

SAU #39 Safety Protocol Manual



Mont Vernon, Souhegan, and Amherst School District

CUSTODIAL CLEANING FREQUENCY

Entrances, Lobbies and Corridors

These areas are generally the first areas seen by students, staff and visitors. Their condition and cleanliness leaves a lasting impression on all that enter the building. It is of the utmost importance that these areas are maintained to a standard of excellence.

Considerable dirt is carried in and deposited in entryways and corridors. The custodian's schedule should include adequate time to sweep these areas of travel more often than once a day. Regular sweeping or snow removal from the sidewalks outside of entryway doors will prevent some dirt and sand from entering the building. Snow and ice should be removed from the entryway as soon as possible using sand or ice melt to avoid slips and falls. Use only those ice melt products that are approved by the school district. Some entryways have floor mats to serve as a dirt and sand trap. These must be cleaned periodically, or daily during the 'mud' season. Entryway carpet is cleaned most effectively with an extractor running the rinse cycle 1-3 times. Fans need to be on during this process to speed drying and help prevent mildew.

Daily:

- Empty waste receptacles, remove debris, police entrance for snow, leaves, and litter, and remove
- If the floor is resilient tile, dust mop floors with a wide, treated dust mop, keeping the dust mop head on the floor at all times. Pick up soil from the floor with a dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil
- Vacuum carpet areas and mats; remove gum and soil spots
- Disinfect all common touch points (Knobs, Switches, Handles, Dispensers, etc.)
- Disinfect drinking fountains. (*see following procedures*)
- Clean entrance door glass

Weekly:

- Dust the tops of lockers, fire closets, extinguishers and window casings (Low dusting, below 5')
- Clean glass partitions, display cases, and interior door glass
- Spot-clean finger marks and smudges on walls, door facings, and doors. Use detergent solution in spray bottle and a cloth.
- Dust Furniture

Monthly:

- High dust vents, lights, pipes, window blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. (High dusting, above 5')
- Restore floor finish on non-carpeted floors

Note: When cleaning stairways, on a routine schedule clean out the corners and the edges of each step. Remove gum, etc. with a putty knife. Damp mop or spot clean as necessary.

Classrooms and Laboratories

There is more time spent in classroom cleaning than any other phase of custodial duties. Valuable time and many steps can be saved by careful planning. Due to the many different types of furniture and equipment used in the classroom, a careful analysis should be made to determine how to clean each room in the shortest time with the fewest steps and still maintain the required standard of cleanliness. To keep a classroom clean will entail much more than just sweeping the floor and dusting the furniture. It will require a technician with a willingness to work, a custodian who takes pride in his/her work and one who is interested in the welfare of the youngsters. Some classrooms will have desks that may be shifted from side to side each day as you clean the floor, while others have tables that can only be moved a few inches. Some furniture in the rooms can be rolled away from the wall to make sweeping easier; other furniture is stationary and must be cleaned around and underneath. Tables and desks must be wiped off with disinfectant. The custodian's cart will hold the necessary equipment and materials to clean classrooms.

Classrooms should have adequate lighting. Check for burned out tubes or bulbs and replace them with bulbs of the same wattage and color temperature (Kelvin Rating) . Properly dispose of used fluorescent tubes.

Daily:

- Pick up large debris from flooring and sweep the floor
- Empty waste receptacles and replace liners
- Disinfect, check, and refill dispensers (soap, paper towels, tissue, sanitizer, etc.)
- Disinfect all common touch points (Knobs, Switches, Handles, etc.)
- Vacuum traffic patterns on carpets floors; remove gum and soil spots
- Dust mop and wet mop tiled floors
- Close and lock all exterior windows and doors

Weekly:

- Disinfect sinks, counters, and drinking fountains
- Disinfect all desks, tables, and chairs
- Clean glass in mirrors, doors, and partitions
- Dust furniture surfaces, baseboards, dispensers, plants, etc. (low dusting, below 5 feet)
- Empty pencil sharpeners
- Vacuum upholstered furniture and carpeted areas thoroughly
- Clean door surfaces

Twice Monthly:

- High dust vents, lights, pipes, doors, speakers, mirrors, window blinds, and connecting vertical and horizontal wall floors. (high dusting, above 5 feet)

Monthly:

- Restore floor finish on non-carpeted floors

Clean glass on interior side of windows

Office, Lounge and Conference Rooms

Most of the same cleaning procedures, as outlined for 'Classroom Cleaning' in the previous section, can be followed for cleaning office areas, faculty lounges, conference rooms, libraries, media center areas, etc.

Daily:

- Pick up large debris from flooring and sweep the floor
- Empty waste receptacles and replace liners
- Disinfect, check, and refill dispensers (soap, paper towels, tissue, sanitizer, etc.)
- Disinfect all common touch points (Knobs, Switches, Handles, etc.)
- Vacuum traffic patterns on carpets floors; remove gum and soil spots
- Dust mop and wet mop tiled floors
- Close and lock all exterior windows and doors

Weekly:

- Disinfect sinks, counters, and drinking fountains
- Disinfect all desks, tables, and chairs
- Clean glass in mirrors, doors, and partitions
- Dust furniture surfaces, baseboards, dispensers, plants, etc. (low dusting, below 5 feet)
- Empty pencil sharpeners
- Vacuum upholstered furniture and carpeted areas thoroughly
- Clean door surfaces
- Twice Monthly:
 - High dust vents, lights, pipes, doors, speakers, mirrors, window blinds, and connecting vertical and horizontal wall floors. (high dusting, above 5 feet)

Monthly:

- Restore floor finish on non-carpeted floors
- Clean glass on interior side of windows

Restrooms, Locker Rooms and Showers

Daily:

- Empty waste receptacles and change liner
- Thoroughly clean and disinfect sinks, toilets, and urinals
- Thoroughly clean and disinfect shower rooms and dressing rooms
- Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins
- Clean mirrors; clean and disinfect urinals and stools; clean basins; polish stainless steel and chrome surfaces
- Spot wash walls, lockers, and partitions
- Dust mop and wet mop floors with disinfectant solution

Weekly:

- Damp clean and polish partitions thoroughly
- Pour at least one gallon of water down floor drains
- Dust wall and ceiling vents
- Clean doors and wall tile

Twice Monthly:

- Descalc fixtures
- Scrub floor with floor scrubber

Cafeterias and Lunch Areas

Daily:

- Clean table tops with disinfectant
- Empty waste receptacles and replace liners
- Dust mop and wet mop tiled areas
- Vacuum carpeted areas and mats, remove gum and soil spots
- Disinfect all common touch points (Knobs, Switches, Handles, Dispensers, etc.)
- Disinfect drinking fountains

Weekly:

- Clean glass partitions, display cases, and interior door glass
- Spot clean wall.
- Dust furniture, fire closets and extinguishers (low dusting, below 5 feet)

Twice Monthly:

- High dust vents, lights, pipes, doors, speakers, mirrors, window blinds, and connecting vertical and horizontal wall floors (high dusting, above 5 feet)

Monthly:

- Restore floor finish on non-carpet floors
- Thoroughly clean furniture

Shop Areas

Daily:

- Empty waste receptacles and replace liners, dust mop or sweep floors; and spot - mop floors
- Disinfect all common touch points (Knobs, Switches, Handles, Dispensers, etc.)

Twice Monthly:

- Dust sills and ledges; spot - clean walls

Monthly:

Mop floors with detergent solution and buff floors coated with floor finish or wax

Gyms and Multipurpose Rooms

Daily:

- Empty waste receptacles and replace liners
- Dust mop court floors and spot clean using recommended treatment for dust mop
- Clean glass in doors and partitions
- Clean and disinfect drinking fountains
- Vacuum traffic patterns on carpeted floors; remove gum and soil spots
- Disinfect all common touch points (Knobs, Switches, Handles, Dispensers, etc.)
- Dust furniture
- Dust mop and wet mop tiled floors
- Spot clean walls; remove graffiti

Weekly:

Vacuum carpeted areas thoroughly
Clean door surfaces
Vacuum upholstered furniture. Clean all wooden and vinyl furniture. (low dusting, below 5 feet)
Clean and polish brass or chrome
Spray buff tile floors; remove scuff marks

Monthly:

High dust (above 5') or vacuum vents, lights, pipes, window blinds, drapes, connecting horizontal and vertical wall surfaces

Annually:

Reseal floor using manufacturer's recommended procedures and finishes.

CUSTODIAL METHODS AND PROCEDURES

Assembling Equipment and Supplies

At the beginning of each shift, the custodian should assemble all tools and materials needed to clean thoroughly. This will minimize frequent return trips to the custodial closet to get something else.

- Custodian cart with caddy
- Spray bottles with appropriate solutions to clean glass, counters, sinks, disinfect surfaces, and spot cleaning
- Dust cloths
- Paper towels
- Putty knife/razor blade scraper
- Dust mop (treated if needed)
- Wet mop (if needed)
- Mop bucket and press (if needed)
- Vacuum cleaner complete
- Plastic liners (small and large)
- Counter brush
- Dust pan
- Gum remover
- Protective glasses and gloves

Drinking Fountains

If drinking fountains are not cleaned regularly and correctly, they can become a health hazard. The public expects clean drinking water, therefore it is the responsibility of the custodian to keep the drinking fountains clean and sanitary. Drinking fountains should be cleaned daily using the following methods:

1. Use a spray bottle or bucket with water and detergent/disinfectant solution to spray or wipe solution over all surfaces.
2. Agitate with clean cloth, a small brush, or paper towel.
3. Rinse.
4. Use a clean cloth or paper towel to wipe dry and polish chrome and other surfaces.
5. Adjust the bubbler so that the water stream is the correct height (not hitting the spout and not spraying).

Marker Boards

Be sure to check for information to remain on the board before cleaning.

1. Most markerboards can be cleaned by simply erasing with a clean felt eraser and wiping with a clean cloth.

2. Use only solutions recommended by the manufacturer when cleaning “Dry Erase Marker Boards”.

Keyboards

1. Keyboards shall be cleaned by each user at the end of each use. Cleaning wipes are readily available for this task. UV-C disinfection is best practice for this equipment

Dusting

From the standpoint of health as well as appearance, dusting is one of the most important jobs of the custodian. Dust can be a carrier of disease germs. Visible dust presents a dirty appearance that needs to be taken care of as soon as possible.

A vacuum cleaner is the best tool for removing dust.

Treated “dust cloths” can be used for most dusting. These are usually rolls of factory treated flannel cloth.

Some surfaces lend themselves well to ‘damp dusting’ using a clean cloth and plastic sprayer with appropriate solution. Where students eat at their desks, the desk tops are to be cleaned daily with a district-approved disinfectant.

Dust all horizontal surfaces such as window ledges, sills, files, counter tops, and desks. Inspect student desk tops and spot clean them to remove heavy soil, heavy marking or graffiti.

As a general rule all horizontal surfaces less than 5’ will receive a thorough dusting weekly. Horizontal surfaces greater than 5’ will receive a thorough dusting twice monthly. Some surfaces may require spot dusting on a daily basis.

Note: Lock all windows when you clean the sills.

Cleaning Classroom Sinks and Counters

1. Clean sinks and replenish paper towels and hand soap daily. Clean sinks by using plastic sprayer with disinfectant/detergent solution. Spray and wipe dry with a paper towel, or use a fine cleanser, rinse and wipe dry with a clean cloth or paper towel.
2. Spray solution on counter and wipe clean with clean cloth or paper towel.

Dust Mopping Resilient Floors

If the floor is resilient type either totally or partially, the following is recommended:

1. Pick up large pieces of paper or other debris before starting to clean.
2. Use treated dust mop and carefully dust mop all resilient floor areas. Clean under all desks, equipment, etc. that are off the floor.
3. Dust mop debris to one area for pick up with counter brush and dustpan.

4. Dust mop may be lightly shaken or vacuumed to remove dust. Do in the appropriate area.
5. Retreat dust mop as necessary by lightly spraying with dust oil and allow setting before using, or hanging up.
6. If an area is carpeted, with a strip of resilient flooring, it is permissible to sweep dust onto carpet for pick up when vacuuming.

Trash

Empty all trash receptacles. Do not reach into the receptacles, but carefully dump the contents of the receptacle into the waste collection bag. Damp wipe soiled receptacles. Replace plastic liners.

Note: Remove lunch trash immediately following lunch. Use ramps or steps provided when throwing trash into dumpsters. Do not throw over your head. This will minimize injury.

Carpet Vacuuming

The vacuum cleaner is the most effective tool to remove soil from many surfaces, especially carpeting.

1. Move furniture in the room only as necessary to vacuum all areas of the carpeting.
2. Pick up large pieces of paper and other debris before vacuuming (perhaps teachers and students may be asked to assist).
3. Vacuum all carpeted areas, getting under desks, furniture and equipment that is off the floor.
4. Vacuum chalk trays (if not already done) and erasers (as needed).
5. Replace all furniture.
6. Look for and clean up spots or soiled areas on carpeting using plastic sprayer, appropriate cleaner, and clean cloths or paper towels. Remove gum by using gum remover-follow manufacturer's instructions.

Spot Cleaning

1. Spot clean walls, doors, and ledges as previously recommended. Spot clean daily in carpeted areas where students are eating. Use a clean cloth or paper towels and detergent solution in a plastic spray bottle.
2. Spot clean glass in doors and partitions and on the inside of windows to remove smudges as previously recommended. Use soft, lint free, clean cloth or paper towels and glass cleaner in plastic sprayer.
3. Dust or clean vents in ceilings of classrooms, offices, etc. as previously recommended. Before leaving the room, visually check to make sure all the following duties are completed:
 - Windows are locked.
 - All items are in the appropriate place.

Room looks clean and - is clean!
Lights are turned off.
Door is locked.

Restroom Cleaning

The job of cleaning and disinfecting your rest rooms is not a difficult one, if the work is done efficiently and daily as it should be. Modern fixture design usually makes cleaning them fast and effective if proper procedures are followed. Remember that deodorant blocks are not permitted. Deodorants do not clean or sanitize, but merely cover up one odor with another. Clean rest rooms are important for a number of reasons:

Bacteria control to help eliminate cross infections to safeguard health.

Many times the custodial staff is judged on the appearance and cleanliness of the rest rooms.

Clean rest rooms encourage the public to help keep them that way.

Clean restroom fixtures greatly reduce the possibility of offensive odors (and complaints).

The most frequent lingering cause of odors in restrooms is due to uric acid salts. Remove these salts through proper cleaning procedures and the odors are gone! Rest rooms also require adequate ventilation.

Refilling Dispensers

1. Check all dispensers daily to insure adequate supply.
2. Refill all dispensers as required (including toilet paper dispensers).
3. Interfold the bottom sheet with the remaining top sheet in the dispenser when adding paper towels.
4. Check the working condition of the units.
5. Close and lock dispenser.
6. Spray the surfaces with a germicidal/disinfectant solution and allow for the proper disinfection time, wipe dry with a paper towel. At the same time check the soap valve to assure proper operating condition.
7. Clean the surface of the dispenser as above.
8. Fill all soap dispensers.
9. Stock the sanitary napkin/tampon dispenser.
10. In the women's restrooms, it is essential that the sanitary napkin/tampon machine be stocked at all times. If the machine becomes inoperable, it must be repaired or reported promptly.
11. Unlock the machine.
12. Refill machine correctly to ensure that it will dispense napkins properly.
13. Close and lock the machine.

Cleaning Sinks and Wash Basins

Several methods can be used to clean sinks with equal final results, however, the following is recommended:

1. Use a spray bottle with germicidal/disinfectant solution and spray sink (inside and outside), faucets and adjacent wall areas.
2. Let sit proper disinfection time and then scrub with a paper towel, clean cloth, or brush. (Paper towel preferred.)
3. Use a small amount of fine cleanser if necessary.
4. Rinse as necessary and polish with a clean cloth or paper towel.
5. Wipe walls adjacent to sinks to remove grime, spots, etc. as above.
6. Clean pipes underneath sinks daily as part of the procedure.
7. Do not use lime descaler on counter tops.

Mirrors

Mirrors in restrooms are easy to keep clean by spraying lightly with glass cleaner or germicidal/detergent solution and wiping dry and/or polishing with a clean, lint free cloth or paper towel. Never use an abrasive cleaner or acid or dirty cloth on the mirror. These may mark or scratch the surface. Avoid using excessive water as it may get into the frame backing and damage the silvering.

Urinals and Toilet Bowls

Wear rubber gloves and eye protection at all times. This is for your personal protection.

To clean inside bowl:

1. Flush toilet and/or urinal.
2. Use hospital disinfectant from dispensing system-follow manufacturer's instructions.
3. Use cotton swab (poodle tail) and/or toilet brush and swab inside the bowl using solution.
4. Scrub as necessary-be sure to swab solution up and under the flush rim. Scrub thoroughly.
5. Flush the toilet or urinal and rinse swab or brush in clean water before proceeding to the next fixture.

To clean seat and outside of fixtures using sprayer:

1. Spray germicidal/disinfectant solution on toilet seat (both sides), and all of the outside surfaces of the fixtures (toilets and urinals).
2. Let stand per manufacturer recommendation.
3. Wipe dry with paper towels starting with the top of the seat, then underside and finally the balance of the fixture down to the floor.

Note: This procedure is the most effective way to sanitize a fixture, because you are always using a clean solution with no chance of cross-contamination. Also, plastic spray bottles or one (1) gallon pressure sprayers can be used.

Note: Be sure to spray plunger with disinfectant after use. Keep in a bucket when not in use.

Bathroom Walls and Partitions:

1. Spray or damp dust with a germicidal/detergent solution on surfaces such as ledges, partitions, dispensers, wainscoting, shelves, areas around urinals and toilets, and lower walls as necessary.
2. Use either sprayers or a bucket with germicidal/detergent solution, paper towels, clean cloths or a brush.
3. Wipe dry, if necessary, with paper towels or clean cloth to prevent streaks and spotting.

Additional Notes

To discourage graffiti, always remove it right away. Test chemical or cleaner in an obscure area prior to use. In older buildings it may be necessary to paint the stalls frequently to maintain desired levels of appearance.

Bathroom and Shower Floors: (Does not include wood floors)

The floors are made of a variety of materials. Some judgment is necessary as to the use of strong chemicals and excessive amounts of water. If the floor can be damaged by over-wetting, substitute with light damp mopping.

1. Mix mopping solution per manufacturer's instructions.
2. Use a clean, wet mop and wet down the floor thoroughly with the solution (damp mop if floor would be damaged as above).
3. Let stand a few moments for the chemicals to work.
4. Agitate the solution with your mop as needed.
5. Pick up soiled solution with mop, floor squeegee, and pick-up pan or floor drain, or use wet-vac for pick up. Clean all corners and edges. (Scrape if necessary.)
6. Return all receptacles to the proper position.

Note: Do not rinse the floor as we want to take full advantage of the residual benefits of the germicide. Before leaving the restroom, take a quick visual check of the area and see if it smells clean and looks clean! Be proud of doing the job well.

Shower Rooms, Locker Rooms and Dressing Rooms

Trash

1. Empty all trash containers (including small pieces of soap and other debris) into cart.
2. Reline containers with plastic liner.

3. Spray or wipe containers with germicide/disinfectant solution. Wipe dry after allowing proper disinfection time with a clean cloth or paper towel.

Benches Furniture and Lockers

1. Spray or wipe (with cloth) with germicide/disinfectant solution and scrub or wipe dry after allowing proper disinfection time with clean cloth.
2. Spot clean walls and lights as needed (as above). Replace burned out lights.
3. Replenish paper towels, soap, etc. Clean and disinfect dispensers and lock.

Showers

1. Wipe down walls with germicide/disinfectant solution and cloth, wedge mop, sponge mop, or brush. Let the solution stay on walls per manufacturer recommendations to allow chemicals to work.
2. Scrub or agitate solution to loosen soil and scum. Rinse with clean water.
3. Polish handles, shower heads, and other hardware and wipe dry.
4. Clean hair, etc. from shower drain.

Floor Surfaces

The flooring surfaces vary considerably in the different buildings, however, the following is recommended:

1. Sweep or dust mop (treated) floor to remove large pieces of paper and other debris.
2. Pick up towels, socks, shoes, etc. and store appropriately (PE teachers and students should assist).
3. Lightly flood floors with germicidal/detergent solution and warm water.
4. Let stand to allow proper disinfection time or more for chemical action.
5. Agitate or scrub with wet mop, brush (long handled), or power buffer, if necessary.
6. Pick up a soiled solution with mop, squeegee to drain, or wet vacuum up.

Note: Rinsing is not necessary as the residual benefits of the germicide are desirable. Clean all equipment and store properly.

Vomit Cleanup

Clean up vomit as soon as possible and always use gloves. Follow the instructions below:

1. If on carpeting only, use absorbent granules, sweep, then extract with disinfectant and dump waste directly into the basin.
2. Clean off furniture.
3. Clean all equipment and store properly.

Gym and Multi-Purpose Room Floors

These areas present two (2) different types of flooring material (wood and resilient flooring), therefore each type of flooring will be addressed here.

Resilient Floors

These include such flooring surfaces as asphalt tile, hard vinyl tile, sheet goods, and resilient 'poured' floors. Most of the custodian's work in these areas will consist of floor care procedures, with a limited amount of time spent dusting or cleaning benches, bleachers, or chairs.

1. Use treated dust mop using factory recommended treatment to clean the floor. Do not 'sweep' with dust mop as this will scatter dust into the air. Keep dust mop on the floor and clean in long 'runs'. Clean out dust mop by carefully shaking where appropriate or clean with a vacuum cleaner.
2. Re-treat lightly with 'mop dressing' as needed.
3. Pick up dust and debris with a dustpan and counter brush or with vacuum and dispose of trash.
4. Wet mop total floor or damp mop as needed to remove spots. Use detergent and water solution. Agitate with a wet mop or lightly scrub with a buffer if necessary.
5. Pick up a soiled solution.
6. Reseal as necessary (floors are sealed when new).
7. High speed buff as needed. Very effective way to clean and repair the floor.
8. Spray buff as needed. Very effective, spray as you go.

Maple Wood Floors-Follow manufacturer's instructions.

Daily:

1. Pick up and dispose of debris.
2. Remove chewing gum.
3. Dust mop floor with a clean and properly treated mop.
4. Wipe floor with bare hand to test if dust remains on the floor. If dust is detected, repeat step No. 3.
5. For normal soil removal, use a waterless cleaner suitable for wood surfaces and as recommended by the manufacturer.

Monthly:

1. Remove rubber burns and floor marks with a solvent-dampened cloth as recommended by the manufacturer.
2. Tack or damp-mop floor with solvent cleaner.

Annually:

1. For lightly worn floors, a light "screening" may be required and one coat of floor finish. Consult manufacturer for approved finishes.

2. For badly worn or damaged floors, consult your installer to determine if heavy screening or sanding is needed.
3. Don't use an automatic scrubber on the wood floor.
4. Don't allow water or liquids to stand on the floor.
5. Most manufacturers recommend maintaining relative humidity between 35-50% year round.