

West Orange Board of Education

Custodian Manual

West Orange Board of Education Custodial Manual

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TABLE OF CONTENTS

Importance of the Custodian Job	4
Know Your Equipment	4
Know Your Chemicals	5
Safety	5
Custodian Procedures	6
Floors	6
Corridors	12
Stairwells	12
Walls and Painted Surfaces	14
Restroom Facilities	16
Carpet Care	18
Furniture, Counters and Tables	21
Doors and Frames	22
Fluorescent Light Fixtures	23
Incandescent Light Fixtures	23
Metal Surfaces	24
Glass, Mirrors and Acrylics	24
Shelves and Storage Bins	24
Concrete Floors	25
Specific Cleaning Procedures	26-65
Mold Procedures	66
Frequency of Maintenance Requirements	67
Daily Maintenance Requirements	67
Weekly Maintenance Requirements	69
Monthly Maintenance Requirements	69
Semi-Annual and Annual Maintenance Requirements	70

Table of Contents (continued)

Custodial Area Inspections	71
Custodian Inspections Standards	72
Inspection Form	73-76
Cleaning Area Checklists	77-83

IMPORTANCE of the CUSTODIAN'S JOB

The process of teaching students in the in the university environment involves not only the professors, but the support staff and administration whose services contribute directly or indirectly to the educational process. In the course of the day-to-day work, it may seem that it is an endless job of cleaning rooms that will be dirty again tomorrow. As true as it may be, it should be remembered that how well you do your job can affect not only the health and safety of the student, but the morale and atmosphere of the entire university. Custodian's are responsible primarily for cleaning the school building. Buildings, equipment, and grounds are in your care. Operations and preventive maintenance includes security to prevent vandalism and theft. The community, teachers, and students take pride in a well kept attractive school and will help you keep it that way.

The principal and staff need the assistance of professional custodian's. The University realizes the importance of the custodian's position and appreciates the fact that a clean, well-kept, properly heated and ventilated building favorably affects the teachers in teaching and the children in their learning. Teachers, students, staff and the public expect all University staff to be dependable, courteous, professional and cheerful.

Custodian's are part of the University team. As a team member, you are expected to support all staff in a manner which reinforces their efforts in performance of their duties. When it is necessary for a CUSTODIAN to enter a classroom during class time, please enter quietly and complete the assigned task with as little disruptions as possible.

KNOW YOUR EQUIPMENT

In maintaining a healthy, clean, germ-free environment, special emphasis must be placed on the condition of the chemicals and equipment we use.

Know the equipment, tools and chemicals you are using.

Keep the equipment and tools clean and in good working order.

Know how to operate all equipment properly and safely.

Always use safety measures when operating any equipment.

KNOW YOUR CHEMICALS

Always read manufacturer's labels before using any chemical.

Never mix chemicals.

Use chemicals in designated areas and for designated purposes only.

Never use chemicals that have been sitting in storage for a long time or out of date.

Always use the manufacturer's directions and dilution ratio.

Always keep chemicals out of the reach of children.

Never put chemicals in unmarked containers or containers that have different labels from that chemical.

Always wash your hands after using any chemical.

Always have proper ventilation.

Always ask questions about the chemicals.

SAFETY

SAFETY is our number one priority. Refer to the JJ Keller OSHA Safety Handbook for all safety guidelines. The majority of accidents are caused because of careless attitudes on the part of workers toward accident-causing situations.

Safety conscious custodian's must always be alert for health or accident hazards endangering students, staff and themselves. Hazards resulting from broken equipment or other unusual building conditions **MUST** be reported to your supervisor immediately.

Some of the common safety situations that we must be alert to at all time are listed below:

Personal Protection Equipment
Chemicals (Right to Know)
Bloodborne Pathogens
AHERA (Asbestos Awareness)
Lifting Techniques
Slips, Trips and Falls
Electrical Safety
Hand Tools
Emergency Response
Lockout/Tagout
Forklift Safety
Confines Space
Fire Prevention

CUSTODIAN PROCEDURES

A. FLOORS

How to sweep floor areas

Equipment needed:

Push broom with long handle

Counter brush

Dust pan

Putty knife

Waste container

Leave equipment at one end of the floor out of traffic.

Carry putty knife in back pocket.

Begin sweeping operation by placing broom flush against baseboard. Do this all along wall areas.

Sweep across the floor toward equipment, sweeping in straight line.

Grasp the brush handle with hand about 3 or 4 inches from the end, head up, with thumb pointing away from body.

Reach down the handle with hand until a comfortable position is reached.

Hold handle loosely allowing it to slide freely as handle is pushed back and forth.

Use handle end of broom as the pusher.

Stand with feet placed apart in a comfortable position, about shoulder width.

Hold brush in front of body at slight angle.

Start the sweeping stroke even with the feet. Push forward on the broom and turn the body in the direction of the stroke. Push broom smoothly over the floor. Tap the broom lightly at the end of each stroke. Lift and pull the brush back fast with a smooth, even step. Stop and remove gum and other heavy accumulations from floor with putty knife. Pick up sweeping with brush and dust pan, and dump into waste container.

How to dust mop floors

Equipment needed:

Treated dust mop 24" or static cloth

Dust pan

Counter brush

Floor broom/whisk broom (continued)

Waste container

Putty knife

Leave equipment at end of the floor out of the way of traffic.

Work along baseboard to corner; follow wall on three sides until mid-room has been done.

Shake mop by lifting off floor and lightly shaking mop handle. Return in direction from which mopping was started until reaching wall at which time direction is again reversed.

Shake mop each time center of room has been reached.

Follow procedure until one half of room has been dust mopped. End at door. Repeat procedure at other end of room (be sure to overlap each preceding sweep to avoid missing areas).

Return to center of wall farthest away from door; push accumulation of dust to door. Pick up dust with dust pan and brush, and deposit in trash cart.

How to wet mop floors

Equipment needed:

Mop bucket on casters

Mop with wringer head 16, 24 or 36 ounce (size for comfort)

2 "wet floor" signs at both ends of area

In slop sink area proportioning system place neutral floor maintainer/cleaner deodorizer in bucket. Take to area to be cleaned.

Place "wet floor" signs at both ends of area to be cleaned. Signs should be placed in the corridor in such a manner that traffic will be directed to dry side.

Remove any gum or other foreign matter adhering to the floor.

Immerse mop in bucket containing neutral floor maintainer/cleaner, wring excess solution from mop in wringer and run the mop parallel to the baseboard.

Mop from one side of the mopping area to the other using a figure eight motion. Change the mopping solution as it becomes dirty or discolored. This will prevent floor from streaking. Do not attempt to do too large an area at a time.

No rinsing is necessary when this procedure is followed.

In the case of a large floor area, move "wet floor" signs to block off the next area to be mopped and begin mopping the next section. Mop strokes should overlap into section just completed.

In rest rooms containing floor drains, dump solution remaining in the bucket into the floor drain when mopping has been completed. This fills the traps, kills bacteria growth, destroys odor and prevents sewer gas from coming up into the room.

When mopping is complete return to slop sink area and rinse mop thoroughly, fluff out and hang up to dry in a well-ventilated room when through. Rinse out mop buckets and turn upside down in slop sink to dry.

How to clean classrooms

Equipment needed:

Counter duster

18" or 24" dust mop or static cloth

Vacuum cleaner (Upright for carpeting, back pack for general cleaning)

Trash cart

Dust pan

Remove dust from chalk- or white-board tray by use of a counter brush or duster. Brush dust and debris into pan or waste basket. Then wipe out tray with damp cloth or sponge being careful not to get moisture on chalkboard surface.

Use a damp cloth to wash chalkboards or white boards.

Take waste paper basket and, as you pass by, pick up dust pan, counter brush and chalkboard eraser, taking them to the entrance of the room where your custodian cart should be stationed.

Empty waste paper basket into waste liner of custodian cart. Replace liner in waste basket, if necessary.

Return with empty waste paper baskets.

Start up near side of room dusting tops of chalkboard or any other edge that would catch dust.

As you go across front of room, dust all tables, bookcases and the teacher's desk.

Go down far side and get windowsills, if any, and other furniture along the wall.

Using a 24" dust mop, starting in right-hand corner facing front of room, dust mop area from wall to front row of desks all the way across to the far side of the room, using a semicircular motion.

When you reach the far side of the room, put your mop in front of you and go straight ahead along baseboard to the rear of the room. Then, come back up to the front row of seats, taking another mop's width.

Next, move the first desk in the far right hand row to a spot in front of second row.

With two swipes, using circular motion, clean where first desk was sitting.

Follow this procedure all the way to the rear of the room. When you reach the rear of the room, the first row will be short one desk.

Move the last desk on the second row into last place on first row.

Now turn around backwards, working to front of second row in the same manner as you worked down first row. Use this system all the way across the room.

As you sweep up and down rows of desks, keep an eye peeled for paper under desks. Tip desk to left letting paper fall out into area not cleaned.

When you have finished dust mopping the room, with your mop in front of you move all debris to room entrance.

Wash marks off desks as fast as you have time (obscene pictures or writing immediately).

Always have all-purpose cleaner available on custodian work cart.

If the room has a sink in it, wash and wipe dry.

- (a) You can use above solution or powdered abrasive cleaner. Rinse thoroughly and wipe dry.
- (b) If sink is stainless steel, use stainless steel cleaner supplied by the University.
- (c) Clean sinks each day.

Clean hand prints off doors and door casing using all-purpose cleaner in spray bottle.

Clean door glass and inside windows that are within reach of students' hands. You may use with glass cleaner and wipe with clean cloth.

Clean up spots on floor with sponge or your wet mop.

Wash out waste paper basket when needed.

As you pick up debris at entrance to room, this is a good time to brush/clean door casing while you have cleaner in your hand.

Identify all burned out lights for maintenance repair.

Remove and report all broken furniture.

As you leave each room, make sure all windows are closed and latched, lights are out and doors are locked. Pull on door and turn knobs to be sure door is latched and locked. As you check doors and windows, make a mental note that they were locked as you leave them, then if they are found opened the next day, it gives the school personnel a place to work from such as the possibility that someone has returned after you left or some unauthorized person has a key, etc.

***Option to completing all classroom cleaning needs at one time.** You may want to take a large trash container on wheels around your entire route collecting all trash in your area. This procedure will enable you to quickly move through area removing all debris from the floor as well as removing the trash from trash containers. Using this procedure you will also have knowledge about your entire area, as you never know what happens in your area during the day when school is in session. Now that all of the trash has been removed from your area you have seen your entire route and all of the potential time consuming tasks ahead of you for the night. By quickly running through your route you also have the opportunity to lock all exterior windows and doors to ensure a timely securing procedure of your route.*

How to strip a floor using a buffer

Equipment needed:

Scrubber/any size

Drive plate (or pad holder)

Stripping pad (black), size of buffer

Liquid floor stripper

Waste container

Dust pan

Counter duster

Putty knife

3 Mop buckets with wringer (1 for stripping, 2 for rinsing)

Wet mop

Wet & Dry vacuum (water pickup)

In a mop bucket mix stripping solution. Be sure to follow mixing directions on the label. Use hot water, if available.

Remove all movable obstructions from the floor area to be stripped. Sweep floor of all trash and dirt.

Remove gum deposits on floor with putty knife. Post "wet floor" signs in area to be stripped. Leave traffic lane open.

Inspect electrical cable of scrubbing machine for grounding.

Wear your non-slip/floor grip shoes. Keep clothing away from wet floor.

Apply stripping solution to an area approximately 100 square feet. Area should be wet down thoroughly. Allow stripping solution to soften work area to be stripped. Do not rush time by starting to scrub too soon; most strippers require 10 to 15 minutes preparatory time prior to using scrubber and strip pad.

To make the buffer go to the right, lift up on the handle slightly. To make the buffer go to the left, lower the handle slightly.

Start scrubber away from corner and from baseboards, to avoid splash of stripping solution on walls and baseboards.

If too much solution lies in this area, spread excess with mop before using scrubber.

Run the scrubber along the baseboard of the 10-foot area first, moving it from right to left so the stripping solution splatters away from the baseboard, not toward it.

Scrub the main part of the area. Let the scrubber coast back and forth as you slowly raise and lower the handle. Keep the handle close to your hips. If you let the scrubber get out of arm's length, it will run away from you.

Guide the machine from side to side until you have covered the wet area. Be sure that each lap covers the last one by half the width of the pad. With a team, keep approximately 100 square feet wet with stripper standing and working ahead of scrubber and with another team member start with picking up the first area.

Using a wet and dry vacuum (again beginning at the far corner) pick up the dirty stripping solution. Vacuum in straight paths, working backward toward the wet and dry vacuum.

Rinse the area a minimum of two times picked up with wet and dry vacuum using a partially wrung out mop and clean rinse water. Use an acid neutralizer or, if not available, reuse small amount of distilled vinegar in the first rinse water. All stripper must be removed from area.

Repeat all operations above until entire area has been stripped, vacuumed and rinsed.

Change rinse water often to avoid re-deposit of waste material on floor surface.

NOTE: Corners, doorways and difficult to reach areas that cannot be easily machine-stripped must be stripped by hand. To do this, lay down stripping solution in the usual manner. Use a doodlebug on the area to be stripped. In corners or other areas where the doodlebug cannot be used, rub area by hand.

How to apply sealer/finish to a floor

Equipment needed:

Clean mop pail with wringer

Clean wet mop

Sealer/finish

If a new mop is to be used, first remove the sizing in the following manner.

Soak mop for 10 minutes in a solution of 3 oz. of detergent per gallon of hot water. Remove from hot water and run tap water (hot) over mop in slop sink until all traces of sizing are gone. Wring mop out tight before using.

Take equipment to area to be finished. Remove all movable obstructions from the area to be finished.

Estimate the amount of floor finish required for one thin coat and pour this amount into the clean mop pail.

Dip the mop into the finish and lightly squeeze excess from mop. Mop should be very damp (not dripping).

Begin application of floor finish in the farthest corner from the door and lay down the finish four inches out from baseboard.

NOTE: Keep mop bucket containing floor finish close by, but out of the way. Placing mop on floor four inches out from baseboard, drag mop parallel to it for a distance of approximately 20 feet.

Move mop out one-half the width of the mop and return it in the direction back to the starting point.

Continue along adjacent baseboard (staying out four inches from baseboard) a distance of approximately eight feet. Execute a 90-degree turn and mop a straight line down to a point equal to that mopped on first operation. Return to starting point by moving mop out one-half of the mop's width and dragging the mop along the floor.

Using a figure eight mopping stroke, keep turning mop over for more even distribution of floor finish. Continue to next area being sure to overlap into area previously finished, to avoid missing spots.

Work your way towards door way and out. Allow at least 45 minutes to one hour for floor finish to dry before walking on it.

When thoroughly dry, (most finishes cannot stand the second coat until at least an hour after drying has passed) apply second coat of floor finish, "crosshatching" (working in opposite direction). Three coats of finish are required for all stripped floors. Fourth coat in heavy traffic areas and five coats on all hallway floors.

Burnish floors after floors are dried and cured overnight.

B. Corridors

How to dust mop a corridor

Equipment needed:

Dust mop or static cloth

Brush

Waste container

Dust cloth

Dust pan

Counter duster

Putty knife

Leave equipment handy for picking up the dirt, but out of the way.

Use your putty knife to remove gum that is stuck to the floor. Sweep the floor with the dust mop.

Place the dust mop on the floor, making sure that the mop strands extend both ahead and behind the mop head. Push the mop along the baseboard, close to the wall: Press down. Go the length of the hall without lifting or twisting the mop.

When you come to the first corner, cut around it. Then lift your dust mop and give it a shake.

Press the end of the mop into corner with your hand, and pull the dirt out. Keep loose dirt ahead of the mop and push it across the end of the corridor to the second corner. Pull the dirt out of this corner the way you did with the first.

Clean the other side of the hall the same way.

If possible, clean halls during times of least traffic. Continue working to the center of the hall. The path of your mop overlaps your first path slightly. Each time around, push the dirt into the pile near your equipment.

C. Stairwells

How to sweep a stairway

Equipment needed:

Short handled corn broom (warehouse broom)

Dust pan with handle

Counter duster

Waste container

Dust cloth

Putty knife

Leave equipment at the foot of the stairwell area to be cleaned out of the way of traffic. Keep putty knife in back pocket accessible for gum removal from stairs. Carry corn broom to top of stairs, work down and using the following method; stand one step below stair.

Extend end of corn broom into left end of the step, brush handle pointing to the right.

NOTE: On open stairs, always sweep towards the wall, away from the stairwell to avoid dirt and trash falling over the edge. Pull dirt out of end of the step with broom; pull brush three quarters of the way along step and, with a turning motion of the corn broom, allow dirt and trash to fall to step below. Transfer broom to opposite end of step and repeat

process. Step down one step and repeat operation. Continue until full stair well has been completed.

Brush accumulated dirt and trash into dust pan and dump into waste container.

With treated dust cloth, wipe down guard rail starting at the top of the stairs.

Walking down the stairs, wipe handrail with treated dust cloth.

Vacuuming stairwells

Equipment needed:

Back pack vacuum cleaner

Putty knife

Small plastic pail

Prepared disinfectant solution

Dust cloths

Stair well areas may be vacuumed by using a back pack portable vacuum cleaner.

NOTE: This procedure should not be used if the electrical cord would be subjected to breakage or being cut by a door being closed on the cord.

Stand on one step below stair to be vacuumed. Place hose nozzle into corner where the wall and step meet. Place on stair tread and draw along width of stair. Return to starting point by reversing direction. Continue until stair has been completely vacuumed. Proceed to next step and repeat operation.

During operation, remove buildup of dirt from corners, and any gum deposits with the putty knife.

Vacuum wainscoting, heating vents and guard rail areas during stair operation.

After vacuuming has been completed, remove plug from receptacle. Dip dust cloth into disinfecting solution, wring out and wipe down guardrail walking back up the stairs.

Walking back down the stairs, wipe down top of handrail with disinfectant treated dust cloth.

Wipe door handles on both sides of doors, top bottom, with disinfectant treated dust cloth. Proceed to next work area.

How to damp mop stairwells

Equipment needed:

Floor maintainer

Mop bucket with wringer on casters

Mop, 16 or 24 ounce

Putty knife

Disinfectant solution Dust cloths

Two (2) "wet floors" signs

Brush-sweep or vacuum stair well. With putty knife, remove gum deposits and any dirt buildup in corners of stairs.

Place a small amount of disinfectant solution in small bucket; immerse untreated dust cloth in solution, wring out and wipe down door handles; wipe down guard rails.

Place equipment out of the way of traffic on bottom landing area of stairwell to be mop cleaned.

Post "wet floor" signs at top and bottom of stair well landings. Close off stairwell if possible. Even with wet floor signs wet stairs are very dangerous.

Immerse wet mop in detergent/disinfectant solution, wring mop out and return to top landing of stairwell.

Mop landing at top of stairwell working away from door and toward stairwell.

Use caution when backing down stairwell.

At stairwell, move down two steps. Lay mop on top step with mop strands pointing into end of step nearest well. Force mop strands into corner with hand and clean out corner. Mop remainder of step.

Be careful to not extend the end of mop over stair end on open stair well.

Step down one step and repeat procedure on next step.

Continue operation to landing at foot of stairs.

Repeat operation until all steps have been completed.

D. Walls and Painted surfaces

How to wash walls/painted surfaces

Equipment needed:

All purpose cleaner properly mixed

Sponges or hand size towels

Bucket or spray bottle

Cloths/towels

Step ladder or platform stage

2 "wet floor" signs

Rubber gloves

Wet mop

Mop bucket with wringer

Test wall surface for wash ability before beginning wall-washing operation. Do not wash wall if paint comes off on sponge when using cleaner according to manufacture's directions. Report condition to supervisor.

Prepare detergent/disinfectant or detergent solution according to manufacture's directions, in bucket in slop sink area.

Fill second bucket half full with clean water for rinsing the sponges or toweling.

Take tools and supplies to area to be cleaned. Remove all movable obstructions from area (or room).

Cover immovable obstructions with drop cloth. Place drop cloth on floor up to baseboard at area to be cleaned.

Set up "wet floor" signs at both ends of area where wall washing is to be done.

Dip sponge used for washing in detergent/disinfectant or detergent solution and squeeze sponge to a wet but not dripping consistency. Do not allow sponge drippings to run down wall surface.

Begin wall-washing operation in a corner starting at floor level and working left or right in three (3) foot sections. Work your way up the wall approximately one (1) foot. Deposit sponge in detergent/disinfectant or detergent solution. Immerse second sponge in rinse water of second bucket. Squeeze to wet, but not dripping, consistency and wipe away residual soil. Turn sponge frequently.

Rinse sponge frequently to avoid soil streaks on wall.

Use even strokes when washing and rinsing.

Continue wall washing operation by overlapping section done and work upwards toward ceiling a section at a time.

When area has been washed and thoroughly rinsed to eye level height, stop, move over to next section and continue wall-washing operation. Continue one section at a time until entire wall has been washed and thoroughly rinsed to eye level height.

Set up platform stage with platform below eye level. Be sure platform stage is far enough away from the wall to allow freedom of movement but near enough to allow easy accessibility to wall area to be washed.

Continue wall-washing operation as previously described until entire wall has been completed.

Wash all walls in the room in this manner.

Detergent/disinfectant or detergent solution, and rinse water (to rinse the sponges), should be changed frequently to avoid re-depositing soil.

Use extreme caution when working around window areas from platform.

When wall-washing operation has been completed, remove drop cloths, and wash floor as described under floor washing procedure.

Return equipment to storage area, rinse sponges thoroughly; and wring out dry. Rinse wet mop and buckets thoroughly; hang up wet mop and turn buckets over in slop sink to drain dry.

If cloths are wet, allow to air dry before folding for storage. Store platform stage out of the way of traffic.

E. Restroom Facilities

How to clean and disinfect a toilet bowl and seat

Equipment needed:

Bowl mop (Johnnie mop)

Bowl cleaner and disinfectant

Using bowl mop, force water over the trap and out of the bowl. Hold the bowl mop over the inside of the bowl and apply enough bowl cleaner to saturate the mop. Press mop firmly up under the rim and clean half of the circumference of the rim.

When finished, add more bowl cleaner to the mop and clean the other side. Absorb into the bowl mop, the bowl cleaner left in the bottom of the bowl. Push mop up into the gooseneck, (where water empties out), as far as possible and rub up, down and around. This will remove any buildup of foreign matter.

Again add bowl cleaner to the mop and clean the seat (top and bottom).

Flush the unit. While the water is running, rinse the mop thoroughly and go over the inside surface. Rinse the bowl cleaner from both sides of the seat. Wring out bowl mop by pressing against flushing rim.

Pour a small amount of bowl cleaner into the water in the toilet bowl.

Rinse bowl mop in solution, wring out and clean outside of toilet bowl. Flush unit. Wipe down the seat with a dry cloth.

How to clean and disinfect a urinal

Equipment needed:

- Bowl mop (Johnnie mop)
- Bowl cleaner and disinfectant
- Deodorant mats

Remove deodorant mat in urinal. Remove wire (or rubber) strainer from bottom of urinal and place strainer in a pail containing enough disinfectant or detergent/disinfectant to completely immerse strainer.

Hold bowl mop inside urinal to avoid spilling bowl cleaner on floor. Saturate bowl mop with bowl cleaner.

Rub hard across the top inside lip of flush rim. Force bowl cleaner up into the flush holes. Excess bowl cleaner will run down the urinal surface into the trap.

Press bowl mop firmly into the vertical flush rims and rub down both sides of urinal. While surface is still wet, clean surface as you would with a paintbrush. Rub hard.

Apply additional bowl cleaner to bowl mop and clean the front lip where heavy accumulation forms.

Flush and wipe inside of unit clean.

Rinse bowl mop in flush water; wring out bowl mop by pressing it firmly against inside rim of urinal and twisting. Clean outside area of urinal with wrung-out bowl mop.

Rinse strainer in solution (using tongs or wearing rubber gloves), to remove any matter adhering to strainer. Replace strainer in urinal and place a fresh deodorant block in the urinal.

Using disinfectant spray, spray flush handle. Allow it to air dry.

How to clean a sink basin

Equipment needed:

- Detergent or detergent/disinfectant

Sponge

Putty knife

Dust cloths

Cleaning washrooms is an important part of maintaining environmental sanitation. Fixtures in washrooms should be kept spotless. For this purpose a good detergent or detergent/disinfectant or cream cleanser should be employed.

Dampen the sponge or cleaning cloth in a solution of detergent or detergent/disinfectant. Wring it out so it does not drip. Pour a little detergent or detergent/disinfectant in the bowl. Wipe all of the bowl, faucets and other metal parts.

Take out the drain plug. (Most of them come out if you give them a quarter turn to the left and pull up.) Wash the plug and the rim of the drain.

Clean the overflow outlet by covering a putty knife or other narrow object with a cleaning cloth, saturated with detergent or detergent/disinfectant solution.

With excess detergent or detergent/disinfectant wipe metal and enamel parts of the bowl. Once a week wipe off the under part of the bowl and pipes leading on the floor. Be particularly careful to clean dirt out of the elbow in the drainpipe.

How to wash and disinfect and deodorize a rest room floor

Equipment needed:

Detergent/disinfectant

Wet mop

Bucket with wringer

Pressure spray (if using the spray method)

Putty knife

Door stop

"Temporarily Closed for Cleaning" sign

Prepare detergent/disinfectant solution according to manufacturer's directions to pail or bucket in slop sink. If spray method is used, solution can be prepared in the sprayer.

Take tools and supplies to area to be cleaned.

Do not enter a school (or other) rest room of the opposite sex until you have had a person of that sex enter and make sure it is not occupied.

Open the door and place doorstop in position to hold door open. Post "Temporary Closed for Cleaning" signs in doorway.

After all other job assignments in the rest room have been completed, begin the floor washing operation in the corner farthest away from the door.

Mop or spray down detergent/disinfectant solution over entire floor area.

Wring wet mop out tight in rinse water and pick up dirty solution from the floor. No further rinsing is necessary.

Floor should be allowed to air dry before opening area to the public.

Remove sign from doorway, remove doorstop and return tools and supplies to slop sink area

Discard detergent/disinfectant solution into slop sink (if mop method of application was used). Rinse out wet mop, wring dry and hang up. Rinse out wet mop, wring dry and hang up. Rinse out bucket, turn it over in slop sink and allow to air dry.

How to free clogged drains

Equipment needed:

Force cup plunger

“Out of Order” card

Set the cup of the force cup plunger over the drain hole of the bowl, like a stopper. Run the bowl one-third full of the water. Cover the overflow outlet with a cloth.

Push down on the handle to flatten the cup. Now pull the plunger out fast. This loosens the matter stopping the drain. Do this several times.

If you are unable to free the drain using this method, place a card marked "Out of Order" on the unit and notify your supervisor.

F. Carpet Care

How to dry vacuum clean rugs

Equipment needed:

Upright vacuum cleaner

Spotting kit

Dust cloths

Sponges

Hand brush

Take tools and supplies to work area. Inspect rug to be vacuumed. Remove gum or other foreign deposits. Spot clean soiled areas. Inspect vacuum cleaner electrical cable for breaks or worn spots.

(Do not use electrical equipment with worn or damaged cables.) Vacuum the carpet in the direction opposite of the lay of the pile to raise nap.

Using corner attachment on hose, vacuum baseboard and corner area.

Begin vacuuming operation at corner farthest away from door, (if a room).

Vacuum in a straight line on first pass in the direction the nap of the carpet lies. Go back over same area to again raise the nap of the carpet. Take a step either left or right, and repeat operation. When width of carpet has been vacuumed in this manner, begin next section and continue until entire area has been vacuumed.

Pay particular attention to traffic flow areas being sure to thoroughly vacuum them.

Do not rush the vacuum operation allow the suction action of the machine sufficient time to work.

After completion of vacuuming operation, return tools and supplies to storage area. When dust bag is filled, remove, if throwaway type, and discard in waste container. Place new dust bag in

machine and store in proper area. If permanent-type bag, empty contents, clean and return bag to vacuum.

CAUTION: NOT ALL SPOTS ON CARPETS CAN BE REMOVED.

Before spotting:

1. Try to identify the stain.
2. Test fabric for color fastness.

If stain is not removed on first attempt, allow stained area to dry and neutralize before again attempting to remove stain.

Avoid overuse of any chemicals in spotting.

Follow directions of manufacturer in the use of all spotters.

How to shampoo a carpet (Location Cleaning)

Equipment needed:

- Upright shampoo cleaner
- Extractor with beater brush attachment and wand
- Spotting kit
- Sponges
- Dust cloths
- Shampoo

Vacuum rug thoroughly using method described in section, " How to Dry Vacuum Clean Rugs".

Wet Process (liquid)

1. Spot clean carpet. Remove gum, etc., deposits. Use spotting kit.
2. Shampoo rug using buffer. Do not over-wet carpet.

Prepare shampoo solution in machine tank in slop sink area.

Take tools and supplies to be cleaned. Remove all movable obstructions from the area. If unable to move chairs, tables, furniture, etc., place plastic coasters under legs to avoid rust spotting of the rug. Pile-brush the carpet against the lay of the nap. Unwind and inspect electrical cord on machine making sure it is grounded. Wear rubber soled shoes during operation.

Roll machine to far corner of room, away from doorway, place electrical cord over shoulder and start machine. Shampoo rug with a uniform application of suds in circular rotary strokes.

Keep machine flat on the rug and avoid "heeling" the machine. Overlap strokes to avoid streaking. Shampoo a small area at a time working in the direction of the rotation of the brush, until entire rug has been shampooed. Avoid over-wetting of the rug.

Should the rug become too wet, vacuum the rug with a wet vacuum using straight strokes maintaining the same direction of strokes throughout the operation. Comb, or brush the nap uniformly, using the pile brush. Brush against the natural direction or lay of the nap, then re-brush lightly in the direction of the nap.

Avoid walking on the rug until thoroughly dry (normal drying time is six to eighteen hours). Follow with dry vacuum cleaning of the rug as outlined in section entitled: "How to Dry Vacuum Rugs."

Dry Foam Method

1. Spot clean carpet. Remove gum, etc., deposits. Use spotting kit.
2. Shampoo carpet using dry foam machine.

Take equipment and supplies to areas to be cleaned. Remove all movable obstructions from the area. Check electrical cord for proper ground and plug in machine. Mixed shampoo (according to manufacturer's directions) should be put in machine.

Roll machine to far left wall, place cord over shoulder and turn on machine. Walk slowly to end of room, laying on even light coat of dry foam, turn off machine, restart machine and pull backwards over same area, laying another coat of foam.

Overlap area about four inches and continue the same method until carpet is completed.

Allow foam to dry (about one hour is normal).

Vacuum the entire carpet. This completes the cleaning of the carpet.

3. How to spot clean rugs

REMEMBER: All spots cannot be removed. Spots discovered and treated early respond better to cleaning.

Always try to identify the stain before spotting. Before using any spotter test fabric (in an out of the way place for color fastness).

The two basic types of spotters are:

1. Wet side (water-based)
2. Dry side (solvent-based)

NOTE: NEVER USE THE TWO TOGETHER!

Dry side spotters are used primarily for the removal of tars, grease, etc., i.e. solvent soluble soil. When using a wet spotter, absorb the solution into a sponge or cloth and squeeze it onto the spot.

Allow solution to remain on the spot for a few minutes and blot up the solution with a clean sponge or cloth. Do not rub area. Follow up by squeezing tepid clean water on the spot. Blot with a clean sponge or cloth. Finish operation by feathering out the area with a damp sponge or cloth. Begin feathering operation outside area of spot and lightly sponging and rubbing in to center of spot from all sides. Allow area to dry thoroughly.

If stain is not removed on the first attempt, allow area to thoroughly dry and neutralize the area before any further attempt is made to remove the stain.

Avoid overuse of any chemical in dry spotting.

Follow manufacturer's direction for use of all spotters.

G. Furniture, Counters and Tables

How to wash and polish furniture, counter tops, and tables

Equipment needed:

Two pails
All-purpose cleaner/spray bottles
Furniture polish
Clean dry cloths
Dry cloths
Sponge
Putty knife
Dust cloth

Mix all-purpose cleaner into one pail of water according to manufacturer's recommendations. Move tools and materials to the room in which you will wash the furniture.

Inspect the furniture. Scrape off gum with putty knife.

Wet a cloth or sponge in the detergent solution and wring it out to keep it from dripping. Start at the top of the piece of the furniture and wash until it is clean. Rinse cloth often to remove loosened dirt.

Wet another folded cloth or sponge in the clean rinse water and wring it out. Damp wipe the entire piece of furniture. Rinse the cloth or sponge often.

Wipe the furniture with a dry cloth.

When the surface is dry, take another clean, dry cloth and dampen it with furniture polish. Spread on a light coat of polish. Put it on with a straight-line motion, with the grain on the wood. Let the polish dry.

Fold another clean, dry cloth and polish the surface with a straight-line motion until it shines.

NOTE: When using aerosol spray furniture polishes, spray area to be polished lightly, or spray directly on polish cloth.

H. Doors and Frames

How to wash doors and frames

Wash and rinse doors and doorframes frequently to keep them free of finger marks and dirt. Start at the bottom and work up. Go through the same steps as with furniture, except do not use polish on doors and doorframes.

I. Fluorescent Light Fixtures

Fluorescent light fixtures should be cleaned as needed.

Equipment needed:

- All-purpose cleaner in spray bottle
- Counter duster
- Stepladder
- Dry cloths
- Replacement fluorescent tubes

Fill spray bottle with all-purpose cleaner.

Brush dust from fixture with counter duster brush.

Set ladder under fluorescent fixture; climb ladder and remove lens cover from fixture.

Remove bulbs and spray area to be cleaned with all-purpose cleaner and wipe with dry/clean cloth/towel.

Replace burned out fluorescent tubes in fixture and install lens cover.

J. Incandescent Light Fixtures

Incandescent light fixtures should be cleaned as needed.

How to clean an incandescent light fixtures

Equipment needed:

- All-purpose cleaner in spray bottle
- Stepladder
- Dry cloths for dusting and drying the lamp bowl
- Sponge
- Pliers

Turn off the electricity at the switch. Set the ladder so that you lean FORWARD, not backward, towards the light fixture.

Spray area to be cleaner with all-purpose cleaner.

Dust the bowl and metal parts of the light fixture. If bulb needs changing, put one hand under the bottom of the bowl and hold it. Loosen the bulb with other hand with a counter clockwise turning.

NOTE: If the screws are stubborn, loosen them with the pliers.

Replace bulb in fixture and tighten screws to hold globe in place.

Check globe to make sure it is securely fastened.

K. Metal Surfaces

How to clean metal surfaces

Aluminum:

Spray all-purpose cleaner. Wipe down lightly with a damp/dry towel/cloth and follow with a clean dry towel/cloth; rub down using straight strokes.

Stainless Steel, Chromium:

Use glass and/or all-purpose cleaner. Spray surface lightly, wipe dry with a clean cloth or wiper. Change wiper frequently to be sure it is clean.

Iron:

Wash with a mild solution of detergent and warm water. Remove rust buildup with heavy-duty degreaser on .00 steel wool pad. Rub lightly, rinse and dry thoroughly.

Un-lacquered Brass and Bronze:

When using metal cleaner, spray small section of the surface at a time, wipe with damp cloth and dry with soft, untreated dust cloth.

When cleaning lacquered Brass or Bronze, clean in small sections, wipe with a damp cloth with the grain, and dry with a soft, untreated dust cloth.

Copper:

Spray surface with metal/copper cleaner or spray with a mild acid cleaner. Follow with a mild detergent bath to neutralize. Dry with a soft, clean untreated dust cloth.

L. Glass, Mirrors and Acrylics

How to clean glass, mirrors and acrylic surfaces

Use glass cleaner. Spray surface lightly, wipe dry with a clean cloth or squeegee. Clean squeegee frequently with towel or cloth.

M. Shelves and Storage Bins

How to clean shelves and storage bins

A smooth surface such as Formica, metal or any painted material is cleaned and maintained in the same manner as counters and tables. Refer to that procedure.

N. Concrete Floors

How to clean concrete floors

All concrete floors should be properly sealed. They are easily maintained with a sweeping broom on a daily basis. They may be cleaned with a detergent using a good mop and squeegee. Apply the detergent heavily on the floor; mop solution and squeegee to one location to be picked up with mop and wringer or wet/dry vacuum. Concrete floors should be sealed on a regular basis to allow them to be easily cleaned and to reduce dust.

Heavily soiled outside areas are easier maintained be using a water blaster, if available.

FLOOR CARE

SCRUBBING AND REFINISHING PROCEDURE

(Asphalt, Rubber, Terrazzo, Vinyl Asbestos, Vinyl Composition)

SCRUBBING PROCEDURE

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Use wet floor signs or hand written signs to direct students, faculty or the general public around the work area, reference CSPI 101.
3. Diagram furniture placement and remove furniture from area to be scrubbed.
4. Dust mop the floor, remove gum and debris.
5. Place rags across doorways to form a barricade. This will keep solution from spreading and provide a foot wipe to avoid tracking.
6. Protect carpet bordering the area by covering with clean rags.

Job Distribution

A two (2) person team is recommended. Scrubbing can be accomplished with one. If a team is used, team members should rotate job assignments periodically.

Scrubbing

1. Dilute general purpose detergent (GPD).
2. Use a blue wet mop to apply GPD solution to corners, trouble spots and areas close to the wall.
3. Scrape/scrub corners and trouble spots. Clean finish in areas that the floor machine or automatic scrubber cannot reach.
4. Apply GPD solution to the entire floor. (skip the step if using an automatic scrubber)
5. Attach brush to the automatic scrubber or floor machine:
 - A. Gripper Brush (recommended brush) - The gripper brush is a drive brush and is used to hold a pad. Scrubbing may be accomplished with a Brown or light color pad. Never use a gripper brush directly on the floor surface.
 - B. Grit Brush - An advantage of this brush is the flexible bristles, which allows it to conform to uneven surfaces. These brushes are aggressive and cannot be used directly on Vinyl Asbestos Tile floors.
6. Scrub floor.
 - A. Automatic Scrubber (recommended method): Follow MEI for operation and maintenance of the automatic scrubber. Operate in a slow walking pace overlapping each pass resulting in removing top layer(s) of finish and dirt and leaving underlying clean finish.

- B. Floor Machine: Operate in overlapping, sweeping pattern resulting in removing top layer(s) of finish and dirt and leaving underlying clean finish. Do not allow solution to dry. Reapply if necessary. Use care, avoid splashing solution on baseboards, lower walls and carpeted areas bordering the area. Remove solution from area scrubbed as soon as possible with a wet/dry vacuum.
7. Rinse area. Use blue wet mops for rinsing. Keep mops and pails separate and change rinse water frequently. The rinsing process includes removing all solution and soil from the area including residue from baseboards, lower walls and carpet bordering the area.

NOTE: Uneven or heavily soiled floors may require several passes from alternate directions to clean.

8. Inspect the dry floor. If the inspection reveals soil or detergent residue remaining on the floor, re-scrub.

REFINISHING PROCEDURE

1. Estimate amount of floor finish needed for immediate use. An average classroom will need approximately ½ to 1 gallon per coat. Pour desired amount into a clean mop pail.
2. Use only a clean, orange wet mop to apply floor finish. Prepare new mops by immersing in general purpose detergent (GPD) solution for 24 hours, rinse (several times) with clean water and wring out.
3. Soak orange mop in finish. Remove excess finish from mop by pressing mop in wringer basket. If necessary, apply slight pressure on mop with the wringer to remove finish which might drip from the mop.
4. Apply finish to dry floor. Begin by "framing" the area, staying six to nine inches from the baseboards. Apply finish evenly in a figure eight pattern from side to side. Continue this method until area is completed.
5. Allow finish to dry thoroughly before applying additional coats. Drying time is affected by temperature, humidity and air movement.
6. Apply second coat in opposite (criss-crossing) direction of first coat. Apply additional coats by criss-crossing previous coat. DO NOT apply floor finish to the baseboards.
7. Dispose of any remaining finish at the end of the shift.

NOTE: Do not attempt to spray buff or burnish without allowing the finish to harden for twenty-four or more hours.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean Up

1. Dispose of solutions in custodial sink or floor drain.
2. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
3. Clean and store custodial tools.
4. Clean, rinse and hang pads/ brushes to dry.
5. Take trash to designated disposal area.
6. Inventory and re-stock custodial room and/or cart with sufficient supplies for next shift.

FLOOR CARE

STRIPPING AND REFINISHING PROCEDURE

(Asphalt, Rubber, Terrazzo, Vinyl Asbestos, Vinyl Composition)

STRIPPING PROCEDURE

CAUTION

Prior to stripping tile floors determine whether the tile contains asbestos (Vinyl Asbestos Tile VAT). If the tile contains asbestos or if the composition of the floor covering cannot be determined the following precautions must be taken,

- Strip infrequently.
- Use a less aggressive brown pad.
- Keep floor wet during the entire stripping process.
- Do not over strip. Stop stripping when the finish is removed.

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Use wet floor signs or hand written signs to direct students, faculty or the general public around the work area, reference CSPI 101.
3. Diagram furniture placement and remove furniture from area to be stripped.
4. Dust mop the floor, remove gum and debris.
5. Place rags across doorways to form a barricade. This will keep solution from spreading and provide a foot wipe to avoid tracking.
6. Protect carpet bordering the tile by covering with clean rags.

Job Distribution

A three (3) person team is recommended. Stripping can be accomplished with less. If a team is used, team members should rotate job assignments periodically.

Stripping

1. Dilute stripper (warm water will allow stripper solution to work faster).
2. Apply stripping solution with a red wet mop to corners, trouble spots, baseboards and area 6 to 8 inches from the wall.
3. Scrape corners, scrub baseboards and trouble spots. Remove all finish from areas that the floor machine cannot reach.

4. Rinse areas stripped, never allow solution to dry on floor or baseboards.
5. Apply stripping solution liberally to the floor with a red wet mop. Allow sufficient time (a minimum of five minutes) for the solution to soften the finish.
6. Attach brush to the floor machine:
 - A. Grit Brush - These brushes are aggressive and cannot be used directly on VAT tile floors. An advantage of these brushes is their flexible bristles, which allows them to conform to uneven surfaces.
 - B. Gripper Brush - The gripper brush is a drive brush and is used to hold a pad. Stripping may be accomplished with a Brown or Black pad. Never use a gripper brush directly on the floor surface.
 - 1) **Brown Pad:** A brown MUST be used to strip VAT floors, see CAUTION above. The brown pad is less aggressive than a black pad and may require additional time on areas with finish build up.
 - 2) **Black Pad:** Use a black pad on level, non VAT floors.
7. Operate floor machine in overlapping, small circular pattern. Do not allow solution to dry. Reapply if necessary. Use care, avoid splashing solution on baseboards, lower walls and carpeted areas bordering the tile.

NOTE: Uneven floors may require several passes of the floor machine from alternate directions.
8. Remove solution from area stripped as soon as possible with a wet/dry vacuum. Rinse area immediately.
9. Rinsing is a three step, two pail and two mop, process. Use blue wet mops for rinsing. Hot or warm water is recommended, if available. Keep mops and pails separate and change rinse water frequently. The rinsing process includes removing all solution and residue from baseboards, lower walls and carpet bordering the tile.
10. Inspect the dry floor. If the inspection reveals any finish remaining on the floor, re-strip. If the inspection reveals powder or residue remaining from the stripping procedure, repeat the rinsing process. If rinsing the floor again fails to remove the powder or residue it will be necessary to re-strip the area.

REFINISHING PROCEDURE

1. Do not apply finish to stripped floors that have finish remaining or floors with residue (powder) from the stripping process.
2. Estimate amount of floor finish needed for immediate use. An average classroom will need approximately 1/2 to 1 gallon per coat. Pour desired amount into a clean mop pail.
3. Use only a clean, orange wet mop to apply floor finish. If wet mop is new, prepare mop by immersing in general purpose detergent (GPD) solution for 24 hours, rinse (several times) with clean water and wring out.
4. Soak orange mop in finish. Remove excess finish from mop by pressing mop in wringer basket. If necessary, apply slight pressure on mop with the wringer to remove finish which might drip from the mop.
5. Apply finish to dry floor. Begin by "framing" the area, staying six to nine inches from the baseboards. Apply finish evenly in a figure eight pattern from side to side. Continue this method until area is completed.
6. Allow finish to dry thoroughly before applying additional coats. Drying time is affected by temperature, humidity and air movement.

7. Apply second coat in opposite (criss-crossing) direction of first coat. Apply additional coats by criss-crossing previous coat. Floors in good condition with "normal" traffic will require three to five coats. Floors in high traffic areas may require more. Apply the last coat of floor finish to the entire area including the six to nine inches next to the baseboard. DO NOT apply floor finish to the baseboards.
8. Dispose of any remaining finish at the end of the shift.

NOTE: Do not attempt to spray buff or burnish without allowing the finish to harden for twenty-four or more hours.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean Up

1. Dispose of solutions in custodial sink or floor drain.
2. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
3. Clean and store custodial tools.
4. Clean, rinse and hang pads/ brushes to dry.
5. Take trash to designated disposal area.
6. Inventory and re-stock custodial room and/or cart with sufficient supplies for next shift.

FLOOR CARE

SPRAY BUFFING PROCEDURE

Purpose

Spray buffing will remove soil and marks from the finish. The heat created during spray buffing hardens the finish. This makes daily cleaning easier, less time consuming and extends the life of the finish. Additional benefits of spray buffing include improved appearance and less finish required to protect the floor.

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Use wet floor signs or hand written signs to direct students, faculty or the general public around the work area, reference CSPI 101.
3. NEVER spray buff an unfinished floor or a floor where the finish has been worn to the point that the tile is exposed.
4. Dilute desired amount of General Purpose Detergent (GPD) for use in an automatic scrubber or 32-quart mop pail.
5. Clear area to be spray buffed.

Floor Preparation

1. Do not spray buff without preparing the floor so that it is clean and dry.
2. Dust mop the area to be buffed. Scrub (reference CSPI 104) or damp mop the area with GPD solution. Floor may be prepared by dust mopping only.
3. Remove all spots, spills and gum.

Spray Buffing

1. Develop a spray buffing solution by filling a spray bottle with 50% water and 50% floor finish.
2. Spray a fine mist of the solution over an area of approximately four square feet (do not allow the solution to dry). Use care; do not spray walls, baseboards or furniture.
3. Operate the floor machine over the treated area. The floor finish will dry and harden as you buff. Floor may become hazy before shine appears. Continue to buff in circular pattern until floor shines. As shine appears move to adjoining area to be spray buffed. Continued buffing after the shine appears will start to remove the finish.

NOTE: Use caution when buffing near door stops, door sills, electrical receptacles or other objects, to avoid damaging the pad or floor machine.

4. Remove scuff or heel marks that remain after buffing by rubbing with a hand pad, then repeat steps 2 and 3.

5. Clean the buffing pad after approximately 200 to 250 square feet of buffing or as needed. Remove the finish build up from the pad with a putty knife. If a pad that has been cleaned leaves streaks on the floor, turn pad over. When pad is worn, starts to tear apart or brush protrudes through the pad, replace it.
6. Continue with numbers 3, 4 and 5 until area is completed.
7. Dust mop area buffed. Check adjoining or hidden areas for dust accumulation, dust mop if necessary.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean-Up

1. Dispose of solutions in custodial sink or floor drain.
2. Spray or soak buffing pad with finish remover solution to remove dirt and old finish. Rinse pad and hang to dry.
3. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
4. Clean and store custodial tools.
5. Take trash to designated disposal area.
6. Inventory and re-stock custodial room and/or cart with sufficient supplies for next shift.

FLOOR CARE

BURNISHING PROCEDURE

Purpose

The purpose of burnishing is to harden the finish. Finish hardened by burnishing will protect the floor surface and resist soil/dirt penetration. Additional benefits are that burnished floors will require less maintenance and cleaning tasks will be less time consuming.

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
3. Use wet floor signs or hand written signs to direct students, faculty or the general public around the work area, reference CSPI 101.
3. Do not use a burnisher to spray buff the floor.
4. NEVER burnish an unfinished floor or a floor where the finish has been worn to the point that the tile is exposed.
5. Clear area to be burnished.

Floor Preparation

Do not burnish without preparing the floor so that it is clean and dry. Determine the method of preparation by evaluating the floor. NOTE: Burnishing finish that has not hardened may cause swirls in the finish and/or remove finish increasing the need for additional floor care.

1. Method One: Dust mop the area. Remove gum with a putty knife. Scrub or damp mop the area with GPD solution. Evaluate the floor and determine the need for floor finish. If floor finish is applied allow 24 or more hours of drying time for the finish to harden before burnishing.
2. Method Two: Strip and refinish the floor. Allow 24 or more hours of drying time for the finish to harden before burnishing.

Burnishing

1. Burnish at a slow to moderate walking pace in a straight line, overlapping the previous pass as you proceed. Continuous operation in one spot will remove the finish and may damage the tile.
2. Monitor pad pressure while burnishing. Pad resistance will vary due to finish, floor and pad conditions:

- A. Finish Conditions:
 - (1) Finish that has not been buffed or burnished will cause above average pad resistance. Reduce pad pressure until operation is possible. Floors that have been burnished with reduced pad pressure should be re-burnished with increased pressure.
 - (2) Improperly prepared floors, (finished not hardened, dirty finish, damp, etc.) will cause above average pad resistance. Reference Floor Preparation above for the recommended corrective action.
- B. Floor Conditions:
 - (1) Burnishing floors with high and low areas (uneven) will cause differences in pad pressure and may leave marks or burns in the finish. If marks or burns are excessive, discontinue burnishing in that area. Spray buffing is recommended.
 - (2) Do not burnish areas of the floor that contain chipped or loose tiles.
- C. Pad Conditions:
 - (1) Use care not to damage the pad when operating the burnisher close to walls, floor outlets, doorstops or thresholds. Replace pads that are frayed, torn or damaged. Replace worn (too thin) pads when pad pressure cannot be properly adjusted.
 - (2) Burnishing pads clogged with dirt and/or finish will cause streaking and swirls in the finish. Remove the pad and scrape the with a putty knife to remove finish and dirt. When scraping pad fails to correct streaking use the other side.
- 3. Check all horizontal surfaces such as bookshelves, window ledges and adjoining or hidden areas for dust created during the burnishing procedure. Dust as necessary.
- 4. Dust mop area burnished.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean-Up

- 1. Dispose of solutions in custodial sink or floor drain.
- 2. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
- 3. Clean burnishing pad(s) by scraping with a putty knife.
- 4. Clean and store custodial tools.
- 5. Take trash to designated disposal area.
- 6. Inventory and re-stock custodial room and/or cart with sufficient supplies for next shift.

FLOOR CARE

DUST MOP & DUST CLOTH TREATMENT PROCEDURE

Before Starting

Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.

CAUTION

Do not over-treat dust mops or cloths. Treat dust mops at the end of the work shift. Always allow sufficient time, a minimum of 12 hours, for the dust mop treatment to penetrate before using the mop. Treat new and/or clean dust mops 12 hours prior to use. Failure to comply with these requirements may cause the floor to become slippery.

Store all treated dust mops in labeled galvanized trash containers with lids securely in place. Treated dust mops are a potential fire hazard. This storage requirement does not apply to dust mops on frames.

Dust Mop Treatment

1. Comb/brush or vacuum dust mop wicks (bottom) to remove dirt and sand.
2. Turn dust mop to expose the wicks.
3. Spray treatment in a well-ventilated location. Use care; do not spray treatment on surrounding area as this may cause a slippery condition. Apply treatment evenly in center of exposed wicks.
4. Hang dust mop with the wicks down to permit even distribution of treatment throughout the mop after treatment of dust mops on frames.
5. Roll mop heads and store properly (see caution above) after treatment of new and/or clean mops.

Dust Cloth Treatment

1. Shake cloth outside to remove dirt and sand.
2. Spray treatment in a well-ventilated location. Use care; do not spray treatment on surrounding area as this may cause a slippery condition.
3. Reapply as necessary.

CARPET CARE

SPOT, GUM AND GRAFFITI REMOVAL PROCEDURE

Purpose

This procedure provides methods for removing spots, gum and graffiti. The key to removal is early detection and fast action or "remove as they occur". Some damage may become permanent if allowed to dry. Spot and gum removal must be accomplished prior to daily cleaning. General cleaning or shampooing carpet that is spotted may cause a permanent stain.

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Determine the graffiti or spotting substance, if possible.
3. Collect necessary supplies and tools.
4. Test selected cleaning method in an inconspicuous area before attempting spot, gum or graffiti removal. Chemicals (including water) can damage some surfaces.

Carpet Spot Removal

The following spot removal methods are to be used on carpet and upholstery. Apply the first solution recommended in the spot removal chart ONLY if water fails to remove it. Use the second or third solution only if there is no continued improvement. Body fluids must be removed prior to spot removal, Reference CSPI 902, Body Fluid Removal Procedure.

1. Remove dry or thick substances with a rounded tool (spoon) or putty knife. Pick up remaining residue with a clean dry rag.
2. Apply water to the spot. Absorb moisture by blotting with clean dry rags or towels starting at the outer edge of the spot and moving to the center. Remove remaining moisture by placing a clean dry rag or towel on the spot and pressing down, blotting the area. Allow to dry and evaluate before moving to solution #1.
3. Reference the Spot Removal Chart (below) for proper cleaning solution(s). Apply solution #1 to a clean dry rag or towel then test in an inconspicuous area. Allow sufficient time and inspect to determine if the solution will damage the surface. If no damage is apparent continue.
4. Apply solution #1 to the spot.
 - A. Solution #1 is Syon-5: Use a brush, pressing down on the spot until spot lessens or disappears. Vacuum when dry or extract while wet. Blot the spot with a clean dry towel from the outside of the area toward the center folding the towel and increasing pressure as needed. Allow to dry and evaluate before moving to solution #2. If needed, use solutions #2 or #3 and follow instructions in "B" below. After using solutions #2 or #3 apply water and blot in order to remove any chemicals that could cause re-soiling within the carpet.

- B. Solution #1 is **not** Syon-5: Apply solution with a clean rag. Allow sufficient time for the solution to work. Blot the spot with a clean dry towel from the outside of the area toward the center folding the towel and increasing pressure as needed. The towel will absorb the cleaning solution and show the color of the spot. If the spot does not start to fade and/or the color of the spot is not apparent on the towel, the cleaning solution may be ineffective. Blot/ absorb any remaining moisture from cleaning solution #1 before applying solution #2. Repeat steps two and three with cleaning solution #2 before moving to solution #3. Stubborn spots may respond with tapping with a brush. Continue to blot/tap the spot with a clean, dry towel until all possible moisture and spotting substance have been removed.
5. Place several layers of paper towels over the area and put weight on the towels. Remaining moisture or spotting substance will wick up into the towels rather than drying into the carpet. If possible, allow towels and the weight to remain on the carpet until completely dry and vacuum.
6. Some spots respond slowly. Stubborn spots may require repeating steps two, three and four several times. Notify Crew Leader of spots that cannot be removed by the procedures listed above.

SPOT REMOVAL CHART

<u>Spot</u>	<u>Solution #1</u>	<u>Solution #2</u>	<u>Solution #3</u>
Animal Stains	S	D	V
Blood Cold Water	S	D	A*
Butter, Grease	D	C	
Burn	D + Steel Wool		
Coffee	S	D	V
Cosmetics, Crayon	D	C	
Food	S	D	C
Glue, water based	Hot Water		
Glue	D	A	
Ink	Cold Water	D	C
Mildew	S	G	V
Rust	V		
Soft Drinks	S	D	V
Tea	S	V	
Urine	S	G	D,V
Unknown	Cold Water	S	D,C*
Vomit	S	G	D,V

* Use only if detergent fails to remove spot, blot/tap the spot to remove detergent before applying the third solution.

Solution Codes:

- A = Rubbing Alcohol
- C = Citrus Degreaser (use as last resort, will cause re-soiling).
- D = General Purpose Detergent (GPD) diluted with a small amount of water.
- G = Germicidal Detergent, diluted according to manufactures directions.
- S = Syon-5 Carpet cleaner/spotter, diluted according to manufactures directions.
- V = White vinegar, 1/2 cup vinegar diluted with one pint of water.

CARPET CARE
SHAMPOOING PROCEDURE
BONNET METHOD

CAUTION

1. Do not saturate the carpet during shampooing. Using excessive shampoo solution or water during the shampooing procedure will/may,
 - increase the drying time.
 - increase the possibility for mold/mildew to develop.
 - cause damage or separation of the carpet from the floor surface.
 - cause shrinkage or discoloration.
 2. Dilute shampoo correctly. Using excessive shampoo concentrate will/may,
 - leave shampoo residue in the carpet causing the carpet to re-soil sooner.
 - cause excessive foaming during shampooing.
- NOTE: If excessive foaming occurs reduce concentrate and/or use water only to pre-spray
3. Substitute Germicidal solution for shampoo solution when,
 - cleaning carpet immediately after a flooding condition.
 - cleaning carpet that has evidence of mold/mildew growth.
 - cleaning carpet in any area where a germicidal effect would be desirable.

Before Starting

1. Extraction carpet cleaning is recommended. Bonnet shampooing is not recognized as a primary carpet cleaning method.
2. Familiarize yourself with this, other Procedural Instructions (CSP's) and Manufacturers Equipment Instructions (MEI's) required before starting.
3. Drying time will vary with conditions, one to three hours is normal. Leave air conditioning ON to aid in dehumidification and shorten drying time. Open doors and windows to speed the drying time, when practical or if air conditioning is not available.
4. Fill 32 qt. mop pail with clean water and attach wringer. Place clean bonnet in water.
5. Diagram furniture placement and remove furniture from area to be shampooed.
6. Sweep dirt and dust from corners, edges and baseboards with a corn broom or vat brush.
7. Vacuum carpet before shampooing. A pile brush is recommended for high traffic areas.
8. Place rags across doorways to provide a foot wipe and avoid tracking.
9. Protect tile bordering the carpet by covering with clean rags.
10. Fill Hand Held sprayer with diluted shampoo solution and pressurize.

Job Distribution

A two (2) person team is recommended. Bonneting may be accomplished by one person. If a two person team is used, team members should rotate job assignments periodically.

Carpet Preparation

1. Pre-spray spots and remove gum.
2. Spray shampoo solution on edges and corners. Use care; do not spray walls and baseboards with solution. Allow two (2) to five (5) minutes for the shampoo solution to suspend and hold the soil before scrubbing edges and corners.
3. Scrub spots, edges and corners with roamer brush or scrub brush.

Shampooing

1. Start at the furthest point from the door, spray solution evenly on the carpet surface. Begin with an area of about 10' x 12'.
2. Allow sufficient time, two (2) to five (5) minutes, for the shampoo solution to suspend and hold the soil before bonneting.
3. Attach gripper brush to floor machine.

NOTE: Never leave a wet or damp bonnet in contact with the carpet when not use.

4. Wring out bonnet, place on the carpet and center brush over bonnet.
5. Operate floor machine in overlapping small circular pattern, checking bonnet frequently. Turn bonnet over when soiled approximately every 120 square feet. Rinse and wring out bonnet when both sides are soiled. Change rinse water frequently.
6. Remove solution that may have splashed on baseboards, lower walls, doors and furniture with a clean damp rag.

After Shampooing

1. Inspect carpet for cleanliness. High traffic and/or heavily soiled carpet may require additional shampooing.
2. Vacuum the dry carpet to remove shampoo residue and to lift carpet nap. Never vacuum damp or wet carpet. Replace furniture after vacuuming.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean Up

1. Dispose of solutions in custodial sink or floor drain.
2. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
3. Clean and store custodial tools.
4. Take trash to designated disposal area.
5. Inventory and re-stock custodial room and/or cart with sufficient supplies for next shift.
6. Clean, rinse and hang bonnet to dry. Store dirty bonnets separately from dirty dust mops. Request warehouse pick up for cleaning as needed.

CARPET CARE
SHAMPOOING PROCEDURE
EXTRACTION METHOD

CAUTION

1. Do not saturate the carpet during extraction. Using excessive shampoo solution or water during the extraction procedure will/may,
 - increase the drying time.
 - increase the possibility for mold/mildew to develop.
 - cause damage or separation of the carpet from the floor surface.
 - cause shrinkage or discoloration.
2. Dilute shampoo correctly. Using excessive shampoo concentrate will/may,
 - leave shampoo residue in the carpet causing the carpet to re-soil sooner.
 - cause excessive foaming during extraction.

NOTE: If excessive foaming occurs reduce concentrate and/or use water only to pre-spray.

3. Substitute Germicidal solution for shampoo solution when,
 - cleaning carpet immediately after a flooding condition.
 - cleaning carpet that has evidence of mold/mildew growth.
 - cleaning carpet in any area where a germicidal effect would be desirable.
4. Use only water in the extractor. When using shampoo, always pre-spray.

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Drying time will vary with conditions, one to three hours is normal. Leave air conditioning ON to aid in dehumidification and shorten drying time. Open doors and windows to speed the drying time, when practical or if air conditioning is not available.
3. Diagram furniture placement and remove furniture from area to be extracted.
4. Sweep dirt and dust from corners, edges and baseboards with a corn broom or vat brush.
5. Vacuum carpet before extracting. A pile brush is recommended for high traffic areas.
6. Place rags across doorways to provide a foot wipe and avoid tracking.
7. Protect tile bordering the carpet by covering with clean rags.
8. Fill hand held sprayer with diluted shampoo solution and pressurize.

Job Distribution

A two (2) person team is recommended. Extraction may be accomplished by one person. If a two person team is used, team members should rotate job assignments periodically.

Carpet Preparation

1. Pre-spray spots and remove gum.
2. Pre-spray shampoo solution on edges and corners. Use care, do not spray walls and baseboards with solution. Allow two (2) to five (5) minutes for the shampoo solution to suspend and hold the soil.
3. Scrub spots, edges and corners with roamer brush or scrub brush.

Shampooing

1. Start at the farthest point from the door, spray shampoo solution evenly on the carpet surface beginning with an area of about 10' x 12'.
2. Allow sufficient time, two (2) to five (5) minutes for the solution to suspend and hold the soil before extracting.
3. Brush. Area may be scrubbed with the extractor brush (turn vacuum and spray off) or other carpet scrubbing method.
4. Extract. Follow MEI for operation and maintenance of the extractor. Operate in a slow walking pace overlapping each pass. Evaluate the liquid being extracted to determine if additional passes are needed. Normally one pass is sufficient. Heavy traffic areas will require more passes.

NOTE: After making repeated passes over the same area, additional passes without injecting water may be necessary to remove as much moisture as possible.

After Shampooing

1. Inspect carpet for cleanliness. High traffic and/or heavily soiled carpet may require additional extraction.
2. Vacuum the dry carpet to remove shampoo residue and to lift carpet nap. Never vacuum damp or wet carpet. Replace furniture after vacuuming.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean Up

1. Dispose of solutions in custodial sink or floor drain.
2. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
3. Clean and store custodial tools.
4. Take trash to designated disposal area.
5. Inventory and re-stock custodial room and/or cart with sufficient supplies for next shift.

CLASSROOM
CLEANING AND SANITIZING PROCEDURE
Daily Procedure

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Fill spray bottles with diluted solutions from dispensing system.
3. Dilute desired amount of General Purpose Detergent (GPD) for use in a 14-quart pail and a 32-quart mop pail.
4. Inspect the classroom, looking for vandalism, graffiti and spills.

Cleaning the Room

1. Empty the pencil sharpener and wipe clean with Germicidal solution.
2. Clean the chalk trays with a rag or sponge pushing the excess chalk into the wastebasket.
3. Empty the wastebasket(s) and clean with Germicidal solution as needed.
4. Remove graffiti and clean other spots such as fingerprints and smudges from chair seats, desktops and doorknobs with Germicidal solution.
5. Remove graffiti, spots and marks from walls and doors by wiping or scrubbing with GPD solution on a rag or sponge. Stubborn marks or spots may be removed with graffiti remover on a damp rag or sponge.
6. Clean smudges and marks from glass with glass cleaner.

Carpeted Floors

1. Pick up staples and objects too large for the vacuum.
2. Vacuum the carpet.
3. Remove spots and gum.

Tile and Wood Floors

1. Dust mop or sweep the floor.
2. Spot mop spills using a general purpose blue wet mop and GPD solution.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean Up

1. Dispose of solutions in custodial sink or floor drain.
2. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
3. Clean and store custodial tools.
4. Take trash to designated disposal area.
5. Inventory and re-stock custodial closet and/or cart with sufficient supplies for next shift.

Weekly Service

This is a listing of tasks to be accomplished, not a step-by-step procedure. The day of the week these services are to be provided should be indicated on the Work Schedule and the tasks incorporated into the daily procedure.

1. Clean doors, doorknobs, doorjams and switch plates with Germicidal solution.
2. Using a rag or duster, start near the door and work around the room so that the last dusting will be near the starting point. Dust from top to bottom areas such as light fixtures, air vents, clocks, chalkboards, shelves, appliances, window ledges/blinds, and other horizontal surfaces.
3. Use a corn broom to sweep the corners, doorframes, baseboards and area of the floor near the walls. Damp mop tiled, wood and concrete floors with GPD solution.
4. Burnish or spray buff tile floors. Burnishing and/or spray buffing frequencies are based on traffic and the needs of the facility. The frequency should be indicated on the work schedule.

Annual Cleaning

Annual cleaning is accomplished in addition to daily and weekly procedures. This is a listing of tasks to be performed not a step-by-step procedure. Before scheduling annual cleaning, coordinate with the instructor to ensure that the tasks to be performed will not cause damage or interfere with the instructional process.

1. Diagram furniture placement and remove furniture from room.
2. Clean ventilation vents with General Purpose Detergent solution (GPD).
3. Clean light covers (both sides). Avoid touching hot bulbs.
4. Clean walls, dividers, appliances and ceiling using the appropriate tools, chemicals and equipment compatible with the surfaces to be cleaned.
5. Clean door and window glass with glass cleaner.
6. Clean furniture and horizontal surfaces with Germicidal solution.
7. Strip and refinish tile floor. Scrubbing and re-coating may be substituted with authorization from the supervisor.
8. Extract carpeted floors.
9. Clean and sanitize trash receptacles with Germicidal solution and allow to air dry.
10. Replace furniture in room in the same order diagrammed.
11. Review your completed work. Make corrections as necessary.

HOME ECONOMICS/FOOD PREPARATION CLEANING AND SANITIZING PROCEDURE

Daily Procedure

Purpose

This procedure provides instructions, for cleaning and sanitizing Home Economics/Food Preparation areas, that are in addition to the classroom cleaning tasks contained in CSPI 301, Classroom Cleaning and Sanitizing. Familiarize yourself with this and other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.

Additional Tasks

1. Clean with Germicidal solution all trash containers that contained food rinse and allow to air dry. Replace liners.
2. Damp mop tiled floors with a general purpose blue wet mop and Germicidal solution.

NOTE: Appliances, cooking utensils, cabinets, table & counter tops and other equipment used for instructional purposes are cleaned by the students as part of their curriculum.

Weekly Service

Clean following CSPI 301, Classroom Cleaning and Sanitizing, Weekly Service. The day of the week these services are to be provided should be indicated on the Work Schedule and the tasks incorporated into the daily procedure.

Annual Cleaning

Clean following CSPI 301 Classroom Cleaning and Sanitizing, Annual Cleaning. Annual cleaning is accomplished in addition to daily and weekly procedures. Before scheduling annual cleaning, coordinate with the instructor to ensure that the tasks to be performed will not cause damage or interfere with the instructional process.

INDUSTRIAL ARTS
CLEANING AND SANITIZING PROCEDURE
(Agricultural, Mechanical, Metal, Wood)

Daily Procedure

Purpose

This procedure provides instructions, for cleaning and sanitizing Industrial Arts areas, that are in addition to the classroom cleaning tasks contained in CSPI 301, Classroom Cleaning and Sanitizing. Familiarize yourself with this and other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.

Additional Tasks

1. Concrete Floor:
 - A. Damp mop spots and spills from the floor with General Purpose Detergent (GPD) solution, allow floor to dry.
 - B. Sweep rough concrete. Dust mop sealed concrete.
2. Tiled Floor:
 - A. Damp mop spots and spills with a general purpose blue wet mop and GPD solution.
 - B. Remove spots, gum and heel marks.
 - C. Dust mop the floor. Use dust mop only on dry floor.

NOTE: Tools and equipment used for instructional purposes are cleaned by the students as part of their curriculum.

Weekly Service

Clean following CSPI 301, Classroom Cleaning and Sanitizing, Weekly Service. The day of the week these services are to be provided should be indicated on the Work Schedule and the tasks incorporated into the daily procedure.

Annual Cleaning

Clean following CSPI 301 Classroom Cleaning and Sanitizing, Annual Cleaning. Annual cleaning is accomplished in addition to daily and weekly procedures. Before scheduling annual cleaning, coordinate with the instructor to ensure that the tasks to be performed will not cause damage or interfere with the instructional process.

TOILET ROOM CLEANING AND SANITIZING PROCEDURE

Daily Procedure

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Fill spray bottles with diluted solutions from dispensing system.
3. Dilute desired amount of Germicidal detergent for use in 32-qt. mop pail, and a 14-qt. pail and/or sprayer. A sprayer is recommended to apply Germicidal solution to walls, partitions, sinks, toilets and urinals. Use warm water for mopping floors when available.
4. Ensure toilet room is vacant prior to beginning procedure.
5. Use an appropriate notice to show the room is temporarily out of service
6. Inspect the toilet room, looking for vandalism, graffiti and spills.

Cleaning the Toilet Room

1. Inspect ceiling. Sweep down spitballs, spider webs and other debris.
2. Clean and sanitize horizontal surfaces, partitions, lower walls, mirrors, switch plates, doors and door pulls with Germicidal solution.
3. Remove graffiti with Germicidal solution. Remove remaining graffiti with gel scrub and rinse. If gel scrub is used spray the area with Germicidal solution. Reference CSPI 201 Spot and Graffiti Removal for additional removal information. Notify Crew Leader of graffiti that cannot be removed by these procedures.

Cleaning Toilets and Urinals

CAUTION

NEVER use toilet bowl cleaner on valves, piping or the outside of toilets and urinals. Before using toilet bowl cleaner reference "Using Toilet Bowl" cleaner below. It is not necessary or required to regularly use toilet bowl cleaner on toilets that are properly cleaned each day. Use toilet bowl cleaner only on the INSIDE of toilets and urinals and only when hard water deposits become noticeable. If toilet bowl cleaner is used ensure room is properly ventilated. NEVER use toilet bowl cleaner with any other chemical. NEVER leave toilet bowl cleaner in toilets or urinals unattended.

Using Bowl Cleaner

- a. Use toilet mop to push water over the trap and lower water level in bowl.
- b. Carefully pour toilet bowl cleaner on toilet bowl mop while holding mop over toilet or urinal.
- c. Apply bowl cleaner under rim, along water line, and in siphon hole.

- d. Allow manufacturers recommended time for bowl cleaner to work. Scrub under rim, along water line and in siphon hole. Flush toilet or urinal to rinse.
- e. Rinse toilet bowl mop and squeeze out excess water.
- f. This procedure will remove most mineral deposits. If deposits remain after cleaning, notify your Crew Leader at end of shift.

Toilets

- a. Flush toilets and clean with Germicidal solution the water supply fixtures, including the valve, handle and piping. Dry chromed fixtures with a clean rag.
- b. Clean with Germicidal solution, hinges, bumpers and toilet seat top and bottom. Dry seat if toilet is to be used immediately. Place seat in upright position.
- c. Use toilet mop to push the water over the trap and lower the water level. Clean the inside of the toilet bowl with Germicidal solution giving attention to three trouble spots under the rim, at the water line, and the siphon hole. Flush to rinse.
- d. Clean with Germicidal solution the outside of the toilet including the base, back, walls and floor.
- e. Clean with Germicidal solution the lower wall and floor behind the base of the toilet where a wet mop cannot reach. A 20" utility brush may be helpful in this operation.

Urinals

- a. Flush urinals and clean with Germicidal solution the water supply fixtures, including the valve, handle and piping. Dry chromed fixtures with a clean rag.
 - b. Clean with Germicidal solution the outside of urinal and walls on both sides of the urinal.
 - c. Clean with Germicidal solution the inside of urinal, giving attention to water release holes, sides and drain hole. Flush to rinse.
4. Clean sinks, area behind sink (splash zone), counter tops, mirrors and the sink pipes with a sponge and Germicidal solution. Use gel scrub to remove soap scum or other residue that is not removed with Germicidal solution. Rinse areas cleaned with gel scrub and spray with Germicidal solution.
 5. Dry mirrors and chromed fixtures with a clean dry rag.
 6. Clean outside of dispensers and fill. Check dispensers periodically during the school day and refill when necessary.
 7. Empty sanitary napkin receptacles. Clean with Germicidal solution and replace liners.
 8. Empty trash cans. Clean with Germicidal solution.

Floor

1. Sweep floor, remove gum and pick up debris.
2. Wet-mop the floor with Germicidal solution, using a clean, general purpose blue wet mop, to apply solution liberally.
3. Wring out mop and re-mop floor to pick up excess solution.
4. Change Germicidal solution frequently when wet mopping multiple toilet room floors.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean up

1. Dispose of Germicidal solutions in custodial sink or floor drain. Pour one gallon of Germicidal solution down every floor drain each week. This requirement is continuous, whether the toilet room is in service or not.
2. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
3. Clean and store custodial tools.
4. Take trash to designated disposal area.
5. Inventory and re-stock custodial room and/or cart with sufficient supplies for next shift.

Weekly Service

Clean following CSPI 301, Classroom Cleaning and Sanitizing, Weekly Service. Also, clean glass with glass cleaner and clean trash receptacles with Germicidal solution and allow to air dry. The day of the week these services are to be provided should be indicated on the Work Schedule and the tasks incorporated into the daily procedure.

Annual Cleaning

Annual cleaning is accomplished in addition to daily and weekly procedures. This is a listing of tasks to be performed not a step-by-step procedure. Before scheduling annual cleaning, coordinate with the instructor to ensure that the tasks to be performed will not cause damage or interfere with the instructional process.

1. Remove trash receptacles and paper supplies.
2. Remove and clean light covers. Clean with a dust cloth if covers are not removable.
3. Clean marks and graffiti. Reference CSPI 201 for graffiti removal.
4. Apply gel scrub on walls, partitions, fixtures, corners, behind toilets and hard to reach areas of the floor. (Spray walls from BOTTOM to TOP to avoid streaking.) Scrub clean the walls, floors, fixtures..... removing soil, scum and hard water deposits. Rinse from TOP to BOTTOM and allow to air dry.
5. Apply gel scrub to floor with mop. Scrub floor with floor machine, criss-crossing area previously scrubbed. Rinse floor with water, several rinses may be necessary. Allow floor to air dry.
6. Spray Germicidal solution on areas cleaned with gel scrub.
7. Strip vinyl or vinyl composition floors following CSPI 105, Stripping and Refinishing Procedure.
8. Replace trash receptacles and restock dispensers.

NOTE: Never apply floor finish to ceramic tile floors.
Flush toilets and urinals weekly if the room is out of service.

CAFETERIA
CLEANING AND SANITIZING PROCEDURE
Daily Procedure

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Fill spray bottles with diluted solutions from dispensing system.
3. Dilute desired amount of General Purpose Detergent (GPD) for use in a 14-quart pail and a 32-quart mop pail.
4. Dilute desired amount of Germicidal Detergent for use in an automatic scrubber and/or 32-qt. mop pail. Use warm water to scrub and/or wet mop when available.

Cleaning the Cafeteria

1. Make a visual inspection of the ceiling. Sweep down spitballs, spider webs and other debris.
2. Remove graffiti, fingerprints, smudges and food from walls, switch plates, doors and door pulls with Germicidal solution.
3. Remove food, gum and other residue from chairs before placing chairs on tables.
4. Empty trash containers and replace liners. Clean trash containers that have an odor or contain residue with Germicidal solution, rinse and allow to air dry. If can-cleaning room is used, custodians will be responsible for cleaning up after use. Replace liners.
5. Clean smudges and marks from glass with glass cleaner.

Hard Floors

1. Clear floor of tables and chairs.
2. Sweep floor, remove gum and pick up debris.
3. Clean and sanitize the floor.
 - A. Automatic Scrubber (recommended): Follow MEI for operation and maintenance of the automatic scrubber and fill tank with Germicidal solution. Operate in a slow walking pace overlapping each pass resulting in removing soil and dirt leaving underlying finish clean.
 - B. Wet Mop: Using a clean general purpose blue mop, wet mop the floor with Germicidal solution. Change mop solution frequently. Several solution changes are necessary, larger or heavily soiled cafeterias require more solution changes or it may be necessary to mop twice.
4. Replace chairs when the floor is completely dry.

Carpeted Floors

1. Pick up food and objects too large for the vacuum.
2. Vacuum the carpet.
3. Remove spots and gum.
4. Replace chairs.

Self-Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean Up

1. Dispose of Germicidal solutions in custodial sink or floor drain. Pour one gallon of Germicidal solution down every floor drain each week.
2. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
3. Clean and store custodial tools.
4. Take trash to designated disposal area.
5. Inventory and re-stock custodial room and/or cart with sufficient supplies for next shift.

Weekly Service

Clean following CSPI 301, Classroom Cleaning and Sanitizing, Weekly Service. Also, clean door and window glass with glass cleaner. The day of the week these services are to be provided should be indicated on the Work Schedule and the tasks incorporated into the daily procedure.

Annual Cleaning

Clean following CSPI 301 Classroom Cleaning and Sanitizing, Annual Cleaning. Annual cleaning is accomplished in addition to daily and weekly procedures. Before scheduling annual cleaning, coordinate with the instructor to ensure that the tasks to be performed will not cause damage or interfere with the instructional process.

OFFICE/ADMINISTRATIVE SPACE

CLEANING AND SANITIZING PROCEDURE

Daily Procedure

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Fill spray bottles with diluted solutions from dispensing system.
3. Dilute desired amount of General Purpose Detergent (GPD) for use in a 32-qt. mop pail.
4. Dilute desired amount of Germicidal detergent in a 14 qt. pail.

Cleaning the Office

NOTE: Cleaning frequencies are based on the needs of the facility. If modifications are initiated, the frequencies should be indicated on the Work Schedule.

1. Empty the wastebaskets and clean the wastebasket with Germicidal solution.
2. Spot clean doorknobs, doors and walls with a rag or sponge and Germicidal solution.
3. Clean counter tops and telephones with a rag or sponge and Germicidal solution.
4. Clean smudges and marks from glass with glass cleaner.
5. Clean and sanitize toilet rooms, reference CSPI 401.

Vacuuming Carpeted Floors

1. Pick up all staples and objects too large for the vacuum.
2. Vacuum the carpet.
3. Remove spots and gum.

Tile and Wood Floors

1. Dust mop or sweep the floor.
2. Spot mop using a general purpose blue wet mop and GPD solution.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean-Up

1. Dispose of solutions in custodial sink or floor drain.
2. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
3. Clean and store custodial tools.
4. Take trash to designated disposal area.
5. Inventory and restock custodial room and/or cart with sufficient supplies for next shift.

Weekly Service

Clean following CSPI 301, Classroom Cleaning and Sanitizing, Weekly Service. The day of the week these services are to be provided should be indicated on the Work Schedule and the tasks incorporated into the daily procedure.

Special Scheduling

Desktops: Removal of items from the desktops will indicate the desire for cleaning.

Personal Property: Watering of plants, dusting of personal property, i.e. ornaments, trophies, desk pictures, is not the responsibility of the custodians.

Administrators: May request, a special time frame for the cleaning of their office.

Annual Cleaning

Clean following CSPI 301 Classroom Cleaning and Sanitizing, Annual Cleaning. Annual cleaning is accomplished in addition to daily and weekly procedures. Before scheduling annual cleaning, coordinate with the administrator/instructor to ensure that the tasks to be performed will not cause damage or interfere with the instructional process.

CLINIC CARE
CLEANING AND SANITIZING PROCEDURE
Daily Procedure

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Fill spray bottles with diluted solutions from dispensing system.
3. Dilute desired amount of Germicidal detergent for use in 32-qt. mop pail, and a 14-qt. Pail. Use warm water for mopping floors when available.
4. Ensure room is vacant prior to beginning procedure.

Cleaning the Room

1. Empty trash can(s) and clean with Germicidal solution. Replace trash liner.
2. Clean sinks, area behind sink (splash zone), counter tops, mirrors and the sink pipes with a sponge and Germicidal solution. Use gel scrub to remove soap scum or other residue that is not removed with Germicidal solution. Rinse surfaces cleaned with gel scrub and spray with Germicidal solution.
3. Clean doors, doorknobs, door jams and switch plates with Germicidal solution.
4. Clean smudges and marks from glass with glass cleaner.
5. Clean and sanitize drinking fountains.
6. Clean outside of dispenser(s) and fill.
7. Dust mop tiled floor with a treated dust mop.
8. Damp mop tiled floor with a general purpose blue wet mop and Germicidal solution.
9. Vacuum carpeted areas and remove spots and gum.
10. Clean and sanitize toilet rooms.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean-Up

1. Dispose of solutions in custodial sink or floor drain.
2. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
3. Clean and store custodial tools.
4. Take trash to designated disposal area.
5. Inventory and re-stock custodial room and/or cart with sufficient supplies for next shift.

Weekly Service

Clean following CSPI 301, Classroom Cleaning and Sanitizing, Weekly Service. The day of the week these services are to be provided should be indicated on the Work Schedule and the tasks incorporated into the daily procedure.

Annual Cleaning

Clean following CSPI 301 Classroom Cleaning and Sanitizing, Annual Cleaning. Annual cleaning is accomplished in addition to daily and weekly procedures. Before scheduling annual cleaning, coordinate with the instructor to ensure that the tasks to be performed will not cause damage or interfere with the instructional process.

CORRIDOR/HALLWAY

CLEANING AND SANITIZING PROCEDURE

Daily Procedure

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Fill spray bottles with diluted solutions from dispensing system.
3. Dilute desired amount of General Purpose Detergent (GPD) for use in a 32-qt. mop pail.
4. Exit signs must be visually checked for proper operation each day. Signs not illuminated shall be reported immediately.
5. Inspect the corridor/hallway for vandalism, graffiti and spills.
6. Remove floor mats.

Cleaning the Corridor/Hallway

1. Empty trashcan(s) and clean with Germicidal solution.
2. Remove fingerprints, smudges and marks from walls, doors and door handles with Germicidal solution on a rag or sponge. For hard to remove graffiti reference CSPI 201, Spot and Graffiti Removal.
3. Clean and sanitize drinking fountains with Germicidal solution.
4. Clean smudges and marks from glass with glass cleaner.
5. Vacuum, sweep and clean floor mats; replace.

CAUTION

When performing any floor maintenance procedure that may create an unsafe condition ensure that a safe passageway is provided. Use wet floor signs or hand written signs to direct students, faculty or the general public around the work area. This can be accomplished by:

- Directing people to an alternate route.
- Working on one half of the area, leaving the other half as a dry, safe passage for pedestrians to travel.

Carpeted Floor

1. Pick up all objects too large for the vacuum.
2. Vacuum the carpet and remove spots & gum.

Tiled Floor

1. Damp mop spots and spills with a general purpose blue wet mop and GPD solution.
2. Remove spots, gum and heel marks.
3. Dust mop the floor. Use dust mop only on dry floor.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean up

1. Dispose of solutions in custodial sink or floor drain.
2. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
3. Clean and store custodial tools.
4. Take trash to designated disposal area.
5. Inventory and re-stock custodial room and/or cart with sufficient supplies for next shift.

Weekly Service

Clean following CSPI 301, Classroom Cleaning and Sanitizing, Weekly Service. Also, clean door and window glass with glass cleaner. The day of the week these services are to be provided should be indicated on the Work Schedule and the tasks incorporated into the daily procedure.

Annual Cleaning

Clean following CSPI 301 Classroom Cleaning and Sanitizing, Annual Cleaning. Also, clean lockers inside and outside with Germicidal solution and clean floor mats then replace. Annual cleaning is accomplished in addition to daily and weekly procedures. Before scheduling annual cleaning, coordinate with the instructor to ensure that the tasks to be performed will not cause damage or interfere with the instructional process.

CUSTODIAL CLOSET/STORAGE AREA

ORGANIZATION AND MAINTENANCE PROCEDURE

Purpose

The purpose of this procedure is to provide instructions for organizing and maintaining a clean, safe and orderly custodial closet/storage area. The basis for this procedure is Florida State Requirements for Education Facilities (SREF) "Custodial areas shall be kept clean, safe and orderly at all times".

*Clean and well-organized custodial rooms are indications
of the custodial staff's professionalism.*

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Avoid back injuries. (Reference Illustration of Lifting Technique next page)
3. Obtain instructions from principal/work location supervisor for storage of non-custodial items.

Supplies

1. Use the first-in/first-out method to rotate supplies and chemicals.
2. Supplies and chemicals should be readily available and stored in needed quantities.
3. Do not store paper products on the floor.
4. Separate and store treated dust mops in a galvanized can with the lid securely in place.

Chemicals

1. Chemical containers shall be legibly labeled.
2. Do not store chemicals where they are hard to reach and may cause a hazardous condition.
3. Tightly seal chemical containers after each use.
4. Store chemicals in a cool, dry location.
5. Do not reuse empty containers. Follow the manufacturer's recommendations and instructions for disposal.

Equipment

1. Clean and store all equipment in accordance with the appropriate Manufacturers Equipment Instructions (MEIs).
2. Avoid storing equipment where it may be subjected to chemical spills.
3. Report damaged or malfunctioning equipment to the Crew Leader. Tag non-serviceable equipment and place in designated area for repair.

Security

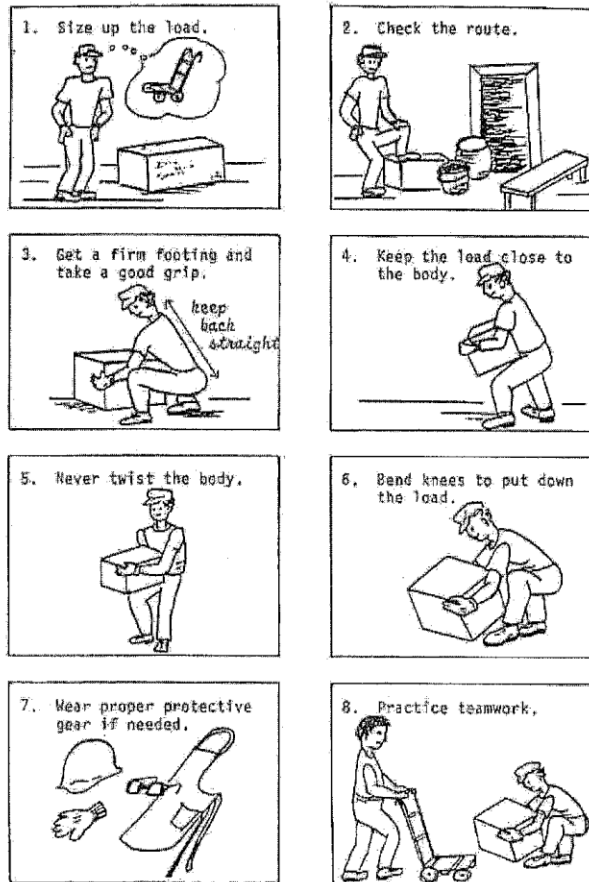
1. Secure custodial closets/storage areas when not in use. Do not allow students or unauthorized personnel to enter room.
2. Do not issue custodial supplies, chemicals or equipment to non-custodial personnel without the expressed authorization of the principal/work location supervisor.

Housekeeping

1. Organize the room so that it is easy to keep clean.
2. Maintain in a neat and clean condition. Schedule top to bottom cleaning bi-annually.
3. Never store trash in a custodial closet. Take trash to the designated disposal area daily.
4. Clean and hang wet mops to dry, empty and clean mop pails and wringers after use.
5. Maintain floors in a dry condition at all times. Remove spills immediately.

ILLUSTRATION OF LIFTING TECHNIQUE

Lifting Technique



SHOWER/LOCKER ROOM

CLEANING AND SANITIZING PROCEDURE

Daily Procedure

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Fill spray bottles with diluted solutions from dispensing system.
3. Dilute desired amount of Germicidal detergent for use in 32-qt. mop pail, and a 14-qt. pail and/or sprayer. A sprayer is recommended to apply Germicidal solution to walls, partitions, sinks, toilets and urinals. Use warm water for mopping floors when available.
4. Ensure shower/locker room is vacant prior to beginning procedure.
5. Use an appropriate notice to show the room is temporarily out of service
6. Inspect the room, looking for vandalism, graffiti and spills.
7. Clean toilet rooms, drinking fountains and offices.

Cleaning the Room

1. Make a visual inspection of the ceiling. Sweep down all spitballs, spider webs and other debris.
2. Collect waste and debris from floor and trash receptacles. Sweep or dust mop the floor.
3. Remove graffiti and other marks from walls, floors and fixtures with Germicidal solution. Reference CSPI 201 Spot and Graffiti Removal for hard to remove graffiti.
4. Clean doors, door knobs, door jams and switch plates with Germicidal solution.
5. Clean smudges and marks from glass and windows with glass cleaner.
6. Clean outside of dispensers and fill.
7. Clean benches with Germicidal solution.
8. Apply Germicidal solution on walls, floors, fixtures and curtains. (Spray walls from BOTTOM to TOP to avoid streaking.) Scrub walls, floors, fixtures and curtains to remove scum and hard water deposits. Rinse from TOP to BOTTOM and allow to air dry. NOTE: If scum and hard water deposits remain apply gel scrub, clean and rinse with water. Spray Germicidal solution on areas cleaned with gel scrub.
9. Wet mop the floor with Germicidal solution using a general purpose blue wet mop and allow to air dry.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean Up

1. Dispose of Germicidal solutions in custodial sink or floor drain. Pour one gallon of Germicidal solution down every floor drain each week. This requirement is continuous, whether the shower/locker room is in service or not.
2. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
3. Clean and store custodial tools.
4. Take trash to designated disposal area.
5. Inventory and re-stock custodial room and/or cart with sufficient supplies for next shift.

Weekly Service

Clean following CSPI 301, Classroom Cleaning and Sanitizing, Weekly Service. Also, clean glass with glass cleaner and clean trash receptacles with Germicidal solution and allow to air dry. The day of the week these services are to be provided should be indicated on the Work Schedule and the tasks incorporated into the daily procedure.

Biannual Cleaning

Clean and sanitize the inside of all lockers with Germicidal solution and allow to air dry.

Annual Cleaning

Annual cleaning is accomplished in addition to daily and weekly procedures. This is a listing of tasks to be performed not a step-by-step procedure. Before scheduling annual cleaning, coordinate with the instructor to ensure that the tasks to be performed will not cause damage or interfere with the instructional process.

1. Clean following CSPI 401, Toilet Room Care, Annual Cleaning.
2. Use Germicidal solution to clean and rinse shower curtains then hang to dry.

GYMNASIUM CARE

CLEANING AND SANITIZING PROCEDURE

Daily Procedure

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Collect the necessary supplies, equipment and tools.
3. Clean and sanitize drinking fountains, toilet rooms, lobbies and doors.

Bleachers

Cleaning of the bleachers will vary depending on the type. The following instructions are general and some portions may not be appropriate for all bleachers.

1. Make a visual inspection of the bleachers (open if necessary) to determine if the bleachers were used since the last cleaning.
2. Clean bleachers or sections of the bleachers that have been used:
 - A. Clean spills and spots from seats and floor.
 - B. Start at the top and sweep the area between the seats with a corn broom or untreated 18" dust mop, removing gum with a putty knife.
 - C. Use an untreated 18" dust mop to wipe all seats.
 - D. Pick up debris.
 - E. Close retractable bleachers.

Gymnasium Floor

CAUTION

Never apply dust mop treatment directly to a gym floor or use a dust mop that has not been treated a minimum of 12 hours prior to use. Never apply floor finish (wax) to a wooden gym floor.

1. Damp mop spills and spots with a general purpose blue wet mop and General Purpose Detergent (GPD) solution. Allow floor to dry before dust mopping.
2. Dust mop the floor with a 48 inch dust mop. Gather debris and place in trash cart.
4. Open bleachers if instructed.

NOTE: During periods of heavy use, the floor should be dust mopped several times during the day. Untreated dust mops should be available to the coaching staff, upon request, for this purpose.

Gymnasium

1. Remove graffiti from walls and other surfaces, reference CSPI 201.
2. Clean smudges and marks from glass with glass cleaner.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the crew leader at the end of your shift. Emergencies should be reported immediately.

Clean-Up

1. Dispose of solutions in custodial sink or floor drain.
2. Clean and store custodial equipment in accordance with appropriate equipment instruction. Report damaged or malfunctioning equipment to Crew Leader.
3. Clean and store custodial tools.
4. Take trash to designated disposal area.
5. Inventory and re-stock custodial room and/or cart with sufficient supplies for next shift.

Weekly Service

This is a listing of tasks to be accomplished, not a step-by-step procedure. The day of the week these services are to be provided should be indicated on the Work Schedule and the tasks incorporated into the daily procedure.

NOTE: Use caution when cleaning under bleachers to avoid accidents and/or injuries.

1. Open all bleachers.
2. Sweep debris, cobwebs, etc., from supports.
3. Sweep and remove debris from under bleachers.
4. Close bleachers and pick-up debris.

Annual Cleaning

Annual cleaning is accomplished in addition to daily and weekly procedures. This is a listing of tasks to be performed not a step-by-step procedure. Before scheduling annual cleaning, coordinate with the instructor to ensure that the tasks to be performed will not cause damage or interfere with the instructional process.

1. Clean bleacher seats with Germicidal solution.
2. Mop floor between bleacher seats with GPD.

Periodically

Wood gymnasium floors will be scheduled for refinishing as needed.

WEIGHT ROOM

CLEANING AND SANITIZING PROCEDURE

Daily Procedure

Purpose

This procedure provides instructions, for cleaning and sanitizing Weight Room areas, that are in addition to the classroom cleaning tasks contained in CSPI 301, Classroom Cleaning and Sanitizing. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.

Additional Tasks

1. Clean and sanitize exercise equipment seats, backrests, headrests, and hand grips with Germicidal solution.
2. Damp mop floor using a general purpose blue wet mop and Germicidal solution.
3. The maintenance and care of the exercise equipment and accessories are non-custodial functions.

NOTE: Obtain cleaning instructions for daily/weekly/seasonal cleaning of floor surfaces other than carpet and tile from the Crew Leader or supervisor.

Weekly Service

Clean following CSPI 301, Classroom Cleaning and Sanitizing, Weekly Service. The day of the week these services are to be provided should be indicated on the Work Schedule and the tasks incorporated into the daily procedure.

Annual Cleaning

Clean following CSPI 301 Classroom Cleaning and Sanitizing, Annual Cleaning. Use Germicidal solution for carpet shampooing and wall cleaning. Annual cleaning is accomplished in addition to daily and weekly procedures. Before scheduling annual cleaning, coordinate with the instructor to ensure that the tasks to be performed will not cause damage or interfere with the instructional process.

DRINKING FOUNTAIN

CLEANING AND SANITIZING PROCEDURE

Daily Procedure

Before Starting

1. Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.
2. Fill spray bottle with diluted Germicidal solution from dispensing system.
3. Inspect drinking fountain for vandalism and/or maintenance needs such as: water leaks, incorrect water adjustment or a fountain that has become loose from the floor or wall. (Water must clear the mouthpiece but not splash on floor or wall and the fountain must be secured to floor or wall.)

Fountain Cleaning

1. Fountains should be checked several times each day and kept in a clean and sanitary condition at all times. Reference State Requirements of Educational Facilities (SREF) Section 5.5 (15) B6, drinking fountains shall be maintained in a clean, sanitary and operational condition at all times.
2. Clean with Germicidal solution the wall, area behind and along the sides (splash zone) of the fountain.
3. Clean with Germicidal solution the sides, base, back, piping and lower areas of the fountain.
4. Clean with Germicidal solution the mouthpiece, spout, drain cover, back splash area and basin.
5. Dry all surfaces previously cleaned with a clean dry rag.

NOTE: Fountains that are cleaned each day with Germicidal solution should not need cleaning with abrasive cleaners. However, use gel scrub to remove soap scum or other residue that is not removed with Germicidal solution. When gel scrub is used, rinse and dry the surfaces then spray with Germicidal solution.

7. Remove cleaning residue that may have spotted the floor. The floor around the fountain must be kept dry and clean at all times.

Self Inspection

Review work accomplished to ensure requirements of this procedure have been met. Make necessary corrections before leaving the area. Report all maintenance needs to the Crew Leader at the end of the shift. Emergencies should be reported immediately.

Clean Up

1. Clean and store custodial tools.
2. Inventory and re-stock custodial closet and/or cart with sufficient supplies for next shift.

MOLD/MILDEW

PREVENTION, CONTROL, AND REMOVAL PROCEDURE

Purpose

This procedure provides instruction for prevention, control, and removal of mold/mildew growth. This is not a step-by-step procedure.

Before Starting

Familiarize yourself with this, other Procedural Instructions (CSPI's) and Manufacturers Equipment Instructions (MEI's) required before starting.

Prevention

1. Normal conditions: Cleaning and sanitizing in accordance with Custodial Services Procedural Instructions (CSPI's) will prevent mold/mildew growth under normal conditions.
2. Abnormal conditions: Excessive moisture and humidity is an abnormal condition favorable to the growth of mold/mildew. One or more of the following steps may be necessary to correct the cause and eliminate the abnormal condition.
 - A. Correct the cause of the abnormal condition:
 - 1.) Make in-house correction if possible.
 - 2.) Report any repairs needed to work order maintenance.
 - B. Eliminate the abnormal condition:
 - 1.) Remove as much of the excessive moisture/water as possible.
 - 2.) Provide air conditioning or open doors and windows to speed the drying time if air conditioning is not available or practical. Avoid the use of heat.
 - 3.) Treat the affected area with Germicidal solution. DO NOT SATURATE.

NOTE: Call work order maintenance if assistance is required. Specify additional equipment (wet/dry vacuum, sprayer, fogger, dehumidifier, etc.) or additional personnel or a combination of both. Continue B.1 and B.2 above.

Control

Until the cause of the condition can be corrected it will be necessary to control and discourage the growth of mold/mildew. Treat the affected surfaces with Germicidal solution, repeat this procedure as needed until the cause of the condition is corrected and/or mold/mildew growth has ceased.

Removal

Remove mold/mildew by cleaning the affected area in accordance with the appropriate CSPI, substituting Germicidal solution for general purpose detergent (GPD) or shampoo solution.

FREQUENCY OF CLEANING REQUIREMENTS

Knowing what to clean is important, however, knowledge of when to clean is equally as important. Scheduling your job will fall into one of the following categories:

- A. Daily
- B. Weekly
- C. Monthly
- D. Semi-annually (Winter and Spring Breaks)
- E. Annually (Summer Cleaning)

DAILY CLEANING REQUIREMENTS

B Cleaning

1. Entrance and exits: General policing of the area.
2. Class Room: Mop-sweep, damp-mop or vacuum (as applicable), dust furniture, door handles and window ledges.
3. Floor (hard surface): Mop-sweep and dry buff.
4. Floor (carpeted): Dry vacuum.
5. Clean windows, door glass, glass partitions.
6. Return air vents: Brush, dry vacuum and wipe with all-purpose cleaner.
7. Elevators: If applicable, clean floors, damp dust walls and panels.
8. Rest rooms: Empty and clean waste receptacles, refill paper towel dispenser, refill toilet tissue dispenser, damp clean molding and sills, clean mirrors and glass, clean wash basins, clean urinals, clean commodes, clean flush handles and fixtures, clean tile wainscoting, refill sanitary napkin dispenser, refill soap dispenser, clean floor.
9. Offices: Empty and clean waste baskets, dust desk, wipe telephone with disinfectant/cleaner, dust lamps and shades, dust file cabinets, dust tables, dust chairs and stools, sweep or vacuum floor.
10. Corridors: Dust sweep or vacuum floors, damp dust window sills and ledges, damp dust any equipment such as fire extinguishers, etc., brush and dry vacuum all vents. Clean all fountains, etc.
11. Stairwells: Damp dust guard and handrails, damp dust windowsills and ledges, damp-dust doorframes and handles, brush sweep stairs.
12. Locker Rooms and Lounges: Damp dust furniture, damp dust lockers and equipment, clean toilets, clean appliances, clean shower stalls, clean floor

13. Custodian Closets: brushes, brooms, mops, etc., clean properly and re-hang. Clean mechanical equipment and slop sink. Restock supplies needed.

WEEKLY CLEANING REQUIREMENTS

B Cleaning

1. Furniture: Clean and polish all furniture, vacuum fabric and spot clean.
2. Drapes: Vacuum folds and tops.
3. Doors, Windows, Glass: wash window and all glass, wash and polish door kick plate.
4. Window Coverings: Dust.
5. Floors (hard surface): Dust sweep, damp mop, refinish worn traffic areas, and buff floor.
6. Floors (carpet): Vacuum thoroughly.
7. Walls, Pictures, etc.: Damp dust.
8. Elevators (where applicable): Wash vents, fans, light. Clean and polish metal trim, scrub floor and refinish.
9. Offices: Polish all furniture, tables and desks. Scrub all floors and vacuum all carpets. Damp dust picture frames, coat racks and other fixtures. Clean all lamps and equipment.
10. Corridors: Wet mop with neutral floor maintainer, vacuum all carpets, clean doors, polish metal kick plate, clean windows and all ledges. Burnish tile floors. Stairwells: Damp mop stairs or vacuum, if carpet. Damp wash guardrails. Clean windows and sills. Wash down doors and polish kick plate.
11. Locker Rooms and Lounges: Clean and polish all furniture and equipment. Scrub floors and refinish heavy traffic areas.

MONTHLY CLEANING REQUIREMENTS B Cleaning

B Cleaning

1. Lobby Area: Clean floors and apply additional finish to heavy traffic areas. Soiled carpet areas should be shampooed.
2. Offices: Clean floors and apply additional finish to heavy traffic areas. Soiled carpet should be shampooed.
3. Corridors: Clean floors and apply additional finish to heavy traffic areas. Soiled carpet should be shampooed.
4. Locker Rooms and Lounges: Clean floors and apply additional finish to heavy traffic areas. Soiled carpet should be shampooed. Clean and disinfect all appliances.
5. Mechanical rooms and custodian storage areas: Clean floors and report if not kept clean by custodian staff.

SEMIANNUAL CLEANING REQUIREMENTS

B Cleaning

1. Ceilings: Spot clean or wash if required.
2. Light Fixtures: Clean thoroughly.
3. Walls: Spot clean or wash if required.
4. Floors: Clean thoroughly and refinish where required.
5. Carpets: Shampoo.
6. Furniture: Polish furniture and shampoo fabric.
7. Restrooms: Foam clean and disinfect

ANNUAL CLEANING REQUIREMENTS (Summer)

B Cleaning

1. Clean all furniture and fixtures in class rooms. Remove furniture and fixtures.
2. Shampoo carpets
3. Tile floors: Strip and refinish with a minimum of three coats of floor finish/sealer.
4. Clean cafeteria/kitchen equipment.
5. Clean and wash student lockers.
6. Clean all vents, lights, fans, etc.
7. Water blast entrances to clean accumulation of foreign items, mildew, etc.

CUSTODIAL AREA INSPECTIONS

Purpose:

CUSTODIAN cleaning area inspections will be conducted to ensure that each designated area is being cleaned and maintained within the University guidelines.

Inspections may be conducted by a Head Custodian, Custodian Supervisor or Operations Manager.

Frequency:

Area inspections should be conducted quarterly. More frequent inspections will be required in deficient areas. Areas that exceed the guidelines will require less frequent inspections.

Reports:

Inspections will be conducted using the CUSTODIAN area assignment sheets. Evaluator will use the sheet as a check list to inspect the area.

Check Mark Satisfactory

X Mark Unsatisfactory

Unsatisfactory must have identified reason for improvement

Follow up inspections will be conducted to ensure that the areas of deficiency have been corrected.

STANDARDS FOR CLEANING

Grade 1 Exceptional

- Floor coverings bright and clean
- Waste baskets clean with no litter
- Chalkboards or whiteboards clean and trays clean
- No dust on vertical surfaces
- Furniture clean and orderly
- Glass clean and sparkling
- GENERAL IMPRESSION IS ONE OF ORDERLY SPOTLESSNESS

Grade 2 Exceeds Standard

- Floor coverings clean
- Waste baskets clean with no litter
- Chalkboards or whiteboards clean and trays clean
- Little dust accumulation
- Furniture orderly
- Glass clean and sparkling
- GENERAL IMPRESSION IS ONE OF ORDINARY TIDINESS

Grade 3 Meets Standard

- Floor coverings clean
- Waste baskets clean with some litter
- Chalkboards or whiteboards clean and trays clean
- Some dust collection on other surfaces
- Furniture orderly
- Glass clean and sparkling
- GENERAL IMPRESSION IS ONE OF CASUAL INATTENTION

Grade 4 Marginal

- Floor coverings not clean and dull
- Waste baskets not with litter
- Chalkboards or whiteboards dusty and streaky
- Dust accumulation is evident
- Furniture in disarray
- Glass shows streaks and finger/hand prints
- GENERAL IMPRESSION IS ONE OF MODERATE UNCLEANNES

Grade 5 Unacceptable

- Floor coverings dirty showing spots, marks, etc.
- Waste baskets not empty or clean
- Chalkboards or whiteboards dirty and streaky
- Dust accumulation is evident
- Furniture in disarray, marked, dirty, etc.
- Glass is dirty and finger/hand prints
- GENERAL IMPRESSION IS ONE OF UNKEPT NEGLECT

Custodial Inspection Report

Custodian: _____

School: _____

Date: ____/____/____

Boards _____

Waste & Recycling _____

Floors _____

Walls _____

Furniture _____

Glass _____

Dusting _____

Lighting _____

Restrooms _____

Hallways _____

Stairwells _____

General Comments:

General Rating:

Satisfactory

Unsatisfactory

Custodian: _____

Date: _____

Supervisor: _____

Date: _____

Custodian Area Self Inspection

Custodian: _____

School: _____

Date: _____

Inspect your assigned cleaning area and self-evaluate your performance. Indicate the following in each of the areas.

OK Area is being properly cleaned based on the cleaning manual guidelines
NC Need additional cleaning based on the cleaning manual guidelines
NT Need additional training to properly clean based on the cleaning manual guidelines

<u>Restrooms</u>	<u>Classrooms</u>	<u>Hallway/Entrance</u>
Walls _____	Floors _____	Walls _____
Floors _____	Light Fixture _____	Floors _____
Toilet _____	Dusting _____	Fire extinguisher _____
Urinal _____	Desks _____	Water Fountains _____
Sink _____	Boards _____	Mats _____
Dispensers _____	Desks _____	Lockers _____
Mirrors _____	Windows _____	Windows _____
Light Fixture _____	Garbage Cans _____	Doors _____
Glass _____	Glass _____	Glass _____
Garbage Cans _____	Recycling Cans _____	Garbage Cans _____
Partitions _____	Carpet Cleaning _____	Carpeting _____
Chemicals _____	Chemicals _____	Chemicals _____
Odor Free _____	Cabinets _____	

Misc: _____

Safety:

Do I use wet sign on wet floors until the floors are dry. _____

Do I use glove when using cleaning chemicals. _____

Do I use dust masks when dusting. _____

Custodian: _____

Date: _____

Supervisor and Custodian Hands on Training

Custodian: _____

School: _____

Date: _____ Time: _____ am/ pm

Supervisor has demonstrated to the custodian the proper cleaning techniques as designated below:

<u>Restrooms</u>	<u>Classrooms</u>	<u>Hallway/Entrance</u>
Walls _____	Floors _____	Walls _____
Floors _____	Light Fixture _____	Floors _____
Toilet _____	Dusting _____	Fire extinguisher _____
Urinal _____	Desks _____	Water Fountains _____
Sink _____	Boards _____	Mats _____
Dispensers _____	Desks _____	Lockers _____
Mirrors _____	Windows _____	Windows _____
Light Fixture _____	Garbage Cans _____	Doors _____
Glass _____	Glass _____	Glass _____
Garbage Cans _____	Recycling Cans _____	Garbage Cans _____
Partitions _____	Carpet Cleaning _____	Carpeting _____
Chemicals _____	Chemicals _____	Chemicals _____
Odor Free _____	Cabinets _____	

Misc: _____

Safety: Wet sign must be displayed on wet floors until the floors are dry.
Glove a must be used when using cleaning chemicals.
Dust masks must be used when dusting.

By signing below you acknowledge that you have received the training as designated.

Custodian: _____

Date: _____

Supervisor: _____

Date: _____

Special Custodial Assignments or Projects

Custodian: _____

School: _____

Date: ____/____/____

Project or Assignment:

Project Notes:

Time Frame to Complete

Completion Date: _____

General Rating:

Satisfactory

Unsatisfactory

Notes:

Custodian: _____

Date: _____

Supervisor: _____

Date: _____

SUMMER CLEANING Checklist

_____	FURNITURE	remove all furniture from the room
_____	White or Smart Boards	wash and clean
_____	DESKS	wash, remove gum, etc.
_____	WALLS	remove stains, marks, etc., dust
_____	FLOORS	sweep, strip, sealer, & wax (4 coats) and burnish OR scrub and wax (3 coats) and burnish
_____	BASEBOARDS	wash down (no scrub marks)
_____	DUSTING	window sills, bookcases, desks, chairs, lights, etc.(remove all cob and spider webs)
_____	DOORS	wash door glass and kick plates no scrub marks)
_____	SINKS	clean and refill towels, soap, etc.
_____	LIGHTS	clean lens, clean reflector, check bulbs
_____	CARPETING	vacuum and shampoo
_____	WINDOWS	wash interior, clean tracks, lubricate repair as needed
_____	UNIVENTS	vacuum, wash coil, change filters, lubricate motors

Start Date: _____ Completion Date: _____

ROOM INSPECTED:

Supervisor

_____/_____/_____
Date

SHORT DAY CHECKLIST

CLASSROOMS:

- | | |
|-------------------|-----------------------|
| 1. WASTE BASKETS | empty |
| 2. FLOORS | sweep |
| 3. <i>WINDOWS</i> | <i>CLOSE and LOCK</i> |
| 4. <i>LIGHTS</i> | <i>TURN OFF</i> |
| 5. <i>DOORS</i> | <i>LOCK</i> |

RESTROOMS:

- | | |
|-------------------|--------------------------------------|
| 1. SINKS | clean inside and out |
| 2. TOILETS | clean inside and out |
| 3. URINALS | clean inside and out (if applicable) |
| 4. WASTE BASKETS | empty |
| 5. FLOORS | mop |
| 6. <i>WINDOWS</i> | <i>CLOSE and LOCK</i> |
| 7. <i>LIGHTS</i> | <i>TURN OFF</i> |

HALLWAYS:

- | | |
|-------------|---------|
| 1. HALLWAYS | dry mop |
|-------------|---------|

DAILY CHECKLIST

B Cleaning

CLASSROOMS:

- | | | |
|-----|-------------------|--|
| 1. | BOARDS | wash and clean |
| 2. | WASTE BASKETS | empty |
| | RECYCLING Cans | empty |
| 3. | FLOORS | sweep (pick up desks, do not slide), remove stains |
| 4. | SHADES | adjust |
| 5. | DUSTING | window sills, bookcases, desks, chairs, lights, etc.
(remove all cob and spider webs) |
| 7. | DOOR GLASS | wash |
| 8. | SINKS | clean |
| | DISPENSERS | check and fill if empty |
| 9. | FLOORS (Carpeted) | vacuum (if applicable) |
| 10. | MAINTENANCE | report (in writing) all deficiencies for repair |
| 11. | LIGHTING | replace bulbs as needed |
| 12. | WINDOWS | CLOSE and LOCK |
| 13. | LIGHTS | TURN OFF |
| 14. | DOORS | LOCK |

BATHROOMS:

- | | | |
|-----|----------------|---|
| 1. | SINKS | clean inside and out |
| 2. | TOILETS | clean inside and out |
| 3. | URINALS | clean inside and out (if applicable) |
| 4. | WASTE BASKETS | empty |
| 5. | FLOORS | sweep and wet mop (disinfectant) |
| 6. | MIRRORS | wash |
| 7. | DUST | sills, heaters, lights |
| 8. | SOAP DISPENSER | fill (when applicable) |
| 9. | PAPER TOWELS | fill (when applicable) |
| 10. | TOILET TISSUE | fill (when applicable) |
| 11. | GRAFFITI | remove (if applicable). REPORT INCIDENT. |
| 12. | MAINTENANCE | report (in writing) all deficiencies for repair |
| 13. | LIGHTING | replace bulbs as needed |
| 14. | WINDOWS | CLOSE and LOCK |
| 15. | LIGHTS | TURN OFF |

DAILY CHECKLIST

B Cleaning

OFFICES AND FACULTY ROOMS:

- | | |
|-------------------|--|
| 1. WASTE BASKETS | empty |
| 2. RECYCLING Cans | empty |
| 3. FLOORS | sweep and/or vacuum (if applicable), remove stains |
| 4. FURNITURE | clean and dust
(remove all cob and spider webs) |
| 4. SHADES | adjust |
| 5. MAINTENANCE | report (in writing) all deficiencies for repair |
| 6. LIGHTING | replace bulbs as needed |
| 7. <i>WINDOWS</i> | <i>CLOSE and LOCK</i> |
| 8. <i>LIGHTS</i> | <i>TURN OFF</i> |
| 9. <i>DOORS</i> | <i>LOCK</i> |

HALLWAYS:

- | | |
|--------------------|--|
| 1. FLOORS | sweep, remove stains |
| 2. DUSTING | walls, lockers, heater vents, lights, etc.
(remove all cob and spider webs) |
| 3. WASTE BASKETS | empty |
| 4. RECYCLING Cans | empty |
| 5. WATER FOUNTAINS | clean |
| 6. DOORS | wash glass |
| 7. WINDOWS | wash glass |
| 8. EXIT DOOR MATS | sweep and/or vacuum
(replace with dry mat when wet) |
| 8. MAINTENANCE | report (in writing) all deficiencies for repair |
| 9. LIGHTING | replace bulbs as needed |
| 10. <i>WINDOWS</i> | <i>CLOSE and LOCK</i> |
| 11. <i>LIGHTS</i> | <i>TURN OFF</i> |
| 12. <i>DOORS</i> | <i>LOCK</i> |

DAILY CHECKLIST

B Cleaning

STAIRWELLS:

- | | |
|---------------------|--|
| 1. STEPS & LANDINGS | sweep and/or vacuum, wet mop |
| 2. DUSTING | walls, radiators, lights, etc.
(remove all cob and spider webs) |
| 3. WINDOWS | wash glass |
| 4. EXIT DOOR MATS | sweep and/or vacuum
(replace with dry mat when wet) |
| 5. MAINTENANCE | report (in writing) all deficiencies for repair |
| 6. LIGHTING | replace bulbs as needed |
| 7. <i>WINDOWS</i> | <i>CLOSE and LOCK</i> |
| 8. <i>LIGHTS</i> | <i>TURN OFF</i> |
| 9. <i>DOORS</i> | <i>LOCK</i> |

CUSTODIAN CLOSETS:

- | | |
|-----------------------|----------------|
| 1. GARBAGE CONTAINERS | empty |
| 2. DRY MOPS | clean and hang |
| 3. WET MOPS | ring and hang |
| 4. DOOR | LOCK |

SUPPLIES ENSURE THAT CLOSET IS FILLED WITH SUPPLIES TO
SERVICE ALL CUSTODIAN NEEDS

NECESSARY SUPPLIES:

PLASTIC WASTE BASKET LINERS (large and small)
MOP HEADS (wet, dry, and micro fiber mops)
PAPER TOWELS
TOILET TISSUE
LIGHT BULBS (fluorescent)
RAGS
DUST CLOTHS
CLEANING LIQUIDS
DISINFECTANTS
GRAFFITI REMOVER
FEATHER DUSTERS
SOAP FOR SOAP DISPENSER
DEODORIZER PACKETS (if applicable)

CUSTODIAN CLOSETS:

BLANK WORK ORDERS
WET MOP BUCKET AND RINGER
MICROFIBER MOP AND RINGER
CLEANING CART
BROOM
DUST PAN AND BRUSH
LADDER (6 ft. aluminum)
VACUUM
CLIPBOARD with PAPER AND PEN

GYM:

- | | |
|--------------------------|---|
| 1. WOOD FLOORS | sweep, remove stains, and dust mop |
| 2. EQUIPMENT | remove chairs, tables, etc. |
| 3. BLEACHERS | MOVE BACK TO CLOSED POSITION |
| 4. MAINTENANCE | report (in writing) all deficiencies for repair |
| 5. <i>LIGHTS</i> | <i>TURN OFF</i> |
| 6. <i>INTERIOR DOORS</i> | <i>LOCK</i> |
| 7. <i>EXTERIOR DOORS</i> | <i>LOCK</i> |

LOCKER ROOMS:

- | | |
|-------------------|---|
| 1. FLOORS | sweep, clean stains |
| 2. WINDOWS | wash glass |
| 3. BOARDS | wash and clean |
| 4. WASTE BASKETS | empty |
| 5. RECYCLING Cans | empty |
| 6. DUSTING | window sills, lights, lockers, etc.
(remove all cob and spider webs) |
| 7. DOOR GLASS | wash |
| 8. SHOWERS | wet mop (disinfect) |
| 9. MAINTENANCE | report (in writing) all deficiencies for repair |
| 10. LIGHTING | replace bulbs as needed |
| 11. <i>LIGHTS</i> | <i>TURN OFF</i> |
| 12. <i>DOORS</i> | <i>LOCK</i> |

DAILY CHECKLIST

B Cleaning

AUDITORIUM

MAIN FLOOR, BALCONY AND STAGE AREA

- | | |
|-------------------|---|
| 1. FLOORS | sweep, clean stains |
| 2. TABLES | clean and wash |
| 3. SEATS | clean, remove stains and graffiti |
| 4. WASTE BASKETS | empty |
| 5. RECYCLING Cans | empty |
| 6. DUSTING | sills, ledges, etc.
(remove all cob and spider webs) |
| 6. DOOR GLASS | wash |
| 7. MAINTENANCE | report (in writing) all deficiencies for repair |
| 8. LIGHTS | TURN OFF |
| 9. DOORS | LOCK |

ALL PURPOSE ROOM or CAFETERIA:

- | | |
|-------------------|---|
| 1. FLOORS | sweep, wet mop |
| 2. TABLES | close and store |
| 3. WASTE BASKETS | empty |
| 4. RECYCLING Cans | empty |
| 5. TABLES | clean and wash |
| 6. DOOR GLASS | wash |
| 7. MAINTENANCE | report (in writing) all deficiencies for repair |
| 8. LIGHTS | TURN OFF |
| 9. DOORS | LOCK |

SPECIAL JOBS: Clean Grease Trap (Quarterly) Vendor Cleaning

Cleaning Equipment Use and Care Guidelines

Floor Machines:



- A) A floor machine is also referred to as a scrubber, buffer, side by side machine, and so on.
- B) A floor machine is a machine that rotates at 175rpms.
- C) This machine is designed to be used to scrub, strip, and clean a variety of floors.
- D) This machine rotates too slow by today's standards to be considered a polishing machine.
- E) To operate this machine, simply lower the handle to point where the extended handle meets your mid section. Squeeze the triggers to activate the machine.
- F) This machine works by balancing the machine slightly up or down to maneuver across the floor
- G) Use your body to help steer (guide) the machine in the direction that you want to proceed.
- H) This machine requires very little maintenance. The most important thing to remember is to wipe it down after using it to strip a floor.
- I) This machine can be equipped with pad drivers or any brushes – nylon, nylo grit, and so on.
- J) Do not pull the cord to remove it from the outlet. You must pull the cord out by the plug at the outlet.

Cleaning Equipment Use and Care Guidelines

Battery Burnishers:



- A) This machine is designed to polish floors that are coated with Floor Finish.
- B) This machine's pad driver rotates at 2000 rpms.
- C) The concept behind burnishing ("High Speed Polishing") is simple. The machine repairs surface scratches and produces a high shine. When you use multiple coats of Floor Finish, you can generate the "Wet Look" shine.
- D) A battery burnisher uses a "high speed" floor pad that is designed for the heat and friction associated with burnishing. These pads range from Beige Thermal, Natural Fiber ("Hair"), Natural Fiber Lite, Blue Ice, Pink, Champagne, and so on..
- E) You **SHOULD NOT** use RED, WHITE, or any dark color pad on this machine. If you use a RED pad, the dye will transmit onto the floor. WHITE pads will lose its shape and create unnecessary strain on the polishing motor. The DARK color pads will create unnecessary strain on the polishing motor as well.
- F) This machine is equipped with a replaceable (disposable) paper bag. This collects particles of floor finish and dust. This must be checked and changed regularly. **DO NOT** treat this like an upright vacuum bag. It is **NOT** designed to be filled up. This machine works on passive air flow and not active air flow (vacuum motor) associated with an upright vacuum.

Cleaning Equipment Use and Care Guidelines

Battery Burnishers:



- G) This machine has 3 – 12v – 210ah batteries. These batteries are traditional lead acid batteries and require a lot of care. You should check the battery levels frequently (1 or 2 times a week) and adjust with distilled water accordingly. The cells should be filled to a point that is below the top and above the metal plates on the bottom of the batteries. Anywhere in between is acceptable. Use a battery filler if possible. Make sure the batteries are always clean. Use a rag with degreaser on it. This will neutralize the acid since it's alkaline. Spray the battery terminals periodically after cleaning them to keep them coated.
- H) If any of the battery terminal cables are loose, you must tighten them immediately. You don't want sparks around batteries that are enclosed.
- I) You should never use Spray Buff with a Battery Burnisher. Only use a restorer like Enhance Plus mixed with water and mopped onto the floor.
- J) You should burnish the floor once the restorer dries. You can burnish a floor that is damp as it dries. Do not try to burnish puddles.
- K) Do not over adjust the down pressure on the machine into the RED area on the gauge. This will produce unnecessary strain on the polishing motor.

Cleaning Equipment Use and Care Guidelines

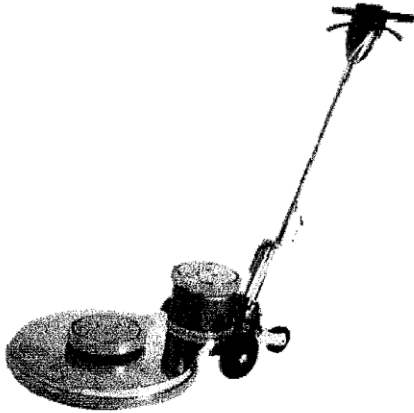
Battery Burnishers:



- (J) Make sure you clean your floor **BEFORE** using the Battery Burnisher. Otherwise, you will push dirt deep into the coating where only stripping can remove it.
- M) When transporting, make sure you use the back transport wheels so that you avoid damaging the polishing shroud. (Nobles Speed Gleam).
- N) There is a replacement strip on the shroud that needs to be changed once a year or so. If you constantly transport the Battery Burnisher in the polishing position, that will shorten the life span of the replacement strip.

Cleaning Equipment Use and Care Guidelines

Electric Burnishers:



- A) This machine is designed to polish floors that are coated with Floor Finish.
- B) This machine's pad driver rotates at 1500-2000rpms. There are different models that have different speeds.
- C) The concept behind burnishing ("High Speed Polishing") is simple. The machine repairs surface scratches and produces a high shine. When you use multiple coats of Floor Finish, you can generate the "Wet Look" shine.
- D) An electric burnisher uses a "high speed" floor pad that is designed for the heat and friction associated with burnishing. These pads range from Beige Thermal, Natural Fiber ("Hair"), Natural Fiber Lite, Blue Ice, Pink, Champagne, and so on..
- E) You **SHOULD NOT** use RED, WHITE, or any dark color pad on this machine. If you use a RED pad, the dye will transmit onto the floor. WHITE pads will lose its shape and create unnecessary strain on the polishing motor. The DARK color pads will create unnecessary strain on the polishing motor as well.

Cleaning Equipment Use and Care Guidelines

Electric Burnishers:



- F) You can use a Spray Buff or Mop on Restorer. When using a restorer like Enhance Plus, you should mix it with warm water and mop it onto the floor.
- G) You should burnish the floor once the restorer dries. You can burnish a floor that is damp as it dries. Do not try to burnish puddles.
- H) Make sure you clean your floor BEFORE using the Electric Burnisher. Otherwise, you will push dirt deep into the coating where only stripping can remove it.

Cleaning Equipment Use and Care Guidelines

Carpet Extractor:



- A) This machine is designed to clean carpeted floors.
- B) This machine injects water into the carpet, scrubs it using a nylon brush, and retrieves it through the vac shoe in the front of the machine.
- C) Most Carpet Extractors have the vac shoe in the front of the machine, therefore, you must walk in reverse to clean the carpet.
- D) There are spray jets located in the brush housing underneath the machine. You must remove the jets from the machine (they are relatively easy to remove) and soak them in Vinegar at least once per week. This will prevent a build up of cleaner and hard water deposits.
- E) If you have a significant amount of hard water deposits or detergent left on your spray jets, then the machine won't spray correctly. You will have a "Stream" and not a "Spray" effect. Therefore, you need to remove the spray jets and clean them using Vinegar and warm water. You can also blow air through the tip to help in the process. DO NOT use a knife, screw driver, etc.. on the brass spray jets. They are a soft material and will get damaged.
- F) Make sure you dump all the dirty water from the recovery tank at the end of each cleaning session. Make sure you rinse out the recovery tank and let the tank air dry. Remove the cap so the tank can breathe. This will help prevent foul odors from developing in the recovery tank.

Cleaning Equipment Use and Care Guidelines

Carpet Extractor:



- G) If you should notice foam being retrieved into the recovery tank, you will need to use a cup full of Foam Buster Defoamer. Take the cup and suck it up through the recovery hose into the recovery tank. This will line the inside of the hose with the Defoamer and help break down the foam before it gets into the tank.
- H) You should use a high quality carpet detergent such as Piranha Rinse Brite. This product should be precisely mixed for best results. You should use no more than 2 ounces per gallon of warm water.
- I) If you use too much detergent, you will cause the carpet to “Brown Out”. What happens is the excess detergent leaves a sticky residue which attracts dirt.
- J) If you have an area that has excess detergent in the carpet, you should flush the carpet with several passes of just WARM WATER. You should not see foam when you’re using only water. If this is the case, then you will need to continue rinsing. You may need to use a product like Piranha Carpet Rinse at some point as well. This will help neutralize the Alkaline residue associated with the excess carpet detergent.

Cleaning Equipment Use and Care Guidelines

Upright Vacuum:



- A) An upright vacuum cleaner is designed to vacuum up sand, dust, and other small particles. You should not be trying to suck up anything larger than the size of a quarter. If you do, then you will most likely create a clog somewhere along the line.
- B) You should check and replace your vacuum bag regularly. You should try not to overfill the bag. It is supposed to be changed when it reaches $\frac{3}{4}$ full. All vacuums lose productivity as the vacuum bag fills.
- C) Periodically check the brush for carpet fibers or string wrapped around the brush assembly. This will need to be cut off, otherwise, you could burn out the brush motor.
- D) When you vacuum, you should overlap each pass for optimum results.
- E) Do not pull the power cord out from the wall standing far away. This always destroys the plug. You must be right at the wall when you do this.

Cleaning Equipment Use and Care Guidelines

Canister Vacuum:



- A) A canister vacuum cleaner is designed to vacuum up sand, dust, and other small particles. You should not be trying to suck up anything larger than the size of a quarter. If you do, then you will most likely create a clog somewhere along the line.
- B) You should check and replace your vacuum bag regularly. You should try not to overfill the bag. It is supposed to be changed when it reaches $\frac{3}{4}$ full. All vacuums lose productivity as the vacuum bag fills.
- D) When you vacuum, you should overlap each pass for optimum results.
- E) Do not pull the power cord out from the wall standing far away. This always destroys the plug. You must be right at the wall when you do this.

Cleaning Equipment Use and Care Guidelines

Backpack Vacuum:



- A) A backpack vacuum cleaner is designed to vacuum up sand, dust, and other small particles. You should not be trying to suck up anything larger than the size of a quarter. If you do, then you will most likely create a clog somewhere along the line.
- B) You should check and replace your vacuum bag regularly. You should try not to overfill the bag. It is supposed to be changed when it reaches $\frac{3}{4}$ full. All vacuums lose productivity as the vacuum bag fills.
- D) When you vacuum, you should overlap each pass for optimum results.
- E) Do not pull the power cord out from the wall standing far away. This always destroys the plug. You must be right at the wall when you do this.

Cleaning Equipment Use and Care Guidelines

Battery Autoscrubbers:



- A) This machine is designed to scrub and clean floors.
- B) This machine has a solution tank for clean solution and a recovery tank for dirty water.
- C) The concept behind an autoscrubber is simple. The machine dispenses a chemical solution onto the floor, gets scrubbed using a pad driver equipped with any color pad, and then retrieves the dirty solution through the squeegee assembly trailing behind.
- D) The pads used on this machine range from White (light duty cleaning), Red (medium duty cleaning), Green or Blue (heavy duty cleaning), and Black (ultra aggressive cleaning).
- E) You **SHOULD NOT** use this machine to **STRIP** floors. The reason is simple. When you strip, you retrieve a dirty, sticky solution that will ruin the casters, vacuum motor, float assembly, and so on.
- F) This machine can and should be used to rinse a floor after stripping. You would put fresh water (no solution) in the solution tank and scrub the floor with Black pads. This helps remove any residue associated with the stripping process.

Cleaning Equipment Use and Care Guidelines

Battery Autoscrubbers:



- 3) This machine has 2 – 12v – 115ah batteries. These batteries are traditional lead acid batteries and require a lot of care. You should check the battery levels frequently (1 or 2 times a week) and adjust with distilled water accordingly. The cells should be filled to a point that is below the top and above the metal plates on the bottom of the batteries. Anywhere in between is acceptable. Use a battery filler if possible. Make sure the batteries are always clean. Use a rag with degreaser on it. This will neutralize the acid since it's alkaline. Spray the battery terminals periodically after cleaning them to keep them coated.
- H) If any of the battery terminal cables are loose, you must tighten them immediately. You don't want sparks around batteries that are enclosed.
- I) If the autoscrubber you are using was equipped with Maintenance Free (AGM) Batteries, then you do not need to worry about adjusting water levels. These batteries are permanently sealed.
- J) Charging the batteries properly is important. You must go through cycles. This means you need to operate the machine for a minimum of 2.5 to 3 hours before charging. If you don't go through deep cycles, then you could damage the batteries.

Cleaning Equipment Use and Care Guidelines

Battery Autoscrubbers:



- K) Since an Autoscrubber operates in water, you must grease the fittings on the wheels monthly.
- L) The squeegee assembly of the autoscrubber is very important to clean and replace when worn or torn. Otherwise, you will notice streaking on the floor.
- M) When you are finished using the Autoscrubber, you will need to rinse out the recovery tank with water and position the tank cover so that air can get into the tank to help dry it out. If you do not do this, you will begin to smell a foul, offensive odor. This should be done after each use.

**The Public Schools
West Orange, New Jersey 07052
Telephone: 973 669-5400
Fax: 973 669-1979**

Buildings and Grounds Department

**Robert Csigi, CEFM
Director Buildings and Grounds**

179 Eagle Rock Avenue

MEMORANDUM

To: B&G Staff
Re: Custodial Cleaning Manual
Date: January, 2016

The Custodial Cleaning Manual is provided to each West Orange custodian as a cleaning guideline. The guidelines are designed to clean the West Orange schools in a consistent and safe manner.

Please use the cleaning manual to assist you in your daily cleaning assignments.

You are encourage to seek additional training and guidance from the Buildings and Grounds Supervisors when you feel it is warranted. The Buildings and Grounds management is committed to working as a team and making the West Orange schools the best learning environment possible for our staff and students.

c: file

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Received Custodial Manual

Signature

Date

Print Name