



REDLANDS UNIFIED SCHOOL DISTRICT

CUSTODIAL OPERATIONS DEPARTMENT

HANDBOOK FOR CUSTODIANS

Introduction

Custodians are a very important part of the educational system. The basic reason for having school custodians is to ensure clean, safe, attractive, efficient, and functioning facilities. If custodians execute their responsibilities faithfully, conscientiously and completely, the results will be most satisfying and rewarding. As a result, students and their teachers will gain full advantage of the academic and technical facilities that our school system offers; facilities where children can learn and teachers can teach. It is expected that custodians will become fully aware of and carry out their responsibilities in order that their part in the education system will be sound and effective.

This custodial handbook has been prepared to serve as a guide to custodians, principals and teachers alike as to the duties and responsibilities of the custodian. It's intent is to set a standard by which each custodians' performance may be judged. It is by no means an attempt to be the final answer and as we work together, certain improvements in techniques and methods may become apparent and will project revisions of this text.

REDLANDS UNIFIED SCHOOL DISTRICT
OPERATIONS DIVISION
CUSTODIAL DEPARTMENT

New & Substitute Custodian Orientation

Congratulations and welcome to the Redlands Unified School District Custodial Operations Department. We look forward to actively working with you in meeting our primary goal, the responsible care of District facilities.

The Custodial Department's main objective is to make our school facilities a clean and safe environment. By doing so we hope to promote better education. A clean and safe environment is more comfortable, thus making teaching and learning easier.

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

We encourage our custodians to become team players by becoming genuine staff members at their assigned site, not just the person who cleans up. Plug yourself in to what is happening at your assigned site. By staying tuned in to what is happening you will be able to better serve the needs of the teachers and, ultimately, the children.

Remember, our custodians are held in high regard here at Redlands USD. They are a very important part of the educational process. An elementary principal once said "My secretary is my right hand, and my custodian is my left. Without either one of them, I'm dead in the water."

Good Luck!

Joe Aceto,
Coordinator, Maintenance, Operations and Transportation (MOT)

How Does Subbing Work?

Substitute Custodians work only when regular custodians are off the job for illness or other related reasons.

Calling In



Day substitutes may be called upon to work by our office staff at any time, beginning at 6:00 in the morning. Please report to the assigned site as soon as possible. Usually, substitute custodians work a full 8 hour shift. Some assignments are 4 hours long.

You must be flexible. You will need to report to the site secretary to pick up a set of keys and daily task list prior to the start of the work shift. If you arrive and the site secretary is not there, a Maintenance employee will come to the site and open up and turn off the alarm for you.

Evening substitutes will be called at their homes by Maintenance & Operations office personnel at any time during the day. Evening substitutes work varied 8 hour shifts, starting from 12:30 pm and ending as late as 12:30 am, Monday thru Friday.

Expectations

When you applied for employment as a substitute employee, you implied that you are willing to accept work as it becomes available. Therefore, you are expected to be available and to answer your phone during the early morning hours as early as 6 am. Please be sure that the Service Center has your most recent contact information, including home and cell phone numbers. Failure to respond to Service Center attempts to contact you may jeopardize your future employment with Redlands USD.

Time Cards

Each school site has its own time clock. You will be responsible for clocking in and out. Under no circumstances are you to allow a fellow employee to clock in or out for you. The site secretary or office manager will send your time card to Maintenance and Operations and the information will be processed and sent to the Payroll Department at the District Office.

If you would like to keep track of each assignment worked, you may. If you receive your check and you disagree with the hours you have received, let Maintenance & Operations know immediately. Do not call the Payroll Department.

Desirable Characteristics of Custodial Personnel

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

1. The Redlands Unified School District 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. Gang attire will not be tolerated.
 - b. No inappropriate pictures, phrases or wording on clothing is allowed. No gang affiliated sports logos will be permitted.
 - c. Shorts must be knee length or longer. If you wear shorts, knee-high socks will not be permitted.
 - d. Pants must be worn above the buttocks. No exposed boxers will be allowed.
 - e. Baseball caps must be approved by the site administrator. No gang affiliated sports logos will be permitted.
 - f. Appropriate knee-length shorts will be permitted if you are working at the District Administration office.

3. Timeliness

4. Reliability and dependability

5. Diplomacy, courtesy and willingness to be obliging to visitors

6. Maturity, honesty and intelligence

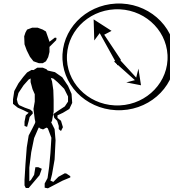
7. Ingenuity, initiative and diligence

8. Good character and friendliness

9. Exemplary personal habits

10. Willingness to follow directions to the best of his/her ability

11. Ability to communicate with his/her supervisors openly and professionally



The Custodian and his/her relationship with the School District

- We believe student success is the primary focus of all our efforts.
- We believe all people should act with integrity, perform at exemplary levels, and should be held accountable for results.
- We believe commitment from students, home, school, and community is vital to student success.
- We believe all students can and should learn and it is our responsibility to provide appropriate opportunities to facilitate that learning.
- We recognize that students learn in different ways and at different rates and we will provide for these differences.
- We believe that all people should be treated with dignity and respect.
- We believe all people have value and worth; we embrace diversity and cultural differences as an asset and strength.
- We believe that with the right attitude, achievement is unlimited.

GUIDELINES

A. STUDENTS

1. No custodian shall place hands upon a student.
2. No custodian has authority to direct or discipline a student in any way. He/she should take any complaints or reports to the principal of the school.
3. The custodian should be courteous to the children but avoid being overly friendly.

B. TEACHERS

1. The custodian should be courteous and impartial with all teachers, but should avoid over-friendliness. He/she should avoid undue conversation during the work period keeping in mind that others have work to do.
2. Teacher requests for extra help from the custodian should come through the principal's office only. This will save the custodian time and help keep their work organized and on schedule.
3. Likewise, the custodian should report dissatisfaction of room conditions to the principal.
4. Whenever possible, the custodian should be able to get into a classroom no later than twenty minutes after class has been dismissed. There are, of course, exceptions to this rule. (i.e. parent/teacher conferences, activities)

Public Relations

Any and all outside groups that wish to use school facilities are required to complete a "Facilities Request Form". Some school organizations are not required to complete the form but should schedule their program through the site administrator. All schools are required to keep a master calendar of all on-campus functions. Custodians should stay informed of all campus functions.

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.

The assigned custodian shall be responsible for verifying a group's authority to use the facilities, for making necessary arrangements to accommodate the meeting, for cleaning and returning the facilities to proper condition for school use, for reporting any changes or departures from Board regulations, and the performance of all services in a friendly and helpful manner. 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. 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 or a "Use of Facilities" and a copy of a fully executed permit has not been received by the custodian, he/she is to contact an administrator or the MOT Coordinator. The Coordinator will determine who has proper authority to use the facilities. Special attention should be given to the number expected to attend and the equipment needed for the function. All equipment, such as tables and chairs, should be in place prior to starting time.

Roles and Responsibilities of the **Maintenance & Operations Supervisor**

The Maintenance & Operations 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 Maintenance & Operations Supervisor are:

1. Planning the district custodial program
2. Helping to screen prospective custodial applicants
3. Pre-service orientation for newly employed custodians
4. In-service training for all custodians and counsel custodians as necessary
5. Ongoing spot inspections of plant facilities
6. Coordination of substitute custodian scheduling
7. Research and standardization of products and equipment utilized by the district
8. Maintenance of central custodial files
9. Coordination of custodial equipment pool to replace equipment being repaired
10. Updating of custodial handbook
11. Standardization of district custodial expectations
12. Time and motion studies and/or revisions to established time allotments
13. Recommendations for improvements in scheduling and/or cleaning

Joint Responsibilities of the **Principal and Maintenance & Operations Supervisor**

A. Responsible for the level of cleanliness of the school

1. The Principal (or designated administrator) is to insure that the school is maintained in an acceptable level of cleanliness throughout the school year.
2. The M&O Supervisor is available to provide assistance to the Principal in evaluating cleanliness and performance.
3. This level of cleanliness is determined by using the established standards outlined in this handbook.
4. The alternate day cleaning schedule must be recognized when evaluating custodial performance.

B. Evaluating Custodians

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

Custodian's Relationship with the Maintenance Department

Maintenance Department staff is responsible for all major repair and major maintenance of buildings and grounds.

Any need for the service of the Maintenance Department will be reported to the school principal's office when office personnel are available. During hours when office personnel are not on duty, the custodian will report emergency maintenance problems

to the maintenance office at (909) 307-5360. Emergencies occurring after hours will be reported to the on-call maintenance worker at (909) 376-4782.

It is critical to report graffiti as soon as it is discovered, so that it may be removed before students arrive for school. If graffiti is discovered in the evening, please call the above numbers so that it can be dealt with immediately. If you are unable to contact M&O personnel after hours, you will need to cover the graffiti by using Kilz, or similar paint blocker. Butcher paper may be used to cover large areas of graffiti.

Use of Personal Vehicles

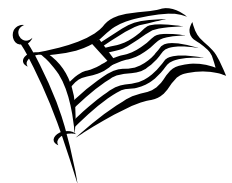


School district vehicles are to be used for school business only. District employees may be required to use school district vehicles when available. To operate a district or personal vehicle on district business, they must be authorized by the MOT Coordinator. If a district vehicle is not available, an employee may use his private vehicle for school business subject to prior approval by the site administrator or the MOT Coordinator. In such an event, the site administrator or MOT Coordinator will review the mileage incurred and submit a request for reimbursement through a "District Mileage Report" form to the Districts' Business Office. No such request shall be allowed without the signature of the site administrator or MOT Coordinator verifying that the vehicle was used for school business. In the event of such verification, the employee shall be reimbursed, upon request, at the approved IRS rate. Under no circumstances shall mileage reimbursement apply to travel between the employee's residence and his place of work; mileage reimbursement shall be strictly limited to use for authorized school business.

Flag Etiquette

The United States National Flag and the California State Flag should be displayed from the flagpole on the grounds every day from sunrise until sunset, but no later than 5:00 p.m. They should not be displayed on rainy days.

1. The custodian has the responsibility for the general care of the flags.
2. Care should be taken so that the flags are not soiled or damaged.



3. The custodian must always show respect and care in handling the flags. He/she should not allow the flags to touch the floor or ground or to brush against objects.
4. Hoist the flags briskly and lower the flags slowly.
5. When the flags are to be displayed at half-mast, the flags are first hoisted to the peak and then lowered to the half-mast position. Before lowering the flags for the day, they should be raised again to the peak and then lowered.
6. Store the flags in a safe place.
7. When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a public auditorium or meeting place, the flag should hold the position of superior prominence, in advance of the audience, and in the position of honor at the speaker's right as he faces the audience. Prior to the Flag Code changes in 1976, the display procedure was somewhat different. Now the staffed flag should always be placed to the right of the speaker (observer's left) without regard to a platform or floor level.
8. Damaged flags should be sent to the Service Center for proper disposal.

Emergency Control Valves and Switches

The custodian is to know the location of the emergency control valves listed below.

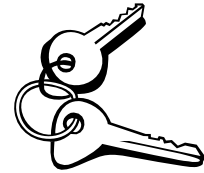
1. Know location of all gas cut-off valves.
2. Know location of all master electric power control switches.
3. Know location of all water cut-off valves.
4. Know where instructions regarding the necessary wrenches and tools to operate these cut-off valves may be found.



Care of Keys

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

1. Carry keys attached to clothing. If you need a key clip or "snap", submit a work order through the school office and one will be mailed to you.
2. Do not loan keys to anyone, especially not students.
3. Do not open doors for unauthorized persons.
4. Employees taking vacation should leave their keys with the principal.
5. Do not duplicate keys under any circumstances.
6. Report the loss or theft of keys immediately.
7. Night custodians are required to secure their keys in the school office at the end of each shift.



Reporting Accidents

1. Any accident must be reported immediately, no matter how insignificant it may seem at the time.
2. Report the accident to the principal or their designee if he/she is on campus.
3. Report all accidents or injuries to the District Workers Compensation Department at (909) 307-5300 ext. 6743.
4. Accidents involving damage to District property or the property of another person should be reported to the Maintenance & Operations Department at (909) 307-5360.



Fire Alarms and Extinguishers

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



1. Maintain the fire extinguishers in charged condition at all times and know their location in a room. They must be checked by the day lead custodian monthly and initialed on the attached card.
2. Maintain “break glass” stations by replacing broken glass immediately. Storing extra glass and glass doors is the responsibility of each custodian. 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

1. Clean custodial rooms 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 obeyed at all times.
 - a. 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 or notify Police. Try to extinguish the fire with the fire extinguisher by sweeping back and forth, beginning at the bottom of the fire and working up. .

Basic Classroom Cleaning Routine for Substitute Custodians

1. Empty pencil sharpeners into trash can.
2. Wipe out chalkboard trays into trashcan.
3. Empty trash can and replace liner (if soiled).
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, doorknobs and light switch plates,
8. Place chairs on desks if necessary for cleaning floor.
9. Pick up any large debris such as crayons, pencils or large pieces of paper.
10. Dust mop or vacuum floor.
11. Straighten furniture while cleaning floor.
12. Remove carpet stains and gum.
13. Spot mop hard floors as needed.
14. Empty vacuum bag regularly for better efficiency. Never operate a vacuum when the bag is more than $\frac{1}{2}$ full.
15. Recheck your work- secure any open windows.
16. Check for and replace burned out lights daily. Return spent tubes to their original box, not the trash dumpster. The Service Center will dispose of old lamps.
17. Finally, make sure all classroom doors are locked and secure.
18. Sweep outside entries, sidewalks and ramps.



A properly cleaned classroom will not have any foul odors.

When assigned to the same workload for more than 5 days, you must include the following in your routine.

- 1 Dust window ledges, countertops, bookcases, file cabinets and other furniture.
- 2 Thoroughly mop floors weekly.

UTILITY CART

Operating Procedures

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

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

OPERATING

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

PARKING

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

SAFETY GUIDELINES SPECIFIC TO UTILITY CARTS

Immediately remove the vehicle from service if there are signs of mechanical failure

Never charge using an ungrounded wall plug

Do not allow students to ride in or operate vehicle

Do not load or carry materials in such a way that vision is obscured in the direction of travel. Secure tools and material

Do not drive on public highways

Do not drive vehicle unless you are a qualified and trained operator

Keep all body parts inside vehicle while moving

Drive slowly when making a turn, especially if the ground is wet, slippery or driving on an incline

Drive only on level surfaces or on surfaces having an incline of no more than 5 or 6 degrees

Observe all traffic regulations and speed limits (15 mph max)
Slow down and sound the horn when approaching a corner or other blind intersection
Do not drive in hazardous areas unless the vehicle is approved and labeled for such operation Report any accident or vehicle problem to your supervisor
Do not exceed the load capacity of the vehicle
Do not allow passengers to ride on the back
Do not carry more than the maximum number of passengers allowed for the vehicle
Use side rails when transporting large loads
Use only approved tow bars and hitches for towing dumpsters or utility trailers
RECOMMENDED: chain and lock cart to a post or fence for added security

School Facilities Cleaning Standards, Procedures, & Methods



Glossary of Terms

Cleaning Standards:	The anticipated condition or expectation for a particular room, facility or area.
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 day according to workload schedule.

Chemicals

All District cleaning chemicals are standardized and are delivered thru a proportioning system.

Attach the quick connect fitting on the end of the hose to correct chemical for the job. Turn water on, the product will be delivered at the correct dilution ratio for the chemical selected.

- Super 60 Disinfectant; Used to disinfect all restroom surfaces, desk tops, table tops and any surface needing to be free of germs. Super 60 is also a glass cleaner.
- Super Shine; Is a neutral cleaner, used for wet mopping floors daily and light duty cleaning (most economical cleaner)
- Pre Condition; Is our Carpet cleaner. Use as a pre spray for cleaning carpets.
- Super Cleaner; Is a heavy duty cleaner/degreaser. Use on stubborn stains, for deep cleaning, and as a last resort cleaner. Do not use this product for daily wet mopping, as it will dull, soften and remove floor finish (wax).

Auditorium and Theatre Cleaning Standards

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

1. All trash cans emptied and liners should be clean and without tears.
2. The walls, doors, doorframes, door glass, display cases, plate glass windows and mirrors should be reasonably free of dirt, marks, smudges and graffiti.
3. The seating area, including area under seats, should be free of dirt, dust, trash, stains, gum and 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 floors of foyers or lobbies should shine as if recently waxed or buffed.
8. The house seats should be free of graffiti and gum and reasonably free of dust.
9. Control rooms, dressing rooms, make-up rooms and all other supporting facilities within the same complex should meet the above standards.
10. All house, orchestra, wall work, hall, lobby, foyer, specialty and exit lights should be lit with all lamps burning. Lamps should be of proper and consistent wattage.
11. 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.
12. Exterior counter tops outside of ticket booths should be free of dust and dirt. The ticket booth windows should be free of dirt, dust, smudges and marks.
13. Entryways and thresholds should be free of dirt, stains, gum and debris.

Classroom, Library, Computer Lab And Reading Room Cleaning Standards

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

1. The pencil sharpeners should be empty.
2. The wastepaper baskets should be empty and the trash liners should be soil free. The trash liners should be without tears. The outside area of the waste paper basket should be free of dirt, stains and marks.
3. The sinks, faucets and easily accessible surrounding areas should be reasonably shiny.
4. The towel and soap dispensers should be reasonably full. At least enough supply for the next school day. Dispensers 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 floor 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 areas should be free of spills and spots.
9. All carpets should be reasonably free of stains.
10. Doors, doorframes, light switch plates, cabinets and areas around the pencil sharpeners should be free of dirt, and marks.
11. The chalk tray should be free of chalk dust.
12. The thresholds and entry areas should be free of dirt, dust and debris.
13. All air intake and exhaust vents and registers should be reasonably dust free.
14. All lights should be working. There should be no flickering lights.
15. If requested, the chalkboard should be free of writing, chalk dust and hand prints.
16. The tops of student desks should be reasonably free of dirt and marks.
17. All lower, easily accessible windows should be reasonably clean.
18. Window ledges should be reasonably free of dust, dirt and dead insects.
19. High or difficult to reach areas should be reasonably free of dust.

Cafeteria Cleaning Standards

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, hand prints and marks.
4. All accessible floor areas should be free of food, liquid, debris and dirt. Floors should be free of haze and mop stroke marks. There should be a reasonable shine to the floor.
5. The edges and corners of floors should be free of any dust, dirt or build up.
6. 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.
7. The stage floors, steps and handicap lift should be free of dirt, food, trash, debris, and liquid.
8. The doors, door frames, switch plates and surrounding areas should be free of hand prints, marks and dirt.
9. The partitions and door glass should be free of hand prints, marks, smudges, food and liquid.
10. All lights should be working. There should be no flickering lights.
11. All exit lights should be operational.
12. 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.
13. Air intake and exhaust vents should be reasonably dust free.

Gymnasium Cleaning Standards

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, doorframes, 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. Bleacher 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

Kitchen Cleaning Standards

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, doorframes and light switches should be free of food, liquid, stains, handprints 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. The exhaust hoods should be somewhat free of dust and grease.
11. The exhaust filters should be reasonably dust and grease free.
12. The ceilings should be reasonably free of dust and stains.

Locker and Shower Room Cleaning 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 burning.
3. All trash cans should be empty and the liners clean and without tears.
4. The outside area of all trashcans 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 wall 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 build up in edges and corners. Floors should not be sticky.
11. Shower 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. Shower room floors, floor edges, corners and walls should be free of soap and calcium build up.
13. The ceilings should be free of paper wads, stains and other debris.
14. The exhaust vent grills shall be reasonably free of dust.
15. Lower windows and door glass shall be reasonably free of dirt, dust, marks, smears, smudges and spots.
16. Doors, doorframes and switch plates should be free of hand marks and dirt.

Outside Lunch Area Cleaning Standards

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.
3. The table tops 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.

Office, Conference and Staff Room Cleaning Standards

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

1. Wastebaskets, paper shredder receptacles and pencil sharpeners should be empty.
2. Wastebasket 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, hand prints and dust.
6. Doors, doorframes, door glass, partition glass and light switch plates should be free of hand prints, dirt and smudges.
7. Window ledges should be reasonably free of dust and debris.
8. Easily accessible carpet and/or floor areas should be free of dust, dirt and debris. Difficult areas should be reasonably or somewhat free of dust and dirt.
9. All carpet and/or floor areas should be free of dust, dirt, debris, gum and stains.
10. Air intake and exhaust vents or registers should be reasonably free of dust.
11. Magazines, books and informational pamphlets in waiting areas should be arranged in a neat and orderly fashion.
12. No lights should be burned out.
13. All drinking fountains and sinks should be free of dirt, debris, calcium spots or build up. Fixtures should shine.
14. Thresholds and entry areas should be free of dirt and dust.
15. Conference tables should be free of marks and smudges. Tops should shine.
16. High or difficult to dust areas should be reasonably or somewhat dust free.
17. Lower, easily accessible windows should be reasonably free of dirt and spots.
18. Window blinds should be reasonably dust free.
19. Upholstered furniture should be free of dust and stain.

Restroom Cleaning Standards

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

1. Restroom air should be odor free.
2. Restrooms should be well lit with light bulbs being of proper wattage and all bulbs burning.

3. All trash receptacles should be empty and the liners clean and without tears.
4. All sanitary napkin receptacles should be empty and relined.
5. The outside area of all trash and sanitary napkin receptacles should be free of dirt and stains.
6. Tops, sides and undersides of sinks should be free of dirt, soap, stains, hair and other debris.
7. 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.
8. Chrome sink faucets should be free of dirt, grease and lime or calcium deposits. Faucets should shine.
9. 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.
10. 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.
11. 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.
12. All soap, paper towel, toilet paper, toilet seat and sanitary napkin dispensers should be replenished to the maximum amount unless there have been previous instructions not to do so from a supervisor.
13. All modesty panels, partitions, doors and walls shall be free of dust, dirt, stains and graffiti.
14. The ceilings shall be free of paper wads and other items.
15. The exhaust vent grills shall be reasonably free of dust.
16. The floors, including edges, corners, behind toilets and around partition standards should be free of dirt, gum, stains, smears, trash and debris. Floors should not be sticky.
17. The thresholds and entryways shall be dirt and stain free.
18. The mirrors should be free of spots, smears, smudges and dirt.

Shops and Art Room Cleaning Standards

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 wastebaskets and trashcans should be empty and the trash liners should be soil free. The liners should be without tears. The area of wastebaskets and trashcans 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. 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 shop equipment is maintained by students and teaching staff.
6. All accessible floor areas should be free of dirt, dust, 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, doorframes, light switch plates, cabinets and the area around the pencil sharpeners should be free of dirt, prints, marks, grease and paint.
10. The chalk trays should be free of chalk dust.
11. The thresholds and entry ways should be free of dirt, dust and debris.
12. All air intake and exhaust vents and registers should be reasonably free of dust.
13. All lights should be working. There should be no flickering lights.
14. If requested or schedules, the chalkboard should be free of writing, chalk dust and hand prints.
15. All lower easily accessible window ledges should be free of dust, dirt and dead insects.
16. All lower, easily accessible windows should be reasonably clean.
17. High or difficult to reach areas should be somewhat dust free.

Sidewalks, Walkways, Ramps, Steps and Other Area Cleaning Standards

After sidewalks, walkways, ramps, steps 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 somewhat free of debris. Easily accessible areas under ramps should be free of paper and trash.
6. Area adjacent to closed ramps should be free of trash, dirt and debris.
7. Steps should be free of trash, dirt and debris. Corners and edges of steps should be free of build up.

It should be noted that although custodians are responsible for areas adjacent to their assigned buildings, these areas are restricted to 60" from the sidewalk or building. Asphalt or other areas of special concern outside the restrictions should be placed into the custodian's written workload schedule and not merely added to the daily duties.

Cleaning Procedures

Auditorium and Theaters Cleaning Procedures

Daily

1. Empty all trashcans and receptacles. Replace soiled or torn liners.
2. Sweep area around house seats and remove gum.
3. Dust mop and tile areas.
4. Clean doorways and thresholds.
5. Vacuum runners and surrounding carpeted areas.
6. Spot mop area around house seats and any tile area.
7. Remove stains and gum from carpet.
8. Dust mop or vacuum foyers or lobbies.
9. Spot mop tile areas of foyers or lobbies.
10. Clean all support facilities following the prescribed procedures.
11. Replace burned out lights.
12. Check house seats for graffiti and remove it.

Weekly

1. Dust house seats.
2. Buff tile foyers.

Cafeteria Cleaning Procedures

Daily (After Breakfast)

1. Empty all trash cans and reline.
2. Sweep 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. Transport and deposit trash in the appropriate dumpster.
5. Retract tables and move (Elementary and Middle Schools).
6. Stack chairs and move tables as needed (High Schools).
7. Sweep floor.
8. Spot clean walls, doors and windows.
9. Mop floor.
10. Replace tables.
11. Check and clean table frames.
12. Replace burned out lights.

Weekly

1. Buff the floor.

Monthly

1. Clean vents and registers.
2. Perform high dusting.

Periodically

1. Wax floor.

Classrooms, Libraries, Computer Labs and Reading Rooms Cleaning Procedures

Daily

1. Empty the pencil sharpeners.
2. Empty wastebaskets.
3. Replace liners if necessary.
4. Wet wipe chalk trays.
5. Clean sink and surrounding area.
6. Check and replenish paper towel dispensers.
7. Check and replenish hand soap dispensers.
8. Spot clean doors, door frames, light switch plates and walls.
9. Vacuum carpets.
10. Remove gum from carpet.
11. Remove stains and spots from carpet.
12. Dust mop floors.
13. Remove gum from floors.
14. Spot mop floors.
15. Clean doorway and thresholds.
16. Secure windows and doors.
17. Check work.

Twice a Week

1. Dust horizontal surfaces.

Once a Week

1. Dust horizontal surfaces.
2. Vacuum window ledges if necessary.
3. Clean corners and edges of carpeted areas.
4. Wash chalkboards.

Twice a Month

1. Apply furniture polish.
2. Mop floor.

Monthly

1. Use acid bowl cleaner on sinks and faucets.
2. Perform high dusting.

As Needed

1. Vacuum window ledges after windy conditions.

Gymnasium Cleaning Procedures

Daily

1. Empty all trashcans 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. Clean all support facilities following the prescribed procedures.
8. Remove graffiti from walls, doors and bleachers.
9. Clean drinking fountains.
10. Replace burned out lights that are assigned to the custodial department.

Weekly

1. Mop entire gym floor.
2. Clean the bleacher seating surfaces.

Kitchen Cleaning Procedures

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 dispensers.
5. Sweep floor.
6. Clean mats.
7. Spot clean walls, doors and windows.
8. Mop or hose floor.
9. Clean adjacent support facilities as prescribed.
10. Replace burned out lights.
11. Check and clean floor drains.

Weekly

1. Scrub floor mats.
2. Clean floor drains.
3. Clean hood filters.
4. Check and clean floor drains.

Periodically

1. Scrub floors with floor machine.
2. Clean hoods (Elementary and Middle Schools).
3. Wash snack bar windows.

Locker and Shower Rooms Cleaning Procedures

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 gum.
8. Clean doorways and thresholds.
9. Clean adjacent restrooms and other facilities according to the prescribed procedure.
10. Hose floor if necessary.
11. Mop 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 entire area.
3. Scrub shower area walls and fixtures.
4. Perform high dusting.

Periodically

1. Scrub floor with a floor machine.

Office, Conference and Staff Rooms Cleaning Procedures

Daily

1. Empty pencil sharpeners, wastebaskets and paper shredder receptacles.
2. Replace wastebasket and paper shredder liners if soiled or torn.
3. Dust horizontal surfaces.
4. Clean telephones.
5. Clean reception and service counters.
6. Clean conference tables.
7. Arrange magazines and pamphlets in an orderly fashion.
8. Spot clean doors, doorframes, door glass, partition glass and light switch plates.
9. Spot clean lower windows.
10. Clean drinking fountains and sinks.
11. Clean carpeted areas.
12. Clean tile areas.
13. Clean doorways and thresholds.
14. Remove gum from floors.
15. Remove stains from carpets.
16. Replace burned out lights.

Weekly

1. Dust under office equipment and fixtures placed on horizontal surfaces.
2. Dust window ledges.
3. Clean under rollaway and easily movable furniture.
4. Use acid bowl cleaner to clean 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.

Monthly

1. Dust blinds.
2. Vacuum upholstery.
3. Clean vents and registers.
4. Buff floors.

Periodically

1. Vacuum window ledges after a windy day.

Outside Lunch Areas Cleaning Procedures

Daily

1. Empty all trashcans.
2. Check and clean the inside and outside of all trashcans.
3. Reline trashcans.
4. Transport and deposit trash in the appropriate dumpster.
5. Sweep concrete area and remove gum.
6. Hose down tables and concrete area.
7. Pick up any left over debris.
8. Squeegee excess water away.

Bi-Monthly

1. Scrub table tops and concrete area.

Restroom Cleaning Procedures

Xtract-O-Mop Restroom Cleaning Procedures

1. Using the Pioneer Proportioner, fill the lower solution tank with Pioneer Super 60 PYM Foamer.
2. With the squeegee/brush tool and telescopic handle, remove paper wads from walls and ceiling.
3. Pick up or sweep debris from floors, toilets and urinals and empty trash.
4. Using Xtract-O-Mop Trigger Foamer/Sprayer, foam or spray Pioneer Super 60 on all fixtures, partitions and any other areas that need to be cleaned and/or sanitized.
5. Scrub sinks using Pioneer White Cleaning Sponge and rinse using Trigger Foamer Sprayer supplied with Super 60.
6. Using the Pioneer Scrub-A-Bowl, scrub toilets and urinals under the rim, water line, trap, and any other areas that may require cleaning. Rinse with Super 60 using Trigger/Foamer Sprayer.
7. Remove graffiti to District standards.
8. Inspect and deep clean if necessary as indicated below:
9. MONDAY: 1/3 of all fixtures (ex. Sinks)
10. TUESDAY: 1/3 of all fixtures (ex. Urinals)
11. WEDNESDAY: 1/3 of all fixtures (ex. Toilets)

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.

12. Thursday: Wall, partitions and ceilings

Insure all food, dirt and deposits are removed in more detail than daily cleaning.

13. Friday: Floors

If necessary, using Pioneer Edging Brush, scrub corners and grouted areas free of mineral deposits, stains, and scum buildup.

14. Fill all dispensers as needed.
15. Wipe dry all chrome with clean towel.
16. Clean mirrors.
17. Mop using Xtract-O-Mop wand working from the deepest point in the restroom towards the exit.
18. Pour out dirty solution into the toilet of the following restroom or into closet sink.
19. Flush out and rinse recovery tank and other tools if necessary.
20. Scrub floor with a floor machine.

Shops and Art Rooms Cleaning Procedures

Daily

1. Empty pencil sharpeners.
2. Empty trashcans and reline.
3. Check and clean inside and outside of trash cans.
4. Sweep floor and remove gum.
5. Clean doorways and thresholds.
6. Clean drinking fountains and sinks and 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 chalk trays.
11. Clean adjacent support facilities as prescribed.
12. Spot mop floor.
13. Replace burned out lights.
14. Spot clean lower windows.

Weekly

1. Dust horizontal surfaces.
2. Clean air vent grills.
3. Wash chalkboards.
4. Dust window ledges.
5. Clean lower windows.
6. Mop entire floor.

Monthly

1. Perform high dusting.

Sidewalks, Walkways, Ramps and Other Outside Area Cleaning Procedures

Daily

1. Check and sweep areas indicated above, including a 36" area of asphalt adjacent to the sidewalk or building.
2. Remove trash and debris.
3. Remove piles of dirt left from wind.
4. Remove gum.
5. Check for and clean significant stains and spills.
6. Sweep steps.
7. Clean areas specifically indicated on the workload sheet.

Weekly

1. Sweep all areas indicated above, including a 36" area of asphalt adjacent to sidewalk or building.
2. Sweep out edges, corners and seams.

Monthly

1. Hose down indicated areas as needed.
2. Remove excessive water.
3. Pick up any leftover debris.

Other Cleaning Methods

Emptying Pencil Sharpeners

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

Emptying Wastebaskets

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

Wastebasket Liner Replacement

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

Emptying Large Trash Cans

Daily, empty all large trashcans. Use caution and good lifting practices. Test the weight of the large trashcans. A large trash can hold over 200 pounds of paper, books or other materials. Get help if necessary. Check trash can liners for tears or soil and replace if in poor condition. Trashcan liners used in cafeterias, outside lunch areas or other areas where liquids are used must be changed daily. 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 sections together twice. 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 trashcans should be replaced.

Large Trash Can Liner Replacement

Open the new liner tie a knot on its top so the liner will fit snugly around the top of the trash can. 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

To prevent leaking trash liners from staining sidewalks and other surfaces, the custodian should use the tilt truck to transport this type of trash to the dumpster. After the tilt truck has been used, it should be inspected and cleaned if leaks have occurred.

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

Cleaning Sinks and Surrounding Areas

Daily, using a scrub sponge and a pail of disinfectant solution, scrub all surfaces of the sink including the faucets. If tough stains are encountered, use a small amount of cleanser to remove the stain. Dried glue can be removed with a putty knife. Rinse all cleanser thoroughly. Dry with a clean rag.

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.

With the wet sponge or rag, wipe off the soap and paper towel dispenser to remove all dirt and finger marks.

Monthly, it will be necessary to use an acid bowl cleaner on the porcelain sink and the chrome faucets to prevent calcium build up and keep the sink shiny. Always thoroughly rinse all acid bowls cleaner from fixtures. Dry with a clean rag.

Check and Replenish Paper Towel Dispensers

Daily, unlock and open paper towel dispenser to determine if there is enough paper towels for the next day's usage. Dispensers less than half full or empty will need to be replenished. 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 dispensing slot. 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 check for levels.

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

Boraxo powdered soap dispensers are usually opened using a key. Open the dispenser to determine if it needs to be refilled. If it is less than half full, it must be refilled. Pour the soap from the box to the dispenser until full and close and re-lock the dispenser.

Cartridge liquid soap dispensers come in two different types-plastic and stainless steel. 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. The stainless steel dispensers open using a key.

If there appears to be enough soap in the cartridge bag for the next days usage, replacement is not necessary. Should the cartridge need replacement simply pull the cartridge box and nozzle from the dispenser and install a new one. Installation of a new cartridge is accomplished by first opening the cartridge box at the perforated opening and locating the dispensing nozzle. 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.

Spot Cleaning Doors, Doorframes, Light Switch Plates and Walls

Daily, using a scrub sponge and a pail of disinfectant solution, wipe clean the doors, door frames and light switch plates to remove any hand prints smudges or marks. Look around at the other walls to see if they need attention also. If so, wipe these areas clean.

Dusting of Horizontal Surfaces

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. Using a feather duster, damp rag or dust cloth, wipe these areas to remove all dust.

Vacuuming Window Ledges

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. 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 Desk Tops

Table and desktops need to be monitored on a regular basis. A few table and desk tops should be cleaned every day to maintain them. Using a scrub sponge and a pail of disinfectant solution, wipe the desktop clean. If stubborn marks or stains are encountered, use the scrub side of the scrub sponge to remove it. 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.

Application of Furniture Polish

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

Wet Wiping Chalk Trays

Daily using a damp cloth, wipe the chalk trays, by removing and replacing chalk 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.

Washing Chalkboards

For best appearance, chalkboards should be washed once a week. A schedule will have to be worked out with the teachers in the assigned work area. Do not attempt to erase or wash a chalkboard without the prior approval of the teacher. Information removed may still be needed.

Cleaning Five or More Chalkboards

Materials:

- 2 gallon pail
- window squeegee
- small bundle of clean rags
- chalk board cleaning chemical

Instructions:

1. Pour chalkboard cleaning chemical full strength into the pail.
2. Remove all chalk, erasers and other items that may be on the chalk tray
3. Thoroughly erase the chalkboard using an eraser.
4. Remove chalk dust from the chalk tray with a cloth dampened with water.
5. Fold another rag into a neatly made large pad.
6. Dip the folded rag into the chalkboard cleaning mixture. Wring out enough to keep the rag very wet, but not dripping.
7. Wipe the board using left to right strokes, starting from one end and working to the other end until the entire board has been covered.
8. Use the squeegee to move all excess cleaner from the board into the chalk tray by using downward strokes.
9. Wipe and dry all edges of the board using a dry rag.
10. Wipe clean and dry the tray using a dry rag being very careful not to allow cleaner to drip on the floor. If cleaner does drip on the floor, wipe it up immediately using a dry rag.
11. Replace all chalk, erasers and other items on the chalk tray.
12. Clean and store equipment and materials.

Cleaning Fewer Than Five Chalkboards

Materials:

- 32 ounce plastic spray bottle
- window squeegee
- chalk board cleaning chemical
- clean rags

Instructions:

1. Fill the spray bottle with full strength chalkboard cleaning chemical. Replace sprayer.
2. Remove all chalk, erasers and other items that may be on chalk tray.
3. Thoroughly erase the chalkboard using an eraser.
4. Remove chalk dust from the chalk tray with a cloth dampened in water.
5. Liberally spray the chalkboard cleaner onto the chalkboard until completely covered. Be sure the sprayer is spraying onto the

- chalkboard and not atomizing the chemical into the air. Airborne chemicals can be irritating to the throat and lungs, but not hazardous.
6. Use squeegee to move all cleaner from the board and into the chalk tray by using downward stroke.
 7. Wipe and dry all edges of the board using a clean dry rag.
 8. Wipe clean and dry the chalk tray using a dry rag being careful not to allow the cleaner to drip on the floor. If the cleaner does drip on the floor, wipe it up immediately.
 9. Replace all chalk, erasers and other items on the chalk tray.
 10. Clean and store equipment and materials.

High Dusting

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

Dust Mopping Floors-Obstructed and Unobstructed Areas

Daily, floors will have to be cleaned using a dust mop. A 22" dust mop and a counter brush will be needed. Using the counter brush, remove dirt and debris from corners, pushing to an area to be picked up by the dust mop. From the far corner of the room, move up and down the rows of desks to remove dirt and dust. At the front of the room, it will be necessary to lightly shake the dust mop to remove dirt that has been picked up. Student chairs and one side of student desks can be lifted for easy access to the floor. Desks and chairs are straightened into a position as the floor is cleaned.

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.

Dust-mop all dirt and debris into a pile and pick up and dispose of by using a counter brush and dustpan. The doorway and the threshold can be cleaned at this time.

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.

Doorways and thresholds of a given room are to be cleaned as part of the daily cleaning of that room.

Using an upright or corn broom, sweep dirt and debris away from edges and corners of the entry. Sweep the threshold out at the same time. This can be accomplished using a counter brush. Sweep all dirt and debris into a pile and pick up using a counter brush

and dustpan. 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. Gum may also be encountered and should be removed using a putty knife. The end 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

Daily using a putty knife or scraper, lightly scrape gum from the floor, sidewalk or other surface as the area is being dust moped or swept.

Gum can also be removed from tables, chairs and benches with a putty knife or scraper.

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.

Spot Mopping Floors

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

Vacuumping Carpets

Before vacuuming, each day the vacuum cleaning should be inspected for safety or maintenance concerns. Check the cord for cuts or frays. Check the plug for loose or missing prongs. Check the brush, bag, belt, fan and fan shroud for excessive wear or breakage. Replace parts as necessary. Electrical parts such as cords, plugs, switches or motors are to be replaced by a supervisor or authorized repair person. The custodian should not attempt to replace these parts themselves. Contact a supervisor if electrical parts need replacing.

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.

Commercial upright and canister 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.

Do not vacuum over spills or wet carpet.

When vacuuming obstructed areas of carpet, start at the corner of the room farthest away from the door and work towards the door.

When vacuuming rows of combination students' desk/chairs, merely lift one side of the desk and vacuum underneath. Then move to the next desk. After a row has been completed, move to the next row. Follow this pattern until all rows are complete. Then vacuum the surrounding area and the vacuuming job is complete. Remember to vacuum the area by the doorway where most dirt and debris build up.

In classrooms where the student desks are in "cluster", once a week it will be necessary to vacuum the area where the legs of the desk stand. This can be accomplished by moving the entire cluster just a few inches to gain access to the carpet. 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.

Do not allow the vacuum cleaner to become over full. Empty the bag often. Over filling of the bag will decrease the efficiency of the vacuum cleaner and fatigue the user.

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 area by the doorway where dirt and debris build up.

Vacuum bags must be emptied outdoors into a small liner. The liner should be tied off and disposed of in the dumpster.

When all vacuuming is complete, empty the bag, loosely roll up the cord, wipe off the machine and store it in the custodial cart in the custodial storage room.

Cleaning of Corners and Edges of Carpeted Areas

Weekly, it will be necessary to clean areas of carpet the vacuum cleaner is unable to reach. Prior to vacuuming the carpet, use a counter brush, angle broom or toy broom to sweep the debris from these areas out onto an area that can be picked up during the regular vacuuming routine.

A small canister vacuum can be used for this purpose also.

Removing Gum from Carpets

Daily, if needed, chewing gum must be removed from carpeted areas prior to the regular vacuuming procedure. Spray the approved product on the piece of gum for approximately 30 seconds. This will freeze the gum so it can be broken up and vacuumed. Use the putty knife to hit and scrape the gum until it breaks up. Vacuum up removed gum particles during the regular vacuuming routine.

Removing Stains and Spots from Carpet

Daily, it may be necessary to remove stains from carpets.

Small Stains and Spots

Small stains can be removed by using the following materials and technique.

Materials:

all purpose cleaner
water
32 ounce plastic spray bottle
clean rags

Instructions:

1. Mix a solution using ½ ounce of all-purpose cleaner and 32 ounces of water in a spray bottle.
2. Spray a liberal amount of the solution on the stain, but do not flood.
3. Allow the solution to sit on the stain for several minutes, allowing the chemical to do the job.
4. Using a clean rag, blot the area until the stain has been removed.

Large or Stubborn Stains

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

Materials:

- gallon plastic pail
- hand scrub brush
- all purpose cleaner
- water
- rags

Technique:

1. Mix two ounces of all-purpose cleaner with one gallon of warm water in pail.
2. Moisten the stain by dipping a clean rag into the solution and blotting the stain until moist. Do not over wet or flood.
3. Use the hand scrub brush to work the stain until it has been removed.
4. Use a clean, dry rag to blot the area until most moisture has been removed.
5. Allow the area to air dry before use.
6. Clean and rinse the pail and brush before storing.

Mopping up Spills

Caution must be used when mopping up spills. All areas with spills must be posted with wet floor signs or blocked off to prevent people from walking through the spill.

In case of chemical spills, the material safety data sheet for the particular chemical must be consulted. The material safety data sheets can be found in the main custodial room at each site.

In the case of a major blood or other fluid spill, certain precautions must be adhered to in accordance to the regulations concerning blood borne pathogens. Only trained personnel can clean up a regulated body fluid spill.

A 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.

Begin by encircling the outside edges of the spill with a mop. Wring out the mop and rinse the mop in the solution. Encircle the spill again, wring out and rinse again. Do

this until the entire spill has been picked up. Then wring out the mop one last time. Rinse and mop over the entire area again. Do not remove wet floor signs until the floor is completely dry.

Clean and store the mop, mop bucket and wringer.

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.

When ready to fold a table, the custodian, should face the side of the table where the foot lock is located. Face the table squarely, grasp each section of the table's bench and squat next to the table as if lifting a heavy object. Just prior to lifting the table, the foot lock must be pushed with the toe of the shoe to unlock it. Then with legs and arms, lift the table with a firm push up. When the table is in the upright position, Make sure the upright locks are in place so the table does not unfold.

Grasping the table by the same side as it was lifted from, the table can be guided to any place in the room. Never push or pull a folding table from the side of the table. 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.

When moving folding cafeteria tables back into position, pull the table from the side, not from the flat table side. Move it into the approximate position needed. 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 new locking position. The table can be maneuvered into the exact position needed from this point.

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

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.

Using a 24" soft floor broom or, if preferred, a dust mop and beginning in one corner of the cafeteria, sweep trash, food and debris in one direction making about 48" path. If gum is encountered, scrape it off the floor using a putty knife. Move all debris towards a wall. When the first path is complete, begin another path and continue to do this until all debris is along one wall. Then sweep the row of debris together until there is a pile. Pick up the pile with a counter brush and dust pan and deposit it into a trash can.

Spot Cleaning Cafeteria Walls and Doors

Daily, it may be necessary to spot clean the cafeteria walls and doors in order to remove food, dried liquids and marks.

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.

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.

Mopping a Cafeteria Floor

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:

1. Position the wet floor signs near all entrances so that they may be easily read by someone entering the cafeteria.
2. Fill the bucket approximately $\frac{3}{4}$ full with cold water and add ten ounces of neutral floor cleaner.
3. 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 units dispense water and chemical all at the same time.
4. Place the wringer in the bucket and be sure there is a clean mop on the mop handle.
5. Begin at the corner of the cafeteria opposite the door used for exiting after the mopping is complete.
6. Dip the mop into the mopping solution. Wring it out, but not too tightly. Leave it wet.
7. Begin to mop a 48" path using an overlapping figure eight motion. Mop about a 10' section.
8. Return to the mop bucket and dip the mop into the solution a couple of times.
9. Wring out the mop, this time wring it tighter and dryer.

10. Mop over the same area that was just mopped.
11. When that section is complete, begin another 4' x 10' section and repeat steps 7 through 11 until entire floor has been mopped. Change mopping solution often depending on conditions.
12. Clean and store the mopping equipment according to the section on use and care of dust mops.
13. Remove and store wet floor signs only after the entire floor has dried.

Cleaning Kitchen Floors

Daily, it will be necessary to clean the kitchen floor.

In elementary or middle school kitchens, the floors should be swept, removing all debris from floor and under equipment. Remove floor mats prior to sweeping.

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 should be used.

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.

Change the mopping solution often, depending on the conditions.

Always thoroughly rinse out the mop and mopping equipment. Return equipment to the storage area.

In the high school kitchens, cleaning the floor with the method described above can be used, but depending on the type of floor and the amount of debris on the floor, a method of hosing the floor is acceptable.

Before hosing a kitchen, be sure all electric wall and floor receptacles are turned off.

Using a water hose and hot water, hose the entire floor starting from one corner of the kitchen and working toward the kitchen's exit. When hosing is complete, clean floor drains of debris and use a floor squeegee to move excess water towards the floor drains. Wipe off any water that may have been splashed on walls or equipment.

Caution must be used when hosing kitchens so the electrical equipment is not damaged by water.

When the floor is dry, return the floor mats to their original positions and turn all electric wall and floor receptacles back on.

Cleaning Kitchen – Floor Mats

Daily, kitchen floor mats can 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:

- 50' length hose
- hose nozzle

- mop bucket
- deck brush or stiff broom
- all purpose cleaner

Instructions:

1. Mix a solution of four ounces of all-purpose cleaner to every gallon in the mop bucket.
2. Lay all kitchen floor mats in an open area outdoors.
3. Connect the water hose to hot or cold water.
4. Rinse the mats off using the water hose.
5. 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.
6. Repeat the process for the back side of each mat.
7. Repeat the process for each mat.
8. Allow mats to air dry.
9. Return mats to their original position in the kitchen
10. Clean, rinse and store all materials.

Cleaning Kitchen – Floor Drains

Kitchen floor drains must be checked often, sometimes daily, but at least once a week.

Using a scrub sponge or scrub pad and a putty knife, remove all stains and debris from the floor drain. Use a solution of disinfectant and water to wipe and residual from the drain.

Pour a solution of liquid enzyme and water.

Occasionally, acid bowl cleaner may be used on floor drain surfaces to keep calcium from building up. Rinse all acid bowls cleaner from the drain after use.

Cleaning Kitchen Hoods and Filters

Kitchen hoods and filters must be cleaned according to volume of production in the kitchen.

Elementary school kitchen hoods and filters need cleaning only once a year.

Middle school kitchen hoods should be cleaned no less than twice a year. Filters should be cleaned once a week.

High school kitchen hoods require cleaning three times a year except hoods over the deep fryer. They require almost weekly cleaning. All filters in the high school kitchens should be cleaned once a week along with the grease cups.

Weekly cleaning of hood filters should be accomplished by having kitchen staff employees run the filters through the dishwasher in the kitchen.

Another method of cleaning filters is to soak them in a large container such a 32 gallon trash can in a solution of degreaser or all purpose cleaner and water. Then rinse with water and allow to air dry.

Replace filters after drying.

Hoods can be cleaned using a strong solution of all purpose cleaner or degreaser in water. Spray or wipe the solution onto a small area of the hood, allow the chemical to sit on the surface before attempting to scrub the area. Use a clean rag to scrub the area until clean, applying more solution if necessary. Stubborn areas may require the use of a scrub sponge or scrub pad.

After cleaning the hood section, wipe the entire hood to a shine. For extra shine use window cleaner or stainless steel polish.

Sweeping Sidewalks, Patios, Lunch Areas and Other Areas

Sidewalks can be swept using a medium bristle push broom of appropriate width and an angle or corn broom.

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. When this is complete, use the push broom to sweep the entire sidewalk using short strokes. Sweep all debris into a pile and pick up using a counter brush and dustpan. Deposit debris in a trash can.

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.

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, then starting another path along the side of the completed one, but moving in the opposite direction. 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.

Remember, while sweeping remove gum from these areas at the same time.

Cleaning Outside Lunch Areas

After an outside lunch area has been thoroughly swept, it should be hosed down.

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 of the lunch area.

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

Apply a strong solution of all-purpose cleaner and water to the table tops, benches and concrete area. Application can be performed with an old mop and mop bucket. Scrub any stubborn stains with a deck brush or stiff push broom.

Rinse the entire area thoroughly with water.

Cleaning Gymnasium Floors

Gymnasium floors must be carefully cleaned in order 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:

Using a 22" dust mop, a piece of buffing pad and a putty knife, walk around the room and locate any heel marks or chewing gum.

Next, with the 22" dust mop, a piece of buffing pad and a putty knife, walk around the room and locate any heel marks or chewing gum.

If chewing gum is encountered, carefully scrape 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.

To remove heel marks first dust mop the area with the 22" 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.

A 60" 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. Then proceed with the pass leaving the shaken out dirt and dust behind. When at the end of the pass of the gym floor and have two piles of dirt and dust.

Now turning around, begin another pass with the dust mop in the opposite direction but overlapping with the last pass by 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 overload and leave dirt and dust behind. Complete all passes in this manner. When finished with the passes, there will be three lines of debris—one at one end of the gym, one in the middle of the gym and at the other end of the gym.

Using the 60" dust mop, push each line of debris into a separate pile and pick up each pile with a counter brush and dust pan.

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.

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

Cleaning Bleacher Seating Surfaces

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

If graffiti is encountered, a solution of all purpose cleaner and water can be used. Paint, permanent marker and nail polish will need to be removed with a specially formulated graffiti remover.

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.

Hosing Locker Room Floors

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 through to a common area where there is a floor drain.

After hosing the area, remove excess water with a floor squeegee or push broom. Always mop the entire locker room floor with a disinfectant solution after hosing down.

Cleaning Shower Room Walls and Fixtures

Shower room walls and fixtures will need periodic cleaning to remove calcium build up and soap deposits.

Prepare a solution of acid bowl cleaner and water. Mix one quart of acid bowl cleaner to one gallon of water. Apply to the shower room walls using a wall mop and frame. Always use your safety goggles or glasses when using acid bowler cleaner. Now scrub the area with a green hand pad attached to the wall mop frame. Rinse the area with a water hose.

Chrome fixtures can be cleaned by spraying acid bowl cleaner directly onto fixtures. Adjust the spraying nozzle to make certain that the product is being sprayed onto the fixture and not atomized into the air. Allow the acid bowl cleaner to work for three to five minutes then rinse with a water hose.

CLEANING METHODS CONT.

WALL WASHING

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

Procedure

1. Remove all furniture, pictures and other objects from area to be cleaned.
2. Remove excess staples from wall.
3. Remove excess cobwebs and dust from ceilings with vacuum or dust mops.
4. Make cleaning solution to proper dilution ratio with warm water.
5. Begin at one corner of the ceiling. Work your way across the ceiling and down about four square feet at a time, using a left to right motion.
6. Wipe and dry excess cleaner and solution from the ceiling.
7. 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.
8. Begin at the bottom of the wall and work toward the top, following the same washing technique used on the ceiling. Try to prevent the cleaner from running down the wall.
9. Two people should wash the walls as a team—one doing the lower half and the other one following with the upper half.
10. Clean all equipment and store.

STRIPPING FLOORS (TILE)

Materials and Equipment Needed

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

Procedure

1. Sweep floor thoroughly with the push broom.
2. Mix a stripping solution using proper dilution ratio.
3. Apply solution liberally to floor, but do not flood floor.
4. Allow solution to work for three to five minutes, keeping the area wet; then scrub with stripping pad.
5. If baseboards have been previously waxed, scrub with the wall mop and green pad. Make sure baseboards are rinsed after scrubbing.
6. During the scrubbing, scrape all corners with putty knife or razor blade and scraper.
7. Use a putty knife to remove any gum or debris that is stuck to the floor. 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.

- The floor should be evenly free of wax build up and swirl marks from the floor machine.
8. 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.
 9. 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 insure there is no stripping solution left behind.
 10. Allow floor to dry thoroughly.
 11. Clean and store all equipment.
 12. See methods on refinishing floor.

WAXING OR REFINISHING

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 over use)
- Floor fan (if needed) or box fan

Procedure (Asphalt Tile- old type tile)

1. Dust mop entire floor to be waxed. Insure all corners and edges have been scraped and cleaned and no residue of old wax is left behind.
2. After floor has been rinsed properly and dried, pour your wax into the wax bucket—approximately one-gallon to 800-sq. ft. of flooring to be waxed. This may vary depending on the porous of the tile being waxed.
3. Dip your string mop into the wax to saturate it. Dip it a few times to insure the mop is completely full of wax.
4. Wring out wax in mop head using medium force, as to allow enough wax in the head to evenly cover the area to be waxed.
5. Starting in one corner (at least 6" away from any edge or structure and no more than 12" away); begin applying the wax in an even side-to-side motion covering as much area as the finish will allow. Do not try to overwork the mop or finish by applying over an area that is too large. Once you have applied the finish, continue along next to the area just finished and overlap the area to insure no part of the floor is missed. (Best results occur when the overlapping is done prior to the finish becoming too dry)
6. Allow finish to dry for at least twenty to thirty minutes before applying each coat or finish.
7. Using floor fan or box fan, allow last coat to dry a full thirty minutes before entering area.
8. Buffing of the floor should not occur for at least 24 hours after the floor has been refinshed.
9. Clean equipment and store in a safe place.

10. Put all furnishings back in order.
11. When properly waxed, floors should appear clean no yellowing or wax build up visible, shiny, and edges and corners should be clean as well.

SPRAY-BUFFING

Materials and Equipment Needed

- Suitable Polymer Floor Finish
- 1 medium or heavy duty single disc floor machine
- 1 thick spray-buffing pad (open weave)
- 1 driving block for pad
- 1 pistol-grip spray bottle (or machine attachment)

Procedure

1. The spray-buffing technique may be utilized for combined light duty cleaning, refinishing and polishing; for entire areas or for problem spots.
2. Of primary importance is the selection of the type of polymer floor finish. On spray buffing, it must not powder (leave a dusty film on the floor when dry), become tacky while being wet buffed or yellow with age on repeated application. (Some products are manufactured specifically for spray buffing, although these are not necessarily the best materials to use.)
3. Select the proper type of pad for this work. Although a standard nylon buffing pad can be successful, best results are obtained with a special open weave spray-buffing pad; greatest success is usually achieved with thicker pads, from to one and one-quarter inch thickness.
4. Dust mop floor to remove surface soil. Wet mop, as needed, to remove soil.
5. Prepare spray-buffing solution. This should be mixed for most floor finishes as follows: ½ quart polymer floor finish & ½ quart water.
6. Pour solution into the sprayer. Be sure sprayer is operating properly. If a flask-type container is used, the sprayer may be kept in the pocket; otherwise, provide a hook for hanging on the floor machine handle.
7. Select the proper floor for the spray-buffing technique. It is not successful on a floor that is heavily soiled, uneven, congested or that does not have a protective finish on it.
8. Working forward, spray a small quantity of the solution onto the floor in front of the machine; this may be done from a standing position while the machine is in motion. The spray should lightly wet a small area in front of the machine. Avoid excessive spraying, since too much time will be required for buffing the surface dry. Buff until dry and gloss appears. When the pad becomes "loaded", it should be turned over or replaced with a fresh pad. Dust mop after spray-buffing.
9. Regular use of this technique provides a surface that improves in appearance and durability with each application, while considerably extending the period of time between stripping of the finished surface.
10. When finished, the solution should be emptied from the sprayer into a clean closed-top container, and the sprayer washed out by spraying warm water

through the orifice. The pads should be cleaned immediately after each use by brushing out with a piece of spray-buff pad and washing out under cold water. Soak in stripping solution when absolutely necessary.

CARPET CLEANING (EXTRACTION)

Materials and Equipment Needed

- Carpet extraction machine
- 5 gallon bucket
- Carpet extraction solution
- Vacuum
- Water

Procedure

1. Prepare room to be cleaned. Remove or arrange furniture to allow easy access around the area to be cleaned.
2. Remove gum and all large objects from the carpet. Vacuum entire area to be extracted.
3. Inspect all equipment
4. Connect all vacuum hoses (one to the wand and the other to the recovery section of the machine itself).
5. Connect all water hoses by inserting the male brass fitting into the female on the machine itself. (Note – These types of connectors may be reversed.)
6. Mix your extraction solution to proper dilution ratio using warm water and the five-gallon bucket. Pour into the solution area of the machine.
7. Turn on the pump and the vacuum switches.
8. Start in one corner of the room and work towards the right. Engage the lever on the wand and press firmly down on the wand and pull towards you. Disengage and continue to pull the wand a couple 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.
9. Continue this until entire carpeted area is cleaned.
10. Allow drying. You may leave exchanges on to allow air to circulate, but do not leave a/c units on, only fans.
11. Clean equipment and store
12. Room temperature must remain under 80°F.
13. When finished the carpet should appear clean, free of dirt, debris, spots, no streaks (usually caused by a malfunctioning extractor or improperly mixed solution).

SCRUBING AND WAXING (REFINISHING)

Materials and Equipment Needed

- Neutral floor cleaner
- mop buckets

- 2 mops
- 1 dust mop
- 1 wet vac
- 1 floor machine
- 1 red or blue floor pad

Procedure

1. Sweep floor thoroughly
2. 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.
3. Apply solution to floor (Do Not Flood)
4. Allow solution to work for two to three minutes.
5. Scrub floor with floor machine and scrub pad in areas where needed or necessary.
6. Pick up dirty solution with wet vac.
7. Rinse floor with clean water, changing water frequently
8. Spot clean baseboards with damp rag.
9. Allow floor to dry thoroughly.
10. Apply finish or wax.
11. Clean and store equipment.

Always remember to post "WET FLOOR" signs out in area where work is being performed.

When finished the floor should appear clean of all marks, smudges, clear, free of yellowing or wax build up, including edges and corners.

REMOVING CARPET STAINS

Low Pile Carpet

Materials and Equipment Needed

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

Procedure

Spot Clean

First identify if possible, the source of the stain. If it is blood, vomit, or other body fluid, first clean with a germicidal cleaner then go over the area with an all purpose cleaner. When spot cleaning is properly completed, the carpet area should be clear of the spot that was cleaned, be free of any odors or marks relating to the spot or cleaning there of.

1. Mix all-purpose cleaner to proper cleaning ratio. Blot the stain area with warm water and cleaner until it is moist. Do not pour on the stain or flood the stain. Using hand brush, work the stain out of the carpet. Use the rags to absorb and dry the now cleaned area.
2. Clean and store all equipment.

Spot Clean (Prep for Carpet Extraction)

1. Vacuum carpeted area first
2. Spray on the carpet the pre-spot solution and allow to set for one minute.
3. Using a carpet brush or hand brush, scrub the stained area to loosen the soil from the carpet.
4. Extract or shampoo the entire carpeted area.
5. Allow carpet to dry.
6. Clean and store equipment.

CARPET SHAMPOOING

Materials and Equipment Needed

- Dry foam shampoo only
- Carpet spot remover
- Hand scrubbing brush
- 19" floor scrubber with tank and brush block

Procedure

1. Custodial personnel should thoroughly clean street shoes before starting. Sneakers or other rubber soled shoes, which can easily be wiped clean, can be worn.
2. Remove furniture and vacuum carpets thoroughly using our Sanitaire upright vacuum.
3. Remove all spots or stains using out spot remover.
4. Be sure the drain plug is closed before filling tank.
5. Fill tank with proper using warm water in the tank. Do not overfill tank.
6. Place the machine on the carpet to be cleaned and lower the handle for comfortable operational position.
7. Begin cleaning the carpet, allowing the solution to flow in a 12 sq. ft. area to create foaming. Continuously move from side to side and slowly move in a steady pace so all the carpet is cleaned.
8. Remove all soil and moisture using a carpet extractor with cold water in the tank and allow carpet to dry before reentering room.
9. 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

SELECTION

1. Select the proper size mop for the job to be done. Use the mop regularly without undue fatigue and as the space and time permits.
2. Mop stick with removable mop heads.
The removable mop head is more easily cleaned and dried.
The removable mop head limits the entrapment of soil and other particles. The mop lies flatter on the floor, covering a larger area, and is easily turned from side to side.
3. Cotton mops are superior for applying water based wax.

USE

1. The basic purpose of the wet mop is to transfer liquid to and from floors. All other purposes are discouraged.
2. Soak a new mop in warm water for at least twenty minutes before use in order to remove excess oils and expel entrapped air to provide better absorbency.
3. Change the mop water frequently, while mopping, to prevent the water from becoming overly dirty. Rinse the mop each time the water is changed. Dirty water will cause redeposit of soil and cause streaking.
4. While mopping, the mop should stay on the floor and should not be flung about.
5. The mop should be turned from side to side frequently while in use in order to expose clean moist strands.
6. The use of a down-press wringer is recommended for a more efficient removal of moisture from the mop.
7. Avoid the use of mops in undiluted cleaning solutions. They may attack the mop strands and decrease the life of the mop.
8. It is not economical to continue to use worn-out mops. They should be discarded.

CARE

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