



CUSTODIAL SERVICES HANDBOOK

Introduction

This handbook supplement is dedicated to classroom and restroom cleaning. The procedures in this handbook are designed to allow the **GCS Custodian** to efficiently use the tools and materials available to them and maintain a satisfactory level of cleanliness.

Just as no two rooms are identical, no set of instructions can cover every situation that might be encountered. This handbook should be considered guidelines for cleaning. Use common sense in adapting these guidelines for use in the rooms you clean.

Classroom Cleaning

TASK DESCRIPTION:

The task of daily classroom cleaning consists of emptying pencil sharpeners, waste containers, dusting all horizontal surfaces within reach without a ladder, cleaning of unused areas of whiteboards, cleaning of whiteboard trays, spot cleaning of furniture, dust mopping or vacuuming the floor, removal of gum and crayons from floor, spot mopping tile floors and securing the room for the night. Note: Request teachers erase or mark a large "X" through writing on whiteboards that are to be cleaned. Never erase/clean teacher's information on board without being sure that it is not needed. You can always clean around the writing and always clean marker tray and organize markers neatly.

CLASSROOM CLEANING PROCEDURES:

Spot wet mopping- If while dust mopping the floor you notice any spills or stains, wet mop the spots. You should try to do some spot mopping each night in each room and wet mop each room front to back minimally once a week.

Final check- Take one last look around the room to make sure that everything looks good. You know, better than anyone else what needs to be done in the room. Be sure the room is clean and neat.

Lock up- Close and lock windows and turn the lights off. Make sure to pull on door once it is locked; older doors tend to not close tightly. Pulling/pushing will allow you to quickly identify that the room is locked securely.

EQUIPMENT, TOOLS, AND SUPPLIES:

Material Safety Data Sheets (MSDS) are readily available for review and provide the proper procedure to handle or work with particular substances. Information includes flash point, toxicity, health effects, first aid, reactivity, storage, and disposal. They are of particular use if a spill or other accident occurs. Refer to the MSDS anytime there is a concern about the use of chemicals.

<i>Tools & Supplies</i>	<i>Chemical & Supplies</i>
<i>Dust Mop, or Upright/Backpack Vacuum</i>	<i>Oxivir Five in Labeled spray bottle</i>
<i>Poly Fiber Broom (plastic bristles) or corn broom</i>	<i>Perdiem Peroxide GP Cleaner in labeled spray bottle</i>
<i>Dust Pan</i>	<i>Prominence Neutral Floor Cleaner</i>
<i>Micro fiber or cloth duster</i>	<i>Glance Window Cleaner in labeled spray bottle</i>
<i>Telescoping cobweb duster</i>	<i>Scouring Cream Cleaner</i>
<i>Wet mop</i>	<i>Stainless Steel Cleaner in labeled bottle</i>
<i>Mop bucket</i>	<i>Micro Fiber Towel, Terry Towel</i>
<i>Mop Wringer</i>	<i>Water for 10 quart bucket</i>
<i>10 Quart pail/small bucket</i>	
<i>Green scouring Pad</i>	
<i>Putty knife & razor scraper with extra blades</i>	
<i>Rubber Gloves (S, M, L, or XL</i>	
<i>Custodial cart/trash receptacle</i>	

Project Classroom Cleaning

TASK DESCRIPTION:

There are duties that need to be done every day in classroom cleaning. There are also many duties that are traditionally done only during summer cleaning. However, there are several duties that need to be done more often than annually but not as often as daily. Time should be set aside every night for project cleaning tasks. Following are some of the project cleaning tasks that need to be done regularly.

High dusting — high dusting is defined as dusting any surface that can only be reached with a ladder. Using a ladder and your duster, dust all surfaces that are not dusted on a daily basis. Some examples are: light fixtures, A/C supply and return air ducts, tops of intercom speaker boxes and projection screens. High dusting should be a frequent project cleaning task.

Wet mopping tile floors — resilient tile floors require periodic wet mopping to remove fine sand and grit. Daily dry mopping is the most important step in floor maintenance, but it is not enough. For mopping floors, use Prominence Neutral Floor Cleaner. In areas where there is a lot of sand/dirt- this should be a frequent project cleaning.

Washing furniture — you should be spot washing some furniture on a daily basis. On some project cleaning days set aside enough time to wash the furniture. Use Virex II or Perdiem GP Cleaner. Be sure to let your teacher know of your intentions to wash the furniture so they can have it cleared off.

Washing walls — Areas around doorknobs, light switches, pencil sharpeners and other often used areas need to be washed occasionally to prevent a buildup. Take extra caution when using water around electrical appliances.

Wash windows — Try to wash the windows in at least one room on project cleaning days. Use Glance window cleaner for this task and window squeegees.

Burnishing — in area where high speed finish is used, the floors need to be burnished on a regular basis to harden the finish. Use a high-speed buffing machine and hog hair pad for this task.

Daily Restroom Cleaning

TASK DESCRIPTION:

The task of daily restroom cleaning consists of emptying waste containers, dislodging material attached to the ceiling, dusting all horizontal surfaces, cleaning and sanitizing toilet fixtures and cleaning and sanitizing floor surfaces.

EQUIPMENT, TOOLS, AND SUPPLIES:

Material Safety Data Sheets (MSDS) are readily available for review and provide the proper procedure to handle or work with particular substances. Information includes flash point, toxicity, health effects, first aid, reactivity, storage, and disposal. They are of particular use if a spill or other accident occurs. Refer to the MSDS anytime there is a concern about the *use* of chemicals.

Tools & Supplies	Chemical & Supplies
Wet Mop (not classroom mop)	Perdiem Peroxide CP Cleaner in labeled spray
Mop Bucket & Mop Wringer	Glance Window Cleaner in labeled spray bottle
Bowl Swab	Foam Hand Soap
Bowl Brush/Plunger	Scouring Cream Cleanser
Green Scouring pad	Toilet Tissue
Custodial Cart	Paper Towels
Microfiber Towel or Terry Towel	Water for 10-quart bucket
Putty Knife	
Rubber Gloves	
Scrub brush	
Squeegee for glass and mirrors	

Job Methods

Proceed to your assigned work area- after completing each room move directly to the next room in your assigned work area.

Initial walk around- Walk around the restroom and pick up any large pieces of paper on the floor. Make a note of any burned-out lights or other maintenance problems and report them to your Lead Custodian as soon as possible.

Wastepaper baskets- Empty the waste paper baskets into your trash receptacle. Wipe/scrub any spills or marks that you find inside/outside of can. Do not put new bag in can that is dirty. Change bag always in restrooms unless the restroom was not used. **Use common sense.**

Ceiling- With a cobweb duster or broom dislodge any material attached to the ceiling (paper spit balls). Note: be sure to consult the Asbestos Awareness Plan to ensure the ceiling material is not asbestos bearing material.

Sweep floor- With a broom, starting at the rear of the room, sweep up any dirt and heave material off the floor. Don't worry about fine dirt as the floor will be wet mopped later. If you encounter any gum or other substances stuck to the floor dislodge them with the putty knife.

Walls- The first step in wall washing is to apply a liberal amount of Virex II to the wall surface. This can be done by filling 10-quart bucket with Virex II, wringing towel out in solution. The next step is to go over the wall surfaces with towel, use green pad to remove heavy soils if needed. Allow the wall to air dry.

Unstop fixtures- Attempt to unstop any plugged fixtures. Use the plunger for this task. If you are unsuccessful, put an out of order sign on stall door/urinal and let lead custodian know of issue – room number and which fixture it is very helpful.

Sanitize toilets/urinals- In your 10-quart pail, fill with Virex II from dilution system, and sanitize the interiors/exterior of all toilets and urinals. Use the bowl swab for this task. Use the bowl brush for stubborn stains. Make sure to get behind toilets and plumbing pipes under sinks. It may be necessary to periodically use bowl cleaner for hard water stains, use scouring cream and green pad periodically to get heavy soils off and oxidized chrome flush valves.

Sinks- Spray sinks with Virex II or Perdiem GP Cleaner wipe clean with towel (let Virex sit for 10 min. to kill germs) Use scouring cream and green pad periodically to get heavy soils off and oxidized chrome faucets.

Mirrors- Using Glance window cleaner, clean all the mirrors if there are any. (Squeegee and towel)

Partitions- Using Virex II in spray bottle and towel, wipe soiled areas. Pay attention for graffiti - remove daily. Also, wipe top of partitions at least once a week.

Replace supplies- Replace all supplies such as toilet tissue, paper towels and foam soap. (Use small rolls in dispensers. **Dispensers are designed to use ALL of the paper products.**

Floors- Use dilution system to put Virex II in the mop bucket, starting at the back of the room, mop the floor. Allow the floor to air dry. If the restroom is an interior room, leave the door open to expedite drying.

Lock up- Close and lock windows and turn off the lights. If the room is an exterior room, lock the door, and proceed to your next room.

Summer Classroom Cleaning

TASK DESCRIPTION:

The task of summer classroom cleaning consists of cleaning all ceiling surfaces, cleaning light fixtures, washing all wall surfaces, cleaning windows, and cleaning all furniture. In rooms with tile floors summer classroom cleaning also consists of stripping, and waxing floor surfaces. **The proper way is to clean from top to bottom. The floor is the last thing that should be done.**

EQUIPMENT, TOOLS, AND SUPPLIES:

Material Safety Data Sheets (MSDS) are readily available for review and provide the proper procedure to handle or work with particular substances. Information includes flash point, toxicity, health effects, first aid, reactivity, storage, and disposal. They are of particular use if a spill or other accident occurs. Refer to the MDM anytime there is a concern about the use of chemicals.

<i>Tools & Supplies</i>	<i>Chemical & Supplies</i>
<i>Dust Mop or Upright/Backpack Vacuum</i>	<i>Perdiem Peroxide GP Cleaner in Labeled spray bottle</i>
<i>Poly broom or Corn Broom</i>	<i>Prominence Neutral Floor Cleaner</i>
<i>Dustpan</i>	<i>Glance Window Cleaner In labeled bottle</i>
<i>Microfiber/cotton duster</i>	<i>Scouring Cream Cleaner</i>
<i>Telescoping cobweb duster</i>	<i>Stainless Steel Cleaner in labeled bottle</i>
<i>Wet mop</i>	<i>Microfiber Towel, Terry Towel</i>
<i>Mop bucket</i>	<i>Water for 10 -quart Bucket/Pail</i>
<i>Mop wringer</i>	
<i>10 Quart Pail/bucket</i>	
<i>Green scouring pad</i>	
<i>Putty knife and razor scraper width extra blades</i>	
<i>Rubber gloves/disposable latex gloves</i>	
<i>Custodial cart/Trash Receptacle</i>	
<i>Six/Eight Foot Ladder</i>	
<i>Garden Hose</i>	
<i>Light bulbs</i>	
<i>Hand tools for minor repairs</i>	

Job Methods

Assemble tools and supplies Move all necessary tools and supplies to the classroom that is to be summer cleaned. When entering the classroom, make a diagram or take pictures of how the room is set up (***) before the teachers/staff leave for the summer, have administrators ask them to make a diagram/map). This will make it easier when you put the furniture back in the room.

Clean ceiling - With the ladder and cobweb duster brush down all ceiling areas to remove dust and cobwebs. Note: Be sure to consult the Asbestos Awareness Plan to ensure the ceiling material is not asbestos bearing material. If there are washable surfaces, use Perdiem Peroxide GP Cleaner to wash them thoroughly. Remove, clean, and replace Air Conditioning supply return diffusers.

Clean light fixtures (Power OFF) - Remove or unfasten light diffusers. Remove all light bulbs from the fixtures. If the diffusers are removable, take them outside and hose them down. All light bulbs should be washed using Virex II or Perdiem GP Cleaner. Replace any burnt bulbs. The tops of fixtures should be dusted. Light fixtures should be washed using Perdiem Peroxide GP Cleaner. Note: Take extra caution when using water around electrical appliances. Replace bulbs and diffusers.

Wash wall surfaces - Beginning at the top, wash all wall surfaces using Virex II or Perdiem GP Cleaner. (Use green scouring pad to remove marks that won't wipe off), also use towels/rags.

Clean whiteboards - Clean with clean water, alcohol, or whiteboard cleaner only. **DO NOT USE SOAP.**

Wash windows - Wash all windows using Glance window cleaner, both inside and outside. Note: Some schools prefer to perform this task just prior to school reopening.

Clean furniture - All furniture should be washed thoroughly using Virex II/ *Oxivir Five* or Perdiem GP Cleaner and Virex II. Be sure to remove any gum or other substances from under furniture with the putty knife. Report any necessary repairs to the lead custodian.

Floor Care – **floors should be the last item attended to.** Please use the proper equipment and techniques to achieve this (See Floor Procedure).

Room set up – put furniture and items back in room according to map or pictures if available in a neat and organized fashion.

Summer Restroom Cleaning

TASK DESCRIPTION:

The task of summer restroom cleaning consists of deep cleaning all ceiling surfaces, cleaning light fixtures, washing all wall surfaces, cleaning windows, cleaning fixtures and reconditioning floor surfaces.

EQUIPMENT, TOOLS, AND SUPPLIES:

Material Safety Data Sheets (MSDS) are readily available for review and provide the proper procedure to handle or work with particular substances. Information includes flash point, toxicity, health effects, first aid, reactivity, storage, and disposal. They are of particular use if a spill or other accident occurs. Refer to the MDM anytime there is a concern about the use of chemicals.

Tools & Supplies	Chemical & Supplies
Wet Mop (not classroom mop)	Perdiem Peroxide CP Cleaner in labeled spray
Mop Bucket & Mop Wringer	Glance Window Cleaner in labeled spray bottle
Bowl Swab	Foam Hand Soap
Bowl Brush/Plunger	Scouring Cream Cleanser
Green Scouring pad	Toilet Tissue
Custodial Cart	Paper Towels
Microfiber Towel or Terry Towel	Water for 10-quart bucket
Putty Knife	
Rubber Gloves	
Scrub brush	
Squeegee for glass and mirrors	

Job Methods

Assemble tools and supplies- Move all tools and supplies to the restroom that is to be cleaned.

Clean ceiling- with a ladder and cobweb duster or corn broom, brush down all ceiling areas to remove cobwebs. Note: be sure to consult the Asbestos Awareness Plan to ensure the ceiling material is not asbestos bearing material. If there are washable surfaces, use all-purpose cleaner and water to wash them thoroughly.

Clean light fixtures- Remove or unfastens light diffusers. Remove and clean exhaust fan diffusers. Remove all light bulbs from the fixtures. If the diffusers are removable, take them outside and hose them down. All light bulbs should be washed using all-purpose cleaner and water. Replace bulbs with severely darkened ends. The tops of fixtures should be dusted. Light fixtures should be washed using Virex II/ Oxivir Five or Perdiem GP Cleaner and water. Note: Take extra caution when using water around electrical appliances. Replace bulbs and diffusers.

Wash wall surfaces- Wash/Scrub all wall surfaces as described in the section on daily restroom cleaning.

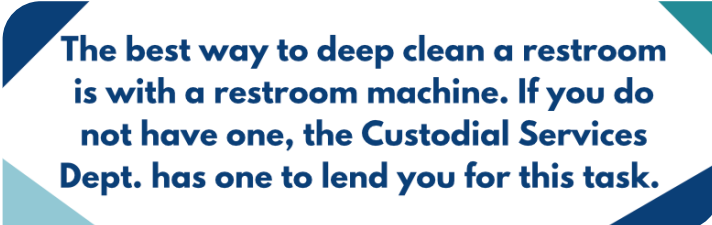
Wash windows- Wash all windows, both inside and outside, using Glance window cleaner.

Clean fixtures- Scrub all fixtures (CROME & Porcelain) with scouring cream cleanser and green pad.
“Rinse with fresh water thoroughly”

Floor care- Scrub floor with deck brush or scrub machine. You can use wet vacuum with squeegee head to remove liquid.

Restroom machine- If you have a restroom machine, this is a vital tool. It will cover surfaces better and allow working at a faster pace.

Final cleaning- Just before occupancy, the restroom should be cleaned and sanitized once again following the steps listed in the section on daily restroom cleaning.



The best way to deep clean a restroom is with a restroom machine. If you do not have one, the Custodial Services Dept. has one to lend you for this task.

**Guilford County Schools
Building Services
Custodial Services Department**

Summer Cleaning Door Form	
Room Number -	Date -
Last names of Custodians Doing Work -	
Project Description, location & Special Instructions:	
damaged Ceiling tiles	Place X on all that apply Replace all _____
Clean light fixtures and replace burnt bulbs	_____
Clean/Scrub all Supply and Return Vents	_____
Clean all Fans and Ceiling	_____
Wash/Clean Blinds And Windows	_____
Clean/Scrub all walls and Vertical Surfaces	_____
Clean/scrub all wall cabinets and sinks	_____
Clean/Scrub all doors inside and outside	_____
Clean/Scrub all furniture (tables, desks, bookcases, etc...)	_____
Placed any necessary work order or did repairs by self	_____
Floor Top Scrub and recoat	_____
Floor Stripped and waxed	_____
Wax Floors (# of Coats)	_____
Inspected and Approved By:	
_____	_____
Name	Title
Comments:	Date

Disinfectant Cleaning Procedures

PPE (PERSONAL PROTECTIVE EQUIPMENT):

Masks are to be worn in combination with eye protection devices; face masks, goggles or glasses with side shields during first aid procedures that are likely to generate droplets, spray or splash of body substances to prevent exposure to mucous membranes or mouth nose and eyes. Hand washing is the best way to prevent the spread of germs from one person to another. Wash hands thoroughly with soap and water for at least 15 to 20 seconds.

FREQUENTLY DISINFECT HIGH TOUCH AREAS:

Use Virex II disinfectant to clean high touched surfaces in classrooms, offices, media centers and other administrative areas such as counters, doorknobs, light switches, elevator buttons, handrails, railings, refrigerator door handles, sinks, vending equipment, computer keyboards, phones, playground equipment and water fountains.

WATER FOUNTAINS:

- Disinfect the water source (i.e., bubbler, water stream mechanism-water sprout) outside and inside using the disinfectant solution.
- Disinfect sides and back of fountain by spraying the disinfectant solution as needed.
- Disinfect handles and/or water button lever using the disinfectant solution.
- Rinse bubbler and /or water stream mechanism (Waterspout)
- Run water continuously to flush waterspout and allow to air dry.

COMMON PROCEDURES

There are also many commonsense procedures, for example: when using cleaning cloths, change them when they become soiled. When sweeping a floor, do not sweep a pile of dirt under a floor mat. Do not place a door mat back on a wet floor until the floor has dried, etc.

Wipe surfaces dry when cleaning so residue and streaks are not left which could attract soil. In other words, gear your cleaning procedures to ensure that all surfaces are cleaned for sanitation and disinfectant reasons, not just for appearance.

Job Methods

Proceed to your assigned work area- after completing each room move directly to the next room in your assigned work area.

Initial walk around- Walk-around-the-room-picking up any large pieces of -paper- and- other-objects that are on the floor. As you walk around, straighten out the desks. This will make dust mopping or vacuuming easier later. As you walk around, make a note of any burned-out lights, broken desks or other maintenance needs and report them to your lead custodian as soon as possible.

Pencil Sharpeners- Empty the pencil sharpeners into your trash receptacle. Clean area around pencil sharpener if dirty. Make a note if they are in need of repair and report it to your lead custodian at the end of your shift or leave a note for him/her.

Wastepaper baskets- Empty the wastepaper baskets into your trash receptacle. Wipe/scrub any spills or marks you find inside/outside of trash can. Do not put a new bag in a can that is dirty. If the can only has paper inside do not change bag. Use your best judgment.

Whiteboards- - If the teacher wishes the board to be cleaned, they will erase the board or mark through unwanted writing with a large "X". Clean with clean water or whiteboard cleaner only. **DO NOT USE SOAP.**

Whiteboard trays- All whiteboard trays with a cleaning rag or reinforced wipe. As you proceed along the whiteboard tray, lift up any erasers, markers, or other objects and replace them after cleaning. Monthly marker trays can be scoured with cream cleanser and green pad. "Rinse with water"

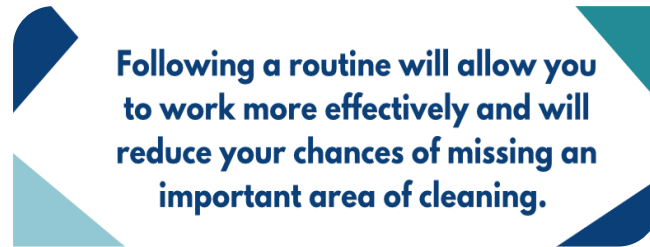
Dispensers- Replenish paper towels, toilet tissue, hand sanitizers, foam soap and check to ensure that each operates correctly.

Low dusting- With microfiber cloth or cobweb duster, dust **all** horizontal surfaces within reach without a ladder. This includes all bookcases, windowsills, file cabinets, counter tops, return/supply vents, exhaust vents, computers (**only use a dry microfiber towel**) light fixtures and furniture. You are not expected to move books or other objects. Dust all visible surfaces.

Floor care- Start cleaning the floor by using straight broom to sweep out all corners and under furniture that you cannot easily get to with the dust mop. As you sweep out corners there is no need to pick up the dirt, as you will be dust mopping later. Straighten desks/table and chairs, then with dust mop, starting at the back of the room, dust mop the entire floor. You can mop under the most student desks by lifting one side and mopping under the desk. Be careful not to spill out the books as you do this. Be sure to unload your mop frequently by lifting it off the floor and shaking it out. Work your way to the classroom door and pick up the dirt with the straight broom and dustpan. If you encounter any gum or crayons, dislodge them with the putty knife. Lightly scrub marks with green pad. If the room is carpeted, vacuum all floor areas that are easily accessible. Most furniture can be vacuumed under without moving it. You are not expected to move heavy furniture. If you must move furniture, be certain to return it to

its proper location when you are finished. When done, straighten desks/tables and chairs. Leave in a neat and orderly fashion.

Spot furniture cleaning- Every night keep an eye out for new graffiti. Any spills or other stains on furniture needs to be removed. Remember, the first day is the easiest day to remove any soils. Always use Virex II to kill germs, you should allow to air dry.



Note: The aforementioned cleaning procedure will enable the District Custodial staff to better clean and disinfect the Gym, Media Center, and Cafeteria using the same concept.