



**ROCK HILL**  
*Schools*  
YORK COUNTY DISTRICT THREE



## CUSTODIAL CODE OF CONDUCT

- A. All custodial staff must wear a picture identification access badge at all times when on the job site.
- B. All custodial staff must wear a distinct uniform when on the job site.
- C. The Employees must present themselves in a neat and clean appearance.
- D. All custodial staff must have a school radio at all times when at work.
- E. Employees shall not disturb any papers, boxes, or other materials except that in trash receptacles or designated areas for trash or unless such material is properly identified as trash.
- F. Employees shall not open drawers, file cabinets
- G. Employees shall report any property loss or damage to their supervisor immediately. The supervisor and/or manager shall report such damage, immediately to the Principal and Facilities Services by email, specifying the location and extent of the damage.
- H. Employees will be expected to honor requests from the principal to rearrange or move furniture to accommodate changes in enrollment or to prepare for special activities.
- I. Employees shall not leave keys in doors or admit anyone into any building and should ask the person to enter the front office to be properly vetted for access. If the person refuses to follow directions then immediately call the security person assigned for your location to assist with the issue.
- J. If unable to set the security alarm at the end of the work day you must notify appropriate district personnel in the security office department.
- K. When stripping waxed floors the employees must wear the appropriate stripping shoes.
- L. All staff members must use the proper PPE for each job task and must request any PPE they no longer have available.
- M. Unauthorized Personnel - Staff shall not allow any unauthorized persons in school buildings (children, friends, or anyone else not authorized by RHSD).

## Disinfecting Standards

### Victory Disinfecting Units

- Higher performance level for disinfectant.
- Electrostatic is the process of adding an electric charge inside the liquid droplets when they are sprayed. This makes the droplet electrically stronger than the surface or the item it is treating. Just like magnets, they are drawn to each other and attach when one surface is more positively charged than the other. In simple terms when you spray a solution that is properly charged with electrostatics, the solution will envelop the target.

### Disinfecting Chemicals

QT3 and QTPlus \_ has demonstrated effectiveness against viruses similar to 2019 novel coronavirus (SARS-CoV-2) on hard non-porous surfaces. Therefore, QT-3 can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Enterovirus D68 or Norovirus on hard, non-porous surfaces.

### Chemical Dispensing System

<https://www.hillyard.com/MediaCenter/Documents/Literature/LIT-Arsenal-One.pdf>

### CDC Guidelines and helpful recommendations

Hand washing - <https://www.cdc.gov/handwashing/when-how-handwashing.html>

Preventative measures - <https://www.healthychildren.org/English/health-issues/conditions/prevention/Pages/Germ-Prevention-Strategies.aspx>

Recommendations for schools - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Supplies will be available for students to clean hands as often as possible per the guidelines above.

### Disinfecting daily with Victory Units and QTPlus

Coaches will be applying disinfectant to all touch surfaces throughout the day after each workout group has completed their workouts.

Total cleaning and disinfecting of all areas and surfaces will be completed by the custodial staff daily before students are allowed to use the facility the next day.

All staff will follow strict protocols released by Nursing Services on and day by day assessment of the CDC and DHEC guidance.

## Reactive Guidelines for the COVID 19 / Flu symptoms

The following are procedures in place in Rock Hill Schools for cleaning and disinfecting areas where there was a sick student.

- Remove the sick student.
  - Following a student getting sick or having infectious symptoms in a classroom, immediately remove the student from the class and send to the nurse's office.
- Remove the remaining students.
  - After the sick student has been removed from the class, the teacher needs to notify the nurse and remove the remaining students out of the classroom to decrease risk of disease transmission.
- Practice hand hygiene.
  - Once the students are removed from the contaminated classroom, they are taken to a restroom to thoroughly wash their hands.
- Disinfect contaminated area.
  - Treat the contaminated area with disinfectant.
- Clean the contaminated area.
  - Clean the area to remove contaminants
- Disinfect the entire classroom.
  - Use disinfectant with the Victory Electrostatic Sprayer to disinfect all touch points in the classroom (desks, chairs, tables, door knobs, lockers, etc.). Allow spray to sit for 3-5 minutes to ensure that all kill claims are met.
- If sick student percentages are high, follow directions from the school nurse to disinfect other areas of the building in the evening.
  - Evening staff will use Victory Electrostatic Sprayer or Bio-Planet Electrostatic Mister to disinfect all touch points in the classrooms containing the sick staff or students as well as the remainder of any common space used by the affected individual to help prevent the spreading of the germs.

### Disinfecting Units Per Location

Location	Description	Notes	Total Units
Elementary Schools	Hand held unit	2 per school x 18 locations	36
Middle Schools	Hand held unit	4 per school x 5 locations	20
Athletics	Hand held unit	2 per school x 5 locations	10
High Schools	Hand held unit	7 per school x 3 locations	21
Athletics	Hand held unit	3 per school x 3 locations	9
Central Office	Hand held unit	1 unit	1
Carol School	Mister unit	1 unit	1
Flex	Hand held unit	2 units	2
ATC	Hand held unit	2 units	2
Transportation	Hand held unit	4 units	4
Warehouse	Backpack	Units to be used by a team in the case of mass emergency disinfecting need	0
Warehouse	Jerry Jug	Placing these at each location will provide ease of use for the disinfecting process	55
Warehouse	Disinfecting unit extra batteries		106
Total disinfecting units for all locations throughout the Rock Hill School District.			<b>107 Units</b>

### Items Needed for Startup

All Classrooms		Bottle of Re-Juv-Nal	
Main Office Space		Bottle of QT3	
Athletic/PE Areas		QT3	
2nd Shift Cleaners		QT-Plus	

The Rock Hill School District III cleaning crews have been trained in providing enhanced cleaning, sanitizing and disinfecting processes of all workplaces and classrooms. Along with their daily cleaning requirements, custodial services will increase the frequency of disinfecting surfaces, such as high-touch

surfaces in common areas and in all classrooms and athletic areas. All spaces will strive to be at the APPA Level 2 standard. *ASSOCIATION OF PHYSICAL PLANT ADMINISTRATORS (APPA) APPA 2 LEVEL OF CLEAN Level 2* – Ordinary Tidiness Level 2 is the base upon which cleaning should be maintained. Lower levels for washrooms, changing/locker rooms, and similar type facilities are not acceptable.

**Tasks:**

- Floors and base moldings shine and/or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dust, dirt, stains, or streaks.
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation.
- Lights, all work and fixtures are clean.
- Washrooms and shower fixtures and tile gleam and are odor-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

CLEANING FREQUENCIES AND DISINFECTING FREQUENCIES Note: Frequencies may need to be reduced for low traffic areas and increased for high traffic areas or for areas that are occupied/ utilized on weekends. The following frequencies are minimal guidelines.

**Entrances, Lobbies, Reception, Foyer - APPA Level 2 Frequency Doors, Doorknobs, Push Doors, and ID card readers (High-touch areas) damp wiped clean.**

- 1 time per day Tiled and linoleum floors will be dust mopped and damp mopped/washed.
- 2 times per day Tiled and linoleum floors will be dust mopped.
- 2 times per week Tiled and linoleum floors will be high speed buffed.
- 1 time per day Doormats will be lifted and vacuumed on both sides.
- 4 days per week Carpeted areas will be spot vacuumed.
- 1 day per week Carpeted areas will be vacuumed thoroughly.
- Spot clean carpet as needed.
- 5 days per week Trash receptacles will be emptied, disinfected and cleaned as needed.
- 1 time per week Door glass and panel glass will be cleaned on both sides. Only to the top of the door frame.
- per week Door glass and panel glass will be cleaned on both sides.
- 5 days per week Door glass will be kept free (clean) of stains, marks, etc.
- 5 days per week Entrance door frames, side glass panels and top glass panels will be cleaned.
- 5 days per week Drinking fountain faucets and buttons will be damp and wiped clean.
- 4 times per day Finger and other marks will be removed from the wall up to 6 ft.
- 5 days per week Horizontal surfaces and railings will be dusted, and damp wiped clean.
- 5 days per week Stainless steel kick plates will be cleaned.
- 5 days per week Exterior garbage containers (within 16ft.) will be emptied and damp wiped.
- 5 days per week Computers, Keyboards, Mouse, Printer, Staplers, Tape Dispensers, and other high touch surfaces in offices (completed by occupant) will be damp wiped clean. Between each occupant of reception area Desktops, Tabletops, Light Switches, (completed by occupant) will be damp wiped clean.
- 2 times per day Furniture (non-porous surfaces) damp wiped clean.

**4 times per day Stairs and Landings – APPA Level 2 Frequency Stairs and landings will be swept, and damp mopped/washed.**

- 3 days per week Doors, Doorknobs, Push Doors damp wiped cleaned and will be kept free of finger marks.
- 4 times per day Handrails will be dusted, and damp wiped.
- 2 times per day Walls will be spot cleaned up to 6ft high.

- 5 days per week Stainless steel kick plates will be cleaned.

**5 days per week Elevators – APPA Level 2 Frequency Floors to be dust mopped and damp mopped/washed.**

- 5 days per week Doors and walls will be kept free of marks.
- 5 days per week Buttons, panels, and other high-touch areas damp wiped clean.
- 4 times per day Ceiling panels will be cleaned.
- 1 day per month Stainless steel panels will be polished.
- 5 days per week Elevator exterior Doors on each floor will be kept free of marks.

**5 days per week Office Areas -APPA Level 2 Frequency Doors, Doorknobs, and Push Doors (High-touch areas)**

- 4 times per day Carpets will be vacuumed, and spot cleaned
- 3 days per week Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.
- 3 days per week Horizontal ledges will be dusted.
- 5 days per week Trash receptacles and recycling bins will be emptied and cleaned.
- 5 days per week Finger marks will be removed from walls and partitions will be spot cleaned up to 6ft high.
- 3 days per week Horizontal and vertical blinds spray cleaned in Summer and Winter
- 2 times per year Horizontal and vertical blinds dusted
- 4 times per year Computers, Keyboards, Mouse, Printer, telephones, and other high touch surfaces in offices (completed by occupant)
- 2 times per day Desktops, Tabletops, Arm Rests, Light Switches, Staplers, Tape Dispensers, and other desk supplies (completed by occupant)

**2 times per day Meeting Rooms, Conference Rooms, Multi-Purpose Rooms - APPA Level 2 Frequency Trash receptacles will be emptied and cleaned.**

- 5 days per week Carpet will be vacuumed, and spot cleaned.
  - 5 days per week Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.
  - 3 days per week Furniture (non-porous surfaces) damp wiped clean.
  - 5 days per week Tables will be damp wiped (completed by occupant) After each use of room
- Upholstery cleaning
- 1 day per month Horizontal ledges will be dusted, and damp wiped clean.
  - 5 days per week Walls spot cleaned up to 6ft high.
  - 1 day per week Phones, projectors, computers, mouse, table-top speakers damp wiped clean (completed by occupant) After each use of room Light switches, doors, doorknobs, and push doors damp wiped clean.
  - 4 times per day Whiteboards, Chalkboards, Dry-erase makers, and erasers damp wiped clean (completed by occupant) After each use of room

**Corridors, Hallways - APPA Level**

- 2 Frequency Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.
- 3 days per week Carpeted floors to be vacuumed and spot cleaned.
- 3 days per week Horizontal surfaces and railings will be dusted, and damp wiped clean. 5 days per week Trash receptacles will be emptied and cleaned. 5 days per week Drinking fountains faucets and buttons damp wiped clean. 4 times per day Walls will be spot cleaned up to 6ft high. 5 days per week Vending machine buttons/panels dusted, and damp wiped clean 4 times per day Door glass and partition glass will be completely cleaned both sides.

**5 days per week Restrooms, Showers, Change/Locker Rooms – APPA Level 2 Frequency All fixtures to be cleaned, (i.e. bowls, urinals, sinks, basins, mirrors, chrome surfaces and interface.)**

- 5 days per week Sink surfaces, stall doors, soap dispensers, light switches, hot air blowers, paper towel dispensers, and other high-touch surfaces will be damp wiped clean.
- 4 times per day Entrance / Exit doorknobs damp wiped clean.
- 4 times per day Trash receptacles will be emptied and cleaned.
- 5 days per week All supplies will be replenished.
- 5 days per week Walls will be spot cleaned up to 6ft high.
- 5 days per week Walls will be washed floor to ceiling.
- 2 days per month Toilet partitions will be damp wiped.
- 5 days per week Floors will be swept and washed.
- 5 days per week Walls and toilet partitions will be kept free of graffiti.
- 5 days per week Floor drains will be primed.
- 5 days per month Floor drains will be cleaned, and floor drain lids lifted and cleaned.
- 5 days per month Shower stalls, fixtures, and floors will be cleaned

**5 days per week Community Kitchens, Breakrooms, Lounges, Staff Room – APPA Level 2 Frequency Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.**

- 3 days per week Supplies will be replenished.
- 5 days per week Furniture (non-porous surfaces) damp wiped clean.
- 5 days per week Sink surfaces, soap dispensers, light switches, hot air blowers, paper towel dispensers, appliance handles, and other high-touch surfaces will be damp wiped clean.
- 4 times per day Tables will be damp wiped.
- 4 times per day Trash receptacles will be emptied and cleaned.
- 5 days per week Walls will be spot cleaned up to 6ft high.
- 5 days per week Upholstery cleaning
- 1 day per month Carpet will be vacuumed, and spot cleaned.
- 5 days per week Entrance / Exit doorknobs damp wiped clean. 4 times per day Salt/Pepper Shakers and condiment dispensers damp wiped clean
- 2 times per day Stainless steel sinks and counters will be cleaned.
- 5 days per week Vending machine buttons/panels dusted, and damp wiped clean.
- 4 times per day Remove gum from all surfaces.

**5 days per month Science Building Laboratories – APPA Level 2 Frequency Carpets will be vacuumed, and spot cleaned (completed by occupant).**

- 5 days per week Tiled and linoleum floors will be dust mopped and damp mopped/washed.
- 5 days per week Trash receptacles will be emptied and cleaned.
- 5 days per week Sinks and counters will be cleaned (completed by occupant).
- 5 days per week Eyewash stations will be cleaned (completed by occupant).
- 5 days per week Door glass and partition glass will be cleaned both sides.
- 5 days per week Entrance / Exit doorknobs damp wiped clean.
- 4 times per day Horizontal ledges will be dusted, and damp wiped clean (completed by occupant).
- 5 days per week Computers, Keyboards, Mouse, Printer, telephones, and other high touch surfaces in offices (completed by occupant).
- 2 times per day Desktops, Tabletops, Arm Rests, Light Switches, Staplers, Tape Dispensers, and other desk supplies (completed by occupant).

**2 times per day Public/Common Areas -APPA Level 2 Frequency Carpets will be vacuumed, and spot cleaned.**

- 3 days per week Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.
- 3 days per week Trash receptacles and recycling bins will be emptied and cleaned.
- 5 days per week Walls will be spot cleaned up to 6ft high.
- 5 days per week Door glass and panel glass will be cleaned both sides. Only to the top of the door frame.
- 5 days per week Door glass will be kept free (clean) of stains, marks, etc.
- 5 days per week Entrance / Exit doorknobs damp wiped clean.
- 4 times per day Horizontal ledges will be dusted, and damp wiped clean.
- 5 days per week Chairs, tables and table legs will be damp wiped
- 5 days per week Doormats will be lifted and vacuumed both sides.
- 5 days per week Vending machine buttons/panels dusted, and damp wiped clean
- 4 times per day Remove gum from all surfaces.
- 5 days per month Drinking fountain faucets and buttons will be damp wiped clean.

**4 times per day Student Health Laboratories – APPA Level 2 Frequency Carpets will be vacuumed, and spot cleaned. 5 days per week Tiled and linoleum floors will be dust mopped and damp mopped/washed.**

- 5 days per week Trash receptacles will be emptied and cleaned.
- 5 days per week Stainless steel sinks and counters will be cleaned
- 5 days per week Eyewash stations will be cleaned
- 5 days per week Entrance / Exit doorknobs damp wiped clean.
- 2 times per day Door glass and partition glass will be cleaned both sides.
- 5 days per week Computers, Keyboards, Mouse, Printer, telephones, and other high touch surfaces in offices (completed by occupant)
- 2 times per day Desktops, Tabletops, Arm Rests, Light Switches, Staplers, Tape Dispensers, and other desk supplies (completed by occupant)

**2 times per day Student Health Patient Care Areas – APPA Level 2 Frequency All fixtures will be completely cleaned, i.e. bowls, basins, mirrors and chrome surfaces.**

- 5 days per week Waste receptacles will be emptied and cleaned as per medical waste disposal regulations.
- 5 days per week All supplies will be replenished.
- 5 days per week Walls will be spot cleaned to a height of 6 FT. anything over 6FT will require extension poles.
- 5 days per week Floors will be swept, and damp mopped/washed with germicide.
- 5 days per week Floor drains will be primed. 1 day per week Floor drains will be cleaned.
- 1 day per month Sinks will be cleaned.

**5 days per week Classrooms, Lecture Halls/Theatres - APPA Level 2 Frequency Trash receptacles will be emptied and cleaned.**

- 5 days per week Carpet will be vacuumed, and spot cleaned.
- 5 days per week Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.
- 3 days per week Furniture (non-porous surfaces) damp wiped clean.
- 5 days per week Podium/Instruction area will be damp wiped (completed by occupant). After each use of room Upholstery cleaning
- 1 day per month Walls spot cleaned up to 6ft high.
- 1 day per week Phones, projectors, computers, mouse, table-top speakers damp wiped clean (completed by occupant) After each use of room Light switches, doors, doorknobs, and push doors damp wiped clean.

- 4 times per day Whiteboards, Chalkboards, Dry-erase makers, and erasers damp wiped clean (completed by occupant) After each use of room Horizontal ledges will be dusted, and damp wiped clean.

**5 days per week Computer Laboratories - APPA Level 2 Frequency Trash receptacles will be emptied and cleaned.**

- 5 days per week Carpet will be vacuumed, and spot cleaned.
- 5 days per week Tiled, terrazzo, linoleum, and marmoleum sheet floors will be dust mopped and damp mopped.
- 3 days per week Furniture (non-porous surfaces) damp wiped clean.
- 5 days per week Podium/Instruction Area/Tables will be damp wiped (completed by occupant)

After each use of room Upholstery cleaning

- 1 day per month Walls spot cleaned up to 6ft high.
- 1 day per week Phones, projectors, computers, mouse, table-top speakers damp wiped clean (completed by occupant) After each use of room Light switches, doors, doorknobs, and push doors damp wiped clean.
- 4 times per day Whiteboards, Chalkboards, Dry-erase makers, and erasers damp wiped clean (completed by occupant) After each use of room Horizontal ledges will be dusted, and damp wiped clean.

**5 days per week Project Areas – APPA Level 2 Frequency Wash all walls in entrances, hallways and public areas.**

- 2 times per year Hard surfaces scrubbed and recoated (two coats)
- 2 times per year Hard surfaces burnished
- 2 times per year Hard surfaces stripped and refinished
- 2 times per year Hard surfaces spray buffed
- 2 times per month Wash walls in offices
- 1 time per year Extraction clean all carpets
- 2 times per year Vacuum and clean all fabric furniture, wash all vinyl/plastic furniture.
- 1 day per month Wash all building outside perimeter windows.
- 2 times per year All interior glass unless otherwise specified
- 2 times per year All supply, return and exhaust air diffuser grills will be vacuumed and washed.
- 2 times per year / as needed Clean and sanitize tables and chairs including tops and underneath surfaces, legs and arms including removing gum, etc.
- 2 times per year Service rooms: Boiler, Electrical, Mechanical, communications rooms to be dusted, swept, and/or vacuumed.

**2 times per year Other Areas, General Cleaning Services, Areas Not Specified – APPA Level 2 Frequency Sanitize all handrails and touched surface area**

- 2 times per day Furniture to be spot cleaned
- 1 day per week Mops to be cleaned/laundered to avoid odor After each use (If using in contaminated room must change out between each contaminated area) Dust exterior doors and frames of lockers, partitions, and ledges
- 3 days per week Thoroughly clean all floor drains – flush with water and an enzyme product
- 1 day per week All marmoleum sheet floors, ceramic stone tile floors, VCT tile, and terrazzo flooring to be swept with a dust mop; spillage will be removed immediately
- 5 days per week All carpets will be vacuumed, and all stains removed
- 3 days per week Finger marks will be removed from glass desks, tabletops, door glass, and display cases
- 5 days per week Finger marks and smudges will be removed from walls and other surfaces, where accessible
- 3 days per week All graffiti shall be removed as it appears

- 5 days per week Clean and sanitize all waste receptacles, sinks, tables and countertops
- 5 days per week Window ledges and tracks will be dusted and wiped
- 1 day per month All metal surfaces, including push plates and kick plates will be cleaned and polished
- 1 day per month Spot cleaning of ceramic tile grout
- 1 day per month Refrigerator clean out (completed by occupant)
- 1 day per month Appliances clean out (i.e. demo kitchen range, hood range, oven microwaves, dish washers etc.)

### **Chemical Documents and Individual Daily Tasks**

Important chemical documents and individual daily tasks. If you have questions with task responsibilities or

processes please contact the Zone Manager for your school and if you have questions about the chemical use or products please contact Cam Walters (Interstate Solutions).

### **Information**

During the day while students are in school:

- First shift custodians will be disinfecting
  - High touch points
  - Entrance doors into the school and in other areas
  - Cleaning and disinfecting hallway student restrooms and adult restrooms.
  - In the elementary schools the first shift custodians will also need a set schedule to disinfect the classroom restrooms throughout the day.
  - Refill all dispensers
  
- Teachers will disinfect the:
  - Students desk
  - Classroom door as needed
  - Classroom sinks
  - Any other items as needed throughout the day in the classrooms
  
- Office Staff will disinfect:
  - Their personal office space during the day
  - Items used by others throughout the day
  
- Second shift custodians will be disinfecting and detail cleaning the:
  - Classrooms
  - Office space
  - Vending machines
  - Restrooms
  - Hallways

The second shift custodians will be refilling the disinfectant bottles each night. Please set a location for the teachers and office staff to leave their spray bottles each day so the custodians will not have to search around for them. If the bottle is not left in the predetermined location the staff will not fill the bottle. We are trying not to fill the bottles on first shift due to the uncertainty of the workload for the first shift custodians.

If you find that we need a larger pump sprayer for playgrounds or any other items that we may have overlooked please let your zone manager know ASAP.

### **Ready to use label for Q.T. Plus**

<https://www.hillyard.com/MediaCenter/Documents/RTU/HIL00824.pdf>

### **Ready to use SDS for Q.T. Plus**

<https://www.hillyard.com/RTUSDS/MSDSHIL00824RTU.pdf>

### **Instruction for using the Arsenal One Dilution System**

<https://www.hillyard.com/MediaCenter/Documents/Literature/Lit-4DUse-0417.pdf>

### **How to remove and install a new cartridge into the hand sanitizer dispenser**

<https://youtu.be/5HdnsLzvbhU>

### **Return to school disinfecting**

<https://youtu.be/KqgXClSvWng>

## Duties of the Lead Site Custodian (LSC) and Day Porter

Job Goal: To assist with providing a clean and safe learning environment for the RHSD.

1. Open the building in the morning and secure the building at the end of the school day as directed by the Principal.
2. Check heat and cooling equipment to make sure they are in proper operation.
3. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
4. Sweep with a dust-grabbing mop on tile halls, common areas, and clean/vacuum entrance mats after students are in the classroom. Treat with disinfectant on all surfaces in the stairwells/corridors/elevators (common areas). Do this a minimum of twice a day and more if needed.
5. Pick up trash and other debris on the school grounds.
6. Use a blower at outside entrance areas and walkways.
7. Clean and disinfect after sick children.
8. Assist in setting up furniture for special events.
9. Assist in receiving deliveries of storeroom materials.
10. Clean any spillage or soiled spots on all surfaces.
11. Empty all waste containers inside and outside the building and replace liners in the waste containers. Disinfect waste containers a minimum of once per day. Use odor-controlling products in dumpsters as needed.
12. Damp wipe and polish all drinking fountains including mouth guards with germicidal disinfectant.
13. Clean, dust, disinfect all surfaces, and refill all dispensers in the gang restrooms and faculty restrooms.
14. Dust electronic equipment such as copy machines, computers, or other electronic devices and do not clean these items with chemicals except when specifically requested by the principal or Custodial Services Management.
15. Disinfectant all touch points not limited to glass, mirrors, switch covers, fixtures, all parts of the doors/frames and bright work in all rooms and common space that is under the day shifts responsibility. (Use Blue Rag)
16. Make minor repairs, tighten all loose screws and replace light bulbs as required.
17. Remove cobwebs and debris from outside overhangs, windows and walls.
18. In the event of an emergency, know where all water and gas cutoffs, fuse boxes, breaker boxes, and light switches are located.
19. Be familiar with the emergency fire alarm system in your building.
20. Report any maintenance or safety needs observed in the building or on the outside property immediately to office personnel.
21. Take care of emergencies and any other cleaning related work as directed by the Principal or Custodial Services Director.
22. **These areas are cleaned by 1st Shift Staff Only** – Four Areas to team clean each day including normal areas taken care of by day porter staff guideline and also follow the General Cleaner guideline for all rooms and restroom cleaning: (1) Principal's and Assistant Principal's Office areas to include office space in that area (2) Library/Media Center (3) Teachers Lounges (4) Teachers Work Rooms
23. **Shard space to be cleaned by both 1st and 2nd Shift Staff** - Gang Restrooms and Faculty Restrooms and Locker Rooms and playground areas.

### Cafeteria/Student Break Areas "Green Color Code" (During School)

1. During lunch sweep and police spills and major pieces of litter from the floor.
2. Disinfectant all touch points not limited to glass, mirrors, switch covers, fixtures, all parts of the doors/frames and bright work. (Use Blue Rag)
3. Clean tables and seats with a germicidal disinfectant spray bottle and a clean **GREEN rag. Do**

***not use a bucket with water and chemicals to clean tables.***

4. Sweep with a dust-grabbing mop and auto-scrub using neutral cleaner on all hard surface floors.
5. Dust and spot clean walls and all surfaces with germicidal disinfectant.
6. Take out waste receptacles or liners when lunch is over and clean waste cans with germicidal disinfectant odor- controlling solution.

## Second Shift Lead

1. Shutdown and secure the building at closing of the day as directed by the Principal or the District Representative.
2. Check heat and cooling equipment to make sure they are in proper operation.
3. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
4. Use a blower at outside entrance areas and walkways.
5. Clean and disinfect after sick children.
6. Assist in setting up furniture for special events.
7. Empty all waste containers inside and outside the building and replace liners in the waste containers. Disinfect waste containers a minimum of once a week. Use odor-controlling products in dumpsters as needed.
8. Damp wipe and polish all drinking fountains including mouth guards with germicidal disinfectant.
9. Clean, dust, disinfect all surfaces, and refill all dispensers in the gang restrooms and faculty restrooms. Disinfectant all touch points not limited to glass, mirrors, switch covers, fixtures, all parts of the doors/frames and bright work. (Use Red Rag)
10. Make minor repairs, tighten all loose screws and replace light bulbs as required.
11. Remove cobwebs and debris from outside overhangs, windows and walls.
12. In the event of an emergency, know where all water and gas cutoffs, fuse boxes, breaker boxes, and light switches are located.
13. Be familiar with the emergency fire alarm system in your building.
14. Report any maintenance or safety needs observed in the building or on the outside property immediately to office personnel.
15. Take care of emergencies and any other cleaning related work as directed by the Principal or District Representative.
16. Remove all trash to the collection point.
17. Supervise all Contracted Staff to assure that all tasks are being completed and quality of work is being performed.
18. Fill in as needed for staff that may be out of work at their assigned location.
19. Be trained to perform and have full understanding of all job tasks for all slotted positions at their assigned location.

## General Cleaner

### All Rooms Daily Task "Blue Color Code"

20. Disinfectant all touch points not limited to glass, mirrors, switch covers, fixtures, all parts of the doors/frames and bright work.
21. Waste Containers - Empty, disinfect once per day and replace liners as needed minimum once per week.
22. Remove all trash to the collection point.
23. Dust (with a vacuum when able), clean (use blue rag) with disinfectant on all counters and sinks and refill dispensers.
24. Sweep with a dust-grabbing mop and then spot mop with a neutral cleaner on all hard surface floors.
25. Vacuum and spot clean all carpet areas.
26. All entryway turf mats emptied and all fabric mats vacuumed.
27. Dust and spot clean all surfaces head level and below.
28. Be familiar with the emergency fire alarm system in your building.
29. Report any maintenance or safety needs observed in the building or on the outside property immediately to office personnel.
30. Take care of emergencies and any other cleaning related work as directed by the Principal or Custodial Services Director.

### All Rooms Weekly

1. Polish/clean with a rag on all glass/frames, mirrors, switch covers, fixtures, all parts of the doors/frames and bright work. (Use Blue Rag for common space, Red rag for restrooms, Green rags for cafeteria) – **Every Tuesday**
2. Clean telephones with a disinfectant. (Blue Rag) - **Every Thursday**
3. Dust (vacuum), clean with germicidal disinfectant and polish all surfaces 90" and below. – **Every Thursday**
4. All exterior doors within a classroom - Sweep the outside of the doors and nearby sidewalk to keep soil out of the classroom. – **Every Friday**

### All Rooms Monthly

1. Dust (with a vacuum) and clean on all surfaces 90" and above including all HVAC components, etc. – **Every Monday**

## Restroom and Locker Room Tech

### *From the Custodial Manual:*

**Shared space to be cleaned by both 1st and 2nd Shift Staff** - Gang Restrooms and Faculty Restrooms and Locker Rooms. Custodial staff will maintain these areas daily by following the Custodial Manual Guidelines.

### **My Intent:**

When I state share a responsibility that means we work together as a **TEAM**. For example if a restroom inspection is performed on August 2nd and another inspection is done on August 3rd with the same cleaning issues then the **TEAM** is not doing their job. If first shift notices an issue and they clean it, then let the **second shift lead** know about the concern. Now if the first shift comes back on the next day and the same type of issue is occurring then you need to contact your **Zone Manager** about a second shift cleaning concern along with bringing the Principal or the principal's Designee into the concern. **All cleaning concerns must be in writing through our SchoolDude work order system.**

The daily expectations for the first shift is to police the areas throughout the day and pick up paper and spot mop and spot clean fixtures and spray the areas with enzyme and disinfectant and replace products and remove trash from these areas, on a daily basis. *See below*

The daily expectations for the second shift is to thoroughly wipe down fixtures and thoroughly wipe down partitions and thoroughly mop the floors **or** wash them down with a water hose and have them ready for school the next day. *See below*

### *From the Custodial Manual:*

**Restrooms and Locker rooms - Daily "Color Code Index Red" (This is for gang restrooms and faculty restrooms and locker room areas with shared responsibilities. Classroom restrooms are to be cleaned by the second shift).**

- Throughout the day disinfectant all touch points not limited to glass, mirrors, switch covers, fixtures, all parts of the doors/frames and bright work.
- Dust, clean and polish all surfaces head level and below. (Second Shift)
- Refill all dispensers as needed. (First Shift)
- Remove all trash to the collection point. (First Shift)
- Treat with disinfectant and enzyme as needed (First Shift and Second Shift)
- Mop all restroom floors (Second Shift)
- Dust, clean and polish all glass/frames, mirrors, fixtures, all parts of the doors/frames and bright work. (Second Shift)
- Check to be sure all plumbing is operational; that there are not stoppages or leaks, and report any maintenance needs to the office. (First Shift and Second Shift)

### **Restroom and Locker Room Restoration (These duties are to be performed by second shift)**

**All Restrooms and Locker rooms - Weekly "Color Code Index Red" (Including classroom restrooms)**

- Treat with a germicidal disinfectant from an approved applicator and scrub all restroom floors with a deck brush and rinsed and vacuumed with an approved machine. – Every Day
- All surfaces including but not limited to shelves, moldings, pipes, ducts, heating outlets, HVAC vents must be free from dust. – Every Tuesday

- The restrooms and athletic locker room areas must be on a scheduled time to be fully restored to a gleaming appearance once per week.
- Daily the coaching staff and the custodial staff will work as a Team to keep all areas clean and disinfected throughout the day.

**All Restrooms and locker rooms - Monthly**

- Treat with a germicidal disinfectant and pressure wash all surfaces to include all fixtures and vents until clean.

***All cleaning concerns must be in writing through our SchoolDude work order system.***

## Floor Tech

### Daily Task

1. Sweep with dust grabbing mop and auto-scrub using neutral cleaner on all hard surface floors in hallways and common areas.
2. Vacuum and spot clean all carpet in common areas.
3. Empty all outside walk off mats and vacuum all carpet mats.

Common areas/Hallways - Monday, Wednesday and Friday (after school)

Sweep with a dust grabbing mop and auto-scrub using a finish restoring product on all hard surface floors. Buff all floors with a propane buffer. (After hours)

Treat with germicidal disinfectant and scrub with a cleaner on all surfaces in the stairwells/corridors (common areas).

All rooms with floor finish – Friday

1. Sweep with a dust grabbing mop and auto-scrub using a finish restoring product on all hard surface floors.
2. Buff the floor with a propane buffer. (After hours)

All rooms with carpet – Friday

1. Shampoo and germicidal disinfect all carpet.

Multipurpose rooms floor – Monday, Wednesday and Friday

1. Mondo flooring auto-scrub/side-by-side until all marks and dirt are removed. Disinfect all surfaces.
2. Sweep waxed floor with a dust-grabbing mop and auto-scrub using a finish restoring product. Buff all floors with a propane buffer. (After hours)
3. Shampoo and germicidal disinfect all carpet.

Keep the Custodial Staff on cleaning issues as much as possible.

***Have our teachers inspecting cleaning for their areas and entering work request for cleaning deficiencies each day.***

Report Cleaning Deficiencies to  
Schooldude Maintenance Direct  
Work Order System

([www.Schooldude.com](http://www.Schooldude.com))

Updated: 7-20-2020



# **Additions to Manual**

## **Semi-Annual Cleaning**

## SEMI-ANNUALLY (WINTER BREAK)

### TO BE PERFORMED BY THE CLEANING CONTRACTOR

**Winter Cleanup Period** is a total restoration of all areas of the District's Facilities and Properties. Waxed floors during Winter Cleanup will require a top scrub and recoat adhering to the Custodial Handbook.

#### **Building** (Any area other than restrooms)

- A. Dust, clean and treat with germicidal disinfectant and polish all surfaces (such as file cabinets, desk and chairs but not limited to these items) of any room.
- B. Dust book facings.
- C. Damp clean all window blinds.
- D. Wash all interior and exterior windows.
- E. Wash all wall surfaces and baseboards to remove all marks, dust and dirt.
- F. Empty and replace liners in the waste containers. Disinfect waste containers.
- G. Remove all trash to collection point.
- H. Dust, clean with germicidal disinfectant on all counters and sinks and refill dispensers as needed.
- I. Vacuum and hot extract clean all carpet areas. (Just hot tap water is not sufficient)
- J. All entryway turf mats emptied and all fabric mats vacuumed and wash all mats.
- K. Dust and clean with a germicidal disinfectant any surface including shelves, moldings, pipes, ducts, heating outlets, HVAC vents, etc at any level.
- L. Polish/clean with a germicidal disinfectant on all glass/frames, mirrors, switch covers, fixtures, all parts of the doors/frames and bright work.
- M. Clean all telephones with a mild sanitizing disinfectant.
- N. Sweep outside door and nearby sidewalk to keep soil out of the classroom.
- O. During the Christmas clean-up period you may top scrub and recoat floor surfaces with a minimum of 3 coats of wax. It may be necessary to strip certain floor areas during the Christmas cleaning period. When stripping and waxing you must use high quality products and asbestos tile floors are to be cleaned in compliance with AHERA regulations. If the floor surface has been stripped apply a minimum of 5 coats for VCT or like tile in a classroom. Apply a minimum of 8 coats for terrazzo or like tile. Apply a minimum of 7 coats for VCT or like tile in the hallways/common areas. **\*Make sure not to leave excessive amounts of water on the tile floors for long periods of time.**
- P. All Mondo or like type surfaces are to be cleaned and restored by Mondo's process of maintenance for these types of floor areas.

#### **Restrooms**

- M. Remove all trash to collection point.
- N. Check to be sure all plumbing is operational; that there are not stoppages or leaks, and report any maintenance needs to the office.
- O. Dust and clean with a germicidal disinfectant on all surfaces at any level.
- P. Treat with a germicidal disinfectant and scrub all restroom floors with a brush on a side-by-side/low speed.
- Q. Pressure washes all surfaces until clean.
- R. Dust and clean with a germicidal disinfectant any surface including shelves, moldings, pipes, ducts, heating outlets, HVAC vents, etc at any level.
- S. Dust, clean with a germicidal disinfectant and polish all glass/frames, mirrors, fixtures, all parts of the doors/frames and bright work.
- T. Treat with a germicidal disinfectant.

U. Refill all dispensers as needed.

## SEMI-ANNUALLY (SUMMER CLEAN-UP)

### TO BE PERFORMED BY THE CLEANING CONTRACTOR

**Summer Cleanup Period** shall be accomplished between the day after the last teacher's in-service day for the end of the normal school year and a week (5 working days) before the return of the teachers for the start of the next normal school year at the end of the summer break. Before the summer cleaning can begin, the contractor must have all locations cleaned from the past school days and ready for the summer cleaning process.

#### **Building** (Any area other than restrooms)

- A. Open the building in the morning and secure the building at the end of the day or as directed by the Principal.
- B. Inspect the building exterior for possible unauthorized entrance and/or vandalism anytime your employees are on the property.
- C. AIR QUALITY ISSUES - Check cooling equipment to make sure of proper operation. If the air temperature is above 84 degrees or below 75 degrees someone needs to adjust the temperature. Anytime the wax is not drying in a timely manner or carpet is being cleaned let someone know ASAP. To notify personnel of air quality issues please have a work order put in to correct the problem if no one is available to place a work order then call (803)981-1155.
- D. Vacuum and hot extract clean all carpet areas and rugs. (Just hot tap water is not sufficient)
- E. Strip and wax all tile floors with high quality products (asbestos tile floors are to be cleaned in compliance with AHERA regulations). Apply a minimum of 4 to 5 coats for VCT or like tile in a classroom. Apply a minimum of 6 coats for terrazzo or like tile. Apply a minimum of 5 to 6 coats for VCT or like tile in the hallways/common areas. The number of waxed coats must be approved by the District Coordinator.
  - a. After applying the 3<sup>rd</sup> or 4<sup>th</sup> coat of wax you must high speed buff the floor area then apply the remaining coat/coats of wax to the floor surface.
  - b. Make sure not to leave excessive amounts of water and stripper on the tile floors.
  - c. You cannot throw water and stripper down with a bucket; the solution must be measured and applied to the floor per the manufacture's specifications per square foot with an applicator. If any tile or floor is damaged and the Contractor's employee did not use the right stripping process then the Contractor will assume all responsibility for any damage and replacement of the floor surface.
- F. All elementary wood stage floors are to be sanded completely down and coated with a minimum of 3 coats (This is to be done during the summer of 2015 – must use commercial grade gym floor products)
- G. All elementary wood stage floors are to be top buffed/sanded and recoated with 1 coat (This is to be done the summer of 2017 and then every other year thereafter - must use commercial grade gym floor products).
- H. All Mondo or like type surfaces are to be cleaned and restored by Mondo's process of maintenance for these types of floor areas.

#### **Restrooms/Locker rooms (All other than gang restrooms and faculty restrooms)**

- I. Remove all trash to collection point.
- J. Check to be sure all plumbing is operational; that there are not stoppages or leaks, and report any maintenance needs to the office.
- K. The Budd Group must move the lift to each location as needed to dust and clean with a

germicide disinfectant any surface including shelves, moldings, pipes, ducts, heating outlets, HVAC vents, etc at any level by the District custodians.

L. The Budd Group must move the lift to each location as needed to dust, clean with a germicidal disinfectant and polish all glass/frames, mirrors, fixtures, all parts of the doors/frames and bright work by the District custodians.

**GENERAL COMMENTS:**

- A. All tile, terrazzo and finished concrete floors shall use the thermal wave cleaning system or like processes (burnishing method).
- B. All rooms in the cleaning specs does include but not limited to Locker rooms, elevators, closets and staircases. The term all rooms refer to any area other than a hallway in the facility.
- C. All wood floors shall use Hillyard's or the equivalent processes recommended for sealing the wood and maintenance programs for wood floors. (District to provide finish product)
- D. The contractor shall schedule their cleaning processes around at the facilities used for programs to accommodate the District during the normal school year, summer and any breaks. Cleaning must be done after areas are used for the day in these cases.
- E. The District reserves the right to change any equipment or product that is not satisfactory to the District.
- F. Just hot tap water is not sufficient for cleaning carpet and tile & grout surfaces. You must use a machine made for this type of cleaning situation and process as needed.
- G. The District reserves the right to have more coats of wax applied in areas deemed necessary. The District will require the Contractor to recoat any floor surface in most cases a maximum of once a month, but it may be an as needed situation. (District to provide wax & stripper)
- H. All General Mops (wet and dust) must be micro-fiber. The wet micro-fiber mop looks very similar to the traditional wet mop.
- I. All Waxing Mops must be the flat moping system.
- J. The RHSD is evaluating the benefits of polishing all terrazzo floor surfaces.
- K. The Contractor will be responsible for all pressure washing of traffic areas around and in the facilities and ground level up to 12 feet in height on the buildings or any structures in the District a minimum of once a year. All entranceways and courtyards will be done on an as needed basis throughout the 180 day school year. All removal of graffiti will be the shared responsibility between the contractor and the District at all times. All pressure washing equipment must stay in the District warehouse unless signed out with the warehouse manager.
- L. It is the Contractor's sole responsibility to provide all safety equipment and labor and training (safety and task and process) necessary to perform all areas of this contract deemed appropriate by the District.

## **SEMI-ANNUALLY (SUMMER CLEAN-UP)**

### **TO BE PERFORMED BY LSC'S & ALL DISTRICT CUSTODIANS**

#### **Building (Any area other than restrooms)**

- A. Open the building in the morning and secure the building at the end of the day or as directed by the Principal.
- B. Inspect the building exterior for possible unauthorized entrance and/or vandalism.
- C. AIR QUALITY ISSUES - Check cooling equipment to make sure of proper operation. If the air temperature is above 84 degrees or below 75 degrees someone needs to adjust the temperature. Anytime the wax is not drying in a timely manner or carpet is being cleaned let someone know ASAP. To notify personnel of air quality issues please have a work order put in to correct the problem if no one is available to place a work order then call (803)981-1155.
- D. Sweep with a dust-grabbing mop on tile halls, common areas, and clean/vacuum. Treat with disinfectant on all surfaces in the stairwells/corridors/elevators (common areas). Do this as needed or a minimum of once a week.
- E. All entryway turf/rubber mats emptied and all fabric mats vacuumed daily or as needed.
- F. Pick up trash and other debris on the school grounds as needed or at least once a week.
- G. Use a blower at outside entrance areas and walkways as needed or at least once a week.
- H. When any summer program is in session or the office areas being used by staff during the summer break period you are to maintain those areas during your assigned work schedule. You should follow the normal cleaning standards set in place during the normal school year (follow the Custodial Handbook for the areas being cleaned).
- I. Dust and clean in all areas with a germicidal disinfectant any ducts, heating outlets, HVAC vents, etc. at any height.
- J. Damp clean all window blinds.
- K. Wash all interior and exterior windows at any height.
- L. Sweep outside doors and nearby sidewalks to keep soil out of the classrooms and building.
- M. The District Custodians will pressure wash all traffic areas at each location during the summer break period only.
- N. Assist the school staff with cleaning and maintenance needs.

#### **Restrooms (Gang restrooms and Faculty restrooms)**

- O. Remove all trash to collection point.
- P. Check to be sure all plumbing is operational; that there are not stoppages or leaks, and report any maintenance needs to the office.
- Q. Dust and clean with a germicidal disinfectant any surface including shelves, moldings, pipes, ducts, heating outlets, HVAC vents, etc at any level.
- R. Dust, clean with a germicidal disinfectant and polish all glass/frames, mirrors, fixtures, all parts of the doors/frames and bright work.
- S. Refill all dispensers as needed.

Room/Location:

## **Summer Cleaning Checklist**

### **All Rooms/Hallways/Restrooms/Cafeteria**

General Notes - Do not remove any decorations hanging from the ceiling or that is placed on the walls.

Date Completed

**Ceiling Area**

\_\_\_\_\_ Remove all strings, paper clips, glue and any other like items

\_\_\_\_\_ Dust and wipe clean the HVAC vents, tile and tile grid and speakers and promethium projector and any other like items

\_\_\_\_\_ Open up the light fixtures and clean the light lens and frames inside and outside

#### **Wall Area**

\_\_\_\_\_ Dust and wipe clean speakers, projector screens, TV's/Components, security sensors, exit signs, promethium screen (no chemicals used on boards), chalkboards, outlet and light switch covers, and other like items

\_\_\_\_\_ Dust and remove tape and glue and then scrub to remove all marks (If the wall/walls needs to be painted, document the room number and have a work order placed in School Dude)

#### **Windows**

\_\_\_\_\_ Wash all interior and exterior windows at any height glass and sills/frame.

\_\_\_\_\_ Wash all blinds (you may want to remove the blind to wash it)

#### **Cabinets/Cubbies/Sinks/Stall Partitions**

\_\_\_\_\_ Dust and scrub clean to remove all marks, tape and glue. If clear of items clean the inside of cabinets as well. (If the cabinets need to be painted, document the room number and have a work order placed in School Dude)

#### **Doors**

\_\_\_\_\_ Dust and scrub clean to remove all marks, tape and glue. (Both sides of all doors)

\_\_\_\_\_ Dust and wash the door frames

#### **Furniture**

\_\_\_\_\_ Wash clean and disinfect all furniture inside and outside to remove marks, gum, glue and tape. (This is all areas including the feet or wheels of the furniture)

\_\_\_\_\_ Pressure wash cafeteria tables (Also any desk and chairs that need pressure washing)

**Entranceways/Sidewalks/Walkway Cover/Mats**

\_\_\_\_\_Pressure wash (Remove cobwebs and any types of nest)

## LSC Summer Clean-Up Checklist:

### **Planning:**

- Plan the job
  - The time frame to complete the entire cleaning of the location
  - The daily cleaning schedule
  
- Gather necessary tools for stripping hard surface flooring
  - Floor scrappers (long handle or short hand held)
  - Rags
  - Mop bucket and mop (cotton) to apply stripper
  - Wet vacuum
  - Low speed/Side-by-side
  - Doodle bug (frame, handle and pads)
  - Stripping pads for the low speed
  - Drop/Extension cords
  - Mop bucket and mop (cotton) for rinsing the floor
  - Mop bucket with liner and mop (rayon) to apply wax
  - Auto-scrubber should not be used for stripping floor wax, it is only used for the last rinse sequence
  
- Do we have all the right safety equipment (PPE) and supplies
  - S
  
- tripping
- Shoes ○ Safety Glasses ○ Gloves
- Know the location of your GHS book
  
- Is all equipment in good working order
  - Wet vacuum (squeegee blades, vacuum hose, waste drain hose and motor suction)
  - Low speed/Side-by-side (electrical cord inspection, will it turn on and drive block quality)
  - Auto-scrubber (squeegee blades, drive brushes, drain hose, vacuum hose, water level in the batteries and is powering up)
  - Buffer (check oil level and air filter)
  - Make sure all equipment is cleaned at the end of each day to stay in like new condition
  
- Notify any teachers, principals staff the room or hall that will be “down” for the day/week
  
- Remove all furniture from area
  - Furniture Stays in the room (Side by side) - Place it near the door area then after three quarters of the room has been stripped and half the room has been waxed the furniture will be moved to the other half so the room can be completed. You will then tie in the waxed room with the hallway area.
  - Furniture out of the room – Place all furniture outside the room in a manner not to block traffic flow (3 feet walk way). The room must be completely stripped and waxed up to 3 feet of the doorway. Then this is to be tied in when the hallway is being waxed.

- Sweep, and or dust mop area on hard floor surfaces
- Remove stains and gum on all carpet flooring, wood flooring, and rubber flooring

***Stripping:***

- Place appropriate “Wet Floor” Signs and/or caution tape to block entry to wet area
- Tape and place plastic to cover all items such as furniture and carpet or any other surface that could be damaged by the wax stripping process
- Mix the stripper per instruction on the container
- Apply the stripper with cotton mop (do not use hand buckets to throw stripper down and don't use too much water as to get under cabinets)
- Let stripper sit approximately 10 to 15 minutes
- Agitate the floor with low speed/Side-by-side
- Remove the stripping slurry with the wet vacuum only or hand mop it up
- Rinse the floor at least twice and let dry before applying wax per waxing instructions – **To notify personnel of air quality issues please have a work order put in to correct the problem if no one is available to place a work order then call (803)981-1155.**

### *Floor Refinishing/Waxing:*

- *Floor Refinishing - To notify personnel of air quality issues please have a work order put in to correct the problem if no one is available to place a work order then call Bryan Gordon at (803)981-1155 or e-mail [BGordon@rock-hill.k12.sc.us](mailto:BGordon@rock-hill.k12.sc.us) and for back up number call 981-1150 before starting this process:*
- Make sure tools/equipment are clean before and after the summer cleaning
- Waxing process use a rayon mop head
  - Shake out new rayon mop head then soak new rayon mop head in warm water before applying wax
  - At the end of each day wash the mop head with warm water then place in a clean trash liner (use stripper if necessary to get the mop head and handle free from all wax)
- Wax mop bucket
  - Line mop bucket with trash can liner before placing wax in the mop bucket
  - Daily empty excess wax back into the original wax container then dispose of trash liner and then wash out the mop bucket with warm water (use stripper if necessary to get the bucket free from all wax)
- Dip the mop gently into wax bucket and press out excess finish before apply to the floor surface
- Apply finish from one corner farthest from the exit in medium to thin coats
  - No more than **2 coats** of wax within **12 inches** to the wall - First coat of wax will be applied up to the wall then apply 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> coat and on the 5<sup>th</sup> for classrooms and 6<sup>th</sup> for hallways/common areas coat of wax to the wall
  - Rooms - Should apply 4 coats of wax then buff with a white pad and then add the final coat
  - Hallways/Common areas – Should apply 4 coats of wax then buff with a white pad and then add the 5<sup>th</sup> and the 6<sup>th</sup> final coat
- Let finish dry for 20-30 minutes or until dry before applying additional coats
- ONLY use (pour) as much finish in the bucket or container as you may need for each application or day
- All equipment must be cleaned free from wax and stripper residue at the end of the work day.

*Other Summer Cleaning Task:*

- General cleaning duties – Refer to the Custodial Handbook in the section on General Cleaning
- Tools needed for general cleaning task
  - Micro fiber rags
  - Gloves
  - Mop bucket
  - Micro fiber wet mop
  - Wet mop hard surface floors with neutral floor cleaner (PP-1802)
  - Spray bottle with clean water
  - Spray bottle with all-purpose cleaner (PP-104)
  - Spray bottle with glass cleaner (PP-1432)
  - Spray bottle with disinfectant (PP-232)
  - Back pack vacuum use on
    - Walls
    - Ceiling
    - Inside ceiling light covers
    - Floor
    - Vents
    - Furniture
    - TVs
    - Computers – Vacuum all components of the computer
    - Inside desk

*Carpet Cleaning Process:*

➤ Carpet Cleaning – Refer to the Custodial Handbook and the task list section also see the general comments section of the task list: **Be sure you put in a work order for the air to be turned on or call Bryan Gordon 981-1155 or e-mail [BGordon@rhmail.org](mailto:BGordon@rhmail.org) and for back up call 981-1150 before starting this process:**

○ These task must be done to all areas of the building and completed by 5 working days prior to the return of the teachers

➤ Tools needed for carpet cleaning task

○ Chewing gum remover

○ Spotting Kit

○ Vacuum

○ Hot water extractor

○ Rags

○ Putty scrapper

○ High traffic carpet pre treatment

➤ All equipment must be cleaned free from any residue at the end of the work day.





# **Additions to Manual**

## **Specific Cleaning Procedures & Workflow Charts**

### Gym Mat Cleaning

#### Cleaning Procedures

#### Gym Mat Cleaning



#### Rout Procedures

1.  **Dust mop floor.** Use a previously treated or microfiber dust mop to remove dust and debris from the area.

2.  **Damp mop or autoscrub floor with Hillyard Re-Juve-Nal 16.** Place wet mopping pads. Work towards the entrance.



### Cleaning Procedures

#### Locker Room Cleaning

##### Routine Cleaning Tasks

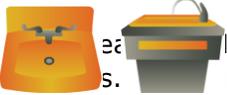
1. Empty trash / spray interior / spot clean exterior / reline
2. Dust using dusting cloth or extension duster
3. Disinfect drinking fountain(s) - (10 min. dwell time)
4. Spot clean vertical and horizontal surfaces
5. Spot clean glass
6. Sweep floor. Pick up with lobby broom and dust pan
7. Damp mop floor with disinfectant



*Work in circuits not circles; beginning at your cart, working through the area (combining tasks so you're doing more than one thing at a time / having everything you need when and where you need it), and finishing at your cart. The direction of the circuit, i.e. right to left, or left to right, isn't important, the objective is to establish a routine so nothing is missed. In the long run, it can be effective to reverse directions occasionally to obtain a different perspective.*

##### Routine Cleaning Procedures

###### A. First Circuit

1.  **Apply Disinfectant:** Before emptying the trash, apply disinfectant to drinking fountains (don't spray the spigots directly), sinks, counters and drinking fountains. Use enough disinfectant cleaner so it will remain wet on the surface for 10 minutes to achieve 100% germ kill.

**Trash:** If there is paper in the trash can, empty it. If there are liquids, food or other items that have leaked, change the liner. If the liner leaked, empty the liquid, spray the inside with disinfectant, wipe dry if necessary, rinse the inside of the trash can and allow it to air-dry before re-lining. Wipe down the exterior of the trash can to remove spots or stray marks. If the liner must be tied to fit snugly, tuck the tail under for a neat appearance.

2.  **Dust:** Always work from the top of the room downward to prevent soiling previously cleaned surfaces. Use an extension duster to reach high and low surfaces. Use a dusting cloth or mitt on mid-level surfaces. Avoid placing strain on your body from bending low or stretching high.

### Locker Room Cleaning

#### Cleaning Procedures

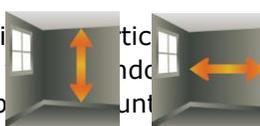
#### Locker Room Cleaning

#### Routine Cleaning Procedures

##### A. First Circuit (continued)

3.  **Disinfect:** Plan ahead and apply disinfectant cleaner to all surfaces including drinking fountain(s) except the spout – inside, outside, and surrounding wall areas. Empty the trash. Wipe the trash can. Allow 10 minutes dwell time, then respray to have enough liquid disinfectant on all surfaces until clean and streak free. Apply surface treatments as applicable.

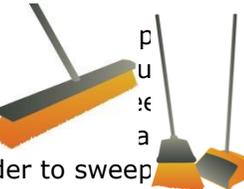
Optionally, spray all surfaces of the drinking fountain except the spout and wipe immediately to clean and remove any streaks. Re-spray the drinking fountain and allow to air dry to complete the 10 minute dwell time requirement for disinfectant cleaners. Return later and apply surface treatments as applicable.

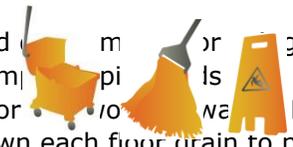
4.  **Spot Disinfect Vertical and Horizontal Surfaces.** Spot disinfect vertical and horizontal surfaces. Spray disinfectant cleaner on spots and stray marks on windows, door handles, door facings, door frames, light switches, shelves, cabinets, and other surfaces. Wipe to remove soils leaving no residue or streaks.

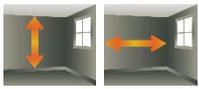
Optionally, wring a cloth in a utility pail filled with disinfectant cleaner. Fold the cloth to make an 8-sided cleaning cloth. Wipe visible soils, turn the cloth to a clean side and re-wipe. Allow to air dry.

5.  **Spot clean glass,** including entry windows, door glass, display case glass, and tabletops and any other glass in the room. Lightly spray glass cleaner on fingerprints, smudges, etc. and wipe to remove the spot and to dry the surface streak-free.

##### B. Second Circuit

6.  **Sweep floor** with push broom, a warehouse, kitchen or angle broom with your lobby set. Push brooms with flagged bristles capture even fine dust. Sweep regularly to remove lint and hair. Use the broom with a sideways motion along low fixtures and along wall edges pulling debris toward you and away from the broom. It may help to press down on the handle to flatten the bristles in order to sweep beneath very low items.

7.  **Damp mop floor with Disinfectant:** Place "wet floor" signs and mop with a dedicated standard damp mop and bucket/wringer or microfiber damp mop. Apply disinfectant cleaner. Begin mopping at the corner farthest from the door. Pour about half a gallon of cleaning solution from the mop bucket down each floor drain to prevent sewer gasses from backing up into the room. Leave signage in place until floor is completely dry.



## Weight Room Cleaning

### Cleaning Procedures

#### Weight Room Cleaning



#### Routine Cleaning Tasks

1. Empty trash / spray interior / spot clean exterior / reline
2. Dust using dusting cloth or extension duster
3. Disinfect sinks and counters / drinking fountains (10 min. dwell time)
4. Check and refill dispensers / disinfect dispensers
5. Clean mirrors
6. Spot clean glass
7. Spot clean vertical and horizontal surfaces
8. Spot clean carpet and walk-off mats
9. Vacuum carpet and walk-off mats
10. Dust mop floor
11. Damp mop or autoscrub floor

*Work in circuits not circles; beginning at your cart, working through the area (combining tasks so you're doing more than one thing at a time / having everything you need when and where you need it), and finishing at your cart. The direction of the circuit, i.e. right to left, or left to right, isn't important, the objective is to establish a routine so nothing is missed. In the long run, it can be effective to reverse directions occasionally to obtain a different perspective.*

#### Routine Cleaning Procedures

##### A. First Circuit

1.   **Apply Disinfectant:** Before emptying the trash, apply disinfectant to any drinking fountains, sinks, counters and dispensers. Apply enough disinfectant so it will remain wet on the surface for 10 minutes.

**Trash:** If the trash can is full of paper in the trash can, empty it. If there are liquids, food or other items that have spilled, change the liner. If the liner leaked, empty the liquid, spray the inside with disinfectant or if necessary, rinse the inside of the trash can and allow it to air-dry before relining. Wipe down the exterior of the trash can to remove spots or stray marks. If the liner must be tied to fit snugly, tuck the tail under for a neat appearance.

**Pick ups:** Use your Lobby Set to pick up debris that is too large, too heavy or would otherwise be inappropriate to pick up with your vacuum cleaner such as stones, large pieces of paper, cans, pencils, pens, etc.



### Weight Room Cleaning

#### Cleaning Procedures

#### Weight Room Cleaning

#### Routine Cleaning Procedures

A. First Circuit (continued)

2.  **Dust:** Always work from the top of the room downward to prevent recontaminating previously cleaned surfaces.

Use long-handled dusting tools to reach high and low surfaces. Use a dusting cloth or mitt on mid-level surfaces. Avoid excessive strain on your body from bending low or stretching high.

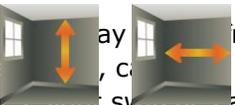
3.  **Disinfect:** By now ten minutes have passed. Re-spray the drinking fountains, showers, and counters as necessary to have enough liquid to clean the surface. Wipe surfaces clean and free of streaks and water spots. Apply a surface treatment to stainless steel surfaces as applicable.

4.  **Dispensers:** Check and refill dispensers as necessary. Spray and wipe the outside of dispensers with disinfectant cleaner.

B. Second Circuit

5.  **Clean mirrors** with glass cleaner and a paper towel, or disinfectant cleaner and a squeegee.

6.  **Spot clean glass,** including entry windows, door glass, display cases, and glass tabletops and any other glass in the room. Lightly spray glass cleaner on fingerprints and smudges. Wipe to remove the spot and to dry the surface streak-free.

7.  **Spot clean Vertical and Horizontal Surfaces.** Remove spots from walls, window frames, door facings, door frames, shelves, display cases, and counters, and other surfaces. (Use disinfectant to clean door handles, light switches and other "hot-spots").

C. Third Circuit

8.  **Spot clean carpet and walk-off mats.** Use a freezing aerosol gum remover to remove fresh gum. Use a liquid gum dissolver to remove older gum. To remove stains and spots, use one of the following methods:

a)  On smaller spots (3" across or less) apply carpet spot remover. For larger spots, apply carpet spot remover and other carpet spots until the surface is damp, not wet. Fold a clean, dry cloth, place over the spot, place a heavy weight on the cloth and go do 20 to 30 minutes. When you return, remove the weight, turn the cloth over and step on the pad with your toe once or twice. This will remove 95% of all fresh spots.

### Weight Room Cleaning

#### Cleaning Procedures

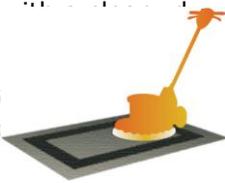
#### Weight Room Cleaning

#### Routine Cleaning Procedures

#### C. Third Circuit (continued)

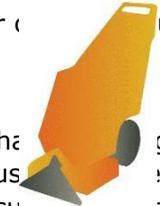
b) For larger spots, apply carpet spotter to the soil, agitate by tapping with a carpet spotting brush or scraping with a bone scraper. Blot the spot by hand with a clean white cloth, working from the outside in. Do not rub or scrub spots.

c) For larger spots, after applying carpet spotter to the soil and allowing for contact time, quickly go over the soiled area with a standard speed floor machine and a dry quick-dry bonnet to remove the surface soil. Don't scrub the soil; it quickly absorbs the soil. Turn the bonnet over to dry.



d) Large, heavy spills may require the repeated use of an extractor (course of several days to completely remove all foreign material from the carpet.

e) Remove spots on upholstery when spot cleaning carpet. Use the hand tapping method. Always test upholstery for color fastness before spot cleaning. Test by using a white cloth, moistened with the cleaning solution, and one finger – rub an inconspicuous area (the back or underside) vigorously for 20 to 30 seconds. If the upholstery color transfers to the cloth, do not use the product to clean the upholstery.



9. **Vacuum** carpeting and walk-off mats avoiding any previously spotted area: **Keep damp.**

10. **Dust mop floor.** Use a previously treated or microfiber dust mop to remove dust and debris from the area. Dust mop under furniture and along the edges of the room. Pay particular attention to the corners. Work from the inside of the corner outward away from, not into the corner. Dust mopping into the corner can pack the soil in and create a "rounded" corner. Use a putty knife if necessary to remove soil and move it out where the dust mop can pick it up.



11. **Damp mop or autoscrub floor.** Place "Wet Floor" signs. Begin mopping at the far side of the room using a standard damp mop or microfiber wet mopping pads. Walk towards the entrance.

Begin autoscrubbing the floor at one side of the entrance making one complete pass around the outside of the room. Then, beginning at the far side of the room, make straight passes across the entire width of the room, finishing at the doorway.









# Additions to Manual

## Job Cards



	 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Cafeteria Cleaning</b>		
Routine Tasks:	Product		Application Method
Empty large trash receptacles/spray interior/spot clean exterior/reline	Supro <sup>®</sup> x	<b>33</b>	Trigger Sprayer
Spot clean and tear down tables and chairs or cafeteria tables	ReJuvNal <sup>®</sup>	<b>16</b>	Trigger Sprayer
Vacuum carpeted areas and walk-off mats			
Dust mop or sweep floor			
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)	ReJuvNal <sup>®</sup>	<b>16</b>	Trigger Sprayer
Check and refill dispensers / disinfect dispensers	ReJuvNal <sup>®</sup>	<b>16</b>	Trigger Sprayer
Dust using dusting cloth / extension duster. Spot clean glass	GS Glass Clnr	<b>27</b>	Trigger Sprayer
Spot clean vertical and horizontal surfaces	Supro <sup>®</sup> x	<b>33</b>	Trigger Sprayer
Clean door handle and door facing on both sides	ReJuvNal <sup>®</sup>	<b>16</b>	Trigger Sprayer
Spot clean carpet and walk-off mats	Carpet Spotter	<b>15</b>	Trigger Sprayer
Damp mop or autoscrub floor	Top Clean <sup>®</sup>	<b>10</b>	Mop Bucket/Autoscrubber
Set up tables and chairs or cafeteria tables			

Equipment Needed:			Precautions:
Housekeeping Cart	Vacuum Cleaner	Hand Soap Dust	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.
Mop / Push Broom	Extension Duster	Paper Towels	
Lobby Broom & Dust Pan	Trash Can Liners	Appropriate PPE	
Mop Bucket/Wringer	Cleaning Cloths/Wipers	"Wet Floor" Signs	
Damp Mop or Autoscrubber	Putty Knife		

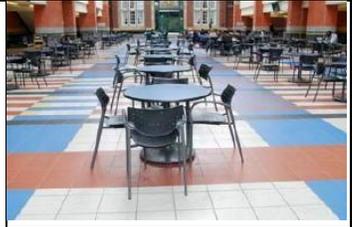
Routine Tasks:		Product	Application Method
Empty large trash receptacles/spray interior/spot clean exterior/reline	Supro <sup>®</sup> x	33	Trigger Sprayer
Spot clean and tear down tables and chairs or cafeteria tables	ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Vacuum carpeted areas and walk-off mats			
Dust mop or sweep floor			
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)	ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Check and refill dispensers / disinfect dispensers	ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Dust using dusting cloth / extension duster. Spot clean glass	GS Glass Clnr	27	Trigger Sprayer
Spot clean vertical and horizontal surfaces	Supro <sup>®</sup> x	33	Trigger Sprayer
Clean door handle and door facing on both sides	ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Spot clean carpet and walk-off mats	Carpet Spotter	15	Trigger Sprayer
Damp mop or autoscrub floor	Top Clean <sup>®</sup>	10	Mop Bucket/Autoscrubber
Set up tables and chairs or cafeteria tables			

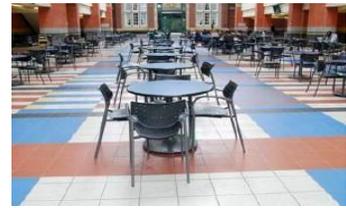
  

Equipment Needed:			Precautions:
Housekeeping Cart	Vacuum Cleaner	Hand Soap Dust	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.
Mop / Push Broom	Extension Duster	Paper Towels	
Lobby Broom & Dust Pan	Trash Can Liners	Appropriate PPE	
Mop Bucket/Wringer	Cleaning Cloths/Wipers	"Wet Floor" Signs	
Damp Mop or Autoscrubber	Putty Knife		



**ROCK HILL SCHOOL DISTRICT #3**  
**Cafeteria Cleaning**





	 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Cafeteria Cleaning</b>		
		Periodic Tasks:	Product
Remove mineral deposits from sinks / drinking fountains (Allow dwell time)	ReJuvNal®	16	White Hand Pad
Clean glass	GS Glass Clnr	27	Trigger Sprayer
Clean air vents	Supro® x	33	Trigger Sprayer
Wipe walls	Supro® x	33	Trigger Sprayer
Wipe down equipment	Supro® x	33	Trigger Sprayer
Apply mop-on restorer	Restorer	23	Mop Bucket
Burnish floor			
Apply carpet prespray	Carpet Pre-Spray	14	Pump Up Sprayer
Bonnet clean carpet	Bonnet Cleaner	13	Mop Bucket
Extract carpet	Carpet pH Rinse	35	Carpet Extractor
<b>Equipment Needed:</b>	<b>Precautions:</b>		

Housekeeping Cart	Std. Spd. Floor Machine	Appropriate PPE	Always wear appropriate Personal Protective Equipment.
Cleaning Cloths/Wipers	Carpet Bonnets	"Wet Floor" Signs	Display wet floor signs during damp mopping until floor dries.
Mop Bucket/Wringer	Carpet Extractor		Never place hand inside of trash container; pull liner out, then tie.
Damp Mop	Putty Knife		Allow disinfectant/cleaner to dwell on surfaces for 10 minutes
Burnisher			Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.

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	 <p><b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Cafeteria Cleaning</b></p>	
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Periodic Tasks:	Product		Application Method
Remove mineral deposits from sinks / drinking fountains (Allow dwell time)	ReJuvNal®	16	White Hand Pad
Clean glass	GS Glass Clnr	27	Trigger Sprayer
Clean air vents	Supro® x	33	Trigger Sprayer
Wipe walls	Supro® x	33	Trigger Sprayer
Wipe down equipment	Supro® x	33	Trigger Sprayer
Apply mop-on restorer	Restorer	23	Mop Bucket
Burnish floor			
Apply carpet prespray	Carpet Pre-Spray	14	Pump Up Sprayer
Bonnet clean carpet	Bonnet Cleaner	13	Mop Bucket
Extract carpet	Carpet pH Rinse	35	Carpet Extractor

Equipment Needed:	Precautions:
Housekeeping Cart	Std. Spd. Floor Machine
Cleaning Cloths/Wipers	Carpet Bonnets
Mop Bucket/Wringer	Carpet Extractor
Damp Mop	Putty Knife
Burnisher	
Appropriate PPE	Always wear appropriate Personal Protective Equipment.
"Wet Floor" Signs	Display wet floor signs during damp mopping until floor dries.
	Never place hand inside of trash container; pull liner out, then tie.
	Allow disinfectant/cleaner to dwell on surfaces for 10 minutes
	Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.

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	 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Classroom Cleaning</b>	Place Picture Here
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Routine Tasks:	Product	Time	Application Method
Empty trash / spray interior / spot clean exterior / reline	Supro <sup>®</sup> x	<b>33</b>	Trigger Sprayer
Dust using dusting cloth / extension duster			
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)	ReJuvNal <sup>®</sup>	<b>16</b>	Trigger Sprayer
Check and refill dispensers / disinfect dispensers	ReJuvNal <sup>®</sup>	<b>16</b>	Trigger Sprayer
Erase chalkboards / white boards, as instructed / clean tray	Supro <sup>®</sup> x	<b>33</b>	Trigger Sprayer
Spot clean vertical and horizontal surfaces	Supro <sup>®</sup> x	<b>33</b>	Trigger Sprayer
Spot clean glass	GS Glass Clnr	<b>27</b>	Trigger Sprayer
Straighten student desks / tables / chairs			
Spot clean student desks / tables / chairs	Supro <sup>®</sup> x	<b>33</b>	Trigger Sprayer
Spot clean carpet and walk-off mats	Carpet Pre-Spray	<b>14</b>	Trigger Sprayer
Vacuum carpet and walk-off mats			
Dust mop and damp mop floor	Top Clean <sup>®</sup>	<b>10</b>	Mop Bucket

Equipment Needed:			Precautions:
Housekeeping Cart	Damp Mop	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.
Dust Mop	Extension Duster	Hand Soap	
Lobby Broom	Vacuum Cleaner	Paper Towels	
Lobby Dust Pan	Trash Can Liners	Appropriate PPE	
Mop Bucket/Wringer	Cleaning Cloths/Wipers	"Wet Floor" Signs	

	 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Classroom Cleaning</b>	Place Picture Here
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Routine Tasks:	Product		Application Method
Empty trash / spray interior / spot clean exterior / reline	Supro <sup>®</sup> x	<b>33</b>	Trigger Sprayer
Dust using dusting cloth / extension duster			
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)	ReJuvNal <sup>®</sup>	<b>16</b>	Trigger Sprayer
Check and refill dispensers / disinfect dispensers	ReJuvNal <sup>®</sup>	<b>16</b>	Trigger Sprayer
Erase chalkboards / white boards, as instructed / clean tray	Supro <sup>®</sup> x	<b>33</b>	Trigger Sprayer
Spot clean vertical and horizontal surfaces	Supro <sup>®</sup> x	<b>33</b>	Trigger Sprayer
Spot clean glass	GS Glass Clnr	<b>27</b>	Trigger Sprayer
Straighten student desks / tables / chairs			
Spot clean student desks / tables / chairs	Supro <sup>®</sup> x	<b>33</b>	Trigger Sprayer
Spot clean carpet and walk-off mats	Carpet Pre-Spray	<b>14</b>	Trigger Sprayer
Vacuum carpet and walk-off mats			
Dust mop and damp mop floor	Top Clean <sup>®</sup>	<b>10</b>	Mop Bucket

Equipment Needed:			Precautions:
Housekeeping Cart	Damp Mop	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.
Dust Mop	Extension Duster	Hand Soap	
Lobby Broom	Vacuum Cleaner	Paper Towels	
Lobby Dust Pan	Trash Can Liners	Appropriate PPE	
Mop Bucket/Wringer	Cleaning Cloths/Wipers	"Wet Floor" Signs	



	 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Classroom Cleaning</b>	Place Picture Here
Periodic Tasks:	Product	Application Method
Remove mineral deposits from sinks / drinking fountains (Allow dwell time)	ReJuvNal®	16 White Hand Pad
Clean air vents	Supro® x	33 Trigger Sprayer
Clean glass	GS Glass Clnr	27 Trigger Sprayer
Clean whiteboards	Supro® x	33 Trigger Sprayer
Apply mop-on restorer	Restorer	23 Mop Bucket
Burnish floor		
Apply carpet prespray	Carpet Pre-Spray	14 Pump Up Sprayer
Bonnet clean carpet	Carpet Pre-Spray	14 Mop Bucket
Extract carpet	Carpet Pre-Spray	14 Carpet Extractor

Equipment Needed:			Precautions:
Housekeeping Cart	Carpet Bonnets	Appropriate PPE	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.
Cleaning Cloths/Wipers	Burnisher	"Wet Floor" Signs	
Mop Bucket/Wringer	Carpet Extractor		
Damp Mop	Putty Knife		
Std. Spd. Floor Machine			

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	 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Classroom Cleaning</b>	Place Picture Here
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Periodic Tasks:	Product		Application Method
Remove mineral deposits from sinks / drinking fountains (Allow dwell time)	ReJuvNal®	16	White Hand Pad
Clean air vents	Supro ® x	33	Trigger Sprayer
Clean glass	GS Glass Clnr	27	Trigger Sprayer
Clean whiteboards	Supro ® x	33	Trigger Sprayer
Apply mop-on restorer	Restorer	23	Mop Bucket
Burnish floor			
Apply carpet prespray	Carpet Pre-Spray	14	Pump Up Sprayer
Bonnet clean carpet	Carpet Pre-Spray	14	Mop Bucket
Extract carpet	Carpet Pre-Spray	14	Carpet Extractor

Equipment Needed:			Precautions:
Housekeeping Cart	Carpet Bonnets	Appropriate PPE	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.
Cleaning Cloths/Wipers	Burnisher	"Wet Floor" Signs	
Mop Bucket/Wringer	Carpet Extractor		
Damp Mop	Putty Knife		
Std. Spd. Floor Machine			

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**ROCK HILL SCHOOL DISTRICT #3**  
**Hallway Cleaning**



<b>Routine Tasks:</b>	<b>Product</b>		<b>Application Method</b>
Empty trash containers / spray interior / spot clean exterior / reline	Supro <sup>®</sup> x	<b>33</b>	Trigger Sprayer
Dust using dusting cloth / extension duster			
Disinfect drinking fountain(s) - (10 min. dwell time)	ReJuvNal <sup>®</sup>	<b>16</b>	Trigger Sprayer
Spot clean vertical and horizontal surfaces	Supro <sup>®</sup> x	<b>33</b>	Trigger Sprayer
Straighten tables and chairs			
Spot clean tables and chairs	Supro <sup>®</sup> x	<b>33</b>	Trigger Sprayer
Spot clean glass	GS Glass Clnr	<b>27</b>	Trigger Sprayer
Spot clean carpet and walk-off mats	Carpet Spotter	<b>15</b>	Trigger Sprayer
Vacuum carpet and walk-off mats			
Dust mop floor			
Damp mop or autoscrub floor	Top Clean <sup>®</sup>	<b>10</b>	Mop Bucket

Equipment Needed:			Precautions:
Housekeeping Cart	Damp Mop	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.
Dust Mop	Autoscrubber	Appropriate PPE	
Lobby Broom	Vacuum	"Wet Floor" Signs	
Lobby Dust Pan	Cleaning Cloths/Wipers		
Mop Bucket/Wringer	Extension Duster		

Routine Tasks:		Product	Application Method
Empty trash containers / spray interior / spot clean exterior / reline	Supro <sup>®</sup> x	33	Trigger Sprayer
Dust using dusting cloth / extension duster			
Disinfect drinking fountain(s) - (10 min. dwell time)	ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Spot clean vertical and horizontal surfaces	Supro <sup>®</sup> x	33	Trigger Sprayer
Straighten tables and chairs			
Spot clean tables and chairs	Supro <sup>®</sup> x	33	Trigger Sprayer
Spot clean glass	GS Glass Clnr	27	Trigger Sprayer
Spot clean carpet and walk-off mats	Carpet Spotter	15	Trigger Sprayer
Vacuum carpet and walk-off mats			
Dust mop floor			
Damp mop or autoscrub floor	Top Clean <sup>®</sup>	10	Mop Bucket

Equipment Needed:			Precautions:
Housekeeping Cart	Damp Mop	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.
Dust Mop	Autoscrubber	Appropriate PPE	
Lobby Broom	Vacuum	"Wet Floor" Signs	
Lobby Dust Pan	Cleaning Cloths/Wipers		
Mop Bucket/Wringer	Extension Duster		



**ROCK HILL SCHOOL DISTRICT #3**  
**Hallway Cleaning**





	 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Hallway Cleaning</b>	
Periodic Tasks:	Product	Application Method
Remove mineral deposits from drinking fountains (Allow dwell time)	ReJuvNal®	16 White Hand Pad
Clean glass	GS Glass Clnr	27 Trigger Sprayer
Clean air vents	Supro® x	33 Trigger Sprayer
Clean vertical and horizontal surfaces	Supro® x	33 Trigger Sprayer
Extract upholstery	Carpet pH Rinse	35 Carpet Extractor
Wipe walls	Supro® x	33 Trigger Sprayer
Apply mop-on restorer	Restorer	23 Mop Bucket
Burnish floor		
Apply carpet prespray	Carpet Pre-Spray	14 Pump Up Sprayer
Bonnet clean carpet	Bonnet Cleaner	13 Mop Bucket
Extract carpet	Carpet pH Rinse	35 Carpet Extractor

Equipment Needed:			Precautions:
Housekeeping Cart	White Hand Pads	Appropriate PPE	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.
Mop Bucket/Wringer	Std. Spd. Floor Machine	"Wet Floor" Signs	
Damp Mop	Carpet Bonnets		
Putty Knife	Burnisher		
Cleaning Cloths/Wipers	Carpet Extractor		

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Periodic Tasks:		Product	Application Method
Remove mineral deposits from drinking fountains (Allow dwell time)		ReJuvNal®	16 White Hand Pad
Clean glass		GS Glass Clnr	27 Trigger Sprayer
Clean air vents		Supro® x	33 Trigger Sprayer
Clean vertical and horizontal surfaces		Supro® x	33 Trigger Sprayer
Extract upholstery		Carpet pH Rinse	35 Carpet Extractor
Wipe walls		Supro® x	33 Trigger Sprayer
Apply mop-on restorer		Restorer	23 Mop Bucket
Burnish floor			
Apply carpet prespray		Carpet Pre-Spray	14 Pump Up Sprayer
Bonnet clean carpet		Bonnet Cleaner	13 Mop Bucket
Extract carpet		Carpet pH Rinse	35 Carpet Extractor

Equipment Needed:			Precautions:
Housekeeping Cart	White Hand Pads	Appropriate PPE	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.
Mop Bucket/Wringer	Std. Spd. Floor Machine	"Wet Floor" Signs	
Damp Mop	Carpet Bonnets		
Putty Knife	Burnisher		
Cleaning Cloths/Wipers	Carpet Extractor		

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**ROCK HILL SCHOOL DISTRICT #3**  
**Locker Room Cleaning**



Routine Tasks:	Product		Application Method
Empty trash / spray interior / spot clean exterior / reline	ReJuvNal®	16	Trigger Sprayer
Dust using dusting cloth or extension duster			
Disinfect drinking fountain(s) - (10 min. dwell time)	ReJuvNal®	16	Trigger Sprayer
Spot disinfect vertical and horizontal surfaces	ReJuvNal®	16	Trigger Sprayer
Spot clean glass	GS Glass Clnr	27	Trigger Sprayer
Sweep floor. Pick up with lobby broom and dust pan			
Damp mop floor with disinfectant	ReJuvNal®	16	Mop Bucket





**ROCK HILL SCHOOL DISTRICT #3  
Locker Room Cleaning**



Periodic Tasks:	Product		Application Method
Remove mineral deposits from drinking fountains (Allow dwell time)	ReJuvNal®	16	White Hand Pad
Pour 1 gal. disinfectant solution down floor drains	ReJuvNal®	16	RTU
Clean air vents	ReJuvNal®	16	Trigger Sprayer
Disinfect lockers	ReJuvNal®	16	Trigger Sprayer
Extract upholstery	Unsented Deep Action II®		Carpet Extractor
Apply mop-on restorer	Restorer	23	Mop Bucket
Burnish floor			
Apply carpet prespray	Carpet Pre-Spray	14	Pump-Up Sprayer
Bonnet clean carpet	Bonnet Cleaner	13	Mop Bucket
Extract carpet	Neutralizer	18	Carpet Extractor
Scrub unfinished floor, pick up solution with wet-vac, rinse floor	ReJuvNal®	16	Mop Bucket
<b>Equipment Needed:</b>	<b>Precautions:</b>		

Housekeeping Cart	White Hand Pads	<p>Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries.</p> <p>Never place hand inside of trash container; pull liner out, then tie.</p> <p>Allow disinfectant/cleaner to dwell on surfaces for 10 minutes</p> <p>Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.</p>
Extension Duster	Std. Speed Floor Machine	
Cleaning Cloths/Wipers	Wet/Dry Vac	
Mop Bucket/Wringer	Appropriate PPE	
Damp Mop	"Wet Floor" Signs	

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 <p><b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Locker Room Cleaning</b></p>			
Periodic Tasks:		Product	Application Method
Remove mineral deposits from drinking fountains (Allow dwell time)		ReJuvNal®	16 White Hand Pad
Pour 1 gal. disinfectant solution down floor drains		ReJuvNal®	16 RTU
Clean air vents		ReJuvNal®	16 Trigger Sprayer
Disinfect lockers		ReJuvNal®	16 Trigger Sprayer
Extract upholstery		Unsentent Deep Action II®	Carpet Extractor
Apply mop-on restorer		Restorer	23 Mop Bucket
Burnish floor			
Apply carpet prespray		Carpet Pre-Spray	14 Pump-Up Sprayer
Bonnet clean carpet		Bonnet Cleaner	13 Mop Bucket
Extract carpet		Neutralizer	18 Carpet Extractor
Scrub unfinished floor, pick up solution with wet-vac, rinse floor		ReJuvNal®	16 Mop Bucket
Equipment Needed:		Precautions:	
Housekeeping Cart	White Hand Pads	<p>Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries.</p> <p>Never place hand inside of trash container; pull liner out, then tie.</p> <p>Allow disinfectant/cleaner to dwell on surfaces for 10 minutes</p> <p>Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.</p>	
Extension Duster	Std. Speed Floor Machine		
Cleaning Cloths/Wipers	Wet/Dry Vac		
Mop Bucket/Wringer	Appropriate PPE		
Damp Mop	"Wet Floor" Signs		

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**ROCK HILL SCHOOL DISTRICT #3  
Locker Room Cleaning**



<b>Routine Tasks:</b>	<b>Product</b>	<b>Application Method</b>
Empty trash / spray interior / spot clean exterior / reline	ReJuvNal® 16	Trigger Sprayer
Dust using dusting cloth or extension duster		
Disinfect drinking fountain(s) - (10 min. dwell time)	ReJuvNal® 16	Trigger Sprayer
Spot disinfect vertical and horizontal surfaces	ReJuvNal® 16	Trigger Sprayer
Spot clean glass	GS Glass Clnr 27	Trigger Sprayer
Sweep floor. Pick up with lobby broom and dust pan		
Damp mop floor with disinfectant	ReJuvNal® 16	Mop Bucket





**ROCK HILL SCHOOL DISTRICT #3  
Locker Room Cleaning**



Periodic Tasks:	Product		Application Method
Remove mineral deposits from drinking fountains (Allow dwell time)	ReJuvNal®	16	White Hand Pad
Pour 1 gal. disinfectant solution down floor drains	ReJuvNal®	16	RTU
Clean air vents	ReJuvNal®	16	Trigger Sprayer
Disinfect lockers	ReJuvNal®	16	Trigger Sprayer
Extract upholstery	Unsented Deep Action II®		Carpet Extractor
Apply mop-on restorer	Restorer	23	Mop Bucket
Burnish floor			
Apply carpet prespray	Carpet Pre-Spray	14	Pump-Up Sprayer
Bonnet clean carpet	Bonnet Cleaner	13	Mop Bucket
Extract carpet	Neutralizer	18	Carpet Extractor
Scrub unfinished floor, pick up solution with wet-vac, rinse floor	ReJuvNal®	16	Mop Bucket
<b>Equipment Needed:</b>	<b>Precautions:</b>		

Housekeeping Cart	White Hand Pads	<p>Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries.</p> <p>Never place hand inside of trash container; pull liner out, then tie.</p> <p>Allow disinfectant/cleaner to dwell on surfaces for 10 minutes</p> <p>Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.</p>
Extension Duster	Std. Speed Floor Machine	
Cleaning Cloths/Wipers	Wet/Dry Vac	
Mop Bucket/Wringer	Appropriate PPE	
Damp Mop	"Wet Floor" Signs	

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 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Locker Room Cleaning</b>			
Periodic Tasks:		Product	Application Method
Remove mineral deposits from drinking fountains (Allow dwell time)		ReJuvNal®	16 White Hand Pad
Pour 1 gal. disinfectant solution down floor drains		ReJuvNal®	16 RTU
Clean air vents		ReJuvNal®	16 Trigger Sprayer
Disinfect lockers		ReJuvNal®	16 Trigger Sprayer
Extract upholstery		Unsentent Deep Action II®	Carpet Extractor
Apply mop-on restorer		Restorer	23 Mop Bucket
Burnish floor			
Apply carpet prespray		Carpet Pre-Spray	14 Pump-Up Sprayer
Bonnet clean carpet		Bonnet Cleaner	13 Mop Bucket
Extract carpet		Neutralizer	18 Carpet Extractor
Scrub unfinished floor, pick up solution with wet-vac, rinse floor		ReJuvNal®	16 Mop Bucket
Equipment Needed:		Precautions:	
Housekeeping Cart	White Hand Pads	<p>Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries.</p> <p>Never place hand inside of trash container; pull liner out, then tie.</p> <p>Allow disinfectant/cleaner to dwell on surfaces for 10 minutes</p> <p>Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.</p>	
Extension Duster	Std. Speed Floor Machine		
Cleaning Cloths/Wipers	Wet/Dry Vac		
Mop Bucket/Wringer	Appropriate PPE		
Damp Mop	"Wet Floor" Signs		

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	 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Media Center Cleaning</b>	
Routine Tasks:	Product	Application Method
Empty trash / spray interior / spot clean exterior / reline	Supro <sup>®</sup> x	33 Trigger Sprayer
Dust using dusting cloth or extension duster		
Disinfect drinking fountain(s) - (10 min. dwell time)	ReJuvNal <sup>®</sup>	16 Trigger Sprayer
Erase chalkboards / whiteboards, as instructed / clean tray	Supro <sup>®</sup> x	33 Trigger Sprayer
Straighten desks / tables / chairs	Supro <sup>®</sup> x	33 Trigger Sprayer
Spot clean desks / tables / chairs	Supro <sup>®</sup> x	33 Trigger Sprayer
Spot clean vertical and horizontal surfaces	Supro <sup>®</sup> x	33 Trigger Sprayer
Spot clean glass	GS Glass Clnr	27 Trigger Sprayer
Spot clean carpet and walk-off mats	Carpet Spotter	15 Trigger Sprayer
Vacuum carpet and walk-off mats		
Dust mop floor		
Damp mop floor	Top Clean <sup>®</sup>	10 Mop Bucket
<b>Equipment Needed:</b>	<b>Precautions:</b>	

Housekeeping Cart	Damp Mop	Putty Knife Dust	<p>Always wear appropriate Personal Protective Equipment.</p> <p>Display wet floor signs during damp mopping until floor dries.</p> <p>Never place hand inside of trash container; pull liner out, then tie.</p> <p>Allow disinfectant/cleaner to dwell on surfaces for 10 minutes</p> <p>Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.</p>
Mop	Trash Can Liners	Appropriate PPE	
Lobby Broom	Vacuum Cleaner	"Wet Floor" Signs	
Lobby Dust Pan	Cleaning Cloths/Wipers		
Mop Bucket/Wringer	Extension Duster		

					
		<b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Media Center Cleaning</b>			
<b>Routine Tasks:</b>			<b>Product</b>	<b>Time</b>	<b>Application Method</b>
Empty trash / spray interior / spot clean exterior / reline			Supro® x	33	Trigger Sprayer
Dust using dusting cloth or extension duster					
Disinfect drinking fountain(s) - (10 min. dwell time)			ReJuvNal®	16	Trigger Sprayer
Erase chalkboards / whiteboards, as instructed / clean tray			Supro® x	33	Trigger Sprayer
Straighten desks / tables / chairs			Supro® x	33	Trigger Sprayer
Spot clean desks / tables / chairs			Supro® x	33	Trigger Sprayer
Spot clean vertical and horizontal surfaces			Supro® x	33	Trigger Sprayer
Spot clean glass			GS Glass Clnr	27	Trigger Sprayer
Spot clean carpet and walk-off mats			Carpet Spotter	15	Trigger Sprayer
Vacuum carpet and walk-off mats					
Dust mop floor					
Damp mop floor			Top Clean®	10	Mop Bucket
<b>Equipment Needed:</b>			<b>Precautions:</b>		
Housekeeping Cart	Damp Mop	Putty Knife Dust	<p>Always wear appropriate Personal Protective Equipment.</p> <p>Display wet floor signs during damp mopping until floor dries.</p> <p>Never place hand inside of trash container; pull liner out, then tie.</p> <p>Allow disinfectant/cleaner to dwell on surfaces for 10 minutes</p> <p>Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.</p>		
Mop	Trash Can Liners	Appropriate PPE			
Lobby Broom	Vacuum Cleaner	"Wet Floor" Signs			
Lobby Dust Pan	Cleaning Cloths/Wipers				
Mop Bucket/Wringer	Extension Duster				



**ROCK HILL SCHOOL DISTRICT #3  
Media Center Cleaning**



Periodic Tasks:	Product		Application Method
Remove mineral deposits from drinking fountains (Allow dwell time)	ReJuvNal®	16	White Hand Pad
Clean air vents	ReJuvNal®	16	Trigger Sprayer
Clean glass	GS Glass Clnr	27	Trigger Sprayer
Clean whiteboards	Supro <sup>®</sup> <sub>x</sub>	33	Trigger Sprayer
Clean desks / tables / chairs	ReJuvNal®	16	Trigger Sprayer
Extract upholstery	Carpet pH Rinse	35	Carpet Extractor
Wipe walls	ReJuvNal®	16	Trigger Sprayer
Apply mop-on restorer	Restorer	23	Mop Bucket
Burnish floor			
Apply carpet prespray	Carpet Pre-Spray	14	Pump-Up Sprayer
Bonnet clean carpet	Bonnet Cleaner	13	Mop Bucket
Extract carpet	Carpet pH Rinse	35	Carpet Extractor

Equipment Needed:			Precautions:
Housekeeping Cart	Std. Spd. Floor Machine	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min. © Hillyard Inc.
Cleaning Cloths/Wipers	Carpet Bonnets	White Hand Pads	
Mop Bucket/Wringer	Burnisher	Appropriate PPE	
Damp Mop	Carpet Extractor	"Wet Floor"	
Signs			

Periodic Tasks:		Product	Application Method
Remove mineral deposits from drinking fountains (Allow dwell time)	ReJuvNal®	16	White Hand Pad
Clean air vents	ReJuvNal®	16	Trigger Sprayer
Clean glass	GS Glass Clnr	27	Trigger Sprayer
Clean whiteboards	Supro ® x	33	Trigger Sprayer
Clean desks / tables / chairs	ReJuvNal®	16	Trigger Sprayer
Extract upholstery	Carpet pH Rinse	35	Carpet Extractor
Wipe walls	ReJuvNal®	16	Trigger Sprayer
Apply mop-on restorer	Restorer	23	Mop Bucket
Burnish floor			
Apply carpet prespray	Carpet Pre-Spray	14	Pump-Up Sprayer
Bonnet clean carpet	Bonnet Cleaner	13	Mop Bucket
Extract carpet	Carpet pH Rinse	35	Carpet Extractor

Equipment Needed:			Precautions:
Housekeeping Cart	Std. Spd. Floor Machine	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min. © Hillyard Inc.
Cleaning Cloths/Wipers	Carpet Bonnets	White Hand Pads	
Mop Bucket/Wringer	Burnisher	Appropriate PPE	
Damp Mop	Carpet Extractor	"Wet Floor"	
Signs			



**ROCK HILL SCHOOL DISTRICT #3  
Media Center Cleaning**



**ROCK HILL SCHOOL DISTRICT #3  
Office Cleaning**



Routine Tasks:	Product		Application Method
Empty trash / spray interior / spot clean exterior / reline	Supro® x	33	Trigger Sprayer
Dust using dusting cloth / extension duster (1/4 of area)			
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)	ReJuvNal®	16	Trigger Sprayer
Check and refill dispensers / disinfect dispensers	ReJuvNal®	16	Trigger Sprayer
Erase chalkboards / whiteboards, as instructed / clean tray			
Spot clean vertical and horizontal surfaces	Supro® x	33	Trigger Sprayer
Spot clean glass	GS Glass Clnr	27	Trigger Sprayer
Straighten desks / tables / chairs			
Spot clean desks / tables / chairs	Supro® x	33	Trigger Sprayer
Spot clean carpet and walk-off mats	Carpet Spotter	15	Trigger Sprayer

Vacuum carpet and walk-off mats				
Dust mop and damp mop floor		Carpet pH Rinse	35	Mop Bucket
<b>Equipment Needed:</b>			<b>Precautions:</b>	
Housekeeping Cart	Damp Mop	Putty Knife	Always wear appropriate Personal Protective Equipment.	
Dust Mop	Trash Can Liners	Hand Soap	Display wet floor signs during damp mopping until floor dries.	
Lobby Broom	Vacuum Cleaner	Paper Towels	Never place hand inside of trash container; pull liner out, then tie.	
Lobby Dust Pan	Cleaning Cloths/Wipers	Appropriate PPE	Allow disinfectant/cleaner to dwell on surfaces for 10 minutes	
Mop Bucket/Wringer	Extension Duster	"Wet Floor" Signs	Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	

				
		<b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Office Cleaning</b>		
<b>Routine Tasks:</b>		<b>Product</b>		<b>Application Method</b>
Empty trash / spray interior / spot clean exterior / reline		Supro® x	33	Trigger Sprayer
Dust using dusting cloth / extension duster (1/4 of area)				
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)		ReJuvNal®	16	Trigger Sprayer
Check and refill dispensers / disinfect dispensers		ReJuvNal®	16	Trigger Sprayer
Erase chalkboards / whiteboards, as instructed / clean tray				
Spot clean vertical and horizontal surfaces		Supro® x	33	Trigger Sprayer
Spot clean glass		GS Glass Clnr	27	Trigger Sprayer
Straighten desks / tables / chairs				
Spot clean desks / tables / chairs		Supro® x	33	Trigger Sprayer
Spot clean carpet and walk-off mats		Carpet Spotter	15	Trigger Sprayer
Vacuum carpet and walk-off mats				
Dust mop and damp mop floor		Carpet pH Rinse	35	Mop Bucket
<b>Equipment Needed:</b>			<b>Precautions:</b>	
Housekeeping Cart	Damp Mop	Putty Knife	Always wear appropriate Personal Protective Equipment.	
Dust Mop	Trash Can Liners	Hand Soap	Display wet floor signs during damp mopping until floor dries.	
Lobby Broom	Vacuum Cleaner	Paper Towels	Never place hand inside of trash container; pull liner out, then tie.	
Lobby Dust Pan	Cleaning Cloths/Wipers	Appropriate PPE	Allow disinfectant/cleaner to dwell on surfaces for 10 minutes	
Mop Bucket/Wringer	Extension Duster	"Wet Floor" Signs	Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	



**ROCK HILL SCHOOL DISTRICT #3  
Office Cleaning**



Periodic Tasks:	Product		Application Method
Remove mineral deposits from sinks / drinking fountains (Allow dwell time)	ReJuvNal®	16	White Hand Pad
Clean glass	GS Glass Clnr	27	Trigger Sprayer
Clean whiteboards	Supro ® x	33	Trigger Sprayer
Clean desks / tables / chairs	Supro ® x	33	Trigger Sprayer
Clean air vents	Supro ® x	33	Trigger Sprayer
Clean vertical and horizontal surfaces	Supro ® x	33	Trigger Sprayer
Extract upholstery	Carpet pH Rinse	35	Carpet Extractor
Apply mop-on restorer	Restorer	23	Mop Bucket
Burnish floor			
Apply carpet prespray	Carpet Pre-Spray	14	Pump Up Sprayer
Bonnet clean carpet	Carpet pH Rinse	35	Mop Bucket
Extract carpet	Carpet pH Rinse	35	Carpet Extractor

Equipment Needed:			Precautions:
Housekeeping Cart	Std. Spd. Floor Machine	Carpet Extractor	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.
Cleaning Cloths/Wipers	Carpet Bonnets	Appropriate PPE	
White Hand Pads	Burnisher	"Wet Floor" Signs	
Mop Bucket/Wringer	Putty Knife		
Damp Mop			

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Periodic Tasks:		Product	Application Method
Remove mineral deposits from sinks / drinking fountains (Allow dwell time)	ReJuvNal®	16	White Hand Pad
Clean glass	GS Glass Clnr	27	Trigger Sprayer
Clean whiteboards	Supro ® x	33	Trigger Sprayer
Clean desks / tables / chairs	Supro ® x	33	Trigger Sprayer
Clean air vents	Supro ® x	33	Trigger Sprayer
Clean vertical and horizontal surfaces	Supro ® x	33	Trigger Sprayer
Extract upholstery	Carpet pH Rinse	35	Carpet Extractor
Apply mop-on restorer	Restorer	23	Mop Bucket
Burnish floor			
Apply carpet prespray	Carpet Pre-Spray	14	Pump Up Sprayer
Bonnet clean carpet	Carpet pH Rinse	35	Mop Bucket
Extract carpet	Carpet pH Rinse	35	Carpet Extractor

Equipment Needed:			Precautions:
Housekeeping Cart	Std. Spd. Floor Machine	Carpet Extractor	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.
Cleaning Cloths/Wipers	Carpet Bonnets	Appropriate PPE	
White Hand Pads	Burnisher	"Wet Floor" Signs	
Mop Bucket/Wringer	Putty Knife		
Damp Mop			

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**ROCK HILL SCHOOL DISTRICT #3**  
**Office Cleaning**



Place Picture Here	<b>ROCK HILL SCHOOL DISTRICT #3 Restroom Cleaning</b>		
Daily Tasks:	Product		Application Method
Sweep floor. Pick up with lobby broom and dust pan			
Empty trash containers / spray interior / spot clean exterior / reline	ReJuvNal®	16	Trigger Sprayer
Check / empty / disinfect and reline sanitary receptacles	ReJuvNal®	16	Trigger Sprayer
Dust using dusting cloth / extension duster			
Check and refill restroom dispensers / disinfect dispensers	ReJuvNal®	16	Trigger Sprayer
Spray all fixtures/dispensers with disinfectant (10 min. dwell time)	ReJuvNal®	16	Trigger Sprayer
Spot disinfect walls / partitions / vertical and horizontal surfaces	ReJuvNal®	16	Trigger Sprayer
Scrub urinals and toilets with bowl swab or brush-flush for clean water	ReJuvNal®	16	Trigger Sprayer
Rinse the bowl swab, the toilet seat, and the rest of the fixture			
Damp wipe sinks / counters and outsides of all fixtures / dispensers	ReJuvNal®	16	Trigger Sprayer
Clean mirrors	GS Glass Clnr	27	Trigger Sprayer
Damp mop floor with disinfectant	ReJuvNal®	16	Mop Bucket
<b>Equipment Needed:</b>	<b>Precautions:</b>		

Housekeeping Cart	Mop Bucket/Wringer	Paper Towels	<p>Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries.</p> <p>Never place hand inside of trash container; pull liner out, then tie.</p> <p>Allow disinfectant/cleaner to dwell on surfaces for 10 minutes</p> <p>Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.</p>
Push Broom	Dedicated Damp Mop	Toilet Tissue	
Lobby Broom	Trash Can Liners	Appropriate PPE	
Lobby Dust Pan	Cleaning Cloths/Wipers	"Wet Floor" Signs	
Extension Duster	Hand Soap		

 <p><b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Restroom Cleaning</b></p>			
<b>Daily Tasks:</b>		<b>Product</b>	<b>Application Method</b>
Sweep floor. Pick up with lobby broom and dust pan			
Empty trash containers / spray interior / spot clean exterior / reline		ReJuvNal®	16 Trigger Sprayer
Check / empty / disinfect and reline sanitary receptacles		ReJuvNal®	16 Trigger Sprayer
Dust using dusting cloth / extension duster			
Check and refill restroom dispensers / disinfect dispensers		ReJuvNal®	16 Trigger Sprayer
Spray all fixtures/dispensers with disinfectant (10 min. dwell time)		ReJuvNal®	16 Trigger Sprayer
Spot disinfect walls / partitions / vertical and horizontal surfaces		ReJuvNal®	16 Trigger Sprayer
Scrub urinals and toilets with bowl swab or brush-flush for clean water		ReJuvNal®	16 Trigger Sprayer
Rinse the bowl swab, the toilet seat, and the rest of the fixture			
Damp wipe sinks / counters and outsides of all fixtures / dispensers		ReJuvNal®	16 Trigger Sprayer
Clean mirrors		GS Glass Clnr	27 Trigger Sprayer
Damp mop floor with disinfectant		ReJuvNal®	16 Mop Bucket
<b>Equipment Needed:</b>		<b>Precautions:</b>	
Housekeeping Cart	Mop Bucket/Wringer	Paper Towels	<p>Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries.</p> <p>Never place hand inside of trash container; pull liner out, then tie.</p> <p>Allow disinfectant/cleaner to dwell on surfaces for 10 minutes</p> <p>Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.</p>
Push Broom	Dedicated Damp Mop	Toilet Tissue	
Lobby Broom	Trash Can Liners	Appropriate PPE	
Lobby Dust Pan	Cleaning Cloths/Wipers	"Wet Floor" Signs	
Extension Duster	Hand Soap		



 		<b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Restroom Cleaning</b>		
Periodic Tasks:		Product	Application Method	
Remove mineral deposits from toilets (Allow dwell time)		ReJuvNal®	16	Bowl Brush / Swab
Remove mineral deposits from urinals (Allow dwell time)		ReJuvNal®	16	Bowl Brush / Swab
Remove mineral deposits from sinks (Allow dwell time)		ReJuvNal®	16	White Hand Pad
Scrub toilets with bowl brush/swab. Flush to rinse.		ReJuvNal®	16	Bowl Brush / Swab
Scrub urinals with bowl brush/swab. Flush to rinse.		ReJuvNal®	16	Bowl Brush / Swab
Scrub sinks with white hand pad and rinse.		ReJuvNal®	16	White Hand Pad
Wipe walls / partitions		ReJuvNal®	16	Trigger Sprayer
Pour 1 gal. disinfectant solution down floor drains		ReJuvNal®	16	Mop Bucket
Clean air vents		ReJuvNal®	16	Trigger Sprayer
Clean glass		GS Glass Clnr	27	Trigger Sprayer
Scrub unfinished floor, pick up solution with wet-vac, rinse floor		ReJuvNal®	16	Mop Bucket
Burnish floor				
<b>Equipment Needed:</b>		<b>Precautions:</b>		

Housekeeping Cart	Cleaning Cloths/Wipers	Wet/Dry Vac Push	<p>Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries.</p> <p>Never place hand inside of trash container; pull liner out, then tie.</p> <p>Allow disinfectant/cleaner to dwell on surfaces for 10 minutes</p> <p>Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.</p>
Broom	White Hand Pads	Appropriate PPE	
Lobby Broom/Dust Pan	Bowl Brush / Swab	"Wet Floor" Signs	
Mop Bucket/Wringer	Std. Spd. Floor Machine		
Dedicated Damp Mop	Burnisher		

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		 <b>ROCK HILL SCHOOL DISTRICT #3</b> <b>Restroom Cleaning</b>			
<b>Periodic Tasks:</b>			<b>Product</b>		<b>Application Method</b>
Remove mineral deposits from toilets (Allow dwell time)			ReJuvNal®	16	Bowl Brush / Swab
Remove mineral deposits from urinals (Allow dwell time)			ReJuvNal®	16	Bowl Brush / Swab
Remove mineral deposits from sinks (Allow dwell time)			ReJuvNal®	16	White Hand Pad
Scrub toilets with bowl brush/swab. Flush to rinse.			ReJuvNal®	16	Bowl Brush / Swab
Scrub urinals with bowl brush/swab. Flush to rinse.			ReJuvNal®	16	Bowl Brush / Swab
Scrub sinks with white hand pad and rinse.			ReJuvNal®	16	White Hand Pad
Wipe walls / partitions			ReJuvNal®	16	Trigger Sprayer
Pour 1 gal. disinfectant solution down floor drains			ReJuvNal®	16	Mop Bucket
Clean air vents			ReJuvNal®	16	Trigger Sprayer
Clean glass			GS Glass Clnr	27	Trigger Sprayer
Scrub unfinished floor, pick up solution with wet-vac, rinse floor			ReJuvNal®	16	Mop Bucket
Burnish floor					
<b>Equipment Needed:</b>			<b>Precautions:</b>		
Housekeeping Cart	Cleaning Cloths/Wipers	Wet/Dry Vac Push	<p>Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries.</p> <p>Never place hand inside of trash container; pull liner out, then tie.</p> <p>Allow disinfectant/cleaner to dwell on surfaces for 10 minutes</p> <p>Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.</p>		
Broom	White Hand Pads	Appropriate PPE			
Lobby Broom/Dust Pan	Bowl Brush / Swab	"Wet Floor" Signs			
Mop Bucket/Wringer	Std. Spd. Floor Machine				
Dedicated Damp Mop	Burnisher				

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**ROCK HILL SCHOOL DISTRICT #3**  
**Weight Room Cleaning**

Routine Tasks:	Product		Application Method
Empty trash / spray interior / spot clean exterior / reline	Supro <sup>®</sup> x	33	Trigger Sprayer
Dust using dusting cloth or extension duster			
Disinfect sinks and counters / drinking fountain(s) - (10 min. dwell time)	ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Check and refill dispensers / disinfect dispensers	ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Clean mirrors	GS Glass Clnr	27	Trigger Sprayer
Spot clean glass	GS Glass Clnr	27	Trigger Sprayer
Spot clean vertical and horizontal surfaces	ReJuvNal <sup>®</sup>	16	Trigger Sprayer
Spot clean carpet and walk-off mats	Carpet Spotter	15	Trigger Sprayer
Vacuum carpet and walk-off mats			
Dust mop floor			
Damp mop or autoscrub floor	Top Clean <sup>®</sup>	10	Mop Bucket

Equipment Needed:			Precautions:
Housekeeping Cart	Autoscrubber	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.
Dust Mop	Vacuum Cleaner	Hand Soap Lobby	
Broom & Dust Pan	Extension Duster	Paper Towels Mop	
Bucket/Wringer	Trash Can Liners	Appropriate PPE	
Damp Mop	Cleaning Cloths/Wipers	"Wet Floor" Signs	

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Check and refill dispensers / disinfect dispensers			ReJuvNal <sup>®</sup>	<b>16</b> Trigger Sprayer
Clean mirrors			GS Glass Clnr	<b>27</b> Trigger Sprayer
Spot clean glass			GS Glass Clnr	<b>27</b> Trigger Sprayer
Spot clean vertical and horizontal surfaces			ReJuvNal <sup>®</sup>	<b>16</b> Trigger Sprayer
Spot clean carpet and walk-off mats			Carpet Spotter	<b>15</b> Trigger Sprayer
Vacuum carpet and walk-off mats				
Dust mop floor				
Damp mop or autoscrub floor			Top Clean <sup>®</sup>	<b>10</b> Mop Bucket
Equipment Needed:			Precautions:	
Housekeeping Cart	Autoscrubber	Putty Knife	Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries. Never place hand inside of trash container; pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.	
Dust Mop	Vacuum Cleaner	Hand Soap Lobby		
Broom & Dust Pan	Extension Duster	Paper Towels Mop		
Bucket/Wringer	Trash Can Liners	Appropriate PPE		
Damp Mop	Cleaning Cloths/Wipers	"Wet Floor" Signs		



**ROCK HILL SCHOOL DISTRICT #3  
Weight Room Cleaning**



Periodic Tasks:	Product	Application Method
Remove mineral deposits from drinking fountain (Allow dwell time)	ReJuvNal® 16	White Hand Pad
Clean glass	GS Glass Clnr 27	Trigger Sprayer
Clean vertical and horizontal surfaces	ReJuvNal® 16	Trigger Sprayer
Wipe down equipment	ReJuvNal® 16	Trigger Sprayer
Wipe walls with disinfectant	ReJuvNal® 16	Trigger Sprayer
Apply mop-on restorer	Restorer 23	Mop Bucket
Burnish floor		
Apply carpet prespray	Carpet Pre-Spray 14	Pump-Up Sprayer
Bonnet clean carpeting	Bonnet Cleaner 13	Mop Bucket
Extract carpet	Neutralizer 18	Carpet Extractor
Scrub unfinished floor, pick up solution with wet-vac, rinse floor		
<b>Equipment Needed:</b>	<b>Precautions:</b>	

Housekeeping Cart	Carpet Bonnets	Wet/Dry Vac	<p>Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries.</p> <p>Never place hand inside of trash container; pull liner out, then tie.</p> <p>Allow disinfectant/cleaner to dwell on surfaces for 10 minutes</p> <p>Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.</p>
Cleaning Cloths/Wipers	Burnisher	Appropriate PPE	
Mop Bucket/Wringer	Carpet Extractor	"Wet Floor" Signs	
Damp Mop	Putty Knife		
Std. Spd. Floor Machine	White Hand Pads		

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Periodic Tasks:		Product	Application Method
Remove mineral deposits from drinking fountain (Allow dwell time)		ReJuvNal®	16 White Hand Pad
Clean glass		GS Glass Clnr	27 Trigger Sprayer
Clean vertical and horizontal surfaces		ReJuvNal®	16 Trigger Sprayer
Wipe down equipment		ReJuvNal®	16 Trigger Sprayer
Wipe walls with disinfectant		ReJuvNal®	16 Trigger Sprayer
Apply mop-on restorer		Restorer	23 Mop Bucket
Burnish floor			
Apply carpet prespray		Carpet Pre-Spray	14 Pump-Up Sprayer
Bonnet clean carpeting		Bonnet Cleaner	13 Mop Bucket
Extract carpet		Neutralizer	18 Carpet Extractor
Scrub unfinished floor, pick up solution with wet-vac, rinse floor			
Equipment Needed:		Precautions:	
Housekeeping Cart	Carpet Bonnets	Wet/Dry Vac	<p>Always wear appropriate Personal Protective Equipment. Display wet floor signs during damp mopping until floor dries.</p> <p>Never place hand inside of trash container; pull liner out, then tie.</p> <p>Allow disinfectant/cleaner to dwell on surfaces for 10 minutes</p> <p>Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 min.</p>
Cleaning Cloths/Wipers	Burnisher	Appropriate PPE	
Mop Bucket/Wringer	Carpet Extractor	"Wet Floor" Signs	
Damp Mop	Putty Knife		
Std. Spd. Floor Machine	White Hand Pads		

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