

ROMULUS CENTRAL SCHOOL DISTRICT



HANDBOOK FOR:

Maintenance Personnel
Head Custodians
Custodians
Cleaners
Substitutes

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Acknowledgement

Let's start by recognizing that Romulus Central School is unique and has unique needs. In an attempt to standardize the cleaning and safety practices throughout the district this handbook was created.

This handbook is to serve as a guideline to help perform your custodial/cleaner/maintenance duties. It is not intended to become the cleaning manual. It is not intended to take the place of training you have/or will receive pertaining to the job you are assigned. It outlines industry standards and practices for each specific area. Use this handbook as a reference source. It is a work in progress and is subject to change and updates.

In the end the custodian/cleaner is responsible to clean, but it is everyone's responsibility to make reasonable efforts to minimize the amount of cleaning needed. If you come across a supervised area that is out of the ordinary please notify me so I can discuss it with the building administration.

Matthew Buisch
Director of Facilities
Romulus Central School District

Foreword

As an employee of the Romulus Central School District, you represent the District to students, visitors and community members. Your appearance, attitude and job performance reflect not only the Board's expectations but also the pride and dedication Romulus has come to expect from its school employees.

This handbook, while not all inclusive, is intended to assist you in meeting the requirements for a successful career at RCS.

Civil Service Law and the agreement between the District and the CSEA Bargaining Unit establish the basis for employee rights and responsibilities.

Attendance: Good attendance is an important aspect of your job. Employees are expected to report to work on time and prepared for the shift. When an absence becomes necessary, i.e. illness, emergency, etc. employees are expected to contact their supervisor as soon as possible. Scheduled absences (vacation and personal leave) require prior approval as agreed to by contract. Every effort will be made to accommodate employee requests; however, there may be situations that will not allow approval of all requests. Vacation requests will be restricted the two weeks before the opening of school and two weeks prior to graduation weekend.

Appearance: All employees are expected to be neat and well groomed. District provided uniforms (where applicable) should be well maintained. Proper footwear (closed- shoe) is required. There should be no " Warrior" logos on all clothing while at work or at a school function.

Hours of Work: Custodial and maintenance work week consists of 40 hours. Day shift hours are generally 6 a.m. to 2:30 p.m. with the second shift generally running from 2:00p.m. to 10:30 p.m. Please note that shift

hours may change to accommodate district needs. Break times and one 30 minute unpaid lunch break will be determined by the supervisor. Break time should be taken in the breakroom or staff lounge, no breaks should be taken in classrooms or offices.

Duty Assignments: Work assignments for the day shift are the responsibility of the Superintendent of Buildings and Grounds; second shift work assignments are the responsibility of the Custodian or in their absence the Superintendent of Buildings and Grounds. Work assignments may vary based on cleaning/maintenance requirements.

Harassment: The Board of Education is committed to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation. Therefore, the Board prohibits and condemns all forms of harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, age, marital or veteran status or disability by employees, school volunteers, students and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District. A copy of the District policy is available in the District Office.

Drugs/Alcohol/Tobacco: The possession of drugs or alcohol on school grounds is absolutely prohibited. The use of any tobacco product on school grounds is also prohibited. Violations can result in either disciplinary action and/or prosecution.

Safety: All employees are expected to perform their tasks in a safe manner. Your health and safety is important to the school and you are expected to use the equipment properly. Training in the use of floor machines, buffers, autoscrubber, manlift, etc., will be provided for all new employees. Staff should not use unfamiliar equipment until instructed in its safe operation. A deliberate disregard of safety measures will be taken very seriously. Any work-related injury is to be reported to your immediate supervisor.

Use of Personal Electronic Communication Devices (Cell Phones, iPods, PDAs, Blackberry, iPhone) Devices: Use of personal electronic communication devices during work hours and in student-inhabited areas is not allowed. Use of these devices is only deemed appropriate during break/lunch periods and only in non-student inhabited areas and where there is an emergency situation. In the event that a personal electronic device is worn during working hours, it must be set to a vibrate (no ring) mode.

Use of District-Issued Communication Devices: The District issues communication devices for prompt communication in the event of an emergency and to facilitate communication among work force members. Each maintenance and custodial employee is required to carry the district-issued radio during their work shift and to ensure proper etiquette is applied in its use since all communications are subject to public address via scanner.

Use of District Owned Equipment: Personal use of District owned equipment is strictly prohibited. There is no "borrowing."

Video surveillance cameras have been installed on school grounds and in our buildings. You could be monitored at any time.

There is a districtwide zero-tolerance policy for graffiti; any and all graffiti found on school owned property must be reported to your immediate supervisor.

Should you have any questions, please ask with your immediate supervisor. Copies of District Policies are available in the District Office and the Business Office.

RIGHT TO KNOW

Any employee of the school has the right to request information on any of the products that they are asked to use. This information will be provided within 24 hours and will include the SDS (Safety Data Sheet) and any other safety information on the product. An employee substituting for any position is expected to read and understand any of the label instructions on the products they are using before using them. All safety procedures included in the instructions are the responsibility of the substitute to understand and follow. Any needed safety equipment will be provided by the school. If you have any safety questions they should be directed to the person in charge on your shift. SDS sheets are located in the **Building & Grounds Office and in each custodial closet.**

OSHA COMPLIANCE DOCUMENTATION

Compliance documents required to meet OSHA standards are available in the Business Office.

INDOOR AIR QUALITY (IAQ)

If there is concern on the air quality in an area (odors) contact your supervisor and follow the IAQ procedure for reporting the incident.

CONFINED SPACES

There is one confined space in Romulus Central School. They are as follows:

1. Elevator Shaft

This area is marked "Danger Confined Space"

here is no admittance to these areas without the signed written permit from the Superintendent of Buildings and Grounds. The Confined Space Permits are located in the Buildings and Grounds Office

FIRE PREVENTION PLAN

There is a central fire alarm system in the IT Office monitored by Action Security at all times The individual heat/smoke "heads" are cleaned and checked two times a year. All suspected areas of potential fire are reported to the Principals and these areas are made safe. All fire doors are locked and checked to assure proper closing and locking monthly. All fire extinguishers are checked monthly. There is no storage of flammables in or around the heat producing equipment in the boiler room. There are no other areas of heat producing equipment in the main building.

The entire maintenance and cleaning staff is properly trained in fire prevention and fire safety. Records of inspections are kept in the Facilities Office.

BLOOD SPILLS

Any custodian or cleaner, including substitutes, that finds liquid or dried blood is required to report it to his or her supervisor. Never touch or attempt to clean up any part of a blood spill as this requires special training. One person per shift has been designated and trained in proper cleanup methods and is responsible for the cleanup of blood spills. The reason this method is used is that many diseases including hepatitis B, and AIDS are easily spread by the blood. Special training is required to safely cleanup a blood spill.

ASBESTOS

Certain areas of the building contain asbestos as a part of building material. This may include ceilings, floor tiles, and supply/return piping insulation (especially the cement-like covering of plumbing joints). Any time damage is noted in building materials, such as dusting, cracking, crumbling, or wet, the areas is to be blocked off and your supervisor notified. Do not make any effort to cleanup the material until it is determined to be asbestos-free. If the material is confirmed as asbestos containing the area is to remain restricted and only trained cleanup personnel are allowed in the area until the area is cleared of the asbestos. Asbestos is a known cancer causing material when asbestos fibers become airborne and are inhaled. Special training is required to remove asbestos containing materials. **All employees shall have a two hour asbestos training each year. Asbestos maps are located in the Buildings and grounds Office in the Ahera Binder.**

MOLD AND MILDEW

Any wet area (floors, walls, ceiling tile) should be noted and spills cleaned up and wet tiles removed. Fans may be needed to dry areas quickly. Disinfectants may be needed in some instances, contact your supervisor when in doubt.

LOCKOUT/TAGOUT

Lockout/Tagout (LOTO)" refers to specific practices and procedures to safeguard employees from the unexpected energization or startup of machinery and equipment, or the release of hazardous energy during service or maintenance activities. This requires that a designated individual turns off and disconnects the machinery or equipment from its energy source(s) before performing service or maintenance and that the authorized employee(s) either lock or tag the energy-isolating device(s) to prevent the release of hazardous energy and take steps to verify that the energy has been isolated effectively. Training and Lockout/Tagout devices are provided to all Romulus Central School employees that are involved with this type of work.

LADDERS

Ladders should be inspected on a frequent basis. If a ladder is found to be defective, the employee should take the ladder out of service and notify his or her supervisor. A tag should be attached to the ladder that states "Do Not Use – Danger"

Great care should be taken when placing ladders so that they are not carried or positioned near overhead power lines. Maintain at least ten-foot distance from overhead lines.

To ensure a safe ladder angle, the 4 to 1 rule should always be obeyed. This rule states that the bottom of a leaning ladder is one foot away from the vertical surface being climbed for every four feet of working ladder length. Hence, the bottom of a ladder should be three feet from the wall when going up twelve feet of ladder

length. Holding the ladder, placing the bottom of the ladder at one's feet, and fully extending one's arms generally achieves the proper angle.

The ladder should also extend three feet beyond the edge of the top of a wall when using the ladder to climb to the top of the wall.

WET FLOOR SIGNS - SAFETY PROCEDURE

This procedure establishes minimum requirements for the use of "Wet Floor Signs" to ensure safe use of Romulus Central School facilities by students, employees, and the general public. All Custodial personnel must be aware of this procedure and the location of the wet floor signs in the event of a spill or condition requiring their use.

The use of wet floor signs is mandatory anytime a floor is wet, and students, the general public or non-custodial employees may be in the area. The signs are to be positioned in such a manner that they will be seen prior to entering any area where the floor is wet. The use of signs is not required when custodians are working in areas not accessible to students or the general public.

NOTE: If sufficient signs are not available, a hand written sign shall be posted.

SNOW AND ICE REMOVAL

In the event of a measurable amount of snow, the following plan is used:

- Workers will be called in early.
- Plow an area in the Back North Parking Lot (cafeteria workers and maintenance staff) •
Plow out the North and South Parking Lots.
- While parking lots and road ways are being cleared, the side walks are also being cleared.
- Be sure all exits are clear and open.
- Use cinders, salt, sand or chemicals to make all drives and walks safe.

* Night shift to make sure Handicap ramps and steps are shoveled and salted on evening shifts as well as North Sidewalks for BOE and other evening meetings.

PERSONAL PROTECTIV EQUIPMENT

PPE (personal protective equipment) these are to include ear plugs, rubber or leather gloves, safety glasses are provided to each maintenance/custodial for their safety. Failure to use these devices may lead to disciplinary actions. These protective pieces of equipment should be near your persons.

CHEMICAL EXPOSURE

At times employees shall have to use chemicals that may be harmful to themselves, students, other employees and or the environment. It is important that each employee understand the chemicals that they are using. If there is any question on the chemical uses, consult your supervisor.

Chemical Labels

Chemical containers must be legibly labeled except portable containers intended for immediate use. The label should identify the chemical, the concentration, the manufacturer, hazard severity, health hazards and protective equipment needed. Do not use unlabeled chemicals and report unlabeled chemicals to your supervisor. Labels come in all shapes and sizes.

One common type is the color-coded and numbered National Fire Protection Agency (NFPA) label. Colors indicate the kind of hazard and numbers inside of the color show the degree or severity of the hazard. Red = Fire 0 = Minimal

Yellow = Reactive 1 = Slight Hazard

Blue = Health 2 = Moderate Hazard

White = Protective Equipment or Specific Hazard 3 = Serious Hazard

Green = Severe Hazard 4

Protect Yourself

- Ask your supervisor if you have questions – DON'T TAKE CHANCES.
 - Know where your employer keeps the SDS sheets for your work area. (all Custodial Closets) •
- Read SDS sheets and product labels.
- Follow warnings and instructions.
 - Use the correct protective equipment and clothing.
 - Learn emergency procedures and basic first aid.
 - Be aware and prepared for what you should do if something does go wrong.
 - Report work related injuries and chemical spills within 24 hours.
 - Follow Manufacturers directions for diluting and using chemicals.

Ten Safety Rules of Chemicals

Most of the chemicals you will use are supplied in a concentrated form and must be diluted in water before use. Read, understand and follow the manufacturer's label instructions before you dilute chemicals.

1. Know what you are using. Do not use chemicals from unmarked containers.
2. Read labels and follow the instructions.
3. Measure chemicals when diluting. Too weak a solution may not provide proper cleaning or germicide power. Too strong a solution will waste supplies, may damage the surface or could cause injury.
4. Do not substitute chemicals. Many chemicals are made for specific jobs only.
5. Never mix chemicals. Mixing chemicals may create a poisonous gas or solution that could harm you or others. Mixing chemicals can also destroy chemicals usefulness.
6. Do not rely on the smell of chemicals as a means of identification. Breathing some chemicals can harm or even kill you.
7. Wear your PPE, gloves and Goggles and other required safety clothing when you are working with chemicals.
8. Ensure the chemical lid or top is securely closed before the container is moved.
9. Do not store chemicals on overhead shelves.
10. Have available, review and understand the SDS on all chemicals you use.

GREEN CLEANING

Chapter 584 of the Laws of 2005 - *New York State Green Cleaning Law* amends the New York State Education Law and Finance Law to require elementary and secondary schools to procure and use environmentally sensitive cleaning and maintenance products with assistance from, and in accordance with, guidelines prescribed by the OGS Commissioner. The Law went into effect in September 2006. The Romulus Central School District is making every effort to comply to this law to protect the staff and students.

OVERTIME

Overtime is occasionally needed in order to staff the custodial and maintenance needs of the school. At the start of each school year, a form is provided to employees requesting information on willingness and availability of the employee to work overtime; in the event an employee is unwilling or unable to work overtime, the employee is requested to indicate such. Failure to indicate an overtime preference by not returning or signing the form will result in the employee included in the available pool of employees willing to work overtime. Overtime is available on a rotating schedule starting with the most senior employee; if the most senior employee refuses, the next senior employee is asked; and so on. The number of hours of overtime refused by each employee is logged and maintained and included along with actual overtime worked in the evaluation of the equitable distribution of overtime opportunities to employees. On occasion, there will be overtime as an extension of a shift. In the event this occurs, the person who is regularly scheduled to work is then asked to continue working. Each spring the overtime log will be evaluated to be sure that overtime opportunities are provided on an equitable basis.

BASIC CLEANING PROGRAM

A. AUDITORIUM CLEANING

EQUIPMENT: Broom, dustpan, vacuum, dust mop, putty knife, spot remover, trash can liners, clean cloth, rubber gloves, etc.

1. Visually inspect area for safety concerns daily.
2. Remove chewing gum from stage floor, auditorium floor, carpet and seats if needed daily.
3. Dust all flat surfaces weekly.
4. Sweep all floors in the seating area daily.
5. Dust mop stage area and stairwells daily.
6. Remove spots on seating weekly, if needed.
7. Vacuum carpet areas daily.
8. Wet mop floors when needed with neutral cleaner.
9. Remove all soil around doorknobs, light switches, daily.
10. Empty trash receptacles daily.
11. Clean door windows daily.
12. Walk through the area of responsibility and inspect it daily. Correct any areas missed.
13. Check for any repairs/service that may be needed daily. (e.g.) exit lights out, ceiling light bulbs need replacing, auditorium seats need repair, curtains or carpet repair, etc. report these to the buildings and grounds supervisor.
14. Shut off lights and secure all doors daily.

B. CLASSROOM CLEANING

EQUIPMENT: custodial cart with barrel, dust mop, vacuum, dust pan, water in bucket with sponge, putty knife, clean cloths, hand duster, cleaning solutions in spray bottle, rubber gloves, etc.

1. Empty pencil sharpeners, baskets and other receptacles daily. Change bag liners as needed.
2. Dust all flat surfaces weekly, i.e., filing cabinets, screens, cabinet tops, shelves, window ledges, venetian blinds, computer carts, thermostats, phones, etc.
3. Dust teachers' desks and chairs weekly if cleared.
4. Clean and wash blackboards/white boards daily or as otherwise agreed upon. Also clean chalk trays daily.
5. Remove chewing gum from the floor, carpet, desks, etc., with a putty knife daily.
6. Spot clean walls daily.
7. Remove all soil around door knobs, light switches, pencil sharpeners daily.
8. Clean all erasers daily.
9. Clean sinks daily (if applicable).
10. Wash walls, clean toilets and damp wet mop floor daily with acceptable germicidal cleaner in classroom lavatories (if applicable).
11. Wash desk tops and table tops as needed.
12. Dust mop floors, or vacuum, move and realign desks daily.
13. Dispose of paper and waste materials, etc., in designated containers daily.

14. Replenish paper towels, soap and toilet tissue daily (if applicable).
15. Pick up trash at room entrance (if applicable). DO NOT PUSH TRASH INTO HALLWAY.
16. Wash wastebaskets with a germicidal cleaner weekly.
17. Wet mop spills and spots daily.
18. Replace light fixture bulbs daily if needed.
19. Wash classroom door windows as needed.
20. Close and lock windows, adjust shades, curtains or blinds daily.
21. Walk through your area of responsibility and inspect it daily. Correct any areas missed.
22. Report any problems/or repairs needed daily.

C. CORRIDOR AND ENTRYWAY CLEANING

EQUIPMENT: Dust mop, vacuum, dust pan, putty knife, hand duster, clean cloths, graffiti remover, window squeeze, floor buff machine, etc.

1. Dust mop floor surfaces as needed daily.
2. Carpeted floors to be cleaned as needed daily.
3. Where flush mounted wall lockers exist, they will be dusted once per week, papers, etc., removed from tops nightly and spot cleaned as necessary
4. Dust all flat surfaces as needed.
5. Wash windows as needed weekly.
6. Walls to be spot cleaned daily.
7. Auto scrub hallway daily in Winter MWF otherwise.
8. Wash rubber or tile wall base weekly.
9. Vacuum walk-off mats daily.
10. Remove recessed entrance drainage mats and clean under them weekly.
11. Wet mop entryways as required MWF.
12. Clean all drinking fountains daily with germicidal cleaner.
13. Replace light fixture bulbs daily, if needed.
14. Inspect areas for safety hazards and repairs. Report any hazards/repairs daily.
15. Fire door windows washed as needed.

D. GYMNASIUM CLEANING

EQUIPMENT: Dust mop (48" or larger) properly treated, putty knife, bucket with wringer, neutral cleaner, bucket with germicidal cleaner, etc.

1. Remove gum and other deposits from the floor with a putty knife daily.
2. Dust mop the floor daily, pick up trash at the room entrance. DO NOT push trash into the hallway.
3. Dispose of paper and waste materials daily.
4. Wash trash receptacles as needed.
5. Wet mop spots and spills daily and total gym floor according to play schedule and supervisor.
6. Clean all drinking fountains daily with a germicidal cleaner.
7. Inspect areas of responsibility for anything that you may have missed and correct.
8. Check areas for any repairs that may be needed daily. Report said repairs where needed.
9. Secure doors to the area.

E. LAVATORIES - RESTROOM CLEANING

EQUIPMENT: Custodial cart with barrel, brooms, mop, bucket with wringer, putty knife, rubber gloves, high duster, measuring cup, sponge, plastic liners, toilet tissue, paper towels, sanitary napkin bags, toilet bowl jonny mop, window cleaner, sink jonny mop, graffiti remover

1. Dust light fixtures, wall/ceiling vents, corners, horizontal surfaces, etc. weekly.
2. Sweep floor getting all corners and stalls. Pick up sweepings at door daily.
3. Empty waste receptacles of all kinds and dispose of in a designated manner daily.
4. Replenish all towels, toilet tissue and soap daily.
5. Wash all mirrors daily.
6. Wash all porcelain fixtures with germicidal cleaner daily, underside of porcelain sink and backs of porcelain toilet daily.
7. Wash chrome fixtures daily, this includes fixtures under the sink.
8. Spot clean all soil and graffiti around doorknobs, light switches, walls, partitions, etc., daily.
9. Wash walls weekly with germicidal cleaner or as needed.
10. Wash partitions weekly with germicidal cleaner.
11. Damp mop floor daily with germicidal cleaner.
12. Walk through your area of responsibility and inspect it daily. Correct any areas missed.
13. Report any problems or repairs needed daily.

F. OFFICE AREAS AND HEALTH/NURSES AREA

EQUIPMENT Custodial cart with barrel, dust mop, vacuum, dust pan, putty knife, clean cloths, rubber gloves, hand duster, cleaning solution, mop (20 oz.), bucket, wringer, toilet bowl jonny mop, soap, etc.

1. Dust all flat surfaces weekly, this includes all office furniture and equipment.
2. Empty and clean waste receptacles, etc., daily.
3. Empty all pencil sharpeners daily.
4. Paper and other waste material to be disposed of daily.
5. Waste receptacles (trash can) to be cleaned with germicidal cleaner daily.

NOTE: rubber gloves to be worn when cleaning bathrooms/nurse's area/ locker rooms.

6. Dust mop or vacuum floors daily.
7. Wash windowpanes in doors as needed or at least weekly.
8. Maintain lavatory facilities in these areas as prescribed under foregoing Lavatories/Restroom Cleaning Procedures daily.
9. Spot wash all walls daily.
10. Remove all soil from around light switches, doorknobs daily.
11. Damp wet mop resilient floors daily or as needed.
12. Walk through your area of responsibility and inspect it daily. Correct any areas needed.
13. Close and lock windows, doors, and adjust shades, curtains or blinds daily.
14. Report any problems or repairs as needed

G. SHOWER and LOCKER ROOM CLEANING

EQUIPMENT: Bucket with wringer, clean wet mop (20 oz.), measuring cup, rubber gloves, clean cloths, pressure sprayer, corn broom, push broom, dust pan, doodle bug, garden hose, spray bottle, foam cleaner, csp cleaner, germicidal, disinfectant, floor squeegee, foam gun, etc.

NOTE: a. Read directions

b. Measure and mix cleaning solutions to manufacturer's specifications on the container. c. When using ACID base cleaner - use with adequate ventilation. Rubber gloves must be worn when using this cleaner.

1. Dust window ledges, horizontal surfaces, tops of lockers, etc. weekly or as needed.
2. Remove gum from the floor daily.
3. Floors will be swept and mopped daily.
4. Remove all soil around doorknobs, light switches, etc. daily.
5. Clean mirrors daily.
6. Spot clean lockers and benches daily and use spray germicidal cleaner daily.
7. Walls to be cleaned and washed when needed with germicidal cleaner.
8. Shower room walls and shower columns, partitions, individual shower areas will be cleaned once per week with a daily use of germicidal cleaner or disinfectant spray.
9. Replenish supplies daily or as needed.
10. Dispose of papers and waste in designated containers daily.
11. Wash trash receptacles as needed.
12. Inspect areas of responsibility for anything that you may have missed, and correct.
13. Secure doors to the area.
14. Report any problems/repairs daily.
15. Replace light fixture bulbs daily as needed.

PERIODIC CLEANING AND MAINTENANCE PROGRAM

The following cleaning/maintenance assignments occur at regular intervals, e.g. Christmas Recess, Winter Recess, Spring Recess.

A. DUSTING (HIGH)

Two (2) times per year during recess periods or on a continuing basis.

B. FAN UNITS and FAN ROOMS

Three (3) times per year during recess periods or on a continuing basis.

C. FLOORS AND BASE (Scrub & Dress)

Furniture to be removed, so that they are 80% satisfactorily maintained. Base molding, wall, cabinets, etc., to be left clean of any marks or soil.

D. KITCHEN EXHAUST FILTERS

Two (2) times per year during recess periods, or on a continuing basis.

E. LIGHT FIXTURES

One (1) times per year during recess periods, or on a continuing basis.

F. SHADES

Four (4) times per year during recess periods, or on a continuing basis.

G. RESTROOM with Kaivac System

1. Turn valve on, check tank levels
2. Adjust spray gun to chemical injection, pull nozzle out and rotate to fan pattern.
3. Inject chemicals on fixtures and soiled areas, start at the nearest fixture traveling in circular pattern
4. Turn chemical valve off, rinse chemical from line onto floor.
5. Adjust spray gun for high pressure wash and rinse.
 - a. Pressure wash fixtures in a top to bottom pattern
 - b. Pinpoint clean plumbing and seat top, lift seat, clean hinges and seat bottom.
- c. Place nozzle under rim and rotate, spray into bowl, spray bottom and base.
6. Loop and dry hose onto wraps, adjusting last loop.

7. Wet vac restroom floor from front to rear
8. Replenish paper products and supplies
9. Check area for needed repairs and report to head custodian

Kaivac No-Touch Cleaning Procedures

NOTE: All staff will be trained in the operation and maintenance of the Kaivac unit. Kaivac requires GFI (Ground Fault Interrupter) receptacle. Always wear gloves and safety eyewear.

H. KITCHEN

1. Turn the valve on, check tank levels.
2. Inject chemicals on soiled surfaces and floors.
3. Manually brush floors in heavily soiled areas.
4. Pinpoint spray removing soils in corners and around base boards
5. Adjust spray gun for high pressure wash and rinse from top to bottom.
6. Wet vac kitchen floor.

ANNUAL CLEANING AND MAINTENANCE PROGRAM

A. AUDITORIUM

Equipment: Step ladder, two (2) floor machines with driving block, screen disks (80 & 120 grit), wet mops (20 oz.), 2 buckets with wringers, wet/dry vacuum, doodle bug, high duster, measuring cup, dust mop, putty knife, cedar mop, corn broom, push broom, neutral cleaner, back-pack vacuum, etc.

1. Dust all high areas - horizontal surfaces, radiation heaters, window ledges, light fixtures.
2. Replace light tubes/bulbs as needed.
3. Clean walls, vacuum walls, horizontal surface If needed.
4. Wash soil from doors, door windows, etc.
5. Remove gum from floors.
6. Check the seating area for any cleaning, repairs needed on seat upholstery.
7. Sweep under seating.
8. Dust mop all floors.
9. Finish Stage Area as stated under Gymnasium (#13-#36)
10. Finish resilient floor as stated under Resilient floors (scrub cleaning)
11. Wet mop concrete floor with neutral cleaning solution

B. CLASSROOMS

Equipment: Custodial cart with barrel, dust mop, vacuum, dust pan, chalk board cleaner, graffiti remover, gum pop, putty knife, clean cloths, spot remover, water in bucket, scrub pad, sponges, cleaning solutions, rubber gloves, window cleaner, squeegee step ladder, etc.

1. Mix cleaning solutions by Instructions on containers.
2. Clean tops, underside & backs of student desks.
3. Open all ceiling light fixtures and clean and wash fixtures.
4. Dry all fixtures before closing, change light tubes, as needed.
5. Dust all horizontal surfaces, and clean with a damp cloth.
6. Wash dirt from walls and remove graffiti.
7. Wash light switches, doors, glass, etc.
8. Clean Interior windows, frames and ledges.
9. Wash all furniture, e.g. file cabinets, teacher desks, bookcases, screens, etc.
10. Wash blackboard, whiteboard & chalk trays.
11. Empty pencil sharpener and wastebaskets.
12. Wash wastebaskets, trash barrels and put in new trash can liners.
13. Remove chewing gum from carpets.
14. Vacuum the carpets or dust mop floors
15. Check room for fire floor plan, rescue window signs, flag, etc.
16. Proceed to care of floor as needed. (Shampoo carpet, wax resilient, etc.)

C. CORRIDORS/ENTRYWAYS

Equipment: Ladder, back-pack vacuum, high duster, clean cloths, graffiti remover, dust mop, window squeegee floor machine with pad, wet/dry vacuum, putty knife, mops (20 oz.), mop bucket with wringer, lambs wool applicator, floor finish, neutral cleaner, corn broom, dust pan, etc.

1. Remove recessed entrance drainage and walk-off mats, clean floor area.
2. Lower all ceiling light fixtures, shut-off lights, dust all tubes & fixtures, wash lens diffuser cover, replace tubes as needed, close light fixture.
3. Vacuum all wall/ceiling vent grates
4. Dust all ceilings and clean soiled ceilings
5. Dust all walls and wash.
6. Dust and wash all entryway/corridor horizontal ledges, doorframes, windows.
7. Dust mop floors.
8. Scrub clean floors with neutral cleaner solution, as detailed under "Floors"
9. Apply type of floor finish applicable.
10. When floor cleaning is completely finished per instructions, replace recessed and walk-off mats.
11. Check area to make sure all work has been completed fully, make any corrections needed
12. Wash all trash receptacles and replace with 'cleaner-bag' liners.
13. Note any repairs needed and make repairs.

D. CORRIDORS/STUDENT LOCKERS

Equipment: Ladder, back-pack vacuum, high duster, clean cloths, graffiti remover, dust mop, window squeegee floor machine with pad, wet/dry vacuum, putty knife, mops (20 oz.), mop bucket with wringer, lambs wool applicator, floor finish, neutral cleaner, corn broom, dust pan, etc.

With lockers completely empty:

1. Remove gum, decals (as best you can), etc., from the interior of the locker.
2. Vacuum Interior of lockers.
3. Dust exterior of lockers.
4. Wash interior of lockers with germicidal disinfectant cleaner, removing graffiti as best as possible.
5. NOTE any obscene writing that can't be removed and report to the Custodian for further action.
6. Wash exterior of lockers with neutral cleaner
7. Make repairs to lockers as needed (as soon as possible)

E. FLOORS (BASIC CARE)

Equipment: Floor machine with pads, 3 mop buckets with wringers, wet/dry vacuum, doodle bug, 3 clean wet mops (soak new cotton mops overnight), clean cloths, rubber gloves, stripper (if stripping floor is approved), finish, putty knife.

1. CARPET

- a) All carpets are shampooed as time allows or as directed by the supervisor.

2. CERAMIC- TILE

- a) Prepare neutral or other approved cleaning solution following manufacturers directions.
- b) Apply a cleaner solution with mop.
- c) Scrub floor with scrub pad and floor machine
- d) Pick up cleaner solution with wet/dry vacuum
- e) Damp rinse mop two (2) times with clear/clean water
- f) Use sealer to protect grouting (if authorized)
- g) DO NOT use a finish product on ceramic tile

3. QUARRY TILE

- a) Prepare neutral or other approved cleaning solution following manufacturers directions.
- b) Apply a cleaner solution with mop.
- c) Scrub floor with scrub pad and floor machine.
- d) Pick up a cleaner solution with wet/dry vacuum.
- e) Damp rinse mop two (2) times with clear/clean water.
- f) Wipe walls, door frames, door, etc. with clean cloth
- g) Make sure NO RESIDUE remains.
- h) Apply sealer to cover grout in kitchens and lavatories (only If authorized)
- i) In the kitchen, grit should be mixed with sealer to prevent chipping (only if authorized)
- j) NO FINISH should be applied to Quarry tile floors.

4. RESILIENT FLOORS

- a) Scrub Cleaning
 - 1. Put on rubber gloves.
 - 2. Prepare neutral cleaning solution following manufacturers directions.
 - 3. Apply neutral cleaner with mop.
 - 4. Soak floor machine pad in cleaner solution.
 - 5. Use doodlebugs on cove molding and in corners where machines can't reach.
 - 6. Place the scrubbing pad under the floor machine.
 - 7. Start the machine and use an overlapping design of back and forth, from left to right across the floor.
 - 8. Keep the floor wet by mopping cleaner solutions on dry areas.
 - 9. Pick up with wet/dry vacuum
 - 10. Damp rinse mop floor two (2) times, with clean mop and water.
 - 11. Wipe walls, molding, doorframes, doors, etc. with clean cloth.
 - 12. Run palm of hand over floor to check for residue.
 - 13. If the floor is not free of residue, rinse again.
 - 14. Allow the floor to dry thoroughly.
 - 15. Apply liberal 1st coat of finish covering entire floor area including cove molding.
 - 16. Allow to dry thoroughly
 - 17. Apply the 2nd coat of finish as above, away from the wall.
 - 18. Allow to dry thoroughly.
 - 19. Using floor machine, with buffing pad, buff uniformly (if finish is a buffable finish)

20. Before applying 3rd coat of finish, use floor machine and burnish floor, remembering to tack rag floor prior to applying finish.
21. Applying additional coats of finish - remember to keep 8' away from the wall.

b) Stripping (***FOLLOW MFG. DILUTION INSTRUCTIONS. NON-SLIP SHOE COVERINGS ARE MANDATORY FOR ALL EMPLOYEES INVOLVED IN PROCESS***)

1. Put on rubber gloves.
2. Prepare stripper following manufacturers direction
3. Apply stripper with a mop.
4. Soak floor machine pad in the stripping solution.
5. Use doodlebugs on cove molding and in corners where machines can't reach.
6. Place the stripping pad under the floor machine.
7. Start the machine and use an overlapping design of back and forth from left to right across the floor.
8. Repeat the step above going across the floor in the opposite directions.
9. Keep the floor wet by mopping on stripper solution to dry areas.
10. Pick up the stripping agent with wet/dry vacuum.
11. Rinse the floor thoroughly with clean mop and water.
12. Pick up with a wet/dry vacuum.
13. Rinse the floor again with clean mop and water.
14. Damp mop to pick up residue.
15. Wipe walls, doorframes, doors, etc. with clean cloth
16. Run palm of hand over floor to check for residue.
17. If the floor is not free of residue, rinse again.
18. Allow the floor to dry thoroughly.
19. Apply liberal 1st coat of sealer – keep 8” from wall
20. Allow to dry 20-30 minutes (according to weather conditions)
21. Apply 2nd coat of sealer - use rung out mop, cover the area next to the wall this-time. Allow to dry.
22. Apply 1st coat of finish covering entire floor including cove molding. Allow to dry.
23. Apply 2nd coat of finish as above. Allow to dry overnight.
24. Using floor machine, with buffing pad, buff uniformly (if applicable)

5. TERRAZZO (***FOLLOW MFG. DILUTION INSTRUCTIONS FOR STRIPPING. NON-SLIP SHOE COVERINGS ARE MANDATORY FOR ALL EMPLOYEES INVOLVED IN PROCESS***)

- a) Prepare neutral cleaning solution, following manufacturers directions.
- b) Apply a cleaner solution with mop.
- c) Use doodlebugs along wedges and in the corner.
- d) Scrub floor with scrub pad and floor machine.
- e) Pick up a cleaner solution with wet/dry vacuum.
- f) Damp rinse mop two (2) times with clear/clean water
- g) Wipe walls, doorframes, doors, etc., with clean cloth.
- h) Make sure no residue remains.
- i) Seal with terrazzo sealer as per manufactures direction.
- j) Buff with floor machine and buffing pad.

F. GYMNASIUM PROJECT CLEANING

Equipment: Step ladder, Two (2) floor machines with driving block, screen disks (80 and 120 grit), wet mops (20 oz.), 2 buckets with wringers, wet/dry vacuum, doodle bug, high duster, measuring cup, dust mop, putty knife, cedar mop, corn broom, push broom, neutral cleaner, back-pack vacuum.

1. Dust all high areas - e.g. ceiling beams, basketball backboards & supports, window ledges, ceiling light fixtures, etc.
2. Pull out all bleachers, remove gum, etc.
3. Wet mop bleachers with neutral cleaner.
4. Dust all supports on underside of bleachers.
5. Clean walls and wall edge of bleacher area.
6. Sweep out the area around the bleachers.
7. Replace light fixture tubes as needed and fire exit lights.
8. Wash soil from doors, include door kick plates
9. Wash walls and windows.
10. Remove gum from floor
11. Remove any tape from the floor.
12. Clean all drinking fountains with germicidal disinfectant.
13. Prepare neutral cleaning solution following manufacturer's directions.
14. Apply cleaning solution to floor with mop sparingly (DO NOT FLOOD FLOOR)
15. Soak screen in cleaner solution.
16. Use doodlebug on floor framing and along wall edges and in corners where machine can't reach.
17. Place the screen disk under the floor machine.
18. Start the machine and use an overlapping design of back and forth from left-to-right across floor.
19. Repeat the step above with a second floor machine and a different gauge of disk, going in the opposite direction.
20. Keep the floor wet by wiping on a cleaning solution to dry areas.
21. Pick up cleaner solution with wet/dry vacuum.
22. Damp mop rinse thoroughly with clean mop and water (1st rinse)
23. Damp mop rinse again thoroughly with clean mop and water (2nd rinse)
24. Wipe walls, floor molding, doors, doorframes, etc. with clean cloth.
25. Run palm of hand over floor to check for residue.
26. If the floor is not free of residue, rinse again.
27. Allow the floor to dry thoroughly.
28. Apply 1st coat of Gymnasium Wood Floor Finish/Seal following manufacturers directions.
29. Allow floor finish to dry thoroughly.
30. After the 1st coat of finish/seal is dry, using a steel wool pad under the machine scuff-up the entire floor.
31. Tack rag floor thoroughly, if needed tack rag a 2nd time.
32. Apply 2nd coat of gymnasium wood floor finish/seal following manufacturers directions.
33. After the floor finish/seal has dried thoroughly turn exhaust fans back on.
34. Floor finish/seal curing takes days to thoroughly dry.
35. Dust mop floor with a treated mop daily for several days.

G. HEALTH/NURSE AREA

Equipment: Custodial cart with barrel, dust mop, vacuum, dust pan, clean cloths, rubber gloves, hand duster, germicidal disinfectant cleaner, mop (20 oz.) bucket, wringer, toilet bowl and jonny mop, floor machine with pad, bonnet, ladder, window cleaner, squeegee etc.

1. Mix cleaning solutions following manufacturers directions.
2. Dust all furniture, e.g. file cabinets, desks, chairs, etc. - damp cloth wash with neutral cleaner/disinfectant germicidal cleaner and remove furniture from the area.
3. Wash interior windows and screens.
4. Wash all walls with a neutral cleaner.
5. Clean various areas as per detailed in (if applicable) this section, i.e. resilient floor, ceramic tile floor, carpeted floor, restroom cleaning
6. When 1 through 5 are complete, place all furniture back in areas.

H. OFFICES

Equipment: 10 quart pails, measuring cup, rubber gloves, clean cloths, floor machine with scrub pad/bonnet, duster, ladder, vacuum, dust mop, custodial cart with barrel, spot remover, neutral cleaner solution, sponges, window cleaner, squeegee step ladder, etc.

1. Mix cleaning solutions following manufacturers directions.
2. Dust off all furniture e.g. file cabinets, desks, chairs - damp cloth wash with neutral cleaner, dry of items.
3. Remove all furniture from areas being cleaned.
4. Dust all horizontal surfaces including light fixtures and replace tubes as needed.
5. Clean all windows/screens (interior).
6. Wash all walls.
7. Project clean floor as outlined under resilient floors or carpeted floors in section 4.
8. Make any repairs that may be needed.
9. Place all furniture back in areas.
10. Vacuum/dust mop floor again.

I. RESTROOM - LOCKER ROOM - TEAM ROOM

Equipment: Step ladder, floor machine with scrub pad, wet/dry vacuum, wet mops (20 oz.), 2 buckets and wringer, foam gun, hose, doodle bug, rubber gloves, high duster, measuring cup, push broom, sponge, plastic liners, toilet tissue, paper towels, sanitary napkin bags, toilet bowl jonny mop, bowl cleaner or soft pad, floor squeegee form cleaner, extra strength cleaner (acid base cleaner) e.g. (CSP) germicidal disinfectant, corn broom, etc.

NOTE- a) Bacteria forms in out of the way places like under the toilet bowl rim, urinal flush rims, under sinks, in floor grouting, wall grouting, floor drains, etc.

b) Rubber gloves must be worn while cleaning showers and locker rooms.

Measure and mix cleaning solutions to manufacturers specification on the container.

d) When using Acid base cleaner - use in ventilated area. DO NOT USE ON MARBLE.

1. Put on and wear rubber gloves to mix germicidal solution and during the cleaning process. Follow the manufacturers directions on the container.
2. Dust all light fixtures in and out, damp cloth wash (BE SURE LIGHTS ARE OFF)
3. Dust wall/ceiling vents, corners, lockers, partitions, horizontal surfaces, etc.
4. Remove gum from lockers, floors, etc.
5. Vacuum inside of lockers.
6. Apply germicidal cleaner to inside of lockers (LET THEM AIR DRY)
7. Sweep shower room and locker room floor.
8. Foam gun pressure spray walls, shower columns, partitions, plumbing fixtures in shower area with foam cleaner starting at the bottom and slowly working up to the ceiling, making sure the entire area is covered with solution.
9. Allow 5-10 minutes minimum for the cleaning solution to penetrate and loosen the dirt.
10. Rinse walls from top to bottom with clear water.
11. Scrub walls, edges with doodlebug.
12. Apply extra strength cleaner to showerheads, shower columns, steel partitions, plumbing fixtures, sinks, toilets, urinals. Let solution set 3-5 minutes for penetration, scrub all areas and rinse well.
13. Apply germicidal solution on walls from bottom to top.
14. Scrub walls with doodle bugs.
15. Rinse walls from top to bottom with germicidal solution,
16. Repeat the above on all stall walls.
17. Clean all plumbing fixtures - spraying with germicidal solution.
18. Spray mirrors - wipe dry.
19. Clean faucets, pipes under sinks with sponge.
20. Spray rinse the entire fixture with a pressure sprayer.
21. Wipe all chrome plated faucets and pipes dry.
22. Spray urinals completely inside and out with germicidal solution.
23. Wash walls around urinals with germicidal solution.
24. Rinse walls with germicidal solution.
25. Dry all metal parts with cloth.
26. Spray the toilet inside and out, pipes and walls completely.
27. Johnny mop the toilet inside and out, both sides of the seat, flush holes under the rim.
28. Spray rinse with germicidal solution.
29. Use cloth to polish pipes and metal fixtures.
30. Flood floor with germicidal solution in sprayer completely.
31. Scrub with floor machine equipped with scrubbing pad.
32. Scrub with doodlebug in narrow places.
33. Pick up with a wet/dry vacuum using a squeegee to get solutions out of difficult places.
34. Damp mop floor with germicidal solution.
35. Allow to AIR DRY thoroughly.
36. Fill all dispensers with fresh goods: liquid soap, paper towel, toilet tissue, sanitary napkin bags, etc.
37. Inspect room for areas that might have been missed.
38. Check for needed repairs and make repairs.

J. WINDOWS (EXTERIOR)

Equipment: Filmop Microfiber cleaning pads and adjustable poles, glass cleaner and 10 qt. bucket.

1. Using J-fill - mix glass cleaner solution and scrub soiled windows and rinse with water.
2. On single floor windows use spray bottles with solution and fine microfiber pad as per directions with solution, change and clean pads as needed.

DISTRICT STANDARD PRACTICES

A. MAINTENANCE PROCEDURES

Sweeping is a fundamental operation in school maintenance. There is a tendency to over-look the importance of this operation because it appears to be a very simple task. Since sweeping makes up a large part of the work in keeping a school clean, definite methods and procedures must be followed, if the job is to be handled efficiently.

When this is accomplished, sweeping operations are performed automatically and become second nature with the custodian/cleaner.

1. SWEEPING,

Dust mop sweeping should be part of the daily care on all smooth floors, whether wood or other types. Frequent sweeping of hallways and entrances will help to keep dirt and refuse out of classrooms. Dusting time will be lessened and waxing of floors will be required less frequently provided an intelligent dust mop sweeping program is followed. Sweeping jobs done with mops produce better results than floor brush sweeping. The abrasive action of dust left on floors after brush sweeping contributes to higher maintenance costs in replenishing of floor seals and seals and waxes.

If dust mops of the right size are used and properly treated with mop treatment to catch and hold dust, they will aid materially in properly maintaining the appearance of the floors. A wide variety of sweeping mops are offered by manufacturers and usually weigh from three-quarters of an ounce to one ounce for each inch of block length. Sweeping mops and handles are available in 22 and 60" versions. Size should be selected according to size and width of area to be cleaned.

To Clean Sweeping Mops - Send to Buildings and Grounds Laundry.

2. MOPPING

Use proper equipment. The largest mop that can be handled with ease is best. If new, soak before using to remove oil and air. If used, soak before using to avoid tangling strings.

Use proper mopping techniques.

A. Sweep the floor to remove loose dirt before starting.

B. Get all your supplies ready before starting the project.

C. Proper Mopping Method:

For efficient mopping, first grasp the mop handle as follows: Place right hand over the knob at the top of the handle, with the left hand palm down, (about 14" – 16" down the handle). If the handle is without a knob, place the hand palm up about 2" from the end of the handle. Begin stroke, standing with feet well apart. Place the mop about 4 ft. to the left side. Move mop to the right side in an arc-like stroke, parallel to the baseboard to prevent splashing of the wall. Be sure to spread mop strands for maximum coverage. Turn mop frequently to insure uniform wear. At the end of stroke, reverse to "left to right". Develop rhythm to prevent loss of time reversal.

Wet floor with mop detergent (DO NOT FLOOD)! Allow to soak a few moments so that detergent will emulsify dirt and then, swinging the mop in proper motion, pick up residue, wring mop and rinse with clear water, drying thoroughly.

D. Clean up

- a) Mops - Wash after use in clean water by churning up and down in water. Wring dry and hang up, strings down, to air dry. Mops which are badly soiled but not rotten, should be sent to the Maintenance Building for b) cleaning.

E. Pail Care - Wash clean after each use. Turn upside down to dry to prevent rust.

F. Casters - Oil with non-detergent oil.

3. WAXING

Waxing is to be done according to current products being used and techniques provided by the recommended manufacturer training.

Always read labels to assure proper utilization of products.

B. BOARDS - Glass, Slate, and Synthetic

1. Breaking In

All new chalkboards are slightly more difficult to erase and clean than they are after about one month of use. In order to accelerate the breaking-in process of a chalkboard, the following simple procedure should be followed:

With the flat side of a stick of chalk, mark the entire surface of the chalkboard. Wipe with a clean eraser; repeat this process several times until the chalk marks erase easily. However, the same result will be achieved in the course of ordinary writing, erasing and washing in about one month of normal usage.

2. Use of Chalk

Many of the so-called "dustless" chalks are difficult to erase, because they contain glue and wax in the binder. The glue and wax adhere to the pores and crevices in the surface of the chalkboard and almost defy erasure. In addition, the glue when combined with water from washing forms a pasty substance with the remaining chalk dust. After drying, this paste hardens and forms a coating over the writing surface of the chalkboard. Sufficient coats will prevent the chalkboard from taking chalk impressions properly. (Commonly referred to as "slick"). In light of the above, using a pure calcium carbonate chalk free from wax and other impurities is recommended.

3. Cleaning and Washing

Chalkboards may be washed as often as necessary, provided the proper chalk has been used (see section of "Use of Chalk") and the following washing procedure is carefully compiled with.

- A. All chalkboards should be cleaned thoroughly before washing. This means a clean eraser should be used to erase chalk impressions.
- B. Wash boards with ordinary tap water (either cold or warm)
- C. Let chalkboards air dry.

4. Colored Chalk

Most colored chalks on the market contain a high percentage of wax, and as explained, are quite difficult to erase. Only those colored chalks which contain no wax will provide satisfactory service.

C. FLOORS

1. CARPETING

Vacuum daily. Dry shampooing in periodic maintenance is necessary. Removal of various types of spots may be found under section entitled "Removal of Stains".

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2. CERAMIC TILE

Fire bake tile laid in concrete base grout. Found In lavatories. Sweep floors clean with bristle brooms or push brooms. Do Not use a dust mop on the floor.

3. CLAY TILE

Pavers and Dairy Tile - Sealing of paver and dairy tile has little value as both glazed and unglazed are so smooth that seal cannot adhere, but it is valuable to seal these floors so that grout joints become impervious to moisture and soil. Obviously, it is impossible to seal each joint; therefore, total application is acceptable. This is only necessary once every three to four years. No further care other than mopping and scouring is necessary. Do not use high alkaline or acid cleaners, neutral cleaners only. Large quantities of water will not injure these floors.

Sealing of badly worn floors periodically will assist in maintenance. Buildup of seal on new floors can increase the slipping hazard. If a seal is used, it should be a terrazzo seal.

4. CONCRETE

New concrete should cure and dry for several months before sealing. Maintenance during this period should consist of dusting with treated dust mops daily or as required.

Large quantities of water during the drying period would be advantageous and it may be found necessary to pickle with muriatic acid solution prior to the application of seal unless the floor is properly aged.

Cleaning of old floors consists of mopping with dust mop which has been treated, and *wet* mopping when required.

Patch worn, spalled areas.

The Buildings and Grounds Department frowns upon the painting of concrete floors as you are compounding a maintenance problem. Traffic worn areas will result in painted floors within two or three months after application.

Cautions:

- A. Don't use oil-type sweeping compounds on either waxed or unwaxed concrete
- B. Don't fail to rinse soap-based cleaners from the floor. If not removed, they will provide a slippery surface.
- C. Don't use alkaline or caustic cleaners, which form crystals upon drying. Such materials tend to erode and destroy the concrete surface.
- D. Don't use ordinary paints on concrete. This is equally true whether above or below ground, as they quickly deteriorate under the combined attack of moisture and the alkali which is present in all concrete.

5. QUARRY

Fire baked masonry tile set in concrete base (grout). Cleaning of floors consisting of sweeping of floor thoroughly with bristle broom or push brooms. Do Not Use dust mops. Found in kitchens and lavatories.

6. RESILIENT

Utmost in importance in maintenance of resilient floors is the use of proper cleaning agents. Only neutral detergents of the self-neutralizing type should be used. If high detergency and high alkaline materials are used, the life of the resilient tile will be shortened accordingly. Signs or prior use of alkaline materials are alligator

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cracking and extreme brittleness along with an appearance of dryness. If a non-neutralizing type is used, milky appearance may be left as residue if rinsing with clear water does not follow scrubbing.

Consideration of the amount of water used in the maintenance of resilient floors is almost a must. Flooding of the resilient floor will cause curling, failure of the cement, which will result in delamination of the tile from the adhesive. It also may cause deterioration of the underlay material.

7. TERRAZZO

- A. Terrazzo is material consisting of marble chips and concrete ground in place to provide a very wearable and

easily maintained surface.

B. Flood using great quantities of water to assist hydration of the cement.

C. Scrub thoroughly with an approved neutral cleaner only, removing residue, and rinse with clear water.

D. Apply one or two coats of terrazzo seal as required. Never use steel wool on terrazzo. Application about 1250 sq. ft. per gallon of seal.

E. Daily maintenance shall consist of dust mopping using a treated dust mop.

F. Damp mop is required or use a power scrubber.

G. Machine buff, after damp mopping traffic areas as required.

H. Touch up with sealer In traffic areas as needed

I. Great care in prevention of buildup along the wall shall be used.

J. Stay away from walls a minimum of five inches.

K. Do not use high alkaline and acid cleaners: even vinegar will damage terrazzo. Alkaline cleaners of high pH will cause dusting and eventually pitting of the terrazzo.

L. Do not use steel wool as steel wool fragments will imbed themselves in the terrazzo and cause rust.

M. Nitrocellulose lacquers as seals shall not be used on terrazzo as they lend to yellow. No custodian shall test terrazzo seals supplied by custodial house suppliers, without express approval of the Supervisor of Buildings and Grounds.

8. VINYL ASBESTOS TILE

A. Scrub when required using a neutral cleaner. Stripping may be done with approval of the supervisor of

B&G. B. Rinse thoroughly after picking up sludge from scrubbing or stripping. Rinse well and allow to dry.

C. Apply a minimum of two thin coats of wax.

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D. When required, spot apply in traffic areas using water, wax or finish.

E. Dust with treated mop daily.

F. Wet mop areas are required using neutral cleaners.

9. WOOD

Hardwood floors in classrooms and gymnasiums require special care. Special attention shall be given to maintenance of these floors. During maintenance, flooding of floors shall be prohibited as floors may be

permanently damaged. High alkalis shall not be used but abrasives, such as pads and screen disc can be used.

D. LAVATORIES/RESTROOMS

Sanitary conditions are a must. The Board of Education has provided the nearest thing to maintenance - free toilets a possible. The rest is up to the building custodian/cleaner. Restrooms are very important in so far as public relations are concerned.

1. Floors

- a) must be sanitized daily.
- b) Use wet mop, and disinfectant, as recommended for type of floor installed.
- c) Special attention to areas around urinals and stools.
- d) Push water from the fixture and disinfect daily.

2. Hardware - check for loose screws and make repairs

3. Paperstock/soap – never allow dispenser to empty

4. Walls/Partitions/Doors - spot clean with disinfectant cleaner - wash down with detergent and disinfectant weekly - Remove any writing immediately.

5. ventilation duct/grills - clean monthly

6. Toilet bowl

- a) Flush bowl to be cleaned. This not only gives an initial cleaning, but allows a check on function of the flushometer. Remove water from the bowl.
- b) Wash bowl using bowl brush and disinfectant cleaner. Bowls cannot be completely cleaned with a brush and some hand work will be required. Special care should be taken to assure cleanliness under the lip of the bowl.
- c) Sanitize toilet seats daily using disinfectant. Wash top with detergent disinfectant using a sponge. Special care of the underside of seat should be taken. Let air dry

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- d) Wipe with detergent. Sanitize the outside of the bowl and finally the immediate floor around the base.
- e) Polish chrome fixtures by wiping with a damp cloth and polishing with a dry clean cloth. f) Flush toilet. Repair or report malfunctioning flushometer.
- g) Toilet exhaust systems shall be run when the building is occupied.
- h) Inspect the inside of the bowl and under the lip.

7. Wash basin.

- a) Dampen one cleaning cloth or sponge with disinfectant cleaner.
- b) Clean the bowl surface with cloth. Clean chrome at the same time. CSP may be used on porcelain. c) Rinse the cleaned surface with disinfectant cleaner.
- d) Cleaned surface should be left to air dry.

e) Spot clean wall around bowl.

f) Add additional detergent and daily sanitize lavatories and clean trap drain, faucets, tail pipes, and other exposed plumbing.

g) Repair or report leaking faucets.

8. Drinking Fountains

Follow the same procedures as used for cleaning the wash basin.

NOTE: Surfaces should be kept wet for a minimum of one minute with disinfectant and air dried.

E. LOCKER ROOM AREAS

Special care to provide sanitary floors in shower and drying areas shall be provided by the building custodian. Floors shall be mopped daily with Germicidal cleaner. Use as directed by the manufacturer. Only if floors are properly cared for may the frequency of interdigital ringworm (athlete's foot) be kept at a minimum.

F. METAL KICK PLATES

Never steel wool plates; to polish use metal polish only. Replace missing screws as fast as possible; never leave plates loose for long periods.

When polishing plates, polish in the direction of metal grain if abrasive powder is used. Avoid circular

motion. **G. WALL TILE**

Ceramic Tile - Wash with neutral detergent.

H. WINDOWS

Custodians/cleaners in all sections of the building shall be responsible for maintenance of window glass, glass partitions and glass doors in the building. He/she shall strive to provide the highest desirable standard of cleanliness in this area. Windows shall be washed inside and out annually; other glass as required. Microfiber shall be used as a basic tool for window washing. Glance or plain water shall be used as the basic solution.

Prior to washing, clean the windowsill frame. Remove any cobwebs and dust so that adjacent walls will not become dirty.

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DAILY AREA CLEANING INSPECTION CHECK LIST

(See Custodial Handbook for Standard of Evaluation)

Date of Inspection: _____ **Room Inspected:** _____

Name of Inspector: _____

- Floors Free of Dirt/Debris Carpet Clean Gum removed

Exceptions Noted _____

- Walls Clean

Exceptions Noted _____

- Doors Door Knob Clean Hardware In Good Working Condition Window Clean

Exceptions Noted _____

- Lights Light Switch Clean Lights In Good Working Order

Exceptions Noted _____

- Phone Phone Clean

Exceptions Noted _____

- Windows Interior Clean Shades Work & Are Adjusted Windows Locked

Exceptions Noted _____

- Desks Desks Clean

Exceptions Noted _____

- Chalkboards/white boards Board(s) Clean Tray Clean

Exceptions Noted _____

- Pencil Sharpener Sharpener Empty

Exceptions Noted _____

- Wastepaper baskets Basket Emptied Liner Replaced

Exceptions Noted _____

- File cabinets, countertops, window sills, and other flat surfaces Surfaces Dusted

Exceptions Noted _____

- Classroom Sinks Sink Clean Soap Dispenser Filled Paper Towels Replenished

Exceptions Noted _____

Relevant Board Policies With Which You Must be Familiar *(Board Policies are available in the Business and District Offices)*

- – Facilities Inspection, Operation and Maintenance
- – Hazardous Waste and Handling of Toxic Substances by Employees
- – Code of Ethics for All District Personnel

- – Sexual Harassment of District Personnel
- – Sexual Misconduct
- – Drug Free Workplace
- – Theft of Services or Property
- – Electronic Communication Device Usage by Staff
- – Leaves of Absence
- – Use of District Owned Telecommunications by Staff

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Equipment Checklist

(To be Completed Prior to Equipment Use and Upon Completion of Equipment Use) Equipment

Description _____ Date

_____ Operator _____

BEFORE Starting Engine With Engine RUNNING Check Fluid Levels Walk-Around Inspection

Coolant Level Fuel Level Tires Properly Inflated Engine Oil Level Transmission Level Mud Flaps
Secure and Intact Hydraulic Oil Level No Evidence of Tire Wear or Damage Lug Nuts Secure

Functional Parts

Windshield, Windows, Wipers in Good Condition *Listen for Air & Exhaust Leaks* Fans,
Belts in Good Condition *Look for Oil & Water Leaks* Fire Extinguisher in Operating
Condition

Mirrors Operational and in Good Condition Air Leak Exhaust Leak Cab Clean Oil Leak Water
Leak Seat Belts Operational

Check

START Engine Lights Rollers **Check Gauges/Panel** Track Adj. Cutting Edges Water Temp Air
Pressure All Lube Points Water Flow Brakes

Engine Oil Electric Fault Light **Clock Reading**

Transmission Temp. Backup Warning *Electric Engine Stop*_____

Legend

☒ Checked Start_____ ☒ Repair Needed



Not
Applicable

Comments

Date _____ *Sr. Maintenance Mechanic*