

# Muskogee Public Schools

## Custodial Procedures for classroom care

### CLASSROOM CLEANING

#### PURPOSE FOR CLEANING CLASSROOMS

- A. Provide a clean healthy environment for the faculty, students, and visitors.
- B. Provide professional appearance in work areas, while daily disinfecting of critical area.

#### Classroom Team Cleaning

- A. Students should put chairs on top of desk
- B. Students pick up books and supplies from floor
- C. Food or drinks should not be allowed in classrooms

#### TOOLS NEEDED TO CLEAN A CLASSROOM

- A. Clean mop, bucket, and wringer filled with the proper cleaner according to manufacturer's directions "Stride".
- B. Spray bottle with "Triad or Virex"
- C. Spray bottle with "Degreaser"
- D. Trash can liners
- E. Clean rags
- F. Glass cleaner "Glance"
- G. Feather duster
- H. High duster
- I. Vacuum
- J. Dust mop
- K. Dust pan
- L. Dust Mop treatment
- M. Pick up brush or angle broom
- N. Putty knife
- O. "Wet Floor" sign
- P. Large rolling trash can
- Q. Material Safety Data Sheets for chemicals used
- R. Personal protective equipment as called for in MSDS
- S. If blood or other potentially infectious material is present, follow your site-specific exposure control plan and add biohazard bags or containers.

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### PROCEDURES TO CLEAN A CLASSROOM

#### Daily procedures

- A. Display "Wet Floor" signs at each entrance.
- B. High dust walls, ceilings, light fixtures, and vents
- C. Empty pencil sharpeners into waste baskets
- D. Pick up all large trash from floor and place into waste basket
- E. Remove trash can liner and place into container on cart
- F. Clean chalk rails and chalkboards as required or requested
- G. Spray tops of desks with "Triad or Virex" on a weekly basis
- H. Dust all flat dust collecting surfaces.
- I. Wipe down around the pencil sharpener, trash can, light switch, door, etc.
- J. When dusting window ledges, close and lock any open windows.
  
- K. Make a written record of anything that is amiss or needs repair (lights that need replacing, broken fixtures) and turn into your supervisor at the end of your shift.
- L. Use a clean cloth and glass cleaner to clean door window and spot clean large windows.
- M. Carpeted floors, follow carpet cleaning procedures.
- N. Dust mop the floor. Start in the farthest corner of the room.
- O. Use the angle broom or pick up broom to clean the corners
- P. Dust mop under desks as possible
- Q. All the soil should be near the door when through dust mopping.
- R. Do not shake out the dust mop inside the building, brush out dust mop or shake off outside.
- S. Use the putty knife to remove any gum, crayons, or other deposits from the floor and desks.
- T. While dust mopping, be aware for areas that require wet cleaning.
- U. Wring out the mop and spot clean the floor.
- V. Inspect classroom
- W. Turn lights off

#### Periodic procedures or once per week

- A. Thoroughly wash windows and window frames.
- B. Inspect desks for worn or damaged gliders, replace as needed.
- C. Wipe down desks with "Virex or Triad"
- D. Mop all areas of classrooms
- E. Spot clean carpeted floors
- F. Wash walls

#### Seasonal procedures

- A. Extraction clean carpets
- B. High speed buff floors
- C. Shower scuff or strip and wax floors

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### CLASSROOM CLEANING CERTIFICATION QUIZ

**INSTRUCTIONS:** Put an X in the blank that precedes the correct answer. Test can be duplicated and distributed or can be administered orally by a trainer or supervisor.

1. When cleaning a classroom, how often should you wash the walls?  
 On a regular schedule as directed by your supervisor.  
 Weekly  
 Once a month
2. How often should the trash receptacles in a classroom be emptied?  
 Daily  
 Weekly  
 Only when full
3. If your supervisor assigns you the job of cleaning a classroom, gloves are the only protective equipment required.  
 True  
 False
4. Should you spray a light switch with a liquid disinfectant cleaner...why?  
 No, spray the cloth and wipe the light switch  
 Yes, for thorough disinfecting  
 No, we do not disinfect light switches
5. It is not important to read the MSDS as long as you remember to read the label on the product.  
 True  
 False
6. If you stopped to help a fellow employee who had a cut, use P.P.E.  
 True  
 False
7. When cleaning a classroom you should always high dust first.  
 True  
 False
8. You should regularly empty pencil sharpeners even if they are not completely full.  
 True  
 False
9. Windows should be washed or spot cleaned daily.  
 True  
 False

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10. It is not necessary to allow the disinfectant to stand on the surface. Just a wipe with a cloth will be satisfactory.  
 True  
 False
11. When disinfecting office surfaces, you should always spray your cloth...not the surface.  
 True  
 False
12. You don't have to disinfect the door handles and light switches. Someone else is just going to touch them anyway.  
 True  
 False
13. When dust mopping a classroom, you should first use an angle or pick up broom to clean the corners.  
 True  
 False
14. When disinfecting surfaces, it is not necessary to wear protective glasses or goggles.  
 True  
 False
15. When you are spot mopping, you should always put up "Wet Floor" signs.  
 True  
 False

For Trainer Use Only:  
Score \_\_\_\_\_/15

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### COMPETENCY EVALUATION

I have evaluated the work and performance of \_\_\_\_\_  
from \_\_\_\_\_ through \_\_\_\_\_. It is my professional  
opinion that \_\_\_\_\_ is knowledgeable in the CLASSROOM  
CLEANING procedures manual and follows it in his/her daily routine.

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

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