

Custodial Standards



“Working together to maintain the cleanliness and safety of the entire campus”

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VISION OF THE KENT INTERMEDIATE SCHOOL DISTRICT

We Lead Learning

MISSION

To strengthen communities by providing leadership for learning. We accomplish this through innovative partnerships, technology, training, professional development and research.

General Procedures

Work Orders Procedure

1. Custodial Supervisor will log and follow-up work orders.
2. Custodial Supervisors will be the primary source of initiation of work orders for entire facility.
3. Custodial Supervisor is responsible for any W/O with no action for 60 days to be reported.
4. Custodial Supervisor will participate in monthly walk through/site inspection

Inspections Requirements

The Custodial Supervisor will be responsible for:

1. Fire Extinguishers to be inspected monthly and inspection tag marked accordingly with date and initials of person performing inspection. Custodial Services will provide the tags.

General Maintenance

1. Knowledge of utility plans for the facility and posting of location map for easy access in custodial room.
2. Shut off utilities in emergencies and a map locating their existence.
3. Investigation of maintenance emergencies before call-in as needed.
4. Replace plugs on electrical cords as needed in accordance to all N.E.C. and Safety to Life codes.
5. Lubricate door locks, as needed using an accepted lubricant.
6. Adjust door closure as required.
7. Perform preventative maintenance on all custodial equipment as required.
8. All “minor” carpentry, plumbing, electrical, pressure washing, and painting repairs as required.
9. Minor troubleshooting before calling maintenance and requesting work orders.
10. Maintain MSDS file in main custodial room for custodial chemicals daily.
11. Universal Precautions will be in effect when possible exposure to contaminated fluids exists.
12. Use ladders, auto scrubbers, lawnmowers, buffers, burnishers, small equipment, and tools consistent with the job description.

Universal Precautions

- **Always** wear protective gloves. Do not use gloves that have holes or tears.
- Items that have been contaminated by body fluids should be discarded, if possible, by sealing in leak proof plastic bags. If they cannot be discarded, use as strong a disinfectant as possible consistent with the proper use for the type of disinfectant protection of the surface being cleaned.
- Wash your hands carefully after finishing the task and removing the gloves. Never touch any other surface, **ESPECIALLY** your own face, with contaminated gloves. Discard gloves after use.
- Treat all body fluid spills as if they were contaminated.

Classrooms

Floor Coverings

1. The floor will be free of all debris including corners.
2. Carpeted floors will be vacuumed daily.
3. Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
4. Spots and gum on all floor coverings will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition as needed.
6. Vinyl, ceramic and terrazzo floors will be wet mopped as needed. Spots and stains will be removed daily.
7. Vinyl and terrazzo floors will be scrubbed and recoated as finish wears allowing damage to floor covering (as needed per Custodial Supervisor).
8. Vinyl and Terrazzo floors will have a burnishing program in place.
9. Ceramic tile will be swept daily and cleaned according to manufactures recommendations.
10. Walk off mats will be cleaned daily and free from sand and debris. Mats should be inspected and removed from service when tattered or torn causing trip or other type hazards.

Walls/Wall Coverings

1. Dust and remove all smudges and fingerprints.
2. Wall coverings will be dust free.
3. Whiteboards will be maintained to meet the expectations of the instructional staff.
4. Pencil sharpeners will be emptied daily.
5. Any tape on walls will be removed daily.
6. Walls will be inspected when cleaned for any peeling or chipped paint. Any walls needing repair will be corrected. Custodial Supervisor will take measures to assure chipped or peeled paint is removed until such service is provided.
7. Graffiti will be removed from walls daily. Obscenity and gang related material immediately upon discovery.

Ceilings

1. Remove cobwebs daily.
2. Replace burned out light bulbs within five working days of report unless this condition is a safety hazard, then correction will be in one working day.
3. Replace damaged ceiling tile and report to Custodial Supervisor for source determination.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers immediately when discovered.
6. Clean all light covers/globes when covers or globes reduce the amount of light needed for the area.
7. Return vents and discharge vents will be dust free. Damaged or rusty vents will be repaired or replaced.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges, tape, etc.
2. Cobwebs removed daily.
3. Windowsills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. All broken or non-functioning hardware shall be replaced within five working days of discovery unless this causes a security problem to the facility and then it will be corrected immediately.

Furniture

1. All flat surfaces will be dusted as needed.
2. All classroom furnishings will be free of graffiti, gum and dust.
3. Teacher desks will be dusted weekly without disturbing instructional material.
4. All exits shall be kept free of obstructions and accessible.

Trash Receptacles

1. Emptied daily and replace liner when torn or dirty.
2. Sanitize receptacle as needed when liner is used.
3. Damaged or unusable receptacles will be removed from service and replaced immediately.

Periodic Cleaning

1. Vinyl /Terrazzo finishes will be maintained.
2. Carpet will be extracted in its entirety, annually unless causing environmental concerns.
3. Light fixtures will be cleaned when fixtures do not allow sufficient light. (Minimum annually)
4. Gum removed from under furniture as discovered.
5. Exterior windows will be cleaned when windows do not allow sufficient light due to build up of dirt and debris.
6. Window coverings will be removed and cleaned as dirt and debris stops sufficient light due to build up of dirt and debris.
7. Computers will be maintained clean and dust free in accordance with manufacturers guidelines.

Fixtures

1. Free of dust and graffiti
2. Telephones will be cleaned with a disinfectant on a quarterly basis or as requested.

Restrooms

Floor Coverings.

1. Will be swept daily.
2. Floors will be flat mopped daily at a minimum with a germicidal bacteriostatic cleaner.
3. Floor drains will be flushed daily with bacteriostatic cleaner used in above standard.
4. Floor drain strainers will be replaced when broken or missing.
5. Ceramic tile will be swept daily and cleaned according to manufactures recommendations.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Cobwebs removed daily.
3. Windowsills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. Broken or nonfunctioning hardware will be reported immediately. If this causes a security problem to the facility and then it will be corrected immediately.

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal detergent.
5. Plumbing fixtures will be cleaned daily.

Urinals

1. Bowls will be free of water deposits.
2. Water swirl holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire urinal will be wiped down daily with germicidal.

Toilets

1. Bowl will be free of water deposits.
2. Water holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire toilet (including base and both sides of seat) will be wiped down daily with germicidal.
5. Toilet seat will be maintained in a safe condition, including the safe mounting of toilet seat.

Walls/Accessories

1. Walls will be free of fingerprints, smudges and graffiti.
2. Soap dispensers will be functional, filled and deposit free.
3. Paper towel holders will be full and free of graffiti (Stainless steel fixtures will be cleaned and polished).
4. Toilet paper holders will be full and maintained.
5. Mirrors will be fingerprint and smudge free.
6. Partitions will be washed daily.
7. Walls will be graffiti free. Graffiti removed daily unless profanity or gang related and then it shall be removed immediately upon report.

Sanitary Receptacles

1. Will be emptied and liners changed daily.
2. Receptacle will be sanitized as needed.

Ceilings

1. Remove cobwebs daily.
2. Replace burned out light bulbs within five working days of report unless this condition is a safety hazard, then correction should be in one day.
3. Replace damaged ceiling tile and report to Custodial Supervisor for source determination and review of school asbestos management plan.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers within five working days unless this is a safety hazard and correction should be immediate.
6. Remove any litter or debris daily.
7. Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced within five working days of discovery.

Trash Receptacles

1. Receptacle will be emptied daily and the liner replaced.
2. Receptacle will be sanitized as needed.
3. Broken receptacles shall be removed from service and replaced immediately.

Periodic Cleaning

1. Light covers will be cleaned when light is reduced from debris or dirt. (Minimum annually)
2. Floors will be scrubbed as needed.
3. Floors will be refinished as finish wears allowing damage to the floor covering.
4. Toilet/Urinal Bowls will be cleaned using bowl cleaner.
5. Walls will be washed as needed and time permits.
6. Exterior windows will be washed as needed and as time permits (minimum semiannually).
7. Restrooms will be monitored, by the custodial staff, for cleanliness during student use through out the day.

Gymnasiums

Walls/Wall Coverings and Doors

1. Dust and remove all smudges and fingerprints from doors daily.
2. Wall coverings will be dust free.
3. Whiteboards will be maintained to meet the expectations of the instructional staff.
4. Pencil sharpeners will be emptied daily.
5. Doors will be cleaned and free of graffiti daily.
6. Doors will be checked weekly for efficient operation.
7. All secondary exits will be clear and free of obstacles during occupancy.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Cobwebs removed daily.
3. Windowsills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. All broken or nonfunctioning hardware will be replaced will be replaced within five working days unless there is a security concern in which it will be taken care of immediately.

Bleachers

1. Will be maintained free of debris, dust and gum.
2. Will be free of graffiti.
3. Bench seating will be cleaned monthly during off-season, before each event during season.
4. Damaged or missing seats will be inspected and repaired before any use.

Floor Coverings

1. Gym floor surrounding areas:
 - Dust mopped daily using dust inhibiting product.
 - Spots and gum will be removed daily.
2. Gym floor
 - Floor will be dust mopped daily at a minimum with manufacturers recommended dust inhibitor.
 - Spots and gum will be removed daily.
 - During normal usage periods, damp mop weekly with neutral cleaner.
 - Floor should be scrubbed as needed.

Trash Receptacles

1. Emptied daily and replace liner when torn or full.
2. Sanitize receptacle as needed.

Periodic Cleaning

1. Vinyl/Terrazzo finishes will be maintained as finish wears causing damage to the floor covering.
2. Carpet will be extracted in its entirety annually unless covering causes environmental concerns.
3. Gym floor finishes will be maintained in a safe condition at all times.
4. Light fixtures will be cleaned when fixtures do not allow sufficient light due to dirt and debris.
5. Gum removed from under furniture weekly.
6. Exterior windows will be cleaned quarterly or when windows do not allow sufficient outside lighting.
7. Window coverings will be removed and cleaned annually or as dirt and debris affects the desired outside lighting.
8. Replace burned out light bulbs as soon as possible of report unless this condition is a safety hazard, then correction within one working day.

Furniture

1. All flat surfaces will be dusted weekly or as needed and free of graffiti.

Locker Rooms

Restrooms

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal detergent.
5. Showerheads will be operational.

Urinals

1. Bowl will be free of water deposits.
2. Water swirl holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire urinal will be wiped down daily with germicidal detergent.

Toilets

1. Bowl will be free of water deposits.
2. Water swirl holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.

4. Entire toilet (including base and both sides of seat) will be wiped down daily with germicidal.
5. Toilet seat will be maintained in a safe condition.

Walls/Accessories

1. Walls will be free of fingerprints, smudges, graffiti, and stains.
2. Soap dispensers will be functional, filled, and deposit free.
3. Paper towel holders will be full and free of graffiti (Stainless steel fixtures will be cleaned and polished).
4. Toilet paper holders will be full and maintained in a usable manner.
5. Mirrors will be fingerprint and smudge free.
6. Walls and partitions will be washed daily and free of graffiti.

Sanitary Receptacles

1. Will be emptied and liners changed daily or as needed.
2. Receptacle will be sanitized as needed.

Ceilings

1. Remove cobwebs daily.
2. Replace burned out light bulbs within five working days unless this condition is a safety hazard, then one working day.
3. Replace damaged ceiling tile and report to Custodial Supervisor for source determination.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers immediately when discovered.
6. Remove any litter or debris daily.

Floor Coverings

1. Will be swept daily.
2. Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner (except schools on sewage treatment plants)
3. Floor drains will be flushed with bacteriostatic cleaner used in above standard.
4. Floors will be scrubbed with an auto scrubber or a low speed scrubber twice weekly.
5. Ceramic tile will be swept daily and cleaned according to manufactures recommendations.
6. Floors will be free of mold and mildew in tile grout.

Trash Receptacles

1. Receptacle will be emptied daily and the liner replaced as needed.
2. Receptacle will be sanitized as needed.

Periodic Cleaning

1. Light covers will be cleaned when debris and dirt do not allow sufficient illumination.
2. Floors will be mopped daily.
3. Floors will be refinished as finish wears causing damage to floor covering.
4. Toilet/Urinal Bowls will be cleaned daily using bowl cleaner.
5. Walls will be washed as needed.
6. Exterior windows will be washed as needed.

Locker Areas

Lockers

1. Will be free of dust and debris daily.
2. Lockers will be free of graffiti.
3. Lockers will be maintained in a safe operational condition at all times.
4. Interior and exterior of lockers will be cleaned at least annually or when they become environmental concerns.

Benches

1. Will be free of graffiti.
2. Will be wiped down daily with germicidal cleaner.

Floor Coverings

1. Will be swept daily.
2. Floors will be mopped daily at a minimum with a germicidal cleaner
3. Floor drains will be flushed with germicidal bacteriostatic cleaner used in above standard.
4. Floors will be scrubbed with an auto scrubber or low speed scrubber as needed.
5. Ceramic tile will be swept daily and cleaned according to manufactures recommendations.
6. Floors will be free of mold and mildew in tile grout.

Ceilings

1. Remove cobwebs weekly.
2. Replace burned out light bulbs within five working days unless this creates a safety hazard and repair within one working day.
3. Replace/report damaged light covers immediately when discovered.
4. Remove any litter or debris daily
5. Replace/report damaged ceiling tile and report to Custodial Supervisor for source determination.
6. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
7. Clean all light covers/globes when globes or covers reduce the amount of light needed for the area due to debris or dirt.
8. Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced within five working days.

Shower Areas

1. Walls will be free of soap film.
2. Floors will be free of mold and mildew in tile grout.
3. Showerheads will be operational.
4. Fixtures will be cleaned and polished daily.
5. Floor drains will be in place and free of debris.
6. Floors will be mopped daily with germicidal bacteriostatic cleaner (or product safe for your campus).
7. Floors will be free of mold and mildew in tile grout.

Periodic Cleaning

1. Light covers will be cleaned semiannually or when debris or dirt reduces the amount of lighting needed to safely illuminate the room.
2. Floors will be scrubbed.
3. Floors will be refinished as finish wears allowing damage to the floor covering.
4. Toilet/Urinal Bowls will be cleaned using bowl cleaner daily
5. Walls will be washed in their entirety daily.
6. Exterior windows will be semiannually or when dirt and debris cause insufficient outdoor lighting.
7. Interior of lockers will be washed annually or as they become unused.

Administrative Offices/Libraries/Auditoriums

Floor Coverings

1. The floor will be free of all debris including corners.
2. Carpeted floors will be vacuumed daily.
3. Vinyl, ceramic and Terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
4. Spots and gum on all floor coverings will be removed upon discovery during daily cleaning.
5. Floor moldings will be maintained in a dust free condition.
6. Vinyl, ceramic and terrazzo floors will be mopped daily.

Walls/Wall Coverings

1. Dust and remove all smudges and fingerprints daily.
2. Wall coverings will be dust free.
3. Pencil sharpeners will be emptied daily;
4. Graffiti will be removed daily unless it is obscenity or gang related. It will then be removed as discovered.

Ceilings

1. Remove cobwebs daily.
2. Replace burned out light bulbs within five working days unless this creates a safety hazard in which they shall be replaced immediately.
3. Replace damaged ceiling tile and report to 1-lead Custodian for source determination.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers as discovered.
6. Clean all light covers/globes when covers or globes reduce the amount of light necessary for the area.
7. Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced within five working days.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Cobwebs removed daily.

3. Windowsills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. Broken or nonfunctional hardware will be replaced within five working days unless this creates a security problem. The repair will be made in one working day in this situation.

Furniture

1. All flat surfaces will be dusted weekly or as needed.
2. Administrative desks will be dusted weekly or as needed without disturbing administrative materials.
3. Bookshelves/Counter Tops will be wiped down weekly or as needed.
4. Book shelving will be dusted weekly or as needed..

Trash Receptacles

1. Emptied daily and replaces the liner when torn or dirty.
2. Sanitize receptacle as needed.

Telephones

1. Handsets will be wiped down as needed or requested with germicidal cleaner.
2. Telephones stations should be free of graffiti, gum etc.

Periodic Cleaning

1. Vinyl /Terrazzo finishes will be maintained as finish wears allowing damage to the floor covering.
2. Carpet will be extracted monthly in its entirety unless said carpet is an environmental concern.
3. Light fixtures will be cleaned when dirt and debris cause the fixtures to not allow sufficient lighting
4. Gum removed from under furniture daily.
5. Exterior windows will be cleaned quarterly or when dirt and debris does not allow sufficient outside lighting.
6. Window coverings will be removed and cleaned semiannually or as dirt and debris cause insufficient outside lighting.
7. Computers will be cleaned as needed according to Manufacturers specifications.

Science and Vocational Technical Laboratories

Floor Coverings

1. The floor will be free of all debris including corners.
2. Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
3. Spots and gum on all floor coverings will be removed upon discovery.
4. Floor moldings will be maintained in a dust free condition.
5. Vinyl and terrazzo floors will be mopped daily, spots, spills and stains removed daily.
6. Ceramic tile will be swept daily and cleaned according to manufactures recommendations.
7. Concrete floors will be swept daily.
8. Foreign material will be removed daily.

Walls/Wall Coverings

1. Dust and remove all smudges and fingerprints daily.
2. Wall coverings will be dust free.
4. Whiteboards will be maintained to meet the expectations of the instructional staff
5. Pencil sharpeners will be emptied daily.
6. Paper towel dispensers will be cleaned and replenished daily
7. Soap dispensers will be in good repair, cleaned and replenished daily.
8. Graffiti will be removed daily unless profanity, obscene or gang related shall be removed immediately.

Ceilings

1. Remove cobwebs daily.
2. Replace burned out light bulbs within five working days unless this creates a safety hazard and then repair will be within one working day.
3. Replace damaged ceiling tile and report to Custodial Supervisor for source determination.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers immediately as discovered
6. Clean all light covers/globes dirt and debris reduce the amount of light needed for the area.
7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced/reported within five working days.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Cobwebs removed daily.
3. Windowsills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. Broken or nonfunctional hardware will be replaced within five working days unless there is a security problem. Repairs then will be in one working day.

Furniture

1. All flat surfaces will be dusted weekly.
2. All classroom furnishings will be free of graffiti.
3. Book shelving will be dusted weekly as needed.
4. Teacher desks will be dusted weekly without disturbing instructional material.
5. Unsecured lockers will be free of debris and litter.

Trash Receptacles

1. Emptied daily and replace liner when torn or dirty.
2. Sanitize receptacle as needed.
3. Broken or unsightly receptacles shall be removed from service immediately and replaced.

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped daily.
5. Chemical lavatories will be free of debris and wiped down daily.
6. Plumbing fixtures will be cleaned daily.

Periodic Cleaning

1. Vinyl /terrazzo finishes will be maintained as finish wears allowing damage to the floor covering.
2. Carpet will be extracted annually, or becomes an environmental issue, in its entirety.
3. Light fixtures will be cleaned semiannually or as dirt and debris reduces the amount of light necessary for the area.
4. Gum removed from under furniture as discovered.
5. Exterior windows will be cleaned when dirt and debris reduce the amount of necessary outside light.
6. Window coverings will be removed and cleaned when dirt and debris reduce the amount of necessary outside light.
7. Broken glass receptacles will be emptied daily.
8. For schools with exhaust hoods, hoods will be inspected and cleaned semi-annually.
9. Computers shall be cleaned by the IT Department.

Clinic Rooms

Floor Coverings

1. The floor will be free of all debris including corners.
2. Carpeted floors will be vacuumed daily.
3. Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
4. Spots and gum on all floors will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Vinyl and terrazzo floors will be mopped daily with germicidal.
7. Ceramic tile will be swept daily and cleaned according to manufactures recommendations.

Walls/Wall Covering

1. Dust and remove all smudges and fingerprints.
2. Wall coverings will be dust free.
3. Graffiti will be removed daily unless it is obscene, profane or gang related in which it will be removed when discovered.

Ceilings

1. Remove cobwebs daily.
2. Replace burned out light bulbs within five working days unless it creates a safety hazard in which it will be replaced in one working day.
3. Replace damaged ceiling tiles and report to Custodial Supervisor.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers as discovered.
6. Clean all light covers/globes when covers or globes reduce the amount of light necessary for the area. (Minimum semiannually)
7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Cobwebs removed daily.
3. Windowsills will be free of dust and debris.
4. All windows will be closed and locked nightly.
5. Broken or nonfunctioning hardware will be replaced within five working days unless this creates a security threat in which it shall be replaced in one working day.

Furniture

1. All flat surfaces will be dusted weekly or as needed.
2. All furniture in contact with patients will be wiped down daily with germicidal.

Trash Receptacles

1. Emptied daily and replaces liner when torn or dirty.
2. Full Sharps containers will be removed and stored for pick-up in a biohazard-designated area.
3. Full infectious waste containers will be removed and stored for pick-up in a biohazard-designated area.

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal.
5. Plumbing fixtures will be cleaned daily.

Periodic Cleaning

1. Carpet will be extracted semiannually unless there are environmental concerns.
2. Vinyl/Terrazzo finishes will be maintained as finish wears damaging floor covering.
3. Light fixtures will be cleaned when dirt and debris restrict the amount of light necessary in the area.
4. Gum removed from the furniture as discovered.
5. Exterior windows will be cleaned when dirt and debris restricts sufficient light from the area.
6. Window coverings will be removed and cleaned when dirt and debris restrict sufficient light from the area.
7. Floors will be scrubbed weekly in treatment rooms using germicidal detergent.

Corridors

Floor Covering

1. The floor will be free of debris including corners.

2. Carpeted floors will be vacuumed at least once per day.
3. Vinyl, ceramic and Terrazzo floors will be dust mopped daily with a dust inhibitor treated mop.
4. Spots and gum on the floor covering will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Sweep /vacuum interior stairways daily.
7. Vinyl and terrazzo floors will be mopped daily with germicidal.
8. Ceramic tile will be swept daily and cleaned according to manufactures recommendations.

Walls/Wall Coverings/Trophy Cases/Fixtures

1. Dust and remove all fingerprints and smudges.
2. Wall coverings and lockers will be dust free.
3. Trophy case glass will free of smudges, streaks, and dust.
4. Graffiti will be removed daily. Profanity, obscenity and gang related material shall be removed upon discovery.

Furniture

1. All flat surfaces will be dusted weekly or as needed.

Drinking Fountains

1. Drinking fountains will be free of water deposits, streaks, and dust.
 - A. Use a germicidal or bacteriostatic cleaner containing no objectionable odor.
 - B. The mouthpiece, basin, and exterior will be sanitized daily.
 - C. Fountains will be operational, no drainage problem, and water flow will be adequate.

Ceilings

1. Remove cobwebs daily.
2. Replace burned out light bulbs/tubes within a timely manner unless this causes a safety concern in which it will be corrected within one working day.
3. Replace damaged ceiling tile and report to Custodial Supervisor for source determination.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers as discovered.
6. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days.
7. Clean all light covers/globes when dirt and debris reduce the amount of light needed for the area.

Periodic Cleaning

1. Vinyl/terrazzo finishes will be maintained daily.
2. Carpet will be extracted in its entirety, annually, unless there are environmental concerns.
3. Light fixtures will be cleaned semiannually or when dirt and debris restrict the amount of light needed for the area.
4. Gum will be removed from under furniture as discovered.
5. Exterior windows will be cleaned annually or semiannually if timer permits.
6. Window coverings will be removed and cleaned when dirt and debris restrict the amount of outside light necessary for the area.

Entrances

Floor Covering

1. Sweep outside entrance ramp to main sidewalk or driveway as needed.
2. Vacuum sweep mats daily.
3. Pick up dirt, trash, and leaves as needed.

Ceilings

1. Remove cobwebs daily.
2. Replace burned out entrance lamps and exit lamps within five working days unless it creates a safety hazard; it will then be corrected within one working day.

Doors

1. Both sides of door glass will be free of tape, smudges and fingerprints.
2. Lock and unlock doors at appointed times.

Periodic Cleaning

1. Sweep exterior stairways weekly.
2. Wash light fixtures semiannually or when dirt and debris affect the amount of light necessary in the area.
3. Clean vents and louvers monthly.
4. Carpet type mats will be water extracted as needed.

Cafeteria

Floor Coverings

1. The floor will be free of all debris including corners.
2. Carpeted floors will be vacuumed daily.
3. Vinyl, ceramic and Terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
4. Spots, stains and gum on all floor coverings will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Vinyl, ceramic and Terrazzo floors will be mopped daily with a germicidal cleaner.
7. Vinyl and Terrazzo floors will have a burnishing program in place.
8. Walk off mats will be cleaned daily and free from sand and debris. Mats should be inspected and removed immediately from service when tattered or torn, causing trip or other type hazards.

Walls/Wall Coverings

1. Dust and remove all smudges, fingerprints, and other foreign debris.
2. Wall coverings will be dust free.

3. Graffiti will be removed daily except for profanity; obscenity or gang related material, which will be removed upon discovery.

Drinking Fountains

1. Drinking fountains will be free of water deposits, streaks, and dust.
 - A. Use a germicidal or bacteriostatic cleaner containing no objectionable odor.
 - B. The mouthpiece, basin, and exterior will be sanitized daily.
 - C. Fountains will be operational, no drainage problem, and water flow will be adequate.

Ceilings

1. Remove cobwebs daily.
2. Replace burned out light bulbs /tubes within one working day unless this creates a safety hazard, where it will be corrected as soon as possible.
3. Replace damaged ceiling tile and report to Custodial Supervisor for source determination.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers immediately as discovered.
6. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days.
7. Clean all light covers/globes when dirt and debris reduce the amount of light needed for the area.

Furniture

1. All tabletops will be washed daily, and maintained throughout the lunch period.

Trash Receptacles

1. Emptied through out the lunch period and replace liners.
2. Sanitize receptacles as needed.
3. Receptacles that are broken or unsightly shall be removed from service and replaced immediately.

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal daily.

Periodic Cleaning

1. Vinyl/terrazzo floors will be maintained daily.
2. Light fixtures will be cleaned semiannually or when dirt and debris reduce the amount of light necessary for that area.
3. Gum removed from under furniture as discovered.
4. All folding tables will be inspected quarterly for defects.
5. Replace immediately any leaking garbage receptacles that may cause a slip or fall.

Kitchen Floor/Hood

Floor Coverings

1. Floors will be cleaned daily.

Hood Filters

1. Kitchen hood filters will be removed for cleaning and replaced as per district maintenance schedule.
 - Contracted Services will clean hoods semi-annually.

Exterior

Facilities

1. Eves will be kept free of cobwebs and other debris.
2. Exterior windows will be cleaned annually or semiannually if time permits.
3. Replace burned out exterior lighting weekly except for security purposes that are replaced immediately.

Do not create a harborage for pest and rodents by having an accumulation of debris. This should be disposed of immediately.

Maintenance Rooms

1. The floor will be free of debris including corners.
2. Trash receptacles will be emptied daily.
3. Remove cobwebs weekly.
4. Replace burned out lamps when discovered.

Custodial Storage Areas

1. Will be maintained neat, clean, and orderly.
2. Supplies will be stored appropriately.
3. Equipment will be stored, and maintained in a clean, safe, and functional state of repair.
4. All chemical containers will be labeled in accordance with Federal, State and Local requirements.
5. Storage of fluorescent bulbs for hazardous waste pick up will be neat and orderly. Bulbs will be properly stored and the company called for removal. Action will be logged for tracking time.

Fire Extinguisher Inspections

Fire extinguishers will be inspected monthly with the person performing the inspection initialing and dating the tag provided. Listed below are guidelines you are to follow when performing inspections and updating tags:

1. Ensure extinguisher is readily visible and mounted properly to wall surface.
2. Check site gauge, making sure it is in the green (good), ensure pull seal is intact and pull pin is present.
3. Inspect extinguisher body and hose for missing or broken parts. (Sight glass, loosened or cracked hose, etc.)
4. Check contractor inspection sticker. Is it up to date? The tag is good for one year from month and year punched on sticker.

If any of the above items are found deficient during your inspections, contact your Training Custodian or Environmental Specialist immediately for a replacement extinguisher.

Inspection Tags

1. Remove old tag. It is only necessary to keep current years tag on extinguisher.
2. Attach new tag to extinguisher with a rubber band making sure not to cover up sight gauge.
3. Fill out tag using a fine point **permanent** marker (Sharpie) only. A hole-punch, or any other type of marker, pencil, etc. shall not be used.
4. The following information is required on the tag next to the month inspected. The exact date of inspection (12, 25, etc.) and the initials of the person performing the inspection. Please write legibly.

Custodial Service Cleanliness Evaluation

Your room was **PROFESSIONALLY** cleaned last night by _____. Please take the time to inspect your room, workstation, and restroom areas for cleanliness. I would appreciate any comments or recommendations that you make.

- Trash receptacles empty and cleaned? _____
- Workstation (desk) dusted? _____
- Shelves cleaned and dusted? _____
- File cabinets dusted? _____
- Carpet vacuumed? _____
- Stains removed? _____
- Floor has luster? _____
- Floor cleaned? _____
- Restrooms cleaned and stocked? _____
- Baseboards cleaned? _____
- Windows cleaned? _____
- Ledges cleaned and dusted? _____

- Comments: _____

