MILWAUKEE PUBLIC SCHOOLS
BUILDING OPERATIONS

Daily District Cleaning SOP

I. CLASSROOMS / HALLWAYS / BATHROOMS

A. Supplies and Equipment

- Gloves
- Spray Bottles filled with 1A glass cleaner, 3A neutral cleaner, 4A bathroom cleaner, 5H disinfectant solution, 5L disinfectant solution
- Duster and Cleaning Clothes
- Dust Mops and Wet Mops
- Cleaning Clothes
- Bucket with wringer and clean/clear water
- Push Broom
- Micro fiber floor pad
- Toilet brush.
- Floor scrubber
- Doodle Bug
- Noble floor vacuum
- Can Liners
- Putty Knife
- Floor Applicator

B. Procedures for Cleaning Classrooms / Hallways

1. Put on gloves and gather needed supplies.
2. Using a duster, dust sills, flat surfaces, and radiators that does not require the use of a ladder.
3. Using a push broom, sweep stairs, corridors, and floors.
4. Using a bucket of clean water and a clean mop head, mop floor.
5. Check and lock windows.
6. Using water, wash blackboards.
7. Report burned out lights.
8. Using 1A glass cleaner, clean glass in cabinets, windows, doors, and mirrors.
9. Using putty knife and/or aerosol gum remover, remove gum from desks, tables and floors.
10. Empty waste baskets and put in new can liners.
11. Using aerosol graffiti remover and/or mystic eraser, remove writing from walls.
12. Using 3A neutral cleaner and/or 5H disinfectant solution, wash lower walls and lower woodwork that does not require the use of a ladder.
13. Using 3A neautral cleaner, clean water fountains.
14. Using 3A neutral cleaner and 5L disinfectant solution, clean and wash lockers and desks.
15. Using floor vacuum, vaccum carpets.
16. Using proper floor applicator, apply floor finish.

C. Procedure Cleaning Bathrooms

1. Put on gloves and gather needed supplies.
2. Using a duster, dust sills, flat surfaces, and radiators that does not require the use of a ladder.
3. Using 4A bathroom cleaner and Clorox urine remover, clean toilets, urinals and sinks.
4. Fill soap dispensers, towel dispensers and toilet paper rolls.
5. Using a push broom, sweep floors.
6. Using a bucket of clean water and a clean mop head, mop floor.
7. Empty waste baskets and put in new can liners.
8. Using aerosol graffiti remover and/or mystic eraser, remove writing from walls.
9. Using proper floor applicator, apply floor finish.

D. Finalizing Procedure

1. Gather all cleaning materials and return to designated area.