroom door.
- Remove all dust and debris with broom and dust pan.
- Wet mop all hard floor surfaces with the neutral pH detergent solution.
- Utilize a District approved floor scrubber w/ a “white” pad to lightly scrub entire surface.
- 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:** 60 minutes per 960 sq. ft. classroom.

### **Personal Protective Equipment**

- Protective hand wear – non-sterile latex or cloth gloves
- Protective mask
- Wet floor caution signage

**Comments:** – Depending on the amount of Hard Floor surface areas, some sites have developed unique schedules for floor maintenance. 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. Be sure to thoroughly clean and store all equipment after use. **Be sure the areas are neatly arranged and secured when cleaning is completed.**

I have read and understand this procedure:

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

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



## Hard Floor Surface (waxed surfaces) – Deep 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. Properly treated dust mop
2. Dust pan
3. Small custodial broom
4. Wet mop and appropriate mop wringer bucket filled with a neutral pH detergent (properly diluted)
5. Flat finish mop and finish pad
6. Putty knife for gum removal
7. District approved scrubber w/ appropriate sized "scrubbing/abrasive" cleaning pad
8. "Doodlebug" scrubbing handle w/ black pads
9. Wet/Dry industrial floor vacuum
10. Floor fan
11. District approved floor cleaning/stripping solution (properly diluted)
12. District approved floor finish (wax)

### **Work Flow**

- Remove large pieces of litter (including gum) from floor.
- Clean all hard floor surfaces with a properly treated dust mop, sweeping material toward the classroom door.
- Remove all dust and debris with broom and dust pan.
- Wet mop all hard floor surfaces with the District approved cleaning/stripping solution (properly diluted). Let stand for the manufacturer recommended time.
- Utilize a District approved floor scrubber w/ a "scrubbing/abrasive" pad to lightly scrub entire surface. Utilize "Doodlebug" scrubber to clean corners and deep stained areas.
- Rinse all hard floor surfaces with a clean mop and cool water to remove all chemicals. Utilize Wet/dry vacuum to help pick up residual moisture.
- Place floor fan at surface, moving occasionally to allow the floor to dry completely.
- After the surface is completely dry, utilize the Flat floor finish mop to evenly distribute the appropriate floor finish to the surface. If laying multiple coats of finish, allow the previous coats to dry completely before laying the next coat.
- Allow the finish to dry and set completely before walking or placing anything on surface, usually 12 hours.
- If any furniture was moved to facilitate floor cleaning, re-order (arrange) furniture.
- Secure the area (lights off, close and lock windows and entry doors).

**Time Duration:** 4 hrs. per 960 sq. ft. classroom with 2 custodians (approx.)

### **Personal Protective Equipment**

- Protective hand wear – non-sterile latex or cloth gloves
- Protective mask
- Wet floor caution signage



Hard Floor Surface (waxed surfaces) – Deep Cleaning Procedure  
Continued.

**Comments:** – Depending on the amount of Hard Floor surface areas, some sites have developed unique schedules for floor maintenance. 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. Be sure to thoroughly clean and store all equipment after use. **Be sure the areas are neatly arranged and secured when cleaning is completed.**

I have read and understand this procedure:

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

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





## Multipurpose Room Deep Cleaning Procedure

**Standard: Upon completion of this work activity, the multipurpose room must be properly serviced in order to provide a safe and clean learning environment for our students and staff. Multipurpose rooms 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. Spray bottle with **District approved** disinfectant and **District approved** surface cleaner (properly diluted).
4. Dust cloth and/or cobweb duster
5. Trash can liners (Large and small)
6. Appropriate floor servicing equipment (depending on flooring surface type)

### Work Flow

- Remove large pieces of litter and food debris from tables and surrounding areas.
- Utilize dusting cloth and duster to remove dust and cobwebs from all surface areas.
- Wipe down all surfaces with **District approved** surface cleaner paying particular attention to "wet" areas (sinks, drinking fountains, etc...), heavily utilized surfaces (table tops, counters, chairs, etc...), walls, windows, and window ledges.
- If windows are clear of debris, clean windows.
- Spray all surfaces and "touch points" (door handles, sinks, etc...) with the **District approved** disinfectant solution. Keep wet for entire dwell time. Let air dry.
- Refill all dispensers as needed (paper towel, soap)
- Empty Trash receptacles and replace liners.
- Vacuum all flooring to remove debris and prep for Carpet/ Hard Surface flooring deep cleaning (deep cleaning of floors will depend on the type of flooring surface present. Refer to the appropriate procedure for hard (waxed) floor or carpeted floor deep cleaning)
- Close and secure all windows and doors

**Time Duration:** 8 hours per 960 sq. ft. – 2 custodians

### Personal Protective Equipment

- Protective hand wear – non-sterile latex or cloth gloves
- Protective mask
- Wet floor caution signage

**Comments:** – DO NOT move any papers, school work, or posters from surface areas unless instructed to by site staff. Move furniture back into place after servicing. Be sure to thoroughly clean and store all equipment after use. **Be sure the areas are neatly arranged and secured when cleaning is completed.**

I have read and understand this procedure:

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

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

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