

# Custodial Handbook

Revised June 2022



SAN BERNARDINO CITY  
UNIFIED SCHOOL DISTRICT  
*Making Hope Happen*

# Custodial Handbook

Revised June 2022

## Table of Contents

<b>Introduction, Orientation and Expectations</b> .....	<b>Section 1</b>
Welcome / Introduction	
Custodian Orientation	
Work Attendance	
Expectations of Excellence	
<b>Custodian's Relationships with the School District</b> .....	<b>Section 2</b>
Interacting with Students, Staff and Outside Groups	
<b>Roles and Responsibilities of the Custodial Supervisor / Admin</b> .....	<b>Section 3</b>
Joint Responsibilities	
The Teacher / Student Role	
Custodian's Relationship with the Maintenance Department	
<b>Emergency and Work Order Procedures</b> .....	<b>Section 4</b>
Use of Personnel Vehicles	
Flag Etiquette	
Care of Keys	
In Case of Emergency	
Emergency Control Valves	
Reporting Accidents	
Fire Alarms and Extinguishers	
Other Items of Fire Care	
Basic Classroom Cleaning Routine	
<b>Utility Cart Operating Procedures and Safety Guidelines</b> .....	<b>Section 5</b>
<b>School Facilities Cleaning Standards, Procedures, &amp; Methods</b> .....	<b>Section 6</b>
<b>Other Cleaning Methods</b> .....	<b>Section 7</b>
<b>Glossary of Common Terms</b> .....	<b>Section 8</b>



SAN BERNARDINO CITY  
UNIFIED SCHOOL DISTRICT  
*Making Hope Happen*

# **Introduction, Orientation and Expectations**

## Introduction, Orientation and Expectations

- Welcome
- Introduction
- Custodian Orientation
- Work Attendance
- Expectations of Excellence







## Congratulations and welcome to the San Bernardino City Unified School District!

We look forward to actively working with you in meeting our primary goal, which is to provide a safe, respectful and clean environment conducive for learning. A clean and safe environment is more comfortable, thus making teaching and learning easier.

Your job as a custodian is multi-faceted with many responsibilities, as you will soon learn. You will be relied upon to take care of multi-million dollar school facilities. This is why our staff members are called custodians, and not janitors. Custodians take custody of the school district's property.

We encourage our custodians to be team players at their sites by actively participating in the day-to-day operations. By actively engaging with all stakeholders, this will allow you to better support the needs of the teachers and, ultimately, the students.

Remember, our custodians are held in high regard here at San Bernardino City USD. They are a very important part of the educational process.

*Your Custodial Supervisor Team*



## Introduction



Custodians are essential to supporting our educational system. Custodians provide a clean, safe, and welcoming environment that supports student achievement.

Practicing accountability and taking ownership to execute custodial responsibilities faithfully, conscientiously, and completely will always produce satisfying and rewarding results. Because of you, students and their teachers gain full advantage of the academic and technical facilities that our school system offers. It is expected that custodians will continuously improve the quality of services through training and effective communication with collaboration from assigned supervisors to foster accountability and clear objectives to promote success.

This custodian handbook has been prepared to serve as a guide to custodians, administrators and teachers alike on the duties and responsibilities of the custodian. Its intent is to deliver results by using a set standard by which each custodian's performance will be evaluated to eliminate inconsistencies; it is by no means an attempt to be the final answer. As we work together, certain improvements in techniques and methods may be changed to reflect advances that supersede the current language in this document.



## Work Attendance

### Reporting Absences and Calling In

Unit members are required to notify their supervisors and the District's automated substitute systems when they are to be absent for illness. If the absences for illness are to be longer than one day, subsequent notification for each day's absence is required unless the duration of the absence can be stated at the time of the notification. If the absence is to be longer than one day, the unit member shall notify his/her supervisor the day before returning so that substitutes/limited term employees, if employed, may be released.

#### SmartFind Express Telephone Access

(909) 708-4482 <https://sbcusd-classified.eschoolsolutions.com/logOnInitAction.do>

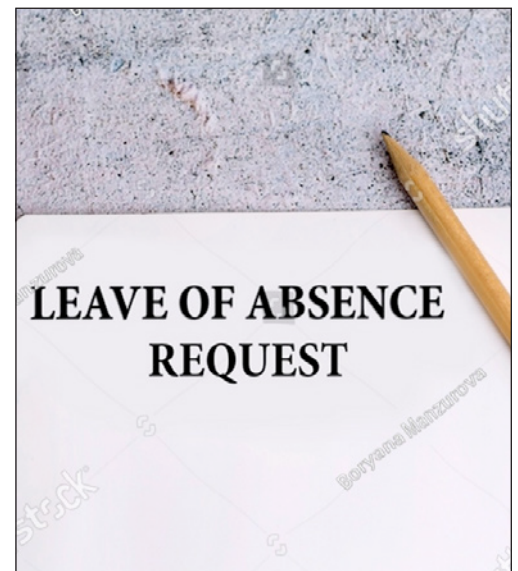
### Time Sheets

Each school site has its own sign in sheet. You are responsible for signing in and out. You are not allowed, under any circumstances, to have a co-worker sign in or out for you. Your Custodial Supervisor will collect your time sheets on a weekly basis via an email or scanned copy.

### Vacation requests/Leave Request Procedures

All paperwork request forms must be submitted to your Custodial Supervisor. Vacation requests shall be in accordance with Classified Collective Bargaining Agreement Article XIV - Leaves - Section 17 - Vacation. Non-Vacation request forms shall be submitted upon returning to work.

All leaves other than sick or vacation must be submitted on a **HR-57 form**. This form will be found on the District's website. <https://mobile.sbcusd.com/LeaveApp/>



## Expectations of Excellence

On many occasions, custodial personnel are the first and possibly the only District employees in the building coming in contact with the public. To promote good public relations, the custodian should possess the following characteristics:

1. The SBCUSD believes that all employees should be treated with dignity and respect.  
Please make this your highest priority.
2. Neatness in dress and personal appearance
  - a) No inappropriate pictures, phrases or wording on clothing is allowed. No gang affiliated sports logos will be permitted.
  - b) Full length pants must be worn above the buttocks. No exposed boxers or undergarments will be allowed.
  - c) Baseball caps must be approved by the site administrator and/or Custodial Supervisor. No gang affiliated sports logos will be permitted.
  - d) Uniform shirts must be worn correctly. This means buttoned up to the second button from the neck.
3. Timeliness
4. Reliability and dependability
5. Exemplary customer service and willingness to be obliging to visitors
6. Initiative
7. Willingness to follow directions to the best of his/her ability
8. Ability to communicate with his/her supervisor and all Stakeholders openly and professionally



# **Custodian's Relationships with SBCUSD and Guidelines**



## Custodian's Relationships with SBCUSD and Guidelines

- Interacting with Students
- Interacting with Staff
- Interacting with Outside Groups using SBCUSD Facilities



## Custodian's Relationships with SBCUSD

1. We believe student success is the primary focus of all our efforts.
2. We believe all people should act with integrity, perform at exemplary levels, and should be held accountable for results.
3. We believe all students can and should learn and it is our responsibility to provide appropriate opportunities to facilitate that learning.
4. We believe that all people should be treated with dignity and respect.
5. We believe all people have value and worth; we embrace diversity and cultural differences as an asset and strength.
6. We believe that with the right attitude, achievement is unlimited.

## Guidelines

### Interacting with Students

1. Be courteous and friendly with students – you are a great role model!
2. No physical contact with students should occur.
3. No verbal altercations should occur with students.
4. No custodian has authority to direct or discipline a student in any way. They should take any complaints or reports to the administrator of the school. If no administrators are on campus, Custodians are to report incident(s) to school police.

### Interacting with Staff

1. Be courteous and impartial with all staff members. They are to focus on their work assignment(s) during their work period to improve efficiency, engagement and performance levels while performing their custodial duties.
2. No verbal altercations should occur with staff or stakeholders.
3. Staff requests for extra help from the custodian should come through the administrator/designee or Custodial Supervisor. This will help to prioritize requests and inquiries to meet customer needs and provide essential custodial duties on schedule.
4. Likewise, the custodian should report concerns or room conditions to the administrator/designee and/or the Custodial Supervisor.
5. Whenever possible, the custodian should be able to get into a classroom no later than twenty minutes after class has been dismissed. There will be exceptions that will require you to return to the classroom at a later time. (i.e. parent/teacher conferences, activities).



## Interacting with Outside Groups Using SBCUSD Facilities

SBCUSD Facilities often rents out school facilities to outside groups. Custodians must adhere to the following rules.

1. All outside groups that wish to use any school facilities are required to complete a “Facilities Request Form.”
  - a. Please note, some school organizations are not required to complete the form, but should schedule their program through the site administrator.
2. All schools are required to keep a master calendar of all on-campus functions. Custodians should stay informed of all campus functions.
3. Use of Facility Requests states when and where a function is to be held. Location and starting time should be strictly adhered to unless otherwise directed by an administrator.
4. The assigned custodian shall be responsible for:
  - a. Verifying a group’s authority to use the facilities.
  - b. Making all necessary arrangements to accommodate the meeting.
  - c. Cleaning and returning the facilities to proper condition for school use.
  - d. Reporting any changes or departures from Board regulations.
  - e. Performing all services in a friendly and helpful manner.
5. Custodians are to verify the organization using the facility when they arrive. The custodian shall not open any facility until the sponsor or director of the activity has arrived.
  - a. Special attention should be given to the number expected to attend and the equipment needed for the function.
6. All equipment, such as tables and chairs, should be in place prior to the starting time.
7. The custodian shall not confront any person or group who becomes angered or dissatisfied by the procedures of school facilities use. The custodian should immediately contact his/her administrator about the problem to adequately address the situation.

In the event of a discrepancy in schedules, a.k.a. “Use of Facilities,” and a custodian has not received a fully executed permit, he/she is to contact an administrator or the Maintenance & Operations Manager. The manager will determine who has proper authority to use the facilities.



# **Roles and Responsibilities of the Custodial Supervisor and Administrator**

## Roles and Responsibilities of the Custodial Supervisor and Administrator

- Roles and Responsibilities of the Custodial Supervisor
- Joint Responsibilities of the Administrator and Custodial Supervisor





## Roles and Responsibilities of the Custodial Supervisor

The Custodial Supervisor is charged with the responsibility of providing training opportunities and evaluating school cleanliness and safety standards for the purpose of providing direct support to custodial personnel.

The basic responsibilities of the Custodial Supervisor are:

1. Planning the district custodian program
2. Helping to screen prospective custodial applicants
3. Pre-service orientation for newly employed custodians including training
4. In-service orientation for newly employed custodians including training
5. Ongoing spot inspections of facilities
6. Coordination of substitute custodian scheduling via SmartFind Express (SFE)
7. Research and standardization of products and equipment utilized by the District
8. Maintenance of central custodial files
9. Coordination of custodial equipment to be replaced or repaired
10. Updating of custodial handbook
11. Standardization of district custodial expectations
12. Time management studies, shadowing and/or revisions to established custodial runs and job duties
13. Recommendations for improvements in scheduling and/or cleaning
14. Five Star Inspections
15. Evaluations and Training
16. Ensure runs are covered, and that schools are opened and/or secured



## Joint Responsibilities of the Administrator and Custodial Supervisor

The responsibilities of the Administrator and the Custodial Supervisor will often work in tandem. The below outlines their joint responsibilities:

### Cleanliness of Facilities

1. The Administrator/designee or Custodial Supervisor is to ensure that the school is maintained in an acceptable level of cleanliness throughout the school year.
2. The M&O Supervisor is available to aid the administrator/designee in evaluating cleanliness and performance.
3. This level of cleanliness is determined by using the Five Star Inspection process.

### Evaluating Custodians

1. The Custodial Supervisor is to review personnel records of employees prior to the annual evaluation in June of each year.
2. The Custodial Supervisor shall prepare the formal written evaluation.
3. In discussing your evaluations, you will be informed if you are meeting expectations or if there are areas in need of improvement. Please refer to the copy of the evaluation attached to identify the areas that will be evaluated based on performance.



# **Emergency and Work Order Procedures**

## Emergency and Work Order Procedures

- Reporting
- Use of Personal Vehicles
- Flag Etiquette
- Emergency Control Valves and Switches
- Care of Keys
- Reporting Accidents
- Fire Alarms and Extinguishers
- Other Items of Fire Care
- Basic Classroom Cleaning Routine



## Reporting

The Maintenance Department staff are responsible for all major repairs and maintenance of buildings and grounds. Any need for the service of the Maintenance and Operations Department will be reported to the administrator or Designee when office personnel are available.

1. During hours when office personnel are not on duty, the custodian will report emergency maintenance problems to the School Police at (909) 388-6130.
2. Emergencies occurring after hours will be reported to the School Police at (909) 388-6130.
3. It is critical to report graffiti as soon as it is discovered, so that it may be removed before students arrive for school.

## Use of Personal Vehicles

SBCUSD vehicles are to be used for school business only. When a District vehicle is not available, an employee may use their private vehicle for school business with prior approval by the administrator and/or the Custodial Supervisor. Please follow the following rules and procedures.

### Rules & Procedures

1. In the event a personal vehicle needs to be used, the site administrator or Custodial Supervisor will review the mileage incurred and submit a request for reimbursement through a "District Mileage Report" form to their Custodial Supervisor.
2. The submitted "District Mileage Report" will not be approved without the signature of the Custodial Supervisor verifying that the vehicle was used for school business.
3. In the event of such verification, the employee shall be reimbursed at the current rate of the federal mileage reimbursement.
  - a. Under no circumstances shall mileage reimbursement apply to travel between the employee's residence and his place of work; mileage reimbursement shall be limited to use for authorized school business.
4. Should a custodian have a combo run and use their personal vehicle to travel from one site to another, Custodians retrieving fuel from Maintenance & Operations, as well as supplies from other District sites, shall also be reimbursed.
  - a. They shall only be reimbursed for mileage from one site to another.





## Flag Etiquette

The United States National Flag and the California State Flag should be displayed from the flagpole at all District sites.



1. It is the universal custom to display the flag only from sunrise to sunset on stationary flagstaffs.
2. The flag should be hoisted briskly and lowered ceremoniously.
3. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
4. The flag should never touch anything beneath it, such as the ground, floor or water.
5. The flag, when flown at half-staff should be hoisted to the peak for an instant and then lowered to half-staff position. The flag should be again raised to the peak before it is lowered for the day.
6. When the flag of the United States of America is used on a speaker platform, the flag should be placed on the right as he/she faces the audience and should hold the position of superior prominence. Any other flag displayed should be placed on the left of the speaker or to the right of the audience
7. The custodian has the responsibility for the general care of the flags and should properly display the flags and fold and secure the flags after each day of service.

## Emergency Control Valves and Switches

Custodians are to refer to the “Safety Plot Plans for Disaster Preparedness” booklet to identify the locations of the site’s emergency control valves listed below.

1. Know location of all gas cut-off valves.
2. Know location of all master electric power control switches.
3. Know location of all water cut-off valves
4. Know where instructions regarding the necessary wrenches and tools to operate these cut-off valves may be found.



## Care of Keys

Protection of the site and school property depends upon the careful use of keys.

1. Always carry keys via KeyBak. If you need a KeyBak, submit a request to your Custodial Supervisor.
2. Do not loan keys to anyone, especially not students.
3. Do not open doors for unauthorized persons.
4. Do not duplicate keys under any circumstances.
5. Report the loss or theft of keys immediately to your site administrator and/or Custodial Supervisor.
6. Night custodians are required to secure their keys in the school office at the end of each shift.

## Reporting Accidents

Any accident or injuries must be reported immediately, no matter how insignificant it may seem at the time.

1. Report all accidents and or injuries to the administrator/designee or Custodial Supervisor if they are on campus.
  - a. After hours accidents should be reported to school police who will reach out to a custodial supervisor on duty.
2. Any accident involving damage to District property, or the property of another person, should be reported to School Police at (909) 388-6130 and submit a work order in the District's work order system.



**School Police (909) 388-6130**



## Fire Alarms and Extinguishers

It is the responsibility of each custodian to maintain the following:

1. Visually inspect that the fire extinguishers are charged and know their location in a room. They must be checked by the custodian during the first week of the month and initial the attached card.
2. Maintain “break glass” stations by replacing broken glass immediately. For new glass, send in a “Work Order” for the glass, allowing a reasonable amount of time for completion.
3. Maintain light bulbs in all exit lights.

## Other Items of Fire Care

In addition to the topics already discussed, please adhere to the below items of fire care:

1. Clean custodial rooms to help in fire prevention.
2. Electrical panels should be kept clean and free of items a minimum of three feet on all sides. This rule must be always obeyed. Failure to keep electrical panels clear will result in a citation, issued by the Maintenance Department electricians.
3. Exit lights in multi-purpose rooms and classrooms should be on when rooms are occupied.

**In case of fire, notify the Fire Department by calling 911. Try to extinguish the fire with the fire extinguisher by sweeping back and forth, beginning at the bottom of the fire, and working up.**

**In case of fire, call 911**



## Basic Classroom Cleaning Routine for Custodians

It is the responsibility of each custodian to carry out the following:

1. Empty pencil sharpeners into trash can.
2. The whiteboard, whiteboard tray and track should be free of residue. If requested, the whiteboard should be free of writing and marks.
3. Empty trash can and replace liner (if soiled). The outside area of the wastepaper basket should be free of dirt, stains, and marks.
4. Replenish soap and paper towel dispensers if applicable.
5. Replenish hand sanitizer dispenser.
6. Clean sinks, faucet, drinking fountain and surrounding countertop.
7. Spot clean doors, door frames, door glass, door hardware and light switch plates,
8. Place chairs on desks if necessary for cleaning the floor.
9. Pick up any large debris such as crayons, pencils, or large pieces of paper.
10. Vacuum carpets or hard floors as needed.
11. Straighten furniture while cleaning the floor.
12. Remove carpet stains and gum.
13. Sweep and mop hard floors as needed.
14. Replace vacuum bags regularly for better efficiency. Never operate a vacuum when the bag is more than 1/2 full.
15. Clean and maintain vacuum HEPA filters on a weekly basis.
16. Recheck your work-secure any open windows.
17. Check for and replace burned out lights daily. Return spent tubes to their original box, not the trash dumpster.
18. Sweep outside entries, sidewalks, and ramps.
19. Ensure all classroom doors are locked and secure.

---

**A properly cleaned classroom  
will not have any foul odors.**



# **Utility Cart Operating Procedures and Safety Guidelines**



## Utility Cart Operating Procedures and Safety Guidelines

- Utility Cart Use
- Safety Guidelines Specific to Utility Carts
- Safe Operating Rules / Pre-operation Inspection Checklist



## Utility Cart Use

First time users of this piece of equipment should thoroughly review the owner's manual, as there may be variations with each model. Before operating, drivers must receive training from the District. Follow the maintenance schedule recommended in the manual. Training and maintenance records should be documented and filed on site.

### Starting

1. Conduct a visual check before each shift.
2. Remove the wheel chocks.
3. Turn on the key-switch (rotate clockwise).
4. Release parking brake.

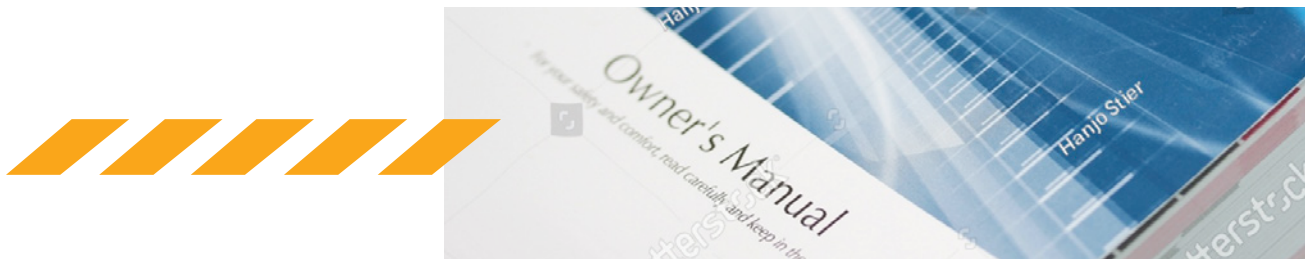


### Operating

1. Turn on lights (for night use).
2. Push the forward-reverse switch to determine the direction of travel and use the accelerator pedal to control the speed.
3. Do not shift from forward to reverse or vice-versa while the vehicle is in motion.

### Parking

1. Set the parking brake and place shift lever in neutral before leaving the vehicle.
2. Turn off the key-switch and remove the key (never leave the keys on the vehicle).
3. Place chocks under the wheel-one tire must be blocked, one chock in front and one behind the tire.
4. Do not block fire aisles, fire equipment or stairways.



## Safety Guidelines Specific to Utility Carts

1. Immediately remove the vehicle from service if there are signs of mechanical failure.
2. Never charge using an ungrounded wall plug.
3. Do not allow students to ride in or operate vehicles.
4. Do not load or carry materials in such a way that vision is obscured in the direction of travel.  
Secure tools and material.
5. Do not drive on public highways.
6. Do not drive a vehicle unless you are a qualified and trained operator.
7. Keep all body parts inside the vehicle while moving.
8. Drive slowly when making a turn, especially if the ground is wet, slippery, or driving on an incline.
9. Drive only on level surfaces or on surfaces having an incline of no more than 5 or 6 degrees.
10. Observe all traffic regulations and speed limits (15 mph max).
11. Slow down and sound the horn when approaching a corner or other blind intersection.
12. Do not drive in hazardous areas unless the vehicle is approved and labeled for such operation.
13. Report any accident or vehicle problem to your supervisor.
14. Do not exceed the load capacity of the vehicle.
15. Do not allow passengers to ride on the back.
16. Do not carry more than the maximum number of passengers allowed for the vehicle.
17. Use side rails when transporting large loads.
18. Use only approved tow bars and hitches for towing dumpsters or utility trailers.
19. RECOMMENDED: Chain and lock to a post or fence for added security.



# Pre-Operational Inspection Checklist

## Safe Operating Rules for Motorized Carts

Name of Operator: \_\_\_\_\_

Date of Pre-Operation Inspection: \_\_\_\_\_

Before operating the cart, always check the following items. Should any item malfunction, not meet requirements, or need adjustment, do not operate the cart until the problem is resolved. This completed checklist must be submitted to your supervisor.

- ☐ Batteries — Check to assure that they are fully charged to provide sufficient energy for the intended duration of operation. Assure that the cord is disconnected from the cart. Check to assure the electrolyte level in each cell comes up to the top of the split rings. Do not overfill. Check to assure they are free of corrosion and that there are no loose terminals or connections.
- ☐ Tire Pressure — Check for proper inflation in accordance with labeling on file.
- ☐ Horn — Check for proper operation.
- ☐ Brakes — Check to assure presence of a firm pedal with minimal travel. Check parking brake engagement and release.
- ☐ Steering — Check for responsiveness and absence of excessive play.
- ☐ Obstacles — Check to assure the intended travel path of the cart and underside is clear of obstructions.
- ☐ Cargo/Passengers — Check to assure that all passengers are seated, and that any cargo or equipment is secured to cart. Make certain that there is no unbalanced or top-heavy load.

Signature of Operator: \_\_\_\_\_



# **School Facilities Cleaning Standards, Procedures and Methods**

## School Facilities Cleaning Standards, Procedures and Methods

- Glossary of Common Terms
- Cleaning Standards
  - o Auditorium and Theater
  - o Classroom, Library and Computer Lab
  - o Cafeteria
  - o Gymnasium
  - o Kitchen
  - o Locker and Shower Room
  - o Outside Lunch Areas
  - o Office, Conference and Staff Room
  - o Restroom
  - o Shops and Art Room
  - o Sidewalks, Walkways, Ramps, Steps and Other Areas
  - o Auditorium and Theater
- Cleaning Procedures
  - o Cafeteria
  - o Classrooms, Libraries, Computer Labs and Reading Rooms
  - o Gymnasium
  - o Kitchen
  - o Locker and Shower Rooms
  - o Office, Conference and Staff Rooms
  - o Outside Lunch Areas
  - o Shops and Art Rooms
  - o Sidewalks, Walkways, Ramps and Other Outside Areas





## Glossary of Common Terms

**Cleaning Standards**

The expectation to upkeep the levels of cleanliness to maintain district facilities.

**Cleaning Procedures**

A list of sequential steps to clean a room, facility, or area.

**Cleaning Methods**

Specific techniques and materials used to accomplish a cleaning procedure.

**Free**

No appearance of.

**Reasonably Free**

There may be an insignificant amount of.

**Somewhat Free**

There may be a moderate amount of.

**Daily**

Scheduled cleaning to be completed on a daily cleaning assignment.



## Cleaning Standards

### Auditorium and Theater

After an auditorium or theater has been cleaned practicing the prescribed procedure, it should meet the following standards:

1. All trash cans to be emptied and liners should be clean and without tears.
2. The walls, doors, door frames, door glass, display cases, plate glass windows and mirrors should be reasonably free of dirt, marks, smudges, and graffiti.
3. The seating area, including the area under seats, should be free of dirt, dust, trash, stains, gum, and any debris.
4. Runners and other carpeted floor space should be free of dirt, dust, trash, stains, gum, and debris.
5. The floors should be free of dirt, dust, trash, stains, gum, and debris. They should be reasonably shiny.
6. The edges and corners of floors and carpets should be free of dirt build-up and debris.
7. The house seats should be free of graffiti and gum and reasonably free of dust.
8. Control rooms, dressing rooms, make-up rooms and all other supporting facilities within the same complex should meet the above standards.
9. All house, orchestra, wall work, hall, lobby, foyer, specialty and exit lights should be lit with all lamps illuminated. Lamps should be of proper and consistent wattage.
10. Stage and shop areas should be reasonably free of dirt, saw dust and debris recognizing that in many cases the equipment, staging and sets may make it nearly impossible to clean all areas.
11. Countertops outside of ticket booths should be free of dust and dirt. The ticket booth windows should be free of dirt, dust, smudges, and marks.
12. Entryways and thresholds should be free of dirt, stains, gum, and debris.



## Cleaning Standards

# Classroom, Library and Computer Lab

After a classroom, library or computer lab has been cleaned; practicing the prescribed procedure it should meet the following standards:

1. The pencil sharpeners should be empty.
2. All trash cans to be emptied and liners should be clean and without tears. The outside area of the wastepaper basket should be free of dirt, stains, and marks.
3. The countertops, sinks, faucets, and easily accessible surrounding areas should be reasonably shiny and free of water spots or stains.
4. The towel and soap dispensers should be reasonably full, with at least enough supply for the next school day. Dispenser should be free of dirt, dust, and marks.
5. All easily accessible horizontal surfaces should be reasonably dust free.
6. All accessible carpet and/or areas should be free of dirt and debris including corners and edges. Areas under roll-away cabinets and “clustered” student desks should be reasonably free of debris and dirt.
7. All floor surfaces should be free of chewing gum.
8. All floor surfaces should be free of spills and spots.
9. All carpets should be reasonably free of stains.
10. Doors, door frames, light switch plates, cabinets and areas around the pencil sharpeners should be free of dirt, and marks.
11. The whiteboard, whiteboard tray and track should be free of residue. If requested, the whiteboard should be free of writing and marks.
12. The thresholds and entry areas should be free of dirt, dust, and debris.
13. All air vents, grills and registers should be reasonably dust free.
14. All lights should be working. There should be no flickering lights.
15. The tops of student desks should be reasonably free of dirt and marks.
16. All lower, easily accessible windows and windowsills should be reasonably clean, free of dust, dirt, and insects.
17. High or difficult to reach areas should be reasonably free of dust.
18. If the area is too high to reach, contact your Custodial Supervisor to assess the work.



## Cleaning Standards

### Cafeteria

After a cafeteria has been cleaned, practicing the prescribed procedure, it should meet the following standards for cleanliness:

1. The trash cans should be empty, relined with new liners and free of stains, liquid, and debris inside and out.
2. Cafeteria tabletops should be free of food, liquid and debris. (The cleaning of tabletops may be performed by food service or noon duty aide employees.) The table frames should be reasonably free of dust, stains, and marks.
3. The walls should be free of food, liquid, stains, handprints and marks.
4. All accessible floor areas should be free of food, liquid, debris, and dirt.
5. Floors should be free of haze and mop stroke marks. There should be a reasonable shine to the floor.
6. The edges and corners of floors should be free of any dust, dirt or build up.
7. The drinking fountains, fixtures and surrounding wall area should be free of dust, dirt, stains marks and debris. Drinking fountains and fixtures should be reasonably shiny.
8. The stage floors, steps and handicap lift should be free of dirt, food, trash, debris, and liquid.
9. The doors, door frames, light switch plates and surrounding areas should be free of handprints, marks, and dirt.
10. The partitions and door glass should be free of handprints, marks, smudges, food and liquid.
11. All lights should be working. There should be no flickering lights.
12. All exit lights should be operational.
13. The thresholds and entry areas should be free of dirt, dust, and stains. There should not be any gum or build up in these areas.
14. Supply and return air conditioning vents should be reasonably dust free.





## Cleaning Standards

### Gymnasium

After a gymnasium has been cleaned, practicing the prescribed procedure, it should meet the following standards:

1. All trash cans should be emptied, and liners should be clean and without tears.
2. The walls, doors, door frames and door glass should be reasonably free of dirt, marks, smudges, and graffiti.
3. The floor under the folding bleachers should be somewhat free of trash, dirt, dust, stains, gum, and debris. There should not be large pieces of trash such as cups and cans.
4. The floors of permanent bleachers should be reasonably free of dust, dirt, stains, liquid, trash, debris, and gum.
5. Gymnasium floors should be free of dirt, dust, spills, stains, gum, marks, and debris.
6. Corners and edges of floors should be free of dirt, dust and debris.
7. Bleachers seats should be free of dust, graffiti, stains, and gum.
8. Exit lights should be lit with all lamps burning.
9. Entryways and thresholds should be free of dirt, debris, and stains.



## Cleaning Standards

### Kitchen

After a kitchen has been cleaned, practicing the prescribed procedure, it should meet the following standards for cleanliness:

1. All empty boxes and other disposable containers should be removed.
2. All trash cans should be empty, relined with new liners and free of stains, liquid, and debris, inside and out.
3. All accessible floor areas, including areas under equipment and rollways should be free of food, liquid, debris, and dirt. Floors should be free of haze and mop stroke marks. Floors should be reasonably shiny if composition allows.
4. The edges and corners of floors should be free of debris and build up.
5. The walls, doors, door frames and light switches should be free of food, liquid, stains, hand-prints, and marks.
6. The floor mats should be free of food and dirt.
7. The threshold and entryways should be free of dirt, debris, gum, stains, and build up.
8. All lights should be working. There should not be any flickering lights.
9. The floor drains should be free or reasonably free of debris and stains.
10. Supply and return air conditioning vents should be reasonably dust free.
11. The ceilings should be reasonably free of dust and stains.





## Cleaning Standards

### Locker and Shower Room

After a locker and shower room has been cleaned, practicing the prescribed procedure, it should meet the following standards:

1. Locker room air should be reasonably odor free.
2. Locker rooms should be well lit with light bulbs being of proper wattage and all lights illuminated.
3. All trash cans should be empty and the liners clean and without tears.
4. The outside area of all trash cans should be free of dirt, stains, and graffiti.
5. Tops of lockers should be reasonably dirt and dust free.
6. Locker fronts should be reasonably free of dirt, marks, stains, and graffiti.
7. Mirrors should be free of spots, stains, smears, smudges, and graffiti.
8. Benches should be free of dirt, stains, graffiti, and gum.
9. Partitions and walls should be free of dust, dirt, marks, stains, and graffiti.
10. Floors should be free of trash, dirt, clothing, towels, debris, stains, and gum.  
There should not be any debris or built up in edges and corners. Floors should not be sticky.
11. Shower areas should be free of trash, dirt, clothing, towels, debris, stains, and gum.  
There should not be any debris or build up in edges and corners. Floors should not be sticky.
12. The ceilings should be free of paper wads, stains, and other debris.
13. The exhaust vent grills shall be reasonably free of dust.
14. Windows/sills and doors glass shall be reasonably free of dirt, dust, marks, smears, smudges, and spots.
15. Doors, door frames and Light switch plates should be free of hand marks and dirt.



## Cleaning Standards

### Outside Lunch Areas

After an outside lunch area has been cleaned, practicing the prescribed procedure, it should meet the following standards:

1. All trash cans should be empty. The inside of the trash cans should be free of food and liquids. The outside of the trash cans should be reasonably free of stains, dirty, marks, and spots.
2. All trash cans should have new liners noting that liners may not be installed until just prior to use. If not in use trash cans should be stacked and stored.
3. The tabletops and benches should be reasonably free of dirt, food, gum, and liquids.
4. The concrete area should be free of food, liquid, trash, dirt, spills, grease, stains, gum, and debris.
5. The walls adjacent to the outside lunch area should be free of food, liquid, dirt, stains, gum, and grease.
6. There should not be any debris adjacent to the outside area leftover from sweeping or hosing down.



## Cleaning Standards

### Office, Conference and Staff Room

After an outside, conference or staff room has been cleaned, practicing the prescribed procedure, it should meet the following standards:

1. Trash cans, paper shredder receptacles and pencil sharpeners should be empty.
2. Trash cans liners should be clean and tear free.
3. Easily accessible tops of desks, shelves and other furnishings should be dust free. Difficult areas should be reasonably or somewhat dust free.
4. Telephones should be free of hand marks and oil.
5. Reception or service counter tops should be free of marks, handprints and dust.
6. Doors, door frames, door glass, partition glass and light switch plates should be free of handprints, dirt, and smudges.
7. Windowsills should be reasonably free of dust and debris.
8. All carpet and/or floor areas should be free of dust, dirt, debris, gum, and stains.
9. Air vents, grills and registers should be reasonably free of dust.
10. All lights should be in working order.
11. All drinking fountains and sinks should be free of dirt, debris, calcium spots, build up and disinfected.
12. Thresholds and entry areas should be free of dirt and dust.
13. Conference tables should be free of marks and smudges.
14. High or difficult to dust areas should be reasonably free of dirt and spots.
15. Accessible windows and window blinds should be reasonably free of dirt and spots.
16. Upholstered furniture should be free of dust and stains.



## Cleaning Standards

### Restrooms

After a restroom has been cleaned, practicing the prescribed procedure, it should meet the following standards:

1. Restroom air should be odor free.
2. Restroom lights should be in working order and well illuminated.
3. All trash receptacles should be and the liners clean and without tears. The interior and exterior of the trash can should be cleaned.
4. All sanitary napkin receptacles should be empty and relined.
5. Tops, sides, and undersides of sinks should be free of dirt, soap, stains, hair, and other debris.
6. Sinks should not have any disinfectant, detergent or cleanser residue. Sinks should shine. Age and condition of the sink must be considered when evaluating sinks.
7. Chrome sink faucets should be free of dirt, grease and lime or calcium deposits. Faucets should shine.
8. Toilets, toilet seats, bases, fronts, undersides, and flush valves should be free of dirt, grease, hair, urine, and feces. All ceramic and chrome should shine. Toilet seats should be in an upright position.
9. There should not be any waste or debris in the toilet bowl. There should not be any water rings or stains inside the toilet bowl or under the toilet rim. Age and condition of the toilet must be considered when evaluating toilets.
10. Urinal tops, sides, fronts, undersides, inner edges, and rims should be free of dirt, grease, hair, and urine stains. There should not be any trash or debris in the base of the urinal.
11. All soap, paper towel, toilet paper, toilet seat and sanitary napkin dispensers should be replenished to meet daily needs. All modesty panels, partitions, doors, and walls shall be free of dust, dirt, stains, and graffiti.
12. The ceilings shall be free of paper wads and other items.
13. The exhaust vent grills shall be reasonably free of dust.
14. The floor, including edges, corners, behind toilets and around partition standards should be free of dirt, gum, stains, smears, trash, and debris. Floor should not be sticky.
15. The thresholds and entryways shall be dirt and stain free.
16. The mirrors should be free of spots, smears, smudges and dirt.



## Cleaning Standards

### Shops and Art Room

After a shop or art room has been cleaned, practicing the prescribed procedure; it should meet the following standards:

1. All pencil sharpeners should be empty.
2. The trash cans should be empty, and the trash liners should be soil free. The liners should be without tears. The area of the trash cans should be free of dirt, grease, paint, and marks.
3. The sinks, faucets and easily accessible surrounding areas should be free of dirt, stains, grease, paint, and debris. Sinks and faucets should be reasonably shiny.
4. The towel and soap dispensers should be reasonably full, with at least enough supply for the next school day. Dispensers should be free of dirt, dust, prints, grease, paint, and marks.
5. All easily accessible horizontal surfaces should be reasonably dust free. It should be noted that students and teaching staff maintain shop equipment.
6. All accessible floor areas should be free of dirt, grease, paint, and debris, including the edges, corners and areas around desks, chairs, and benches.
7. All floor areas should be free of chewing gum.
8. All floor areas should be free of spills and spots.
9. Doors, door frames, light switch plates, cabinets and the area around the pencil sharpeners should be free of dirt, prints, marks, grease, and paint.
10. The whiteboard, whiteboard tray and track should be free of residue. If requested, the whiteboard should be free of writing and marks.
11. The thresholds and entryways should be free of dirt, dust, and debris.
12. All air vents, grills and registers should be reasonably free of dust.
13. All lights should be working. There should be no flickering lights.
14. All lower easily accessible window ledges should be free of dust, dirt, and dead insects.
15. All lower, easily reachable windows and windowsills should be reasonably clean.
16. High or difficult to reach areas should be somewhat dust free.





## Cleaning Standards

### Sidewalk, Walkways, Ramps, Steps, and Other Areas

After sidewalks, walkways, ramps, steps/stairs, and other outside areas have been cleaned, practicing the prescribed procedure, it should meet the following standards:

1. The above areas should be free of trash and debris.
2. The above areas should be reasonably free of gum.
3. The above areas should be reasonably free of stains and spills.
4. The edges and corners of buildings and raised walkways should be reasonably free of dirt, sand, dead grass, and debris.
5. The areas under open ramps should be free of trash and debris.
6. Areas adjacent to closed ramps should be free of trash and debris.
7. Steps should be free of trash and debris. Corners and edges of steps should be free of buildup.





## Cleaning Standards

# Auditorium and Theater

## Daily

1. Empty all trash cans and receptacles. Replace soiled or torn liners. The interior and exterior of the trash can should be soil free.
2. Clean doors, doorways and thresholds.
3. Vacuum floor mats and carpeted areas.
4. Sweep and mop areas around house seats and any tile area.
5. Remove stains and gum from carpet.
6. Clean all support facilities (i.e. dressing room, stage area, the pit, hallways storage, etc.) following the prescribed procedures.
7. Replace all non-illuminated lights.
8. Check for graffiti and remove.



## Cleaning Procedures

### Cafeteria

#### Daily (After Breakfast)

1. Empty all trash cans and reline.
2. Sweep the entire floor.
3. Spot mop, as necessary.

#### Daily (After Lunch)

1. Empty all trash cans.
2. Check and clean inside and outside of trash cans.
3. Reline trash cans.
4. Remove all trash and place it in the appropriate dumpster.
5. Fold tables, stack chairs and move as needed.
6. Sweep the floor.
7. Spot clean walls, doors, and windows.
8. Mop the floor.
9. Set up tables and chairs.
10. Check and clean table frames.



### Weekly

Replace light bulbs in the classrooms as required. Submit work order to Maintenance & Operations to change fluorescent bulbs IF they are over twelve feet high.

### Monthly

1. Clean air vents, grills, and registers.
2. Perform high dusting.

### Periodically

1. Wax floor.



## Cleaning Procedures

# Classrooms, Libraries, Computer Labs, and Reading Rooms

### Daily (After Breakfast)

1. Empty the pencil sharpeners.
2. Empty trash cans; the interior and exterior of the trash can should be soil free.
3. Replace soiled or torn liners.
4. Clean sink and surrounding area.
5. Check and replenish paper towel dispensers.
6. Check and replenish hand soap dispensers.
7. Spot clean doors, door frames, light switch plates and walls.
8. Vacuum carpets.
9. Dust mop floors.
10. Remove gum from floors.
11. Spot mop floors.
12. Clean doorway and thresholds.
13. Secure windows and doors.
14. Check work.

### Once a Week

1. Dust horizontal surfaces.
2. Vacuum window ledges if necessary.
3. Clean corners and edges of carpeted areas.
4. The whiteboard, whiteboard tray and track should be free of residue. If requested, the whiteboard should be free of writing and marks.

### Twice a Month

1. Apply approved furniture polish.
2. Perform high dusting.

### Periodically

1. Remove gum from carpet.
2. Remove stains and spots from carpet.



## Cleaning Procedures

### Gymnasium

#### Daily

1. Empty all trash cans and reline if liners are soiled or torn.
2. Clean floor area under bleachers.
3. Remove gum and shoe marks from gym floor.
4. Dust mop gym floor.
5. Clean doorways and thresholds.
6. Spot mop gym floor and area under bleachers.
7. Remove graffiti from walls, doors, and bleachers.
8. Clean drinking fountains.
9. Replace light bulbs as required. Submit a work order to Maintenance & Operations to change bulbs IF they are over twelve feet high.

### Kitchen

#### Daily

1. Empty trash cans and reline. The trash cans should be placed out of the way for cleaning of the floor, but not placed on counter tops.
2. Remove boxes and other recyclable items.
3. Transport and deposit trash in the appropriate dumpster.
4. Check and replenish hand soap and paper towel dispenser.
5. Sweep and mop entire floor.
6. Clean mats, remove and hose down.
7. Spot clean walls, doors, and windows.
8. Mop floor.
9. Clean adjacent support facilities as prescribed.
10. Replace burned out lights.
11. Check and clean floor drains.

#### Periodically

1. Scrub floors with floor machine.
2. Wash exterior snack bar windows.



## Cleaning Procedures

# Locker and Shower Rooms

## Daily

1. Empty all trash cans.
2. Check and clean inside and outside of trash cans.
3. Reline trash cans.
4. Dust the top of the locker bands.
5. Spot clean walls, doors, lockers, and windows.
6. Clean locker room mirrors.
7. Sweep the floor Remove gums.
8. Clean doorways and thresholds.
9. Clean adjacent restrooms and other facilities according to the prescribed procedure.
10. Hose down the entire floor if necessary and appropriate.
11. Mop the entire floor.
12. Squeegee excess water towards floor drains.
13. Replace burned out lights.

## Weekly

1. Check and clean exhaust vent grills.
2. Thoroughly hose the entire floor.
3. Scrub shower area walls and fixtures.
4. Perform high dusting.

## Periodically

1. Scrub floor with a floor machine.





## Cleaning Procedures

# Office, Conference and Staff Rooms

### Daily

1. Empty pencil sharpeners, trash can and paper shredder receptacles.
2. Replace trash can and paper shredder liners if torn. The interior and exterior of the trash can should be soil free.
3. Dust horizontal surfaces.
4. Clean telephones.
5. Clean reception and service counters.
6. Clean conference tables.
7. Spot clean doors, door frames, door glass, partition glass and light switch plates.
8. Spot clean lower windows.
9. Clean drinking fountains and sinks.
10. Clean carpeted areas.
11. Clean tile areas.
12. Clean doorways and thresholds.
13. Remove gum from floors.
14. Remove stains from carpets.
15. Replace burned out lights.



### Weekly

1. Dust under equipment and fixtures placed on horizontal surfaces.
2. Dust window ledges.
3. Clean under rollaway and easily movable furniture.
4. On drinking fountains, apply stainless steel polish if applicable.
5. Apply furniture polish to horizontal surfaces.
6. Perform high dusting.
7. Clean lower windows.
8. Mop floors.
9. Clean air vents, grills and registers.

### Monthly

1. Dust blinds.
2. Vacuum upholstery.

### Periodically

1. Scrub floor with a floor machine.





## Cleaning Procedures

### Outside Lunch Areas

1. With a spray bottle of water, spray dried paper wads, and use a broom to remove paper wads from walls and ceiling.
2. Dust vents, lights, and all horizontal surfaces.
3. Pick up or sweep debris from floors, toilets, sinks, and urinals and empty trash.
4. Using a microfiber rag and disinfectant spray, wipe all fixtures, partitions and any other areas that need to be cleaned and/or sanitized. Dry to avoid streaking.
5. Scrub sinks using a White Cleaning pad, or microfiber rag, and disinfectant. Scrubbing all surfaces, including edges under the sink, and pipe covers/sleeves.
6. Using the Johnny Mop and disinfectant, scrub toilets and urinals under the rim, water line, trap, and any other areas that may require cleaning.
7. Clean Mirrors with glass cleaning solution.
8. Remove graffiti to District standards.
9. Fill all dispensers as needed.
10. Wipe dry all chrome with a clean towel. Use stainless steel cleaner as needed.
11. Mop the floor with a wet mop and disinfectant. When mopping, mop the edges first, rinse the mop, then mop the remaining parts of the floor. Rinse mop as needed. If necessary, using Edging Brush, scrub corners and grout areas free of mineral deposits, stains, and scum buildup. Pour out the dirty solution into the toilet of the following restroom or into the closet sink. Inspect and deep clean if necessary, as indicated below.
12. When deep cleaning fixtures, make sure that all mineral deposits, stains, and scum build-up is removed from fixtures and caulking. Also, clean drain traps and under fixture plumbing.



## Cleaning Procedures

### Shops and Art Rooms

#### Daily

1. Empty pencil sharpeners.
2. Empty trashcan and reline.
3. Check and clean inside and outside of trash cans.
4. Sweep the floor and remove gum.
5. Clean doorways and thresholds.
6. Clean drinking fountains and sinks and the surrounding area.
7. Replenish hand soap and paper towels.
8. Clean hand soap and paper towel dispensers.
9. Spot clean walls, doors, door frames, cabinets, and switch plates.
10. Clean adjacent support facilities as prescribed.
11. Spot mop floor.
12. Replace burned out lights.
13. Spot clean lower windows.



#### Weekly

1. Dust horizontal surfaces.
2. Clean air vents, grills and registers.
3. The whiteboard, whiteboard tray and track should be free of residue. If requested, the whiteboard should be free of writing and marks.
4. Dust window ledges.
5. Clean lower windows.
6. Mop the entire floor.



#### Monthly

1. Perform high dusting.



## Cleaning Procedures

# Sidewalks, Walkaways, Ramps and Other Outside Area

### Daily

1. Check and spot sweep areas indicated above.
2. Remove trash and debris.
3. Remove piles of dirt left from the wind.
4. Remove gum.
5. Check for and clean significant stains and spills.
6. Sweep steps.
7. Clean areas specifically indicated on the workload sheets.



### Weekly

1. Sweep all areas indicated above.
2. Sweep out edges, corners, and seams.



### Monthly

1. Hose down indicated areas as needed.
2. Remove excessive water.



# **Other Cleaning Methods**

## Other Cleaning Methods

- Trash
- Sinks
- Cleaning and Dusting
- Cafeterias
- Gymnasiums
- Floor Maintenance



## Trash

Below are details on emptying trash:

### Emptying Pencil Sharpeners

1. **Daily**, empty all pencil sharpeners when emptying the trash can in the same room.
2. Hold the pencil shavings receptacle deep into the trash can and empty its contents.
  - a. The use of this method keeps shavings from flying about the room or getting into the custodian's eyes.

### Emptying Trash Cans

1. **Daily**, empty all trash cans into a large enough liner. Use caution and good lifting practices.
  - a. Test the weight of the trash can. The size of the trash can be deceiving. The small receptacle can hold over 50 pounds of paper, books, or other material.
2. Use this large liner to empty trash from all other assigned areas.
3. Check trash can liners for tears or soil and replace them if they appear to be in poor condition.
4. The trash can should be checked for soil or liquid, inside and out, and wiped clean with a rag dampened with a disinfectant solution. Damaged trash cans should be replaced.

### Trash Can Liner Replacement

1. Open the new liner and tie a knot on its top so the liner will fit snugly around the top of the trash can.
2. When placing the new liner into the trash can, allow air to escape so the liner forms to the sides and bottom of the trash can.





## Trash - cont.

### Emptying Large Trash Cans

1. **Daily**, empty all large trash cans. Use caution and good lifting practices.
  - a. Test the weight of the large trash cans. A large trash can hold over two hundred pounds of paper, books, or other material. Get help if necessary.
2. Check trash can liners for tears or soil and replace them if in poor conditions.
3. Trash can liners used in cafeterias, outside lunch areas or other areas where liquids are used must be changed daily.
4. Liners full of trash can be pulled from trash cans and tied off by grasping opposing sections of the top edge of the liner and tying the section together twice.
5. Trash cans should be checked for soil or liquid inside and out and wiped clean with a rag dampened with a disinfectant solution if excessive liner leakage has occurred and the inside of the trash can have been soiled. Damaged trash cans should be replaced.

### Large Trash Can Liner Replacement

1. Open the new liner and tie a knot on its top so the liner will fit snugly around the top of the trash can.
2. When placing the new liner into the trash can, allow the air to escape so the liner forms to the sides and bottom of the trash can.

### Transporting Trash from Cafeteria, Kitchen, or Outside Lunch Area to the Dumpster



1. To prevent leaking trash liners from staining sidewalks and other surfaces, the custodian should use the tilt truck. It should be inspected and cleaned if leaks have occurred.



## Trash - cont.

### Clean Large Trash Cans of Excessive Soil

Most school sites have a trash can cleaning device called a barrel washer. The barrel washer is a unit that sprays high temperature water into a large trash can at very high pressure thus cleaning all liquid and debris from the trash can.

**To use a barrel washer:**

1. Turn the empty trash can upside down and center it over the barrel washer nozzle.
2. Holding pressure on the bottom of the trash can, turn on the hot water valve to full pressure.
3. Hold the trash can in this position for 30 seconds.
4. Turn off the hot water valve, but do not remove the trash can until it has been determined that the water has completely stopped.
  - a. Remember, this is high temperature, high pressure water being used.
5. When the hot water has stopped flowing, remove the trash can.
6. Tilt the trash can upside down on a curb or similar object until dry.



## Sinks

Ensuring sinks are checked and cleaned daily is a necessity. See below for additional on best practices for cleaning sinks, surrounding areas, and other parts of the restrooms.

### Cleaning Sinks and Surrounding Areas

#### Daily

1. Using a scrub sponge and a pail of disinfectant solution, scrub all surfaces of the sink including the faucets.
2. If tough stains are encountered, use a small amount of cleanser to remove the stain.
  - a. Dried glue can be removed with a putty knife.
3. Rinse all cleanser thoroughly.
4. Dry with a clean rag.
5. Using the wet sponge or rag, wipe all counter areas adjacent to the sink to clean up anything that may have been splashed. Also wipe the splash board behind the sink.
6. With the wet sponge or rag, wipe off the soap and paper towel dispenser to remove all dirt and finger marks.

#### Monthly

1. It will be necessary to use calcium cleaner on the porcelain sink and the chrome faucets to prevent calcium build up and keep the sink shiny.
2. Always thoroughly rinse all acid bowls cleaner from fixtures.
3. Dry with a clean rag.



## Check and Replenish Paper Towel Dispensers

1. **Daily**, unlock and open paper towel dispensers to determine if there are enough paper towels for the next day's usage.
2. Dispensers less than half full or empty will need to be replenished.
3. If the dispenser is empty, simply fill it by holding the paper towel pack in one hand, removing the outer wrapper with the other place the unwrapped pack of towels in the dispenser while sliding the first sheet of towels through the dispenser slot.
4. If the dispenser still has paper towels in it, slip the bottom first sheet of the pack in the dispenser. This will allow for continuous dispensing.

## Check and Replenish Hand Soap Dispensers

**Daily**, soap dispensers will need to be opened and checked for levels.

Three different types of soap dispensers are used - boraxo powdered soap, bulk liquid soap and cartridge liquid soap.

1. Boraxo powdered soap dispensers are usually opened using a key.
  - a. Open the dispenser to determine if it needs to be refilled.
  - b. If it is less than half full, it must be refilled.
  - c. Pour the soap from the box to the dispenser until full and close and re-lock the dispenser.
2. Cartridge liquid soap dispensers come in two different types: plastoc and stainless steel.
  - a. The plastic dispenser opens by reaching up through the bottom of the dispenser with a finger and pushing up on the area that a finger comes with the other hand, pulling it and opening the front.
  - b. The stainless-steel dispensers open using a key.
3. If there appears to be enough liquid soap in the cartridge bag for the next day's usage, replacement is not necessary.
4. Should the cartridge need replacement, simply pull the cartridge box and nozzle from the dispenser and install a new one.
5. Installation of a new cartridge is accomplished by first opening the cartridge box at the perforated opening and locating the dispensing nozzle.
6. Place the cartridge in the dispenser and insert the nozzle in the nozzle holder. It should be felt when the nozzle "clicks" into position. This will indicate that the nozzle has been installed properly, otherwise the soap will not dispense properly.



## Cleaning and Dusting

Additional cleaning and maintenance will be necessary. Please see below for details on additional cleaning tasks.

### Spot Cleaning Doors, Door Frames, Light Switch Plates and Walls

1. **Daily**, using a scrub sponge and a bucket of disinfectant solution, wipe clean the door frames and light switch plates to remove any handprints, smudges, or marks.
2. Look around at the other wall to see if they need attention also. If so, wipe the areas clean.

### Dusting Horizontal Surfaces

1. **Twice a week**, dust should be removed from window ledges, counter tops, and furniture such as file cabinets, bookshelves, cabinets, and other furniture which have any horizontal surfaces.
2. Using a feather duster, damp rag or dust cloth, wipe these areas to remove all dust.

### Vacuuming Window Ledges

1. **As needed**, after the wind has blown and depending on the age and design of a school, it may be necessary to vacuum the window ledges and window tracks. To do this, use a small portable vacuum.
2. Use the brush attachment and use a back-and-forth motion until all dirt has been removed. Pay special attention to corners.

### Cleaning of Tables and Desktops

1. Table and desktops need to be monitored on a regular basis - a few tables and desktops can be cleaned every day to better maintain them.
2. Using a scrub sponge and a bucket of disinfectant solution, wipe the desktop clean.
3. If stubborn marks or stains are encountered, use the scrub side of the scrub sponge to remove it.
4. Glue or tape can be removed using a putty knife or razor scraper. Be careful when using either one of these tools so as not to gouge or scratch the surface.



## Cleaning and Dusting - cont.

### Application of Furniture Polish

1. **Twice a month**, to help keep top of furniture clean and dust free, apply furniture polish.
2. Furniture polish cannot be sprayed directly onto the furniture, because over spray onto the carpet or floor will cause a dangerously slippery condition.
3. Spray the amount of polish into a clean rag and apply to furniture.
4. Turn the cloth over a wipe area to shine.

### Wet Wiping Whiteboard and Trays

1. **Daily**, using a damp cloth, wipe the whiteboard trays, by removing and replacing whiteboard and erasers one at a time until the entire tray is clean. This task cannot be performed if the tray is heavily obstructed by books and other items.

### High Dusting

1. **Monthly**, it will be necessary to do some high dusting.
2. Using a high dusting tool, dust areas such as high windows ledges, clocks, hanging lights and top of cabinets or high corners where spider webs might be.
3. Always perform this task before cleaning the rest of the room.

### Dust Mopping Floors-Obstructed and Unobstructed Areas

1. **Daily**, floors will have to be cleaned using a dust mop.
2. Use a broom to remove dirt and debris from corners, pushing to an area to be picked up by the dust mop.
3. From the far corner of the room, move up and down the rows of desks to remove dirt and dust.
4. At the front of the room, it will be necessary to lightly shake the dust mop to remove dirt that has been picked up.
5. Student chairs and one side of student desks can be lifted for easy access to the floor.
6. Desks and chairs need to be straightened into a position as the floor is cleaned.
7. When dust mopping unobstructed areas, starting from the corner of the room farthest from the door, floors can be cleaned using the back-and-forth motion, overlapping each stroke and working towards the door.
8. Dust-mop all dirt and debris into a pile and pick up and dispose of by using a broom, dustpan, or lobby pan. The doorway and the threshold should be cleaned at this time.





## Cleaning and Dusting - cont.

### Cleaning Doorways and Thresholds

Clean doorways and thresholds are vital to the overall clean appearance to a room or building. Improperly cleaned or ignored, these areas can give a bad impression of how the rest of the building may look.

1. Doorways and thresholds of a given room are to be cleaned as part of the daily cleaning of that room.
2. Using an upright or corn broom, sweep dirt and debris away from edges and corners of the entry.
3. Sweep the threshold out at the same time. This can be accomplished using a broom.
4. Sweep all dirt and debris into a pile and pick up using a broom, dustpan, or lobby pan.
5. Sometimes, the deeply grooved thresholds can be a little more difficult to clean. It may be necessary to use a hand scrub brush and an all-purpose cleaner to clean these from time to time.
6. Gum may also be encountered and should be removed using a putty knife. The result is worth the effort, for it can only enhance the job done in the rest of the room.

### Removing Gum from Floors, Sidewalk and Other Surfaces

1. **Daily**, using a putty knife or scraper, lightly scrape gum from the floor, sidewalk or other surface as the area is being dust mopped or swept.
2. Gum can also be removed from tables, chairs and benches with a putty knife or scraper.
3. Always use caution when using a putty knife or scraper. Scrape away from the body not towards the body. This will prevent injury, as these tools can be very sharp.
4. You may also use a Hotsy, pressure washer, or a Dr. gum machine if available.

### Spot Mopping Floors

1. **Daily**, using a neutral floor cleaning solution and water in a mop bucket, spot mopping floors removing any spots, spills, or stains.
2. Move up and down aisles of decks and mop areas as needed until clean.



## Cleaning and Dusting - cont.

### Vacuuming Carpets

1. Before vacuuming, each day the vacuum cleaner should be inspected for safety or maintenance concerns.
  - a. Check the cord for cuts or frays.
  - b. Check the plug for loose or missing prongs.
  - c. Check the brush, bag, fan, and fan shroud for excessive wear or breakage.
  - d. Replace parts, as necessary. Electrical parts such as cords, plugs, switches, or motors are to be reported to a supervisor. The custodian should not attempt to replace these parts themselves.
2. It is not always necessary to vacuum every square inch of carpet in a room, but it is important to vacuum high traffic areas, pathways and areas under desks and tables.
3. Commercial vacuums are designed to allow the operator to move at a moderate pace, covering large areas of carpet in a short period of time. If sand or damp grass is encountered, several motions over the same area with the vacuum cleaner may be necessary.
4. Do not vacuum over spills or wet carpet.
5. When vacuuming obstructed areas of carpet, start at the corner of the room farthest away from the door and work towards the door.
6. When vacuuming rows of combination students' desks/chairs, merely lift one side of the desk and vacuum underneath. Then move to the next desk.
  - a. After a row has been completed, move to the next row.
  - b. Follow this pattern until all rows are complete. Then vacuum the surrounding area and then the vacuuming job can be considered complete.
  - c. Remember to vacuum the area by the doorway where most dirt and debris build up.
7. In classrooms where the students' desks are in a "cluster," once a week it will be necessary to vacuum the area where the legs of the desk stand.
  - a. This can be accomplished by moving the entire cluster just a few inches to gain access to the carpet.
  - b. Since the desks are being moved only a few inches, it is not necessary to move them back. The move will not be noticed. Next time the desks need to be moved for cleaning, simply move them the other direction.
8. Do not allow the vacuum cleaner to become over full. Empty the bag often, over-filling the bag will decrease the efficiency of the vacuum cleaner and fatigue the user.



## Cleaning and Dusting - cont.

### Vacuuming Carpets

9. Unobstructed carpeted areas can be vacuumed by beginning in the corner farthest from the door. Using a back-and-forth motion, overlapping each stroke, work towards the doorway. Give special attention to the areas by the doorway where dirt and debris build up.
10. Vacuum bags must be emptied outdoors into a small liner. The liner should be tied off and disposed of in the dumpster.
11. When all vacuuming is complete:
  - a. Empty the bag.
  - b. Loosely roll up the cord.
  - c. Wipe off the machine and store it in the custodial cart in the custodial storage room.
12. Vacuum bags should be replaced weekly.

### Removing Gum from Carpets

1. **Daily**, if needed, chewing gum must be removed from carpeted areas prior to the regular vacuuming procedure.
2. Spray the approved product on the piece of gum for approximately 30 seconds.
3. This will freeze the gum so it can be broken up and vacuumed.
4. Use the putty knife to hit and scrape the gum until it breaks up.
5. Vacuum up removed gum particles during the regular vacuuming routine.
6. A Dr. Gum machine may be used if available.



## Cleaning and Dusting - cont.

### Removing Stains and Spots from Carpet

#### Small Stains

**Daily**, it may be necessary to remove stains from carpets. Small stains can be removed by using the following materials and techniques.

##### Materials

- ☒ All-purpose cleaner
- ☒ Water
- ☒ Thirty-two ounces plastic spray bottle
- ☒ Clean rags

##### Instructions

- i. Mix a solution, according to product label, in a spray bottle. Be sure to label secondary bottles properly.
- ii. Spray a liberal amount of the solution on the stain, but do not flood.
- iii. Allow the solution to sit on the stain for several minutes, allowing the chemical to do the job.
- iv. Using a clean rag, blot the area until the stain has been removed.

#### Large Stains

Large or stubborn stains can be removed using the following materials and techniques.

##### Material

- ☒ Gallon plastic bucket
- ☒ Hand scrub brush
- ☒ All-purpose cleaner
- ☒ Water
- ☒ Rags

##### Instructions

- i. Mix two ounces of all-purpose cleaner with one gallon of warm water in a bucket. Moisten the stain by dipping a clean rag into the solution and blotting the stain until moist. Do not over wet or flood.
- ii. Use a clean, dry rag to blot the area until most moisture has been removed.
- iii. Allow the area to air dry before use.
- iv. Clean and rinse the bucket and brush before storing.



## Cleaning and Dusting - cont.

### Mopping up spills

Caution must be used when mopping up spills.

1. All areas with spills must be posted with wet floor signs or blocked off to prevent people from walking through the spill.
2. In case of chemical spills, the safety data sheet for the particular chemical must be consulted. The safety data sheets can be found in all custodial rooms at each site. There also should be a copy of SDS in the main office of each school.
3. In the case of a major blood or other fluid spill, certain precautions must be adhered to in accordance with the regulations concerning blood borne pathogens. Only trained personnel can clean up a regulated body fluid spill.
4. A general spill can be mopped up by using a general-purpose mop and a solution of neutral floor cleaner and water in a mop drip bucket.
  - a. Begin by encircling the outside edges of the spill with a mop.
  - b. Wring out the mop and rinse the mop in the solution.
  - c. Encircle the spill again, wring out and rinse again.
  - d. Do this until the entire spill has been cleaned. Then, wring out the mop one last time.
  - e. Rinse and mop over the entire area again.
  - f. Do not remove wet floor signs until the floor is completely dry.
  - g. Clean and store the mop, mop bucket and wringer.

### Commonly Use Personal Protective Equipment (P.P.E.)

- Skin protection (e.g. protective clothing, long pants)
- Respiratory protective equipment (e.g. mask)
- Eye protection (e.g. goggles) (RPE)
- Head protection (e.g. safety helmets)
- Ear protection (e.g. earplugs)
- Foot protection (e.g. slip resistant shoe)
- Hand and arm protection (e.g. gloves)



## Safe Movement of Folding Cafeteria Tables

Extreme caution must be used when folding, up or down, and moving the cafeteria tables in our school. Only adults and preferably the custodian should move these large and heavy tables. Children should never be allowed to move the tables even with supervision. Injuries and even deaths have been attributed to children moving folding cafeteria tables.

1. When ready to fold a table, the custodian should face the side of the table where the foot lock is located.
2. Just prior to lifting the table, the foot lock must be pushed up.
3. Face the table squarely, grasp each section of the table's bench and squat next to the table as if lifting a heavy object.
4. When the table is in the upright position, make sure the upright locks are in place, so the table does not unfold.
5. Grasping the table by the same side as it was lifted from, the table can be guided to any place in the room.
6. Never push or pull a folding table from the side of the table.
7. The table could easily be pushed over. If for some reason a table gets out of control, let it fall. It is heavier than the average adult and it is very unlikely that the fall can be stopped, but very likely that injury will occur.
8. When moving folding cafeteria tables back into position, pull the table from the side, not from the flat table side.
9. Move into the approximate position needed.
10. From the locking side of the table, unlock the upright locks and pull the top of the table down until it is in place and the feet lock snaps into a new locking position.
11. The table can be maneuvered into the exact position needed for this point.



**Remember** – always use extreme caution when folding or moving folding cafeteria tables.





## Spot Cleaning Cafeteria Walls and Doors

1. Daily, it may be necessary to spot clean the cafeteria walls and doors to remove food, liquids, and marks.
2. Using a solution of two ounces of all-purpose cleaner mixed with one gallon of warm water and a scrub sponge, walk around the cafeteria checking for areas on doors or walls that may need attention.
3. Use the sponge to wipe off any food, liquids or stains that may be found. If stubborn stains are encountered, use the scrub side of the sponge to remove it. Use a clean dry rag to wipe dry the areas that have been scrubbed.

## Sweeping the Cafeteria Floor

A cafeteria must be thoroughly cleaned after a day's use. One of the tasks in the cleaning process is sweeping the floor.

1. Using a dust mop and beginning in one corner of the cafeteria, sweep trash, food, and debris in one direction making a path.
2. If gum is encountered, scrape it off the floor using a putty knife.
3. Move all debris towards a wall.
4. When the first path is complete, begin another path and continue to do this until all debris is along one wall.
5. Sweep the row of debris together until there is a pile.
6. Pick up the pile with a broom and dustpan, or lobby pan, and deposit it into a trash can.



## Mopping a Cafeteria Floor

1. **Daily**, it is necessary to mop the entire cafeteria floor. This will keep food deposits and dirt from building up and allowing the waxed floor to stay shiny.

### Materials:

- ☒ Mop bucket and handle
- ☒ Wringer
- ☒ Multi-purpose mop head
- ☒ Neutral floor cleaner or maintainer
- ☒ Wet floor signs

### Instructions:

- i. Position the wet floor signs near all entrances so that they may be easily read by someone entering the cafeteria.
- ii. Fill the bucket approximately  $\frac{3}{4}$  full of cold water and add neutral floor cleaner according to the product label. (If you use specific ounces and change products, the measurements may be inaccurate).
- iii. If using a proportioning unit to dispense the chemicals, select the neutral floor maintainer. Hold the dispensing hose in the bucket and fill the bucket approximately  $\frac{3}{4}$  full. Proportioning until units dispense water and chemical at the same time.
- iv. Place the wringer in the bucket and be sure there is a clean mop on the mop handle.
- v. Begin at the corner of the cafeteria opposite the door used for exiting after the mopping is complete.
- vi. Dip the mop into the mopping solution. Wring it out, but not too tightly. Leave it wet.
- vii. Begin to mop a path using an overlapping figure eight motion. Mop about a ten foot section.
- viii. Return to the mop bucket and dip the mop into the solution a couple of times.
- ix. Wring out the mop, this time wring it tighter and dryer.
- x. Mop over the same area that was just mopped.
- xi. When that section is complete, begin another 4'x10' section and repeat steps 7 through 11 until the floor has been mopped. Change mopping solution often depending on conditions.
- xii. Clean and store the mopping equipment according to the section on use and care or dust mops.
- xiii. Remove and store wet floor signs only after the entire floor has dried.



## Cleaning Kitchen Floors

1. **Daily**, it will be necessary to clean the kitchen floors.
2. The floor should be swept, removing all debris from the floor and under equipment. Remove floor mats prior to sweeping.
3. Next, if the surface of the floor is vinyl, tile, or linoleum, it must be mopped using a solution of all-purpose cleaner and water mixed in a mop bucket.
4. If the surface of the floor is concrete, painted or quarry tile, a solution of all-purpose cleaner and water mixed in a mop bucket.
5. Change the mopping solution often, depending on the conditions.
6. Always thoroughly rinse out the mop and mopping equipment. Return equipment to the storage area.

## Cleaning Kitchen – Floor Mats

1. **Daily**, kitchen floor mats should be cleaned along with the rest of the floor provided that water or liquid has not seeped under the mat. In this case, the mat would need to be removed, the floor dried, and the mat cleaned and dried.

**Weekly**, kitchen floor mats will need to be removed and cleaned outdoors.

### Materials:

- ☒ Mop bucket
- ☒ Deck brush or stiff broom
- ☒ All-purpose cleaner

### Instructions:

- i. Mix a solution of all-purpose cleaner to every gallon in the mop bucket.
- ii. Lay all kitchen floor mats in an open area outdoors.
- iii. Connect the water hose to hot or cold water.
- iv. Rinse the mats off using the water hose.
- v. Dip the deck brush or broom into the solution in the mop bucket and scrub the mats using a back-and-forth motion. Allow the solution to sit on the mat for a few minutes, then hose the mat off thoroughly, removing all soap, suds, and debris.
- vi. Repeat the process for the back side of each mat.
- vii. Repeat the process for each mat.
- viii. Allow mats to air dry.
- ix. Return mats to their original position in the kitchen.
- x. Clean, rinse and store all materials.



## Cleaning Kitchen – Floor Drains

1. **Daily**, kitchen floor drains must be checked.
2. Using a scrub sponge or scrub pad and a putty knife, remove all stains and debris from the floor drain.
3. Use a solution of disinfectant and water to wipe and residual from the drain.
4. Pour a solution of liquid enzyme and water into floor drains.

## Sweeping Sidewalk, Patios, Lunch Areas and Other Areas

1. Sidewalks can be swept using a medium bristle push broom of appropriate width and an angle or corn broom.
  - a. Use the angle or corn broom to sweep along the edges and corners of the building, sweeping the debris onto the open area of the sidewalk.
  - b. When this is complete, use the push broom to sweep the entire sidewalk using short strokes.
  - c. Sweep all debris into a pile and pick up using a broom and dustpan, or lobby pan.
  - d. Deposit debris in a trash can.
2. Patios and lunch areas can be swept in the same manner except it may be desirable to form several piles of debris rather than a single pile.
  - a. Large areas can be cleaned by sweeping a path in one direction until the path is complete, leaving the debris at the end of the path.
  - b. After that, start another path along the side of the completed one, but moving in the opposite direction.
  - c. Using this procedure, there will be two rows of debris at each end of the large area. Then the two rows are swept into two piles and discarded.
  - d. Remember, while sweeping, remove gum from these areas at the same time.
  - e. After an outside lunch area has been thoroughly swept, it should be hosed down.



## Cleaning Outside Lunch Areas

The entire area should be hosed down along with the tables and benches. It may be necessary to pick up any small debris that may have been hosed off the lunch area.

Occasionally it will be necessary to do a deeper cleaning job of this area:

1. Apply a solution of all-purpose cleaner (Follow label directions for product measurements) and water to the tabletops, benches and concrete area. Scrub any stubborn stains with a deck brush or stiff push broom.
2. Rinse the entire area thoroughly with water.

## Cleaning Gymnasium Floors

Gymnasium floors must be carefully cleaned to provide maximum life of the floor surface. The gymnasium floor is coated with a gym finish, which is very expensive to apply and will wear prematurely with improper care or abuse.

The best method for caring for gymnasium floors is as follows:

1. Using a dust mop, a piece of a white buffing pad and a putty knife, walk around the room and locate any heel marks or chewing gum.
2. With the dust mop, a piece of buffing pad and a putty knife, walk around the room and locate any heel marks or chewing gum.
  - a. If chewing gum is encountered, carefully scrap it up with the putty knife. Be careful not to gouge the floor with the edges of the putty knife. The loosened gum can be swept up when the floor is dust mopped.
  - b. To remove heel marks, first dust mop the area with the dust mop to remove any dirt or grit. Next place the piece of buffing pad and move your foot back and forth a few times until the mark has been removed. Continue this process on all the heel marks until they have been removed.
3. A dust mop will be used to clean the bulk of a gymnasium floor. Starting in one corner of the gym floor and continuing lengthwise push the dust mop at a medium pace. Midways across the gym floor, during the first pass, shake the dust mop out.
4. Proceed with the pass, leaving the shaken-out dirt and dust behind. When at the end of the pass of the gym floor, you will have two piles of dirt and dust.
5. Turning around, begin another pass with the dust mop in the opposite direction, but overlapping with the last pass by six inches.
6. Again, when the midway point has been reached, shake out the dust mop. By shaking the dust mop out after only a half of a pass, the dust mop will not be overloaded nor leave dirt and dust behind.



## Cleaning Gymnasium Floors - cont.

7. Complete all passes in this manner.
8. When finished with passes, there will be three lines of debris – one at the end of the gym, one in the middle of the gym and at the other end of the gym.
9. Using the dust mop, push each line of debris into a separate pile and pick up each pile with a broom and dustpan, or lobby pan.
10. Gym floors can be spot mopped or completely mopped with a solution of neutral floor cleaner and water or just clear warm water. Always use a clean mop and wring out the mop tightly to prevent over wetting of the floor.

**A gymnasium floor's worst enemy is excess water.**

11. Areas under the bleachers can be cleaned using the same method described above.

## Cleaning Bleacher Seating Surfaces

It is important that the seating surfaces of the gymnasium bleachers be kept clean.

1. **Weekly**, the seating surfaces of bleachers can be maintained with a solution of all-purpose cleaner and water. Using a rag or sponge, wipe all surface area of bleachers and dry with a clean dry rag.
2. If graffiti is encountered, a solution of all-purpose cleaner and water may be used. If the graffiti is paint, permanent marker and/or nail polish, you will have to notify the office to create a work order for the paint shop.





## Floor Maintenance

1. **Hosing Floors** - Always mop the entire locker room floor with a disinfectant solution after hosing down.

If heavy dirt and debris exists in a locker room, it may be more time efficient to use a water hose and high-pressure nozzle to hose the area rather than sweeping the area. This can be accomplished by starting at one end of the locker room and hosing the locker aisles though to a common area where there is a floor drain. After hosing the area, remove excess water with a floor squeegee or push broom.

### Materials and Equipment Needed

- ☒ All-purpose cleaner
- ☒ A couple of buckets
- ☒ A couple of wall mops
- ☒ A couple of wall mop frames
- ☒ A bundle of rags
- ☒ A couple of sponges
- ☒ A couple of green pads
- ☒ A staple remover

### b. Procedure

- i. Remove excess staples from wall.
- ii. Remove excess cobwebs and dust from ceilings with vacuum or dust mops.
- iii. Make cleaning solution to proper dilution ratio with warm water.
- iv. Begin at the top of one corner of the wall. Work your way across the wall and down about four square feet at a time, using a left to right motion. Try to prevent the cleaner from running down the wall.
- v. Wipe and dry excess cleaner and solution from the ceiling.
- vi. When cleaning the bottom half of the wall, the baseboard should be wiped clean and dried. If this procedure is followed, the wall should be free of cobwebs, dust, fingerprints, smudges, and the whole wall including the baseboard should appear bright and clean.
- vii. Clean all equipment and store.



## Floor Maintenance - cont.

### 2. Stripping Floors (tile)

When the floor is completely stripped, it should be clean of all marks, corners and edges including door frames should be clean of debris and wax buildup. They should be evenly free of wax build up and swirl marks from the floor machine

#### Materials and Equipment Needed

- ☒ Mop buckets
- ☒ Wet mops
- ☒ One push broom
- ☒ One wall mop frame and handle
- ☒ Green pads
- ☒ Razor blade and holder
- ☒ Putty knives
- ☒ One black stripping pad
- ☒ One wet vacuum
- ☒ One floor machine (23")
- ☒ Floor squeegee

#### Procedure

- i. Sweep floor thoroughly with the push broom.
- ii. Mix a stripping solution using proper dilution ratio.
- iii. Apply solution liberally to floor, but do not flood floor.
- iv. Allow solution to dwell according to manufacturer recommendations, keeping the area wet: then scrub with stripping pads.
- v. If baseboards have been previously waxed, scrub with the wall mop and green pad. Make sure baseboards are rinsed after scrubbing.
- vi. During the scrubbing, scrape all corners with putty knife or razor blade and scraper.
- vii. Use a putty knife to remove any gum or debris that is stuck to the floor.
- viii. When scrubbing off old wax and all baseboards, corners and edges have been cleaned, rinse the entire floor, and pick up dirty solution with wet vacuum.
- ix. After picking up the entire stripper, rinse the floor using the two mop buckets, starting with one and following behind with the other, until the floor is completely mopped twice. Always change water to ensure there is no stripping solution left behind.



## Floor Maintenance - cont.

- x. Allow floor to dry thoroughly.
- xi. Clean and store all of the equipment.
- xii. See methods on refinishing floors.

Always remember to place “WET FLOOR” signs out in the area where work is being performed. Remove “WET FLOOR” signs once the floor is dry.

### 3. Waxing Floors

#### Materials and Equipment Needed

- ☒ String cotton mop
- ☒ Dust mop
- ☒ Bucket and wringer used for waxing (only)
- ☒ Enough wax to complete job (be sure not to overuse)
- ☒ Floor fan (if needed) or box fan



#### Procedure (Asphalt Tile – old type tile)

- i. Dust mop the entire floor to be waxed. Ensure all corners and edges have been scraped and cleaned and no residue of old wax is left behind.
- ii. After the floor has been rinsed properly and dried, pour your wax into the wax applicator.
- iii. Place the microfiber waxing pad on the applicator.
- iv. Starting in one corner, the first coat begins by waxing the edges (every other coat should begin at least six inches away from any edge or structure and no more than twelve inches away); applying the wax in an even side-to-side motion covering as much area as the finish will allow. Once you have the area to ensure no part of the floor is missed. (Best results occur when the overlapping is done prior to the finish becoming too dry.)
- v. Allow the finish to dry for at least twenty to thirty minutes before applying each coat or finish.
- vi. Using a floor fan or box fan (pointed upwards to prevent the wax from rippling), allow the last coat to dry a full thirty minutes before entering the area.
- vii. Clean equipment and store in a safe place.
- viii. Put all furnishings back in order.
- ix. When properly waxed, floors should appear clean, no yellowing or wax build up visible, shiny, and edges and corners should be clean and free of old wax.



## Floor Maintenance - cont.

Always remember to place “WET FLOOR” signs out in the area where work is being performed. Remove “WET FLOOR” signs once the floor is dry.

### 4. Carpet Cleaning (Extraction)

#### Materials and Equipment Needed

- ☒ Carpet extraction machine
- ☒ Carpet extraction solution
- ☒ Vacuum
- ☒ Water

#### Procedure

- i. Prepare the room to be cleaned. Remove or arrange furniture to allow easy access around the area to be cleaned.
- ii. Remove gum and all large objects from the carpet. Vacuum entire area to be extracted.
- iii. Inspect all equipment.
- iv. Connect vacuum and water hose (one to the wand and the other to the recovery section of the machine itself).
- v. Mix your extraction solution according to the manufacturer's specifications. Pour the solution into the clean water holding tank. Also add defoamer solution into the recovery tank.
- vi. Turn on the pump and the vacuum switches.
- vii. Start in the one corner of the room and work towards the right. Engage the level on the wand and press firmly down on the wand and pull towards you.
- viii. Disengage and continue to pull the wand a couple of more inches to vacuum all the solution. Then return one more time over the wet area in an upward motion with just the vacuum operating to extract any missed moisture. After each pass, start the new pass overlapping 3 to 4 inches. Continue this until the entire carpeted area is cleaned.
- ix. Allow drying. You may leave exchanges on to allow air to circulate, but do not leave a/c units on, only fans. You may place floor fans in the area to allow for drying.
- x. Clean equipment and store.
- xi. When finished the carpet should appear clean, free of dirt, debris, spots, no streaks (usually caused by a malfunctioning extractor or improperly mixed solution).



## Floor Maintenance - cont.

### 5. Scrubbing and Waxing (Refinishing)

#### Materials and Equipment Needed

- ☒ Neutral or floor cleaning
- ☒ Mop buckets
- ☒ Two mops
- ☒ One dust mop
- ☒ One wet vac
- ☒ One floor machine
- ☒ One red pad

#### Procedure

- i. Sweep floor thoroughly.
- ii. Mix a solution of neutral cleaner, according to manufacturer's instructions and water into one of the mop buckets and fill the other with cold water only.
- iii. Apply solution to floor, do not flood.
- iv. Allow solution to dwell per manufacturer's recommendations.
- v. Scrub floor with floor machine and scrub pad in areas where needed or necessary.
- vi. Pick up the dirty solution with a wet and dry vacuum.
- vii. Rinse the floor with clean water, changing water frequently.
- viii. Clean baseboards with a damp rag.
- ix. Allow the floor to dry thoroughly.
- x. Apply finish or wax.
- xi. Clean and store equipment.
- xii. Always remember to place "WET FLOOR" signs out in the area where work is being performed. Remove "WET FLOOR" signs once the floor is dry.
- xiii. When finished, the floor should appear clean of all marks, smudges, clear, free of yellowing or wax build up, including edges and corners.
- ix. Do not place any cardboard boxes, or paper items, on newly waxed floors.



## Floor Maintenance - cont.

### 6. Removing Carpet Stains

#### Materials and Equipment Needed

- ☒ Bucket of warm water (1/2 full)
- ☒ One hand brush
- ☒ Bundle of cleaning rags
- ☒ All-purpose cleaner
- ☒ Spot cleaner

#### Spot clean Procedure

- i. First, identify, if possible, the source of the stain. If it is blood, vomit, or other body fluid, disinfect with a cleaner then go over the area with an all-purpose cleaner.
- ii. When spot cleaning is properly completed, the carpet area should be clear of the spot, and free of any odors or marks.
- iii. Using a microfiber towel, blot the stain area with warm water and cleaner until it is moist. Do not pour on the stain or flood the stain. Using a hand brush, work the stain out of the carpet. Use the Micro-fiber to absorb and dry the now cleaned area.
- iv. Clean and store all equipment.

#### Spot clean (Prep for Carpet Extraction)

- i. Vacuum carpeted areas first.
- ii. Spray the carpet with the pre-spot solution and allow to dwell per manufacturer recommendation.
- iii. Using a carpet brush or hand brush, scrub the stained area to loosen the soil from the carpet.
- iv. Extract the entire carpeted area.
- v. Allow carpet to dry.
- vi. Clean and store equipment.





## Floor Maintenance - cont.

### 7. Carpet Extraction

#### Materials and Equipment Needed

- ☒ Proper carpet extraction solution
- ☒ iCarpet spot remover
- ☒ Hand scrubbing brush
- ☒ Carpet Extractor

#### Procedure

1. Vacuum carpeted areas firstly.
2. Remove all spots or stains using spot remover.
3. Be sure the drain plug is closed before filling tank.
4. Fill the tank using cold water in the tank. Do not overfill the tank.
5. Begin cleaning the carpet. Continuously move from side to side and slowly move at a steady pace so all the carpet is cleaned.
6. Remove all soil and moisture using a carpet extractor with cold water in the tank and allow carpet to dry before reentering the room.
7. Clean and store equipment.

**Note:** A defoamer may be required in the extraction tank to allow all foaming to dissipate.



## Use and Care of Wet Mops

The basic purpose of the wet mop is to transfer liquid to and from floors. All other purposes are discouraged.

1. Soak a new mop in warm water for at least twenty minutes before use to remove excess oils and expel entrapped air to provide better absorbency.
2. Always rinse the mop and squeeze it dry.
3. The mop should be stored in a warm, dry area where air circulates freely.
4. The mop should be stored, hung with the yarn away from the wall, strands down.
5. Do not allow mops to come in contact with each other, with equipment or with walls.
6. If mop strands become loosened, they should be removed or cut off with scissors to prevent snagging and splattering.
7. **IMPORTANT** – In addition to rinsing the mop whenever the mop water is changed, the mop should be carefully washed periodically (daily, if possible).
8. The mops should be rinsed and stored before each weekend.
9. Do not store mops submerged in liquid for any period of time-this breaks down the mop and shortens its life span.



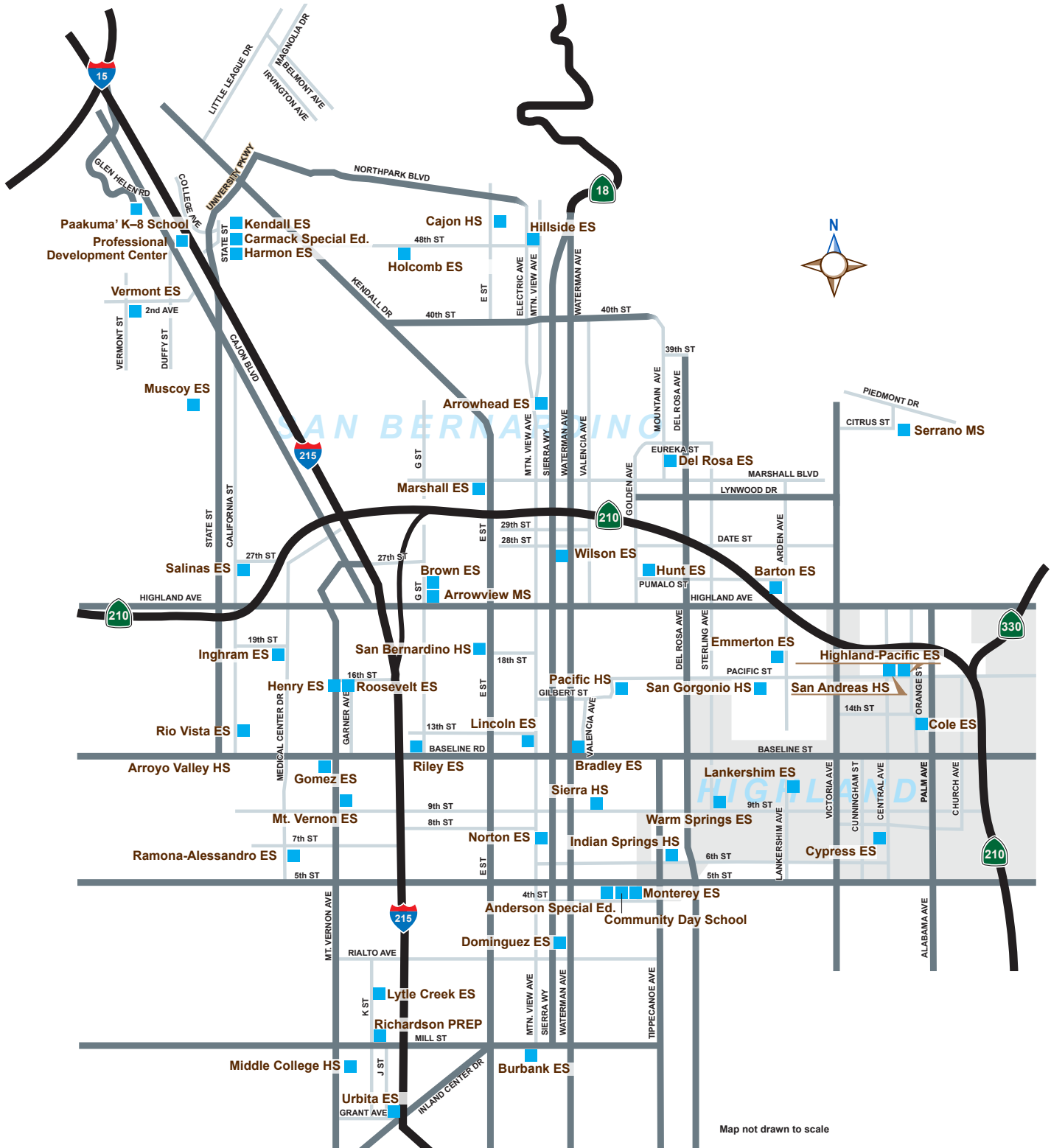
# **Glossary of Common Terms**

# Glossary of Common Terms

Cleaning Standards	The expectation to upkeep the levels of cleanliness to maintain district facilities.
Cleaning Procedures	A list of sequential steps to clean a room, facility, or area.
Cleaning Methods	Specific techniques, materials and used to accomplish a cleaning procedure.
Free	No appearance of.
Reasonably Free	There may be an insignificant amount of.
Somewhat Free	There may be a moderate amount of.
Daily	Scheduled cleaning to be completed on a daily cleaning assignment.



# Custodial Handbook



SAN BERNARDINO CITY  
UNIFIED SCHOOL DISTRICT  
*Making Hope Happen*