

Cleaning Resource Guide

The purpose of this guide is to provide expectations for you and your staff regarding the best practices for cleaning each area of a SPPS building. Use this guide to set expectations, train staff, and hold them accountable to the standard.

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RESTROOM/LOCKER ROOM CLEANING PROCEDURES

Restrooms will be thoroughly cleaned and sanitized each day and locker rooms each day they are in use with cleaning products provided by the school district. All products are to be carefully mixed in concentrations recommended by the manufacturer to ensure proper cleaning/sanitizing to avoid staining, additional rinsing and added expense. Be sure that all employees know where to find the Material Safety Data Sheets for cleaning products being used. The use of reusable light weight rubber gloves and safety glasses is strongly recommended for restroom and locker room cleaning.

SUPPLIES NEEDED

- Trash collector.
- 2 pails 2 ½ gallons each with disinfectant cleaning solution one marked sinks and fountains and the other marked toilets and urinals.
- 2 Johnny Mops one marked sinks and fountains and the other marked toilets and urinals.
- Spray bottle of glass cleaning solution.
- Spray bottle of disinfectant cleaning solution.
- 14 or 18 inch push broom, counter brush and dust pan.
- Hand soap, paper towels, toilet paper, sanitary bags and trash bags.

CLEANING PROCEDURES

1. Refill paper towel, soap and toilet paper dispensers.
2. Do a visual check of lights, vents and any damage, maintenance or safety issues and report to the Head Engineer any that can't be taken care of immediately.
3. Remove all trash including sanitary napkin bags replacing bags as necessary. Free standing trash cans should be removed from restroom before sweeping and mopping.
4. Sweep floors making sure to get corners and underneath suspended fixtures.
5. A backpack vacuum may also be used on dry floors and to clean vents.
6. Clean mirrors using glass cleaner or plain water and a clean rag or paper towels.
7. Clean sinks including underside using disinfectant cleaning solution and Johnny mop from bucket marked sinks and fountains or by using spray bottle and finish by wiping fixtures with a clean rag or paper towels.
8. Clean toilets and urinals inside, outside and underside using disinfectant cleaning solution and Johnny mop from bucket marked toilets and urinals. Wipe toilet seats top and bottom with clean rag or paper towels and leave seat raised to air dry.
9. Spot clean walls and partitions and remove any graffiti.
10. Using a disinfectant cleaner start wet mopping at the back of the room moving towards the door paying special attention to corners and under suspended fixtures. Rinse and turn mop frequently and do a final damp mop to pick up any excess water and let air dry.

11. In locker room shower areas a pump sprayer with disinfectant or a garden hose with spray bottle attachment should be used on walls and floor.
12. All locker room benches should be sanitized and let to air dry.

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CLASSROOM & OFFICE CLEANING PROCEDURES

Classroom and office cleaning will take up the majority of your time each day and the Head Engineer will determine the frequency of the cleaning e.g. every day, every other day etc. Removal of trash, stocking paper towels, soap and a visual check of each room for any problems or special needs must be done daily.

SUPPLIES NEEDED

- Trash collector
- 18" or 24" dust mop.
- Vacuum cleaner.
- Dust pan and counter brush.
- Putty knife.
- Gum remover.
- Spray bottle with general purpose cleaner.
- Spray bottle with glass cleaner.
- Clean rag or cheese cloth.
- Mop bucket with general purpose cleaner and wet mop.

CLEANING PROCEDURES

1. Do a visual check for any damage, maintenance or safety issues and report any that can't be taken care of immediately to the Head Engineer.
2. Empty pencil sharpener and remove trash.
3. Fill paper towel and soap dispensers if provided.
4. Remove gum from floor and if carpeted hand pickup any large items, pencils, paper clips etc. the vacuum won't pick up or may cause damage.
5. Vacuum or dust the floor starting in the back corner and moving towards the door.
6. Desks should be moved or tilted as necessary to remove dirt/sand from underneath. The dust mop should be gently shaken out at the door to remove excess dirt as needed.
7. When dust mopping of the room is complete gently shake the mop at the door and use a counter brush and dust pan to pickup and discard the debris.
8. Spot clean walls with a spray bottle of general purpose cleaner and clean rag or cheese cloth and remove any graffiti.
9. Spot mop hard surface floors with tepid water and a general purpose cleaner as needed.
10. Dust ledges, window sills, counter tops etc. as needed.
11. Clean inside glass and door glass using a spray bottle of glass cleaner and a clean rag or cheese cloth as needed.

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CORRIDOR AND ENTRYWAY CLEANING PROCEDURES

Corridors and entryways are seen and used by everyone in the building and should therefore be kept as clean as possible at all times. They should be thoroughly cleaned at least once a day and picked up and spot cleaned as needed throughout the work day.

SUPPLIES NEEDED

- Trash collector.
- Treated dust mop (48", 60" or 72") and sweeping compound or sawdust if desired.
- Dust pan and counter brush.
- Putty knife.
- Vacuum cleaner for carpeted corridors and entry mats.
- Spray bottle of disinfectant cleaner, spray bottle of glass cleaner, spray bottle of general purpose cleaner and clean rags or cheese cloth.
- A high duster or treated cheese cloth.
- Graffiti and gum remover if needed.
- Mop bucket with general purpose cleaner and wet mop.
- Auto scrubber.
- Wet floor signs.

CLEANING PROCEDURES

1. Empty trash.
2. Dust locker tops and other horizontal surfaces.
3. Remove gum and hand pick anything that the vacuum can't pickup or would cause damage.
4. Dust mop or vacuum corridor and entryway.
5. Clean drinking fountains using spray bottle of disinfectant cleaner and clean rag or cheese cloth.
6. Clean entryway and door glass using glass cleaner and clean rag or cheese cloth.
7. Spot clean walls using spray bottle of general purpose cleaner and clean rag or cheese cloth and remove any graffiti.
8. Spot mop/wet mop as needed using a general purpose cleaner and picking up excess water.
9. Using an auto scrubber if available is ideal for corridors.
10. If the building is occupied and it is necessary put out wet floor signs.

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GYMNASIUM CLEANING PROCEDURES

Gyms should be scheduled for cleaning at least once a day and a second cleaning if being used for evening activities.

SUPPLIES NEEDED

- Trash collector.
- 60" or 72" Dust mop.
- Putty knife.
- Spray bottle with disinfectant cleaner.
- Spray bottle with glass cleaner.
- Clean rag or cheese cloth.
- Dust pan and counter brush.
- Wet mop and mop bucket with general purpose cleaner

CLEANING PROCEDURES

1. Empty trash containers and replace bags as needed.
2. Do a visual check for any damage, maintenance or safety issues and report any that can't be taken care of immediately to the Head Engineer.
3. Dust the floor using a treated dust mop and a sweeping compound or sawdust if desired. Gently shake excess dirt and debris from mop as needed and use the dust pan and counter brush to pick up and discard debris when finished.
4. Use a putty knife to remove any gum from the floor as you mop.
5. Clean drinking fountains using the spray bottle with disinfectant cleaner and a clean rag or cheese cloth.
6. Spot clean walls and remove any graffiti.
7. Spot clean door glass using glass cleaner and a clean rag or cheese cloth.
8. Spot mop floor with wet mop and general purpose cleaner as needed.
9. When bleachers are used remove gum, sweep and damp mop as needed.

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STAIRWAY CLEANING PROCEDURES

Stairways will need to be swept at least once a day and spot mopped as needed.

SUPPLIES NEEDED

- 14" or 18" push broom.
- Trash collector.
- Sweeping compound or sawdust optional
- Dust pan and counter brush.
- Putty knife.
- Spray bottle of general purpose cleaner and clean rag or cheese cloth.
- Graffiti remover if needed.
- Mop bucket with general purpose cleaner and wet mop when needed.

CLEANING PROCEDURES

1. Starting at the top of the stairway sweep down stairs.
2. Use a putty knife to remove any gum, tape etc.
3. Use spray bottle of general purpose cleaner and clean rag or cheese cloth to spot walls and remove any graffiti. Graffiti remover may be required for stubborn marks.
4. When sweeping is completed collect and dispose of debris using a counter brush and dust pan.
5. Use a mop bucket with general purpose cleaner and wet mop to spot or wet mop stairs as needed.

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NURSES AREA AND CLINIC

SUPPLIES NEEDED

- Trash collector, sanitary and plastic bags.
- Paper towels, toilet paper and hand soap.
- Broom or dust mop.
- Vacuum.
- Dust pan and counter brush.
- Putty knife
- Spray bottle of disinfectant cleaner.
- Spray bottle of glass cleaner.
- Clean rags or cheese cloth.
- 2 ½ gallon bucket with disinfectant cleaner and Johnny mop.
- Mop bucket with disinfectant cleaner and wet mop.

CLEANING PROCEDURES

1. Do a visual check of room for any damage, maintenance or safety issues and report any that can't be taken care immediately to the Head Engineer.
2. Empty trash cans and replace bags.
3. Fill paper towel, soap and toilets paper dispensers.
4. Clean restrooms and hand sinks according to the restroom cleaning guide.
5. Sweep, dust mop or vacuum floors.
6. Using spray bottle of disinfectant cleaner and clean rag or cheese cloth spot clean walls and remove any graffiti.

CLINIC CLEANING EXTRAS

1. Clean waste baskets inside and out monthly.
2. Using a spray bottle with disinfectant cleaner and a clean rag or cheese cloth clean and disinfect all touch points e.g. doorknobs, phones, light switches, paper towel and soap dispensers, shelves, window sills, desktops, counters, waiting room furniture etc.
3. Clean all glass using spray bottle of glass cleaner and clean rag or cheese cloth.
4. Using a high duster and/or treated cheese cloth dust chair frames, table bases, pipes, vents, moldings etc. as needed.

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CAFETERIA CLEANING PROCEDURES

The cafeteria will be cleaned every day after lunch and may have to be cleaned twice if used for breakfast. The cafeteria will also have to be monitored periodically during lunches for spills and to remove excess trash.

SUPPLIES NEEDED

- Broom or dust mop sized appropriately for room setup.
- Dustpan and counter brush.
- Spray bottle of disinfectant cleaner and clean rag or cheese cloth.
- Spray bottle of glass cleaner and clean rag or cheese cloth.
- Putty knife.
- Mop bucket with disinfectant cleaner and wet mop.
- Trash bags.

CLEANING PROCEDURES

1. Remove all trash and recycling barrels and replace bags.
2. Raise and/or move tables as needed for sweeping and mopping.
3. Sweep or dust mop floors and remove any gum, candy etc. with a putty knife. If the floor contains a large amount of wet trash a broom should be used in lieu of a dust mop.
4. Wet mop floor or use an auto scrubber if available containing disinfectant cleaner.
5. Spot clean walls and remove any graffiti using the spray bottle of disinfectant cleaner and a clean rag or cheese cloth. Pay particular attention to areas where trash cans are placed.
6. Spot clean glass using the spray bottle of glass cleaner and clean rag or cheese cloth.
7. Reset tables and trash containers.

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KITCHEN CLEANING PROCEDURES

SUPPLIES NEEDED

- Trash collector and bags.
- Mop bucket with disinfectant cleaner and wet mop.
- Spray bottle with disinfectant cleaner and clean rag or cheese cloth.
- Spray bottle with glass cleaner and clean rag or cheese cloth.
- Hand soap and paper towels.
- Toilet paper, sanitary bags, 2 ½ gallon bucket with disinfectant cleaner and Johnny mop if a restroom is included.

CLEANING PROCEDURES

1. Do a visual check of lights, vents and any damage, maintenance or safety issues and report to the Head Engineer anything that can't be taken care of immediately.
2. Empty all trash and replace bags.
3. Clean restroom according to restroom cleaning procedures.
4. Replenish soap and paper supplies.
5. Spot mop storeroom using wet mop and disinfectant cleaner.
6. Wet mop kitchen using disinfectant cleaner and repeat with damp mop to pick up excess water.
7. Wet mop walk in cooler(s) as needed with disinfectant cleaner.