MILWAUKEE PUBLIC SCHOOLS
Building Operations

SUMMER/PROJECT CLEANING

Summer/Project Duct Cleaning
Before starting the summer/project cleaning, if possible, operate the fans for three or four hours at a higher speed than that used during the school year; this will blow the loose dust and dirt out of the ducts.

Waste Paper
All waste paper and rubbish shall be collected from the lockers and other parts of the building and disposed of within the first week of summer vacation.

Toilet Rooms
The fixtures in the toilet rooms shall be cleaned thoroughly within a week after school is closed. Stains and other dirt or debris should not be allowed to become set. Where supervised playgrounds are conducted, toilet room shall be kept clean at all times. Clean service closets, pipes, and walls; sweep out radiator sections; sweep floors; wash painted areas, partitions, and doors; wash urinals, bowls, toilet seats, and toilets. If toilet rooms have floor drains, hose down. Scrub floor thoroughly. Check and replace toweling and toilet tissue. Wash mirrors and window glass.

Classrooms, Offices, and Corridors
Remove wastepaper, rubbish, old clothing, and rags. Brush dust off ceiling, molding, walls, grilles, window shades, and pictures. Brush dust out of sections of radiators, heating coils, univents, and lockers. Clean gum from furniture, floors, and carpeting; sweep floors and vacuum rugs. Clean lights and fixtures. Wash dado paint work, woodwork, doors, baseboards, frame trim, and lockers. Protect shades. Wash desks and furniture. Clean floor; seal floor, if necessary, and apply floor finish. To refinish floors that have been sealed with a polyurethane finish, follow the instructions provided by the manufacturer. When cleaning carpeting, follow directions on the label of the rug shampoo or cleaner.

Shops, Locker Rooms, Shower Rooms, Gymnasiums, Auditorium, and Lunchroom
Brush dust off walls, molding, pipes, ledges, and grilles. Brush dust off window shades. Brush out dust and dirt in radiator sections, ventilator vents, and lockers. Sweep floor. Wash light fixtures. Test lights and replace burnt out lamps before replacing shades and grilles. Wash dado paint work, woodwork, tile, pipe covering, doors, baseboards, frames, trim, and lockers. Protect shades from water damage. Wash furniture and benches. In shower rooms, remove all pieces of soap and other foreign matter from soap dishes and floor. Scrub shower room walls with a brush, detergent, or scum remover. Rinse walls. Polish handles, shower heads, and other hardware using a mild cleaning solution with dampened sponge; wipe dry with clean cloth (DO NOT use any acid based cleaners on Metal Surfaces). Clean inside glass and inner side of outside glass. Clean floor; seal if necessary. No floor seal is to be used in locker rooms or shower rooms. No floor finish shall be used on shop, gymnasium, locker room, shower room, or stage floors.

Floor Scrubbing

1. Remove all movable furniture from area. Furniture can be pushed to one side of the room to clear one half of the room.
2. Thoroughly sweep or dust mop floor and remove foreign materials, such as gum, etc.
3. Prepare proper cleaning solutions; follow instructions on labels. Prepare scrubbing tools, machines, pads, detergent tank, rinsing tank, and mops.
4. Apply detergent to floor; do not flood floor.
5. Allow detergent solution to work for three or four .
6. Scrub floor with floor machine and abrasive synthetic scrubbing pad where necessary.
7. Clean corners and under radiators with a hand-held pad and putty knife. Small hand pads can be cut from used pads.
8. Pick up dirty solution with mop and second bucket with wringer or with wet vacuum.
9. Rinse with clear water after scrubbing; change water frequently.
10. Clean baseboards with mop or with rags and detergent solution.
11. Allow the floor to dry thoroughly.
12. Clean and put away all equipment.

Stripping Floors

1. Sweep floor thoroughly with untreated mop or push-broom.
2. Mix a stripping solution of about six ounces of stripper per gallon of water; follow instructions on the label.
3. Apply stripping solution liberally on the floor; do not flood floor.
4. Allow solution to work for three or four minutes, keeping the floor wet.
5. (Very old or heavily built-up finish may require more emulsifying time or repeated application.)
6. If baseboards have been previously waxed, clean with rags and stripping solution diluted with an equal portion of water. Use baseboard brush as needed.
7. Pick up dirty solution with wet vacuum or with mop and second bucket with wringer.
8. After removal of stripper, rinse thoroughly with clear water. Change water frequently and repeat rinsing, if needed, to remove all of the emulsified wax.
9. Rinse the floor with a mild vinegar and water solution - two ounces per gallon.
10. Allow the floor to dry thoroughly. Note: Run hand across dry floor before applying floor finish – If there is a white powder on your hand, rinse again as there is alkaline residue on the floor that will attack new floor finish.

11. Clean and put away all equipment.

12. See cleaning method on sealing and refinishing floors.

Sealing Wood Floors - Newly Sanded

1. After sanding, sweep floor thoroughly with a brush then mop with clean dry mop. Better results are obtained if the floor is vacuumed.
2. Remove gum or any other substance that has adhered to the floor.
3. Apply first coat with a sheepskin applicator or fine strand mop.
4. Apply seal across the grain of the wood; smooth it out with long even strokes with the grain of the wood.
5. Allow to dry completely for 12 hours.
6. Buff the floor with a coarse scrubbing pad under the buffing machine.
7. After buffing, vacuum or dust mop floor to pick up buffing dust.
8. Second coat is applied like the first except that buffing is not needed. The second coat leaves a slightly finer finish and deposits a very thin film on the surface.
9. After the second coat has dried for 24 to 48 hours, apply a thin coat of finish to the surface if penetrating seal has been applied. If a permanent urethane finish has been applied to the floor, no other finish is required. Water based finishes can damage this type of coating.

Sealing Wood Floors - Penetrating Seal

1. Thoroughly scrub or mop floors before application.
2. Remove old finish, dirt, gum, etc.
3. Allow to dry for 6 hours. More time my be needed if the humidity is very high
4. Apply a light coat of seal with a applicator.
5. Apply across the grain of the wood then smooth out with long strokes with the grain of the wood. Some areas of the floor will absorb more seal than others; therefore, after about 20 minutes the excess seal can be wiped up with rags
6. To avoid buildup, apply seal to areas that have heavy traffic patterns only. (White bleached out spots.) Stay six to twelve inches away from baseboards and permanent fixtures.
7. Clean and put away all equipment.

Refinishing Floors

1. Floors should be cleaned or stripped according to the appropriate cleaning method, scrubbing or mopping thoroughly, before refinishing is begun.

2. Allow floor to dry thoroughly before applying floor finish. Note: Run hand across dry floor before applying floor finish – If there is a white powder on your hand, rinse again as there is alkaline residue on the floor that will attack new floor finish.

3. Draw required amount of finish into clean mop bucket.

4. Wet the mop head in the finish. Mop head should be wrung fairly dry with wringer so that when lifted the finish does not drip steadily. If a white film is formed immediately as the finish is applied, too much is being put down and the mop or applicator should be wrung or pressed more.

5. Apply a second or more coats, especially to heavy traffic areas, until a uniform gloss is achieved; allow to dry approximately 30 minutes between each coat and 30 minutes before subjecting to traffic. Note: test floor after each coat has dried by touching various areas of the floor. If ANY tackiness is detected, wait 15 more minutes and retest. Applying another coat of floor finish before previous coat is totally dry will result in cloudiness and poor adhesion. **Do not** use fans blowing directly on the new finish – rather point fans away from finished floor to remove moisture as finish drys.

6. Apply no more than one coat within six to twelve inches of walks and permanent fixtures or other areas where one cannot walk. Apply no more than 4 coats in a 24 hour period.

7. Because floor finish dries with a good gloss and a smooth finish, buffing is often not necessary. The finishes that we are using at the present time are acrylic-polymer types and are semi-buffable. If the floor areas are to be buffed, wait until a day or two after application.

8. Rearrange furniture.

9. Clean and put away all equipment; wash applicator or mop in hot water and rinse.