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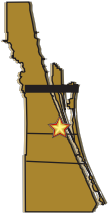
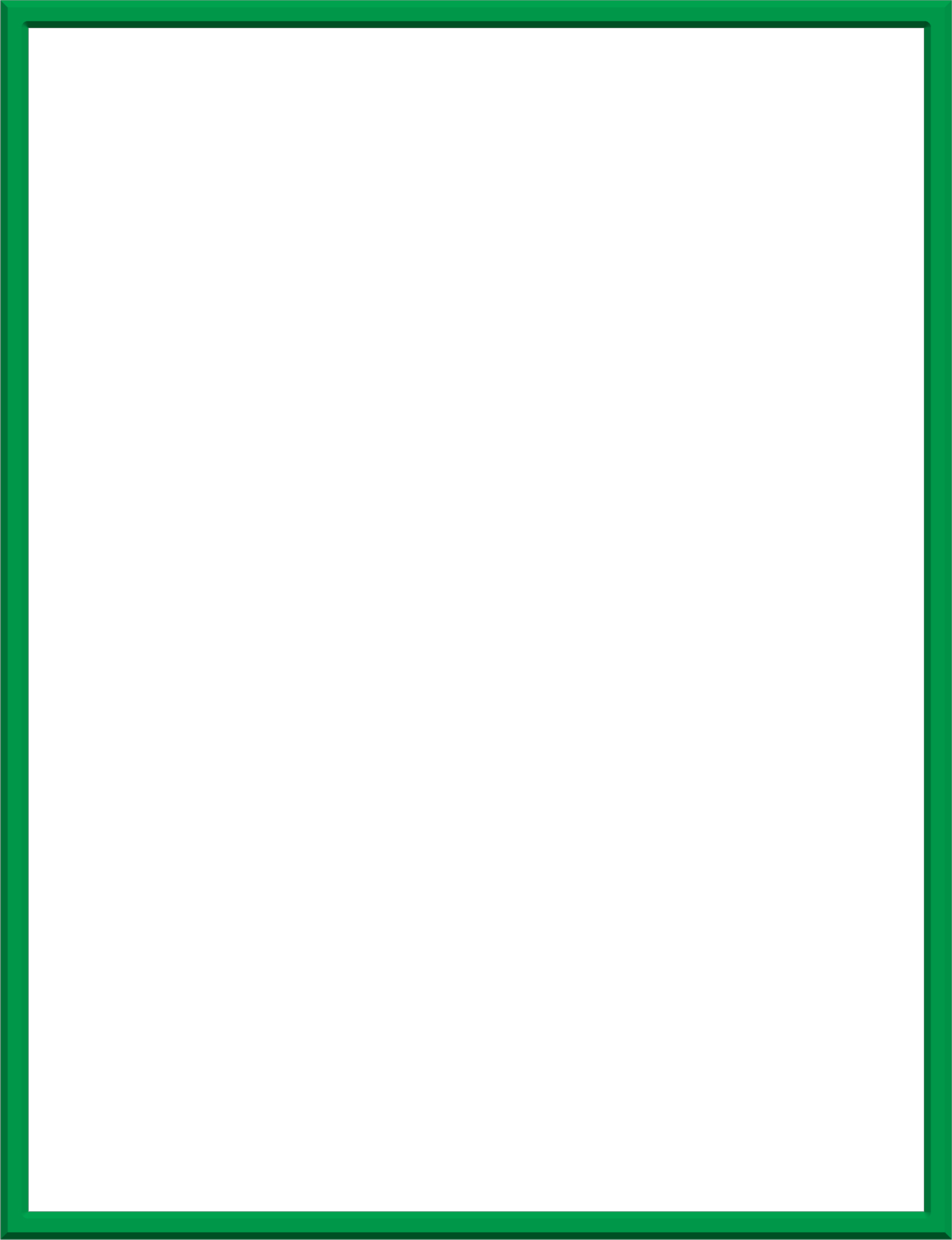
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ENVIRONMENTAL HEALTH & SAFETY

2013 - 2014

CUSTODIAL STANDARDS

MANUAL

---MISSION ---

“TO SERVE EVERY STUDENT WITH EXCELLENCE AS A STANDARD”

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | | **Revision: NC** |
| **Title:** Custodial Standards Manual | | **Number:** EH&S - M002 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | | **Original Release Date:**  08/08/2013 | |
| **Prepared By:**  George Bishop, Custodial Supervisor | **Approved By:**  Jim Powers, Environmental Engineer | | |

**INTRODUCTION:**

The custodial standards defined herein were developed in accordance with Florida Statute 1001.51 Duties and Responsibilities of District School Superintendent, Florida Rule 6a-2.0040 - Sanitation Standards in K-12

Private Schools, School Board of Brevard County Policy 7420, and Florida Department of Health School

Sanitation Guidelines.

It is the responsibility of all SBBC employees to maintain their facility to the best of their ability. Each site based custodial staff, with support from the Plant Operations and Maintenance department, is responsible for maintaining a healthy working environment for all occupants and visitors. The custodial standards defined herein are to be followed by each site based custodial team and the Site Based Administrator.

Jim Powers, Environmental Engineer

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

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| --- | --- |
| **Table of Contents** | **Pages** |
| Introduction | 1 |
| 1. What Has Changed | 3 |
| 2. Expectations | 3-4 |
| 3. Site Administrator Duties and Responsibilities | 4 |
| 4. Head Custodian Duties and Responsibilities | 4-7 |
| 5. Custodial Services Support Responsibilities | 7-8 |
| 6. General Maintenance Requirements | 8-9 |
| 7. Facility Resource Conservation | 9-10 |
| 8. Recycling and Refuse | 10-11 |
| 9. Integrated Pest Management in Facilities | 12-13 |
| 10. Appearance Factors and Five (5) Levels of Cleaning | 14-18 |
| 11. Site-Based Activities Other than Cleaning | 18-21 |
| 12. Custodial Standard Cleaning Procedure Attachments | 21-50 |
| 13. Custodial Standard Forms and Checklists Attachments | 50 |

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

**1.0 WHAT HAS CHANGED?**

In these days of budget shortfall and custodial staff realignments, the custodial standards have been updated to reflect changing conditions caused by these budget shortfalls and custodial staff realignments. These standard updates have taken into consideration the APPA five (5) levels of cleanliness which in turn have caused adjustments to the site based custodial staffing allocation.

**Updates for 2013 – 14 fiscal year:**

The new Custodial Allocation Formula is based on two changes:

1. Each space is assigned to one of five levels of cleaning based on the level of effort and frequency required to clean that type of space, with each level assigned a square footage per custodial FTE.

o Example: clinics are Level 1 (10,000 square feet); storage rooms are Level 5 (85,000 square

feet). Custodial FTE units are then added for “other duties” and administration / supervision.

2. Facilities Services, Plant Operations and Maintenance assumed the responsibility for all grounds maintenance. Grounds maintenance previously performed by facility-based custodians will now be done by 17 FTE custodians in Plant Operations & Maintenance.

3. The existing formula allocated one custodial FTE for each 19,500 square feet has changed approximately 20,400 square feet.

4. HVAC Filter changes will be performed by Plant Operations and Maintenance HVAC mechanics when conducting Preventative Maintenance inspections.

5. Unless departments make prior arrangements, light bulbs through the site will be replaced by the custodial staff. Wall pack units for the exterior lighting and lights that are located above 12 feet will be replaced by the Plant Operations and Maintenance technicians.

**2.0 EXPECTATIONS:**

Each site-based Administrator and the Head Custodian are EXPECTED to update, on an annual basis, the site- bases custodial procedures to accommodate any Custodial Standards updates that may have occurred

during this period.

*The days of just assigning rooms to clean as per past practices will have to change. Now each FTE assignment will have to be scrutinized as to how much time it actually takes to clean an area and how many times a week this needs to be performed.*

By State and Federal laws there are certain procedures that must take place on a daily basis by the custodial staff. These include restroom sanitation, inspection for safety defects in the interior and exterior of the facility, refuse removal in a timely manner to protect sanitation needs and pest control and assuring exits and egress routes are not blocked during operation.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

All custodial employees will become familiar with and be responsible for the information, regulations, and procedures contained in the Custodial Standard and Procedures.

During the school year each facility is expected to meet or exceed the requirements set forth in the documents listed below:

**Florida Dept. of Health Chapter 64E-13 School Sanitation** [**http://www.doh.state.fl.us/environment/community/group/pdfs/64e-13.pdf**](http://www.doh.state.fl.us/environment/community/group/pdfs/64e-13.pdf)

These laws govern the restroom cleaning, classroom cleaning; refuse removal and other aspects of the custodial duties. This will be covered more in-depth later.

**Chapter 69A-58 Fire Safety in Educational Facilities** [**http://www.fldfs.com/sfm/**](http://www.fldfs.com/sfm/)

These laws pertain to the safety aspects of the custodial duties such as fire extinguishers, emergency lighting, exit lighting and egress exits. This will be covered more in detail later.

**CPSC Handbook for Public Playground Safety** [**http://www.cpsc.gov/cpscpub/pubs/325.pdf**](http://www.cpsc.gov/cpscpub/pubs/325.pdf)

This concerns the playgrounds and safety inspections of both equipment and impact material. This will be covered more in detail later.

**Brevard County Bylaws and Policies** [**http://www.neola.com/brevardco-fl/**](http://www.neola.com/brevardco-fl/)

**Custodial Standards Manual**

[**Custodial Standards 2014**](http://www.edline.net/files/_0OJ3I_/8b6c6beaaf59531b3745a49013852ec4/EHS_-_M002_Custodial_Standards_WEB.pdf)

**Custodial Procedures Manual**

**3.0 SITE ADMINISTRATOR DUTIES AND RESPONSIBILITIES**

The Site-Based Administrator or designee has the duty and is responsible to manage and supervise the site- based custodial team in accordance with Florida Educational Code rules, this manual and all manual attachments.

**4.0 HEAD CUSTODIAL DUTIES AND RESPONSIBILTIES:**

The Head custodian has the duty and is responsible for the following actions.

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| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

**FACILITY WORK ORDER PROCESSING AND SUBMITTAL:**

1. Troubleshoot site-based facility problem(s), before calling the maintenance department or submitting a work order.

2. Investigate emergency and urgent facility work before call-in. Emergency number is 633-3600 and operational 24/7.

 **Emergency:** Work requiring immediate action to prevent or correct loss or damage to property.

Work to restore essential services disrupted by an interruption or breakdown of utilities. Work to eliminate imminent hazards to persons or property. Work to prevent a school from closing. *Work usually handled within 24 hours.*

 **Urgent:** Work required to prevent the interruption of the educational process and to prevent breakdown of essential operations or housekeeping functions. *Request should be addressed within five working days.*

3. Be the primary source of initiation of routine work orders or project requests for entire facility.

 **Routine:** The day to day work required to maintain or repair building, grounds and equipment to their original condition. Go to Plant Operation and Maintenance Department Web Page to submit an iService Work Order Request.

 **Project Request:** Routine Maintenance work that cannot be completed in one day. Request is for

rearranging or retrofitting already and permanent installed structures or to add structures such as walls, floors, cabinets and major equipment.

4. Participate in monthly walk-through with FAST Team leads.

5. Log and follow-up on all open work orders to assure they are completed in a timely manner.

6. Report any work order with no action for 60 days, to the Fast Team lead, to find out status of work.

**FACILITY INSPECTION REQUITREMENTS:**

Head Custodian is responsible for fulfilling all the requirements listed below:

1. All Exit lights/batteries in the facility are to be tested / inspected monthly and inspection tag / logs marked accordingly with date, signature and initials of person performing inspection. Custodial Services will provide the tags.

2. All Fire Extinguishers in the facility are to be identified by location (Map). A monthly inspection log will be maintained and kept readily available for inspection. All inspection tags shall be marked accordingly with date and initials of person performing inspection. Custodial Services will provide the tags. (Refer to section on Fire Extinguishers in this manual)

3. All Emergency lighting in the facility is to be tested/inspected monthly and inspection forms filled out dated, signed and initialed by person(s) performing inspection. Custodial Services will provide inspection tags.

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| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

4. Facility Fire alarm systems are to be tested monthly. Facility Administrator is required to perform one drill for each month school is open. Head Custodian will participate in these drills to assure fire alarm system is in proper working order. Custodial staff shall participate in tests and be aware of their responsibilities in case of fire.

5. All A/C filters changes will be performed by the existing HVAC mechanics when conducting Preventative

Maintenance inspections.

6. All playgrounds at the facility will be inspected daily for trash/debris, any items that might cause injury to a child, animal excrement, standing water, anthills, toxic materials/plants, etc. and removed/report immediately. This should include the physical activity teachers or someone appointed by the Site Based Administrator. (Refer to section on Playgrounds in the manual)

7. All playgrounds at the facility will be inspected and logged weekly by the custodial staff and or designee to ensure that equipment and surfacing are in good condition. Look for trip hazards, such as exposed

footings or anchoring devices, rocks, roots, or any other environmental obstruction in the play area. (Refer to section on Playgrounds in the manual)

8. Perform a monthly walk through of facility, using the Monthly Preventative Maintenance sheet as a guideline.

9. Provide a detailed cleaning schedule for all custodial employees. The schedule should define both complete and partial cleaning. The schedule should allow enough flexibility to react to changing conditions or shifts in priority, yet insure that all areas of the facility are cared for properly. The schedule should be coordinated with the school principal to insure priorities are considered in the daily schedule. The Head Custodian shall have a plan of action in their absence and have another member of the custodial staff trained in head custodial duties to act in their absence. These plans should be posted on the staff bulletin board and custodial binder in the custodial area so as to provide access to all interested parties.

10. Perform random classroom/area inspections of each custodian’s assigned area to assure that rooms/areas

are being cleaned and maintained properly. (Periodic Inspection form located in the back of this manual)

11. Perform a monthly IPM walk through of facility, using the Monthly Integrated Pest Management Checklist as a guideline. Provide a Pest Sighting Log for the entire facility to be used by the IPM technician for use in identification of pest activity and monitoring purposes. The Pest Sighting log is to be provided by the IPM technician. (Sample IPM checklist form located in the back of this manual)

12. Perform daily, quarterly, pre-holiday Energy Conservation inspections using the Energy Conservation checklist as a guideline. (Sample Energy checklist form located in the back of this manual)

13. Principal Meetings: The custodian will meet with the Principal(s) as needed or as per a predetermined schedule to discuss building issues.

14. The Head Custodian will meet with the custodial staff monthly to review and update custodial training needs.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

15. Provide new employee training such as, but not limited to (each of these subjects is explained within this manual) Policies, Organization, Work Schedule, Paperwork, Overview of responsibilities, Bloodbourne Pathogens, Personal Protective Equipment, Chemical Usage, Inspections and keys.

**Note:** Specific requests by the Principal will take priority over routine items in order to respond to immediate/unforeseen building needs as prioritized by the principal.

**FACILITY DOCUMENTATION REQUIREMENTS:**

Head Custodian will maintain the following records, and update them as needed:

1. Maintain an SDS (Safety Data Sheets) and MSDS (Material Safety Data Sheet) file with the most up to date sheets in main custodial room for all custodial chemicals used at the facility daily.

2. Facility blueprints will be kept in an easily accessible location. If plans are not kept in main custodial room a map, will be provided in this room showing location of them for Maintenance department use.

3. Facility map showing location of all shut off switches, valves, etc., for all utilities (electric, water, gas, etc.) shall be accessible and available for all custodians.

4. Facility map showing locations of fire alarm main and sub panels, air conditioning main and sub panels and any other systems at facility shall be assessable and available.

These records will be posted and/or stored in an easily accessible location for use by Custodial Staff, Administration, Plant Operations, Maintenance, Local Authorities, etc., in the event of an emergency at

facility.

**5.0 CUSTODIAL SERVICES SUPPORT DUTIES AND RESPONSIBILITIES**

The Plant Operations and Maintenance Custodial Services department has the duty and is responsible for assisting Site-Based Administrators and Custodial Teams in achieving the cleanliness and safety standards set forth herein.

The following are the primary responsibilities of the Custodial Services Department.

 Create a uniform cleaning standards and procedures.

 Provide training to all custodians to help them understand and adhere to the standards and procedures.

 Assist the site-based custodial team create effective custodial schedules and assignments to distribute workload more equitably to ensure adequate coverage during weekdays, evening’s shifts and during special events.

 Work with the head custodians to adjust cleaning tasks to ensure that resources are dedicated to

those most apt to affect student success.

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

 Work with the site principals to schedule classes and activities so that buildings and custodial staffing are used as efficiently as possible.

 Support the Area Superintendents when unplanned events affect the cleanliness and the safe

operation of each school under his or her jurisdiction.

 Conduct school site custodial assessments and report findings to the superintendent, senior staff and school site administrators.

 Support the site-based administrators and custodial teams during emergency situations.

**6.0 GENERAL MAINTENANCE REQUIREMENTS:**

**HEAD CUSTODIAN/CUSTODIAL STAFF:**

1. Shall have general knowledge of facility air conditioning / heating systems and proper procedures for troubleshooting, (i.e., how to reset/ restart in the event of failure).

2. Shall attend once a year in-service training With Central Custodial Services.

3. Shall have monthly meetings with their custodial staff to review duties, safety and accomplishments.

4. Shall have general knowledge of facility fire alarm systems, security systems, and any other system specific to their facility.

5. Required to perform all minor maintenance tasks (Carpentry, Electrical, Plumbing, etc.) at the facility, to include the following:

a. Troubleshooting of Custodial and pressure washing equipment. b. Repair of “F” connectors on coaxial cables as needed.

c. Replace plugs on electrical cords/appliances, as needed in accordance with N.E.C. and U.L.

codes (Only by trained and certified custodial staff).

d. Lubricate door locks/ padlocks, as needed using an accepted lubricant. e. Clean or replace flush-o-meters when not working properly.

f. Change fluorescent lights as required and dispose of bulbs properly.

g. Pressure washing and painting as required removing / covering graffiti.

 Paint type shall follow Facility Design Standards.

 Painter shall show proficiency or be trained by PO&M.

 PO&M will furnish paint.

h. Any task deemed to be a custodial issue by the Custodial Supervisor and Area Supervisors.

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| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

6. Shall have a system in place to identify and prioritize teacher requests for minor maintenance of classroom space.

7. Shall perform preventative maintenance and log such maintenance on all custodial equipment

(auto scrubbers, vacuums, etc.) as required.

8. Shall perform and log preventative maintenance on all Pressure washing/lawn equipment at the prescribed intervals.

9. Shall clean and maintain all custodial and Pressure washing/lawn equipment after each use.

10. Shall follow proper safety procedures when using hand and power tools consistent with the job description.

11. Shall follow proper safety procedures when climbing ladders and scaffolding, using lifts or in using other equipment consistent with the job description.

12. Shall have general knowledge of the “tools of their trade”, i.e. auto scrubbers, buffers/scrubbers, burnishers, vacuums, lawn mowers, line trimmers, pressure washers, and any other tools consist

with the job description.

**7.0 FACILITY RESOURCE CONSERVATION:**

**Energy saving strategies:** Site-based custodians have the responsibility, along with the Energy Management

Team, to operate the school safely and efficiently.

The following areas have been identified as opportunities for improving both the health and safety of the building and reducing wasted energy.

**Electrical lighting, equipment, appliances, air conditioning and heating:**

1. To reduce energy consumption for lighting:

a. Turn lights off in areas when they are not occupied, pay particular attention to cafeterias and gymnasiums that are often vacant during the school day.

b. Turn off all lights where practical during the breaks. Since many items consume a small amount of power even when “off”, it is even better if they are unplugged – turning a plug strip off is an easy and effective way of doing this.

c. Reduce lighting levels where safety and performance would not be adversely affected, such as in hallways.

d. Check outdoor security lighting to ensure it is off during daytime hours. e. Turn off athletic field and parking lot lights when not in use.

2. To reduce energy consumption for equipment and appliances:

a. Turn off computers, overhead projectors, VCR’s, TV’s and copiers when not in use.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

b. Turn off water coolers and vending machines during vacation periods.

c. Disconnect Twenty First Century and AV equipment during extended off periods.

d. If possible, stagger the start times on major equipment, such as air handlers and exhaust fans.

**e.** Support equipment for science projects that must be maintained over the summer should not be unplugged. Whatever we can do to modify our behavior and become more conscious of how energy is used and not wasted will benefit us all.

3. To reduce energy consumption for air conditioning and heating:

a. Check the calibration and operation of thermostats and verify proper HVAC response. Be sure

fans are set in the “auto” position.

b. Minimize conditioning of seldom-used spaces, such as storerooms or unoccupied classrooms. c. Keep exterior doors closed, even on nice days.

d. Check for good fitting doors and windows. Frequently inspect caulk and weather stripping

around doors, windows and other building penetrations.

e. Block out morning and afternoon sun from shining through windows. f. Adjust hot water temperature to the minimum level.

g. Schedule building cleaning to minimize the time lights are on and the space conditioned.

**Water saving strategies:** Site-based custodians have the responsibility to operate the school safely and efficiently.

The following areas have been identified as opportunities for improving both the health and safety of the building and reducing wasted water.

To reduce water consumption:

1. Check sink faucets, commodes, and water fountains frequently to ensure they have no leaks.

2. Operate outside irrigation systems during early morning hours only.

3. Operate exterior lawn sprinkler systems according to the St. Johns Water Management District guidelines.

4. Check for non- functional / missing lawn sprinkler heads and adjust or repair as necessary.

**8.0 RECYCLING AND REFUSE**

With approximately 72,000 students and numerous employees, the Brevard County Public School system is a major producer of waste, much of which is recyclable.

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| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

In May 2002, the Brevard County School Board issued a directive that school board facilities strive to be more environmentally conscious. School Board policy 7460 reads as follows:

*The increasing costs of natural energy resources coupled with the growing need to inhibit pollution mandate that the district implement strategies that will conserve all forms of energy used and/or ensure proper recycling of reusable materials.*

*The School Board directs the Superintendent to develop and implement both immediate and long range plans to meet these concerns. It expects that the administrative regulations and procedures established will be properly observed by all members of the staff and strongly supported in both the educational programs and in staff interactions with the students.*

Our goal is to reduce our waste by 15%, while continuing to provide a clean and safe environment for our students and employees. We are strongly committed to achieving a successful recycle program for two reasons. Of course teaching recycling conveys an important message to our students, but it will also enable us to reduce the dollars spent on refuse hauling and landfill fees.

**REFUSE:**

**To achieve success these guidelines have been established to assist custodians in meeting the goal of reduced refuse collection.**

1. Reuse or recycle rather than dispose of material in the refuse dumpster.

2. ALL cardboard must be flattened and added to the cardboard recycle bin. NO CARDBOARD IN THE TRASH DUMPSTERS!

3. If possible, flatten steel cans and plastic jars before adding them to the garbage.

4. Stack Styrofoam serving trays prior to adding them to the garbage.

5. Tie garbage bags tightly to expel air prior to adding them to the refuse dumpster.

6. Periodically, monitor and evaluate the amount of trash in the dumpster to maintain proper dumpster size and frequency of pick-ups.

Selected schools have been provided with a cafeteria trash compactor. The use of this equipment ensures a significant savings to the district because it greatly reduces the volume of garbage that must be hauled to the landfill. The operation and cleaning of these units is the responsibility of the school custodial staff. The purchase of the compactor liners is the responsibility of the cafeteria manager. Necessary repairs to this equipment must be requested using a Maintenance work order.

**RECYCLE:**

As School Board employees, custodians are expected to support a strong recycling program, including one that involves students.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

Cardboard recycling is mandatory and is the responsibility of the custodial and cafeteria staff. As boxes are emptied, they must be flattened and safely stacked until such time as they can be taken to the recycle bin. The bins are serviced weekly, except in June and July. All grades and types of cardboard can be added to the bin. Newspapers and magazines should also be disposed of in the cardboard bin.

Recycling waste paper from the classrooms, offices and work areas is a shared responsibility of the staff and students. The most successful programs are managed and operated by students. Each classroom or office is provided with a separate paper recycle container. These containers are collected periodically and taken to the cardboard recycle bin. Details of this program can be obtained by calling the District Energy Analyst, Teri Novelli at Plant Operations, 633-3580 X 13002. The district expects to achieve 100% participation in the paper-recycling program.

Plastic bottle and aluminum can recycling is not practical on a district-wide level at this time although many schools have their own programs in place to recycle these materials. Custodial support is encouraged.

**9.0 INTEGRATED PEST MANAGEMENT IN FACILITIES:**

As per BPS policy 8400 assure that no pesticides / herbicides are stored or applied at the facility except by a licensed technician. Some “ready to use” exterior herbicides or pesticides can be applied by authorized personnel with the written consent of the IPM Coordinator.

Pest prevention measures will include regular inspections, monitoring, sanitation, pest proofing, and modification of environmental conditions leading to pest problems. Practices such as sanitation, excluding pests through structural repairs, and education comprise the routine IPM service. A combination of these practices achieves an effective long term pest control program.

The Head Custodian/Custodial Staff will:

1. Work with the IPM technician(s) to ensure consideration of pest control implications of building or site modifications following the IPM Policy and Process.

2. Participate in facility inspections to identify pest problems.

3. Report pest activity promptly to the Facility Administrator

4. Participate in implementation of pest prevention and control measures.

5. Perform recommended housekeeping, exclusion and repair efforts within their capabilities and responsibilities.

6. Maintain Pest Sighting Log, complete with type of pest, location and date sighted for use by the

IPM technician. Logs are available through your IPM technician.

**NOTE:** School/site staff is not authorized to bring any pesticides / herbicides onto district property, or to apply any pesticides / herbicides. This includes any/all products such as Raid, Amdro, etc. that can be purchased at your local hardware/ department store for home use. Handling of all pesticide products will be

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

done by properly trained and licensed pesticide applicators. The IPM coordinator authorizes personnel from Plant Operations & Maintenance to confiscate any/all pesticides / herbicides found at any site that does not have a licensed applicator or designee of the IPM Coordinator, and any chemical not on the approved list.

**Air Fresheners/Deodorants in School Facilities**

The Florida Department of Health (School Sanitation Code 64E-13(6) (a) 8) **prohibits** the use of deodorizers in K – 12 toilet rooms. The Office of Facility Services prohibits the use of deodorizers in all areas of the Educational facilities (classrooms, storage rooms, media center, etc.). Deodorizers are products with the sole purpose of masking odors. Therefore they do not solve the problem, instead they cover it up (clean does not smell). Persistent odors in the Facilities are caused by two factors:

1. Unsanitary Conditions

2. Inadequate Ventilation

If housekeeping and moisture issues are addressed and exhaust fans are functional, odor problems should be temporary. Inspectors have a difficult time locating and correcting unsanitary conditions when deodorizers are masking odors. The Supervisor of Custodial Services authorizes personnel from the Office of Facilities Services to report the use of and confiscate any deodorizers (Glade aerosol, Stick ups, Plug ins, etc.) found at any facility/site.

Another reason for prohibiting the use of deodorizers is the masking of warning odors. Leakage of propane or natural gas fuel is only detectable to the human nose because trace levels of mercaptans are added as odorants. When this odor is smelled, it is a warning to evacuate and /or correct a serious problem. Also hydrogen sulfide (a highly irritating gas that smells like rotten eggs) can be generated. Problems such as sewer pipe leaks and other plumbing problems can occur. Disease-carrying pests such as roaches can live in dry sewer lines when drain traps are not kept wet. The use of deodorizers may mask these warning signs and create serious safety concerns.

Also there are persons that are hypo-allergic to some of the perfumes used in deodorizers that could result in allergies or allergic reactions.

NOTE: Deodorizers are not to be confused with disinfectants. Disinfectants with deodorizers included have not been prohibited. Air fresheners with perfumes are prohibited (i.e., Glade with Misty Meadows scent).

**UNIVERSAL PRECAUTIONS:**

 **Always** wear protective gloves. Do not use gloves that have holes or tears.

 Treat all body fluid spills as if they were contaminated.

 Items that have been contaminated by body fluids should be discarded, if possible, by sealed leak - proof plastic bags. If they cannot be discarded, use as strong a disinfectant as possible consistent with the proper use for the type of disinfectant protection of the surface being cleaned.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

 Wash your hands carefully after finishing the task and removing the gloves. Never touch any other

surface, ESPECIALLY your own face, with contaminated gloves. Discard gloves after use.

**10.0 APPEARANCE FACTORS AND FIVE (5) LEVELS OF CLEANING:**

The Plant Operations and Maintenance Custodial Services department uses the APPA Operational Guidelines for Educational Facilities – Custodial – Third Edition as guiding principal when school district wide custodial standards and procedures. The APPA appearance factors and the five (5) levels of clean have been modified and integrated into the School Board of Brevard County Custodial Standards and Procedures.

The Area Allotment per Person/Hour/Room Formula methodology was modified by assigning one of the APPA (Association of Physical Plant Administrators) five (5) levels of cleaning standards, customized for the Brevard School District’s (BPS) custodial operations, to each room type shown in the Florida Inventory of School Houses (FISH) database for BPS’s facilities.

The following facility spaces are covered by “5 Levels of Cleaning” requirements - Classrooms, Offices, Science Labs, Libraries, Auditoriums, Restroom, Shower, & Locker Room, Gymnasiums, Sport Complexes, Field House, Portables Standards, Vocational Technical Laboratories, Culinary Arts Laboratories, & Clinic Rooms, Corridors, Common Areas, Hallways, Cafeteria, and Exterior/Facilities/Grounds/Playgrounds.

Following are the five (5) cleaning standards and cleaning frequency that were applied to each room type.

1. **Level 1 Clean and Appearance Factors – Orderly Spotlessness (Frequency – Daily)**:

o Level 1 cleaning results in a “spotless” and sterile space, as might normally be found in a

hospital environment.

o All clinics and first aid rooms are a Level 1.

2. **Level 2 Clean and Appearance Factors – Ordinary Tidiness (Frequency – Daily)**:

o Level 2 cleaning is the uppermost standard for the remainder of school facilities, and is generally reserved for restrooms, special education areas, kindergarten areas, and food service areas.

o The following areas and rooms typically receive Level 2 cleaning.

 ESE Rooms

 Flammable Storage Rooms

 Food Service Areas and Culinary Art Laboratories (**See culinary note**) (Kitchen areas are cleaned daily by Food Services personnel)

 Staff Lounges where food is present

 PE Locker Rooms

 PE Showers

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

 Restrooms of all kinds. **(Note: Restrooms shall not be used or purposed for storage without prior approval from Facilities Service).**

 Superintendent / Senior Staff / Director / Principal Offices

3. **Level 3 Clean and Appearance Factors – Casual Attention (Frequency – Daily)**:

o Level 3 cleaning is the norm for the majority of school facilities. Educational and support work spaces and areas that require daily cleaning are a Level 3. Examples: Trash cans would be emptied every day. Floors would be swept and/or mopped as necessary.

o The following areas and rooms typically receive Level 3 cleaning.

 All instruction spaces of any kind where students are present every day (including relocatable classrooms).

 Teacher planning and work spaces.

 Administrative staff offices and rooms.

 Stages and auditoriums that are used on daily basis.

 Inside Circulation (Hallways and other open areas)

4. **Level 4 Clean and Appearance Factors – Casual Attention (Frequency – Weekly)**:

o Educational and support work spaces and areas that do not require daily cleaning are a Level

4. Example: School and support facility carpets would be vacuumed every third day and dusting would occur once a month.

o The following areas and rooms typically receive Level 4 cleaning.

 Covered Walkways

 Conferences rooms that are not used every day

 Custodial receiving areas

 Control Booths / projection rooms.

 Stages and auditoriums that are not used daily

5. **Level 5 Clean and Appearance Factors – Casual Attention (Frequency – As Required)**:

o All unoccupied spaces and support shops are a Level 5.

o The following areas and rooms typically receive Level 5 cleaning.

 Audio Visual Storage

 Closed Circuit TV Storage

 Electrical Rooms

 General School Storage

 Gymnasium Storage

 Maintenance Storage

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

 Mechanical Rooms

 Boiler Rooms

 Custodial Storage

**Note:** Culinary Arts Laboratories, as part of the curriculum and the learning process, instructors using student-based assistance shall follow Custodial Standards or Industry Standards, whichever is greater, in the cleaning and maintaining of the work area pertaining to food preparation, cooking, serving and dish washing. The program participants shall dispose of food preparation refuse daily to a central area collection bin for collection by the custodial staff. This could be an area by the front door, in a hallway etc. School based custodial staff shall follow Custodial Standards regarding normal refuse removal and floor covering maintenance as prescribed by Custodial Standards.

\* These standards and frequencies of cleaning are based on normal working circumstances. Variables such as inclement weather, special events, staffing shortages, and unusual workloads may impact custodial efforts.

**DAILY CLEAING AND SPACE ASSESSMENT:**

Facility spaces that have been classified as requiring level 1 – 3 cleaning will be inspected each work day. Based upon the condition of the space, the custodial staff will, as a minimum, perform the following tasks.

 Empty waste containers and sanitary napkin disposal units, wash trash cans with liners being replaced;

 Clean Water-fountains and table tops;

 Sweep/dust mop floors; vacuum carpets (check behind the bleachers);

 Spot clean carpets;

 Spot mop floors, remove, food, gum, etc.;

 Rearrange furniture, clinic cots;

 Clean chalkboards/trays; Supply clean erasers;

 Spot clean inside partition and door glass;

 Spot clean exterior of trash containers;

 Vacuum-spot mop and clean elevator and door tracks;

 Clean restroom, locker rooms, showers, fixtures, mop floors, disinfect, and restock;

 Clean and spot mop stairwell; and

 Keep custodial closet clean, orderly, and stocked, replace lights as needed.

The following cleaning tasks may be done daily if required, else when the condition of the space warrants it.

 Wet mop floors

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

 Empty pencil sharpeners

 Dust open flat surfaces

 Dust furniture and windows and sills

 Regular floor maintenance, buff and burnish floors

 Spot wipe and wash multiple seating (Monthly)

 Dust vents and returns, wash walls, clean baseboards (Quarterly)

 Scrub and recoat floors and extraction or bonnet carpet (Quarterly)

 Polish metal, door knobs, and kick plates (Quarterly)

 Dust blinds (Semi-annual)

 Clean windows inside (Semi-annual)

 Clean office upholstered furniture (Annual)

 Strip and refinish (only if needed) floors and do restorative carpet cleaning (Annual)

 Clean fixtures (Annual)

**WEEKLY CLEAING AND SPACE ASSESSMENT:**

Facility spaces that have been classified as requiring level 4 – 5 cleaning will be inspected each work day. All level 4 – 5 spaces will be maintained neat, clean, and orderly. Based upon the condition of the space, the custodial staff will as a minimum perform the following tasks each week.

 Sweep / dust mop floor;

 Dust shelving and/or boxes;

 Empty and/ or wash waste containers; and

 Remove unapproved items from the spaces where no storage is permitted.

 Clean vents and louvers monthly.

 The floor will be free of debris including corners.

 Remove cobwebs weekly.

 Replace burned out lamps when discovered.

 Tools and spare parts shall be stored in their proper locations in storage room/areas where the tools and spare parts are permitted.

**CUSTODIAL STORAGE AREAS (Non-public area – KEEP LOCKED)**

Custodial storage areas shall be kept neat, clean, and orderly at all times.

 Supplies will be stored appropriately and a running inventory shall be maintained.

 Equipment will be stored, and maintained in a clean, safe, and functional state of repair.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

 **All** chemical containers will be properly labeled in accordance with Federal, State and Local requirements.

 Storage of fluorescent bulbs for hazardous waste pick up will be neat and orderly. Bulbs will be properly stored and a work order for their removal shall be submitted to Central Custodial Services for their removal, (minimum of 75 bulbs for pick up at a time).

 All closets must be cleaned, reorganized and restocked on a daily basis.

 Floor surfaces must be scrubbed and refinished on an as needed basis.

 Wall surfaces must be spot washed and or washed on an as needed basis.

**PERIODIC AND BREAK CLEANING:**

It is difficult to execute major cleaning projects when classes are in session. Therefore, the best time to deep clean is during break periods. Clean as thoroughly as you can throughout the year, but make a plan for deep cleaning during breaks. Always document your deep cleaning and scheduled maintenance on the Custodial Maintenance Record form. The Head Custodian or designee is expected to complete a Custodial Maintenance Record Log(s)**.** By documenting your deep cleaning, you will know what rooms have been done and what needs to be done during the next term and the following break; this will enable you to deep clean each room on a regularly scheduled basis.

Within each level of clean, as it relates to rooms and spaces, there will be cleaning priorities established by each custodial team. Reference Attachment 1 - Room / Space Cleaning Guides for recommended cleaning priorities and frequencies for typical school rooms.

**11.0 SITE-BASED ACTIVITIES OTHER THAN SPACE CLEANING:**

**MINOR MAINTENANCE:**

Minor maintenance shall be performed anytime the need has been identified during the daily space inspections.

The following is a list of minor repairs that may be necessary to maintain a safe and healthy educational, administrative or work space.

 Replace burnt out light bulbs;

 Replace work out entrance mats;

 Paint interior spaces; and

 Replace worn out electrical plugs on equipment and appliances.

**GROUNDS MAINTENANCE:**

Grounds lawn maintenance previously performed by facility-based custodians will now be done by Plant

Operations & Maintenance.

The following tasks will be perform by the custodial staff.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

 Streets, sidewalks, patios, hallways, dock areas, etc are to be cleaned free of leaves, mulch, grass and any other debris.

 Trash shall be picked up before school begins, and after school has been completed, on the entire property, to include parking lots and fence lines.

**Note:** Do not create a harborage for pests and rodents by letting debris accumulate. This should be disposed of immediately.

**PLAYGROUNDS MAINTENANCE:**

Playground equipment and play areas shall be inspected daily. The purpose of this inspection is to identify and correct problems with impact surface material and equipment to ensure student safety at all times during play periods.

**The Head Custodian/Custodian shall:**

1. Inspect all playground areas daily for trash, broken glass, vandalism to equipment, animal feces, weeds, etc., and remove immediately.

2. Perform an extensive weekly inspection of all playground surfaces and playground equipment using the

**Weekly Playgrounds Inspection Checklist Form** (Located in the back of this manual).

**Weekly Playground inspections shall include the following**:

1. Surfacing material to be raked to prevent them from becoming packed down and to remove hidden hazards (litter, sharp objects, etc.).

2. Surfacing materials are to be replenished and/or raked to maintain adequate depth (minimum 12 inches)

and coverage under playground equipment.

3. All equipment shall be inspected for rust, chipping paint, sharp edges, splinters or rough surfaces, and excessive wear.

4. All equipment shall be inspected for loose nuts and bolts, open “S” hooks, frayed rope, and worn out

chains or cables.

5. All structures shall be inspected to ensure equipment has not shifted or become bent.

**6.** All equipment shall be inspected to ensure no components are missing. All parts of the equipment are present and in good working order with no loose play or excessive wear in moving parts.

**NOTE**: Immediately upon notice of problem with playground/equipment the Head Custodian/Custodian shall:

a. Rope off area, or piece of equipment.

b. Report hazardous condition(s) to Facility Administrator.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

c. Report hazardous conditions(s) to Plant Operations and Maintenance to arrange repair/removal of equipment.

\* Playground inspection guidelines adapted from the U.S. Consumer Product Safety Commission Handbook for Public Playground Safety Pub. No. 325 periodic basis to maintain a clean and sanitary environment.

**EXIT LIGHT AND EMERGENCY LIGHT INSPECTIONS:**

**Custodial Services will provide stickers for exit and emergency light inspections to each facility. EXIT LIGHTS:**

1. Exit lights will be inspected monthly with the person performing the inspection initialing the exit light sticker provided.

2. Stickers will be placed so that they are easily accessible to anyone checking the dates and status of the fixture.

3.  **Logs and stickers will be kept current.** A list of work order numbers shall be maintained for all exit lights that are nonfunctioning. This list shall be made available upon request.

**EMERGENCY LIGHT:**

1. Emergency lights will be inspected monthly with the person performing the inspection initialing the emergency light sticker provided.

2. Stickers will be placed so that they are easily accessible to anyone checking the dates and status of the fixture. The preferable placement of the stickers shall be on the battery pack of the emergency lights that are battery operated, in the diffuser or on the wall closest to the emergency lights in fluorescent fixtures that contain the emergency light.

3.  **Logs and stickers will be kept current.** A list of work order numbers shall be maintained for all emergency lights that are nonfunctioning. This list shall be made available upon request.

**FIRE EXTINGUISHER - RECORD OF INSPECTION:**

**Central Custodial Services will provide tags for fire extinguisher inspections to each facility.**

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

1. Ensure extinguisher is readily visible and mounted properly to wall surface.

2. Check site gauge, making sure it is in the green (good), ensure pull seal is intact and pull pin is present.

3. Inspect extinguisher body and hose for missing or broken parts. (Sight glass, loosened or cracked hose, etc.)

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

4. Check contractor inspection sticker. Is it up to date? The tag is good for one year from month and year punched on sticker.

**If any of the above items are found deficient during your inspections, contact your Training Custodian or**

**Environmental Specialist immediately for a replacement extinguisher. Inspection Tags**

1. Remove old tag. It is only necessary to keep current years’ tag on extinguisher.

2. Attach new tag to extinguisher with a rubber band making sure not to cover up sight gauge.

3. Fill out tag using a fine point **permanent** marker (Sharpie) only.  **Do Not** use a hole punch, or any other type of marker, pencil, etc.

4. The following information is required on the tag next to the month inspected. The exact date of inspection (12, 25, etc.) and the initials of the person performing the inspection. Please write legibly.

**12. CUSTODIAL STANDARDS**

**Classrooms (Level 3) Floor Coverings (Level 3)**

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

2. Carpeted floors will be vacuumed every other service day.

3. Vinyl, ceramic and terrazzo floors will be dust mopped every other service day with a dust inhibitor treated dust mop.

4. Spots and gum on all floor coverings will be removed upon discovery.

5. Floor moldings will be maintained in a dust free condition.

6. Vinyl, ceramic and terrazzo floors will be wet mopped weekly. Spots and stains will be removed daily.

7. Vinyl and terrazzo floors will be scrubbed and recoated as finish wears, allowing damage to floor covering. (Minimum semi-annually)

8. Vinyl and Terrazzo floors will have a burnishing program in place.

9. Ceramic tile will be swept every other service day and cleaned according to manufacturer’s

recommendations.

10. Walk off mats will be cleaned every other service day and be free from sand and debris. Mats should be inspected and removed from service when tattered or torn causing trip or other type hazards

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

**Walls/Wall Coverings (Level 3)**

1. Dust and remove all smudges and fingerprints.

2. Wall coverings will be dust free.

3. Chalk trays will be wiped down so large accumulations of chalk dust are not present.

4. Chalkboards will be maintained to meet the expectations of the instructional staff.

5. Pencil sharpeners will be emptied daily.

6. Any tape on walls will be removed daily.

7. Walls will be inspected when cleaned for any peeling or chipped paint. Any walls needing repair will be corrected at next FAST team visit. Head Custodian will take measures to assure chipped or peeled paint is removed until such service is provided.

8. Graffiti will be removed from walls daily. Obscenity and gang related material will be removed immediately.

**Ceilings (Level 3)**

1. Remove cobwebs three times weekly.

2. Replace burned out light bulbs within five working days of report unless this condition is a safety hazard, then correction will be in one working day.

3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.

4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.

5. Replace damaged light covers immediately when discovered.

6. Clean all light covers/globes when covers or globes reduce the amount of light needed for the area. (Minimum semiannually).

7. Return vents and discharge vents will be dust free. Damaged or rusty vents will be repaired or replaced within five working days of discovery.

**Windows/Window Sills (Level 3)**

1. Windows will be free of fingerprints and smudges, tape, etc.

2. Remove cobwebs three times weekly.

3. Windowsills will be free of dust and debris.

4. All windows are to be closed and locked nightly.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

5. All broken or non-functioning hardware shall be replaced within five working days of discovery unless this causes a security problem to the facility and then it will be corrected immediately.

**Furniture (Level 3)**

1. All flat surfaces will be dusted every other service day.

2. All classroom furnishings will be free of graffiti, gum and dust.

3. Teacher desks will be dusted every other service day without disturbing instructional material.

4. All secondary exits shall be kept free of obstructions and accessible.

**Trash Receptacles (Level 3)**

1. Emptied daily and liner replaced when torn or dirty.

2. Sanitize receptacle three times weekly when liner is used. Daily without liner.

3. Damaged or unusable receptacles will be removed from service and replaced immediately.

**Periodic Cleaning**

1. Vinyl /Terrazzo finishes will be maintained, as finish wears to not allow damage to floor covering. (Minimum semi-annually, except offices and cafeterias, which are maintained monthly.)

2. Carpet will be extracted in its entirety, quarterly unless causing environmental concerns.

3. Light fixtures will be cleaned when fixtures do not allow sufficient light. (Minimum semiannually)

4. Gum removed from under furniture weekly.

5. Exterior windows will be cleaned when windows do not allow sufficient light due to build up of dirt and debris. (Minimum quarterly)

6. Window coverings will be removed and cleaned as dirt and debris block natural light due to build up. (Minimum quarterly)

7. Computers will be maintained clean and dust free in accordance with manufacturer’s

guidelines.

**Fixtures (Level 3)**

1. Free of dust and graffiti.

2. Telephones will be cleaned every other service day with a disinfectant.

**Restrooms (Level 2) Floor Coverings (level 2)**

1. Will be swept daily

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

2. Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner (exceptions are facilities with sewage treatment plants).

3. Floor drains will be flushed daily with bacteriostatic cleaner used in above standard.

4. Floor drain strainers will be replaced when broken or missing.

5. Floors will be scrubbed with an auto scrubber or low speed scrubber semiannually. Bacteria eating enzymes will be introduced during this process.

6. Ceramic tile will be cleaned daily according to manufacturer’s recommendations.

**Windows/Window Sills (level 2)**

1. Windows will be free of fingerprints and smudges.

2. Remove cobwebs three times weekly.

3. Windowsills will be free of dust and debris.

4. All windows are to be closed and locked nightly.

5. Broken or nonfunctioning hardware will be replaced within five working days of observation unless this causes a security problem to the facility and then it will be corrected immediately.

**Lavatories (level 2)**

1. Bowl will be free of soap scum.

2. Drains will be free of hair and soap deposits.

3. Fixtures will be cleaned and polished daily to remove water deposits.

4. Entire lavatory will be wiped down daily with germicidal detergent.

5. Plumbing fixtures will be cleaned daily.

**Urinals (level 2)**

1. Bowls will be free of water deposits.

2. Water swirl holes will be free of deposits to allow proper water circulation.

3. Fixtures will be cleaned and polished daily to remove water deposits.

4. Entire urinal will be wiped down daily with germicidal detergent.

**Toilets**

1. Bowl will be free of water deposits.

2. Water holes will be free of deposits to allow proper water circulation.

3. Fixtures will be cleaned and polished daily to remove water deposits.

4. Entire toilet (including base and both sides of seat) will be wiped down daily with germicidal detergent.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

5. Toilet seat will be maintained in a safe condition, including secure toilet seat.

**Walls/Accessories (level 2)**

1. Walls will be free of fingerprints, smudges and graffiti.

2. Soap dispensers will be functional, filled and deposit free.

3. Paper towel holders will be full and free of graffiti (Stainless steel fixtures will be cleaned and polished).

4. Toilet paper holders will be full and maintained.

5. Mirrors will be fingerprint and smudge free.

6. Partitions will be washed daily.

7. Walls will be graffiti free. Graffiti will be removed daily unless profanity or gang related and then it shall be removed immediately upon report.

**Sanitary Receptacles (level 2)**

1. Will be emptied and liners changed daily.

2. Receptacle will be sanitized daily.

3. Sanitary napkin dispensers will be cleaned daily and refilled when empty. (Minimum daily)

**Ceilings (level 2)**

1. Remove cobwebs three times weekly.

2. Replace burned out light bulbs within five working days of report unless this condition is a safety hazard, then correction should be in one day.

3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.

4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.

5. Replace damaged light covers within five working days unless this is a safety hazard and correction should be immediate.

6. Remove any litter or debris daily.

7. Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced within five working days of discovery.

**Trash Receptacles (level 2)**

1. Receptacle will be emptied daily and the liner replaced.

2. Receptacle will be sanitized three times weekly if liner is used, daily if not.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

3. Broken receptacles shall be removed from service and replaced immediately.

**Periodic Cleaning (level 2)**

1. Light covers will be cleaned when light is reduced from debris or dirt. (Minimum semiannually)

2. Floors will be scrubbed monthly.

3. Floors will be refinished as finish wears, allowing damage to the floor covering. (Minimum quarterly)

4. Toilet/Urinal Bowls will be cleaned using bowl cleaner.

5. Walls will be washed every other service day in their entirety.

6. Exterior windows will be washed quarterly.

7. Restrooms will be monitored, by the custodial staff, for cleanliness during student use throughout the day.

**Gymnasiums (Level 3)**

**Walls/Wall Coverings and Doors (level 3)**

1. Dust and remove all smudges and fingerprints from doors every other service day.

2. Wall coverings will be dust free.

3. Chalk trays will be wiped down so large accumulation of chalk dust are not present.

4. Chalkboards will be maintained to meet the expectations of the instructional staff.

5. Pencil sharpeners will be emptied daily.

6. Doors will be cleaned and free of graffiti daily.

7. Doors will be checked weekly for efficient operation.

8. All secondary exits will be clear and free of obstacles during occupancy.

**Windows/Window Sills (level 3)**

1. Windows will be free of fingerprints and smudges.

2. Remove cobwebs three times weekly.

3. Windowsills will be free of dust and debris.

4. All windows are to be closed and locked nightly.

5. All broken or nonfunctioning hardware will be replaced within five working days unless there is a security concern. In that case, it will be handled immediately.

**Bleachers (level 3)**

1. Will be maintained free of debris, dust and gum.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

2. Will be free of graffiti.

3. Bench seating will be cleaned monthly during off-season and prior to each event during season.

4. Damaged or missing seats will be inspected and repaired before any use.

5. Perform monthly inspection of stadium seating.

6. Areas beneath the bleachers will be cleaned and inspected weekly, including hardware and rollers.

**Floor Coverings (level 3)**

1. Gym floor surrounding areas:

 Dust mopped daily using dust inhibiting product.

 Spots and gum will be removed daily.

2. Gym floor **(level 3)**

 Floor will be dust mopped after each use at a minimum with manufacturer’s

recommended dust inhibitor.

 Debris shall be removed into a trash receptacle, not swept into a corner or into adjoining door and hallways

 Spots and gum will be removed daily.

 During normal usage periods, damp mop weekly with neutral cleaner.

 Floor should be scrubbed quarterly with an automatic scrubber.

**Trash Receptacles (level 3)**

1. Emptied daily and liner replaced when torn or full.

2. Sanitize receptacle three times weekly if liner is used, daily if not.

**Periodic Cleaning (level 3)**

1. Vinyl /Terrazzo finishes will be maintained as finish wears. (Minimum biannually)

2. Carpet will be extracted in its entirety semiannually unless covering causes environmental concerns.

3. Gym floor finishes will be maintained in a safe condition at all times.

4. Gym floors will be refinished when finish wears. (Minimum annually)

5. Light fixtures will be cleaned when fixtures block light due to dirt and debris. (Minimum semiannually)

6. Gum will be removed from under furniture weekly.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

7. Exterior windows will be cleaned quarterly or when windows do not allow for sufficient lighting.

8. Window coverings will be removed and cleaned annually or when natural light is blocked. (Minimum quarterly)

9. Replace burned out light bulbs within five working days of report unless this condition is a safety hazard, then correct within one working day.

**Furniture**

7. All flat surfaces will be dusted every service day and free of graffiti.

**Locker Rooms (Level 2) Restrooms (level 2) Lavatories (level 2)**

1. Bowl will be free of soap scum.

2. Drains will be free of hair and soap deposits.

3. Fixtures will be cleaned and polished daily to remove water deposits.

4. Entire lavatory will be wiped down daily with germicidal detergent.

5. Showerheads will be operational and mildew free.

6. Shower areas not in use or in use for storage shall be kept neat and clutter free. All fixtures shall be made inoperable to stop leaks and water stains

**Urinals (level 2)**

1. Bowl will be free of water deposits.

2. Water swirl holes will be free of deposits to allow proper water circulation.

3. Fixtures will be cleaned and polished daily to remove water deposits.

4. Entire urinal will be wiped down daily with germicidal detergent.

5. Toilet seat will be maintained in a safe condition, including secure toilet seat.

**Toilets (level 2)**

1. Bowl will be free of water deposits.

2. Water swirl holes will be free of deposits to allow proper water circulation.

3. Fixtures will be cleaned and polished daily to remove water deposits.

4. Entire toilet (including base and both sides of seat) will be wiped down daily with germicidal detergent.

5. Toilet seat will be maintained in a safe condition.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

**Walls/Accessories (level 2)**

1. Walls will be free of fingerprints, smudges, graffiti, and stains.

2. Soap dispensers will be functional, filled and deposit free.

3. Paper towel holders will be full and free of graffiti (stainless steel fixtures will be cleaned and polished).

4. Toilet paper holders will be full and maintained in a usable manner.

5. Mirrors will be fingerprint and smudge free.

6. Walls and partitions will be washed daily and free of graffiti.

**Sanitary Receptacles and Dispensers (level 2)**

1. Receptacles will be emptied, sanitized and the liners changed daily.

2. Sanitary napkin dispensers must be cleaned and refilled daily.

**Ceilings (level 2)**

1. Remove cobwebs three times weekly

2. Replace burned out light bulbs within five working days unless this condition is a safety hazard, then one working day.

3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.

4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.

5. Replace damaged light covers immediately when discovered.

6. Remove any litter or debris daily.

**Floor Coverings (level 2)**

1. Will be swept every service day.

2. Floors will be mopped three times weekly, at a minimum, with a germicidal bacteriostatic cleaner (except schools on sewage treatment plants).

3. Floor drains will be flushed with bacteriostatic cleaner used in above standard.

4. Floors will be scrubbed with an auto scrubber or a low speed scrubber twice weekly.

5. Ceramic tile will be swept every service day and cleaned according to manufacturer’s

recommendations.

6. Floors will be free of mold and mildew in tile grout.

**Trash Receptacles**

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

1. Emptied daily and liner replaced.

2. Sanitize receptacle three times weekly when liner is used. Daily without liner.

**Periodic Cleaning (level 2)**

1. Light covers will be cleaned when fixtures do not allow sufficient light. (Minimum semiannually).

2. Floors will be scrubbed twice weekly.

3. Floors will be refinished as finish wears. (Minimum quarterly)

4. Toilets/urinal bowls will be cleaned daily using bowl cleaner.

5. Walls will be washed daily in their entirety.

6. Exterior windows will be washed quarterly.

**Locker Areas (Level 3)**

**Lockers (level 3)**

1. Will be free of dust and debris

2. Lockers will be free of graffiti.

3. Lockers will be maintained in a safe operational condition at all times.

4. Interior and exterior of lockers will be cleaned at least annually or when they become environmental concerns.

**Benches (level 3)**

1. Will be free of graffiti.

2. Will be wiped down with germicidal bacteriostatic cleaner (or product safe for your campus).

**Floor Coverings (level 3)**

1. Will be swept every service day.

2. Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner (except schools on sewage treatment plants).

3. Floor drains will be flushed with germicidal bacteriostatic cleaner used in above standard.

4. Floors will be scrubbed with an auto scrubber or low speed scrubber twice weekly.

5. Ceramic tile will be swept every service day and cleaned according to manufacturer’s

recommendations.

6. Floors will be free of mold and mildew in tile grout.

**Ceilings (level 3)**

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

1. Remove cobwebs weekly.

2. Replace burned out light bulbs within five working days unless this creates a safety hazard, then correction should be in one day.

3. Replace damaged light covers immediately when discovered.

4. Remove any litter or debris daily.

5. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.

6. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.

7. Clean all light covers/globes when globes or covers reduce the amount of light needed for the area due to debris or dirt. (Minimum semiannually)

8. Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced within five working days.

**Shower Areas (Level 2)**

1. Walls will be free of soap film.

2. Floors will be free of mold and mildew in tile grout.

3. Showerheads will be operational and mildew free.

4. Fixtures will be cleaned and polished daily.

5. Floor drains will be in place and free of debris.

6. Floors will be mopped daily with germicidal bacteriostatic cleaner (or product safe for your campus).

7. Floors will be scrubbed with a 175 rpm scrubber twice weekly.

8. Floors will be free of mold and mildew in tile grout.

**Periodic Cleaning (Level 2)**

1. Light covers will be cleaned semiannually or when debris or dirt reduce safe illumination.

2. Floors will be scrubbed twice weekly.

3. Floors will be refinished as finish wears. (Minimum quarterly)

4. Toilet/urinal bowls will be cleaned using bowl cleaner daily.

5. Walls will be washed in their entirety daily.

6. Exterior windows will be cleaned quarterly or when windows do not allow for sufficient lighting.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

7. Interior of lockers will be washed annually or as they become unused.

**Administrative Offices/Libraries/Auditoriums (Level 3)**

**Floor Coverings (level 3)**

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

2. Carpeted floors will be vacuumed when dirt / debris is present or a minimum of every other service day. \*

3. Vinyl, ceramic and terrazzo floors will be dust mopped when dirt / debris is present or a minimum of every other service day with a dust inhibitor treated dust mop.

4. Spots and gum on all floor coverings will be removed upon discovery during daily cleaning.

5. Floor moldings will be maintained in a dust free condition.

6. Vinyl, ceramic and terrazzo floors will be mopped every other service day.

\* Single or double occupancy offices will be vacuumed weekly.

**Walls/Wall Coverings (level 3)**

1. Dust and remove all smudges and fingerprints daily.

2. Wall coverings will be dust free.

3. Pencil sharpeners will be emptied daily.

4. Graffiti will be removed daily unless it is obscenity or gang related. It will then be removed as discovered.

**Ceilings (level 3)**

1. Remove cobwebs weekly.

2. Replace burned out light bulbs within five working days of report unless this condition is a safety hazard, then correction will be in one working day.

3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.

4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.

5. Replace damaged light covers as discovered.

6. Clean all light covers/globes when covers or globes reduce the amount of light needed for the area. (Minimum semiannually)

7. Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced within five working days of discovery.

**Windows/Window Sills (level 3)**

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

1. Windows will be free of fingerprints and smudges.

2. Remove cobwebs weekly.

3. Windowsills will be free of dust and debris.

4. All windows are to be closed and locked nightly.

5. Broken or nonfunctional hardware will be replaced within five working days unless there is a security concern in which it will be taken care of immediately.

**Furniture (level 3)**

1. All flat surfaces will be dusted every other service day.

2. Administrative desks will be dusted daily without disturbing administrative materials.

3. Bookshelves/counter tops will be wiped down every other service day.

**Trash Receptacles (level 3)**

1. Emptied daily and liner replaced when torn or dirty.

2. Sanitize receptacle three times weekly if liner is used, daily if not.

**Telephones (level 3)**

1. Handsets will be wiped down every other service day with germicidal cleaner.

2. Telephone stations should be free of graffiti, gum etc.

**Periodic Cleaning (level 3)**

1. Vinyl/terrazzo finishes will be maintained as finish wears. (Minimum quarterly)

2. Carpet will be extracted monthly in its entirety unless said carpet is an environmental concern.

3. Light fixtures will be cleaned when dirt and debris cause the fixtures reduce sufficient lighting. (Minimum semiannually)

4. Gum removed from under furniture daily.

5. Exterior windows will be cleaned quarterly or when dirt and debris does not allow sufficient outside lighting.

6. Window coverings will be removed and cleaned quarterly or as dirt and debris block sufficient light.

7. Computers will be cleaned daily according to manufacturer’s specifications.

**Science Laboratories (Leve3)**

**Floor Coverings (level 3)**

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

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

2. Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.

3. Spots and gum on all floor coverings will be removed upon discovery.

4. Floor moldings will be maintained in a dust free condition.

5. Vinyl and terrazzo floors will be mopped three times weekly. Spots and stains will be removed daily.

6. Ceramic tile will be swept daily and cleaned according to manufacturer’s recommendations.

7. Concrete floors will be swept daily.

8. Foreign material will be removed daily.

**Walls/Wall Coverings (level 3)**

1. Dust and remove all smudges and fingerprints daily.

2. Wall coverings will be dust free.

3. Chalk trays will be wiped down so a large accumulation of chalk dust is not present.

4. Chalkboards will be maintained to meet the expectations of the instructional staff.

5. Pencil sharpeners will be emptied daily.

6. Paper towel dispensers will be cleaned and replenished daily.

7. Soap dispensers will be in good repair as well as cleaned and replenished daily.

8. Graffiti will be removed from walls daily. Obscenity and gang related material will be removed upon immediately.

**Ceilings (level 3)**

1. Remove cobwebs three times weekly.

2. Replace burned out light bulbs within five working days unless this creates a safety hazard and then repair will be within one working day.

3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.

4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.

5. Replace damaged light covers immediately as discovered.

6. Clean all light covers/globes dirt and debris reduce the amount of light needed for the area. (Minimum semiannually)

7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

**Windows/Window Sills (level 3)**

1. Windows will be free of fingerprints and smudges.

2. Remove cobwebs three times weekly.

3. Windowsills will be free of dust and debris.

4. All windows are to be closed and locked nightly.

5. Broken or nonfunctional hardware shall be replaced within five working days of discovery unless this causes a security problem to the facility and then it will be corrected immediately.

**Furniture (level 3)**

1. All flat surfaces will be dusted every other service day.

2. All classroom furnishings will be free of graffiti, gum and dust.

3. 1/4 of Book shelving will be dusted daily.

4. Teacher desks will be dusted every other service day without disturbing instructional material.

5. Unsecured lockers will be free of debris and litter.

**Trash Receptacles (level 3)**

1. Emptied daily and liner replaced when torn or dirty.

2. Sanitize receptacle three times weekly if liner is used, daily if not.

3. Broken or unsightly receptacles shall be removed and replaced immediately.

**Lavatories (Level 2)**

1. Bowl will be free of soap scum.

2. Drains will be free of hair and soap deposits.

3. Fixtures will be cleaned and polished daily to remove water deposits.

4. Entire lavatory will be wiped daily.

5. Chemical lavatories will be free of debris and wiped down daily.

6. Plumbing fixtures will be cleaned daily.

**Periodic Cleaning (level 3)**

1. Vinyl/terrazzo finishes will be maintained as finish wears. (Minimum semiannually)

2. Carpet will be extracted in its entirety semiannually unless covering causes environmental concerns.

3. Light fixtures will be cleaned semiannually or when necessary light is reduced.

4. Gum will be removed from under furniture daily.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

5. Exterior windows will be cleaned when windows do not allow for sufficient lighting. (Minimum quarterly)

6. Window coverings will be removed and cleaned when sufficient light is reduced. (Minimum semiannually)

7. Broken glass receptacles will be emptied daily.

8. For schools with exhaust hoods, hoods will be inspected and cleaned monthly.

9. Computers shall be cleaned daily according to manufacturer’s specifications.

**Shower Areas Level 2)**

School based custodial staff shall maintain shower areas to custodial standards.

1. Walls will be free of soap film.

2. Showerheads will be operational and mildew free.

3. Fixtures will be cleaned and polished daily.

4. Floor drains will be in place and free of debris.

5. Floors will be mopped daily with germicidal bacteriostatic cleaner (or product safe for your campus).

6. Floors will be scrubbed with a 175-rpm scrubber twice weekly.

7. Floors will be free of mold and mildew in tile grout. **Vocational Technical Laboratories (Level 3) Vocational Shop Areas (level 3)**

As there is complicated and possibly dangerous machinery involved in this area, an untrained person could be harmed or damage expensive equipment. Therefore, as part of the curriculum of these programs, the instructors shall follow Custodial Standards or current Industry Standards, whichever is greater, for cleaning and maintaining the shop area using students as part of their learning experience.

**Floor Coverings (level 3)**

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

2. Carpeted floors will be vacuumed every other service day.

3. Vinyl, ceramic and terrazzo floors will be dust mopped every other service day with a dust inhibitor treated dust mop.

4. Spots and gum on all floor coverings will be removed upon discovery.

5. Floor moldings will be maintained in a dust free condition.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

6. Vinyl, ceramic and terrazzo floors will be wet mopped weekly. Spots and stains will be removed daily.

7. Vinyl and terrazzo floors will be scrubbed and recoated as finish wears. (Minimum quarterly)

8. Vinyl and terrazzo floors will have a burnishing program in place.

9. Ceramic tile will be swept daily and cleaned according to manufacturer’s

recommendations.

10. Concrete floors will be swept every other service day.

**Walls/Wall Coverings (level 3)**

1. Dust and remove all smudges and fingerprints daily.

2. Wall coverings will be dust free

3. Chalk trays will be wiped down so a large accumulation of chalk dust is not present.

4. Chalkboards will be maintained to meet the expectations of the instructional staff.

5. Pencil sharpeners will be emptied daily.

6. Paper towel dispensers will be cleaned and replenished daily.

7. Soap dispensers will be in good repair as well as cleaned and replenished daily.

8. Graffiti will be removed from walls daily. Obscenity and gang related material will be removed upon immediately.

**Ceilings (level 3)**

1. Remove cobwebs three times weekly.

2. Replace burned out light bulbs within five working days unless this creates a safety hazard and then repair will be within one working day.

3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.

4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.

5. Replace damaged light covers immediately as discovered.

6. Clean all light covers/globes dirt and debris reduce the amount of light needed for the area. (Minimum semiannually)

7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days.

**Windows/Window Sills (level 3)**

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

1. Windows will be free of fingerprints and smudges.

2. Remove cobwebs three times weekly.

3. Windowsills will be free of dust and debris.

4. All windows are to be closed and locked nightly.

5. Broken or nonfunctional hardware shall be replaced within five working days of discovery unless this causes a security problem to the facility and then it will be corrected immediately.

**Furniture (level 3)**

1. All flat surfaces will be dusted every other service day.

2. All classroom furnishings will be free of graffiti, gum and dust.

3. 1/4 of Book shelving will be dusted daily.

4. Teacher desks will be dusted every other service day without disturbing instructional material.

5. Unsecured lockers will be free of debris and litter.

**Trash Receptacles (level 3)**

1. Emptied daily and liner replaced when torn or dirty.

2. Sanitize receptacle three times weekly if liner is used, daily if not.

3. Broken or unsightly receptacles shall be removed and replaced immediately.

**Lavatories (level 3)**

1. Bowl will be free of soap scum.

2. Drains will be free of hair and soap deposits.

3. Fixtures will be cleaned and polished daily to remove water deposits.

4. Entire lavatory will be wiped daily.

5. Chemical lavatories will be free of debris and wiped down daily.

6. Plumbing fixtures will be cleaned daily.

**Periodic Cleaning (level 3)**

1. Vinyl/terrazzo finishes will be maintained as finish wears. (Minimum semiannually)

2. Carpet will be extracted in its entirety semiannually unless covering causes environmental concerns.

3. Light fixtures will be cleaned semiannually or when necessary light is reduced.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

4. Gum will be removed from under furniture daily.

5. Exterior windows will be cleaned when windows do not allow for sufficient lighting. (Minimum quarterly)

6. Window coverings will be removed and cleaned when sufficient light is reduced. (Minimum semiannually)

7. Broken glass receptacles will be emptied daily.

8. For schools with exhaust hoods, hoods will be inspected and cleaned monthly.

9. Computers shall be cleaned daily according to manufacturer’s specifications.

**Culinary Arts Laboratories (Level 2)**

As part of the curriculum and the learning process, instructors using student-based assistance shall follow Custodial Standards or Industry Standards, whichever is greater, in the cleaning and maintaining of the work area pertaining to food preparation, cooking, serving and dish washing. The program participants shall dispose of food preparation refuse daily to a central area collection bin for collection by the custodial staff. This could be an area by the front door, in a hallway etc. School based custodial staff shall follow Custodial Standards regarding normal refuse removal and floor covering maintenance as prescribed by Custodial Standards.

**Floor Coverings (level 2)**

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

2. Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.

3. Spots and gum on all floor coverings will be removed upon discovery.

4. Floor moldings will be maintained in a dust free condition.

5. Vinyl and terrazzo floors will be mopped three times weekly. Spots and stains will be removed daily.

6. Ceramic tile will be swept daily and cleaned according to manufacturer’s

recommendations.

7. Concrete floors will be swept daily.

8. Foreign material will be removed daily.

**Walls/Wall Coverings (level 2)**

1. Dust and remove all smudges and fingerprints daily.

2. Wall coverings will be dust free.

3. Chalk trays will be wiped down daily so a large accumulation of chalk dust is not present.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

4. Chalkboards will be maintained to meet the expectations of the instructional staff.

5. Pencil sharpeners will be emptied daily.

6. Paper towel dispensers will be cleaned and replenished daily.

7. Soap dispensers will be in good repair as well as cleaned and replenished daily.

8. Graffiti will be removed from walls daily. Obscenity and gang related material will be removed upon immediately.

**Ceilings (level 2)**

1. Remove cobwebs daily.

2. Replace burned out light bulbs within five working days unless this creates a safety hazard and then repair will be within one working day.

3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.

4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.

5. Replace damaged light covers immediately as discovered.

6. Clean all light covers/globes dirt and debris reduce the amount of light needed for the area. (Minimum semiannually)

7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days.

**Windows/Window Sills (level 2)**

1. Windows will be free of fingerprints and smudges.

2. Remove cobwebs daily.

3. Windowsills will be free of dust and debris.

4. All windows are to be closed and locked nightly.

5. Broken or nonfunctional hardware shall be replaced within five working days of discovery unless this causes a security problem to the facility and then it will be corrected immediately.

**Furniture (level 2)**

 All flat surfaces will be dusted daily.

1. All classroom furnishings will be free of graffiti, gum and dust.

2. 1/4 of Book shelving will be dusted daily.

3. Teacher desks will be dusted daily without disturbing instructional material.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

4. Unsecured lockers will be free of debris and litter.

**Trash Receptacles (level 2)**

1. Emptied daily and liner replaced when torn or dirty.

2. Sanitize receptacle three times weekly if liner is used, daily if not.

3. Broken or unsightly receptacles shall be removed and replaced immediately.

**Lavatories (level 2)**

1. Bowl will be free of soap scum.

2. Drains will be free of hair and soap deposits.

3. Fixtures will be cleaned and polished daily to remove water deposits.

4. Entire lavatory will be wiped daily.

5. Chemical lavatories will be free of debris and wiped down daily.

6. Plumbing fixtures will be cleaned daily.

**Periodic Cleaning (level 2)**

1. Vinyl/terrazzo finishes will be maintained as finish wears. (Minimum semiannually)

2. Carpet will be extracted in its entirety semiannually unless covering causes environmental concerns.

3. Light fixtures will be cleaned semiannually or when necessary light is reduced.

4. Gum will be removed from under furniture daily.

5. Exterior windows will be cleaned when windows do not allow for sufficient lighting. (Minimum quarterly)

6. Window coverings will be removed and cleaned when sufficient light is reduced. (Minimum semiannually)

7. Broken glass receptacles will be emptied daily.

8. For schools with exhaust hoods, hoods will be inspected and cleaned monthly.

9. Computers shall be cleaned daily according to manufacturer’s specifications.

**Clinic Rooms (Level 1)**

**Floor Coverings (level 1)**

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

2. Carpeted floors will be vacuumed daily.

3. Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

4. Spots, stains and gum on all floors will be removed as discovered.

5. Floor moldings will be maintained in a dust free condition.

6. Vinyl and terrazzo floors will be mopped daily with germicidal detergent.

7. Ceramic tile will be swept daily and cleaned according to manufacturer’s

recommendations.

**Walls/Wall Covering (level 1)**

1. Dust and remove all smudges and fingerprints.

2. Wall coverings will be dust free.

3. Graffiti will be removed daily. Obscenity and gang related material will be removed immediately.

**Ceilings (level 1)**

1. Remove cobwebs daily.

2. Replace burned out light bulbs within five working days of report unless this condition is a safety hazard, then correction will be in one working day.

3. Replace damaged ceiling tiles and report to Head Custodian for review of school asbestos management plan.

4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.

5. Replace damaged light covers as discovered.

6. Clean all light covers/globes when covers or globes reduce the amount of light needed for the area. (Minimum semiannually)

7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days.

**Windows/Window Sills (level 1)**

1. Windows will be free of fingerprints and smudges.

2. Remove cobwebs daily.

3. Windowsills will be free of dust and debris.

1. All windows will be closed and locked nightly.

4. Broken or nonfunctioning hardware will be replaced within five working days of discovery unless this causes a security problem to the facility and then it will be corrected immediately.

**Furniture (level 1)**

1. All flat surfaces will be dusted daily.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

2. All furniture in contact with patients will be wiped down daily with germicidal detergent.

**Trash Receptacles (level 1)**

1. Emptied daily and liner replaced when torn or dirty.

2. Full Sharps containers will be removed and stored for pick-up in a biohazard-designated area.

3. Full infectious waste containers will be removed and stored for pick-up in a biohazard- designated area.

**Lavatories (level 1)**

1. Bowl will be free of soap scum.

2. Drains will be free of hair and soap deposits.

3. Fixtures will be cleaned and polished daily to remove water deposits.

4. Entire lavatory will be wiped down daily with germicidal detergent.

5. Plumbing fixtures will be cleaned daily.

**Periodic Cleaning (level 1)**

**1.** Carpet will be extracted semiannually unless there are environmental concerns.

**2.** Vinyl/terrazzo finishes will be maintained as finish wears. (Minimum semiannually)

**3.** Light fixtures will be cleaned when they do not allow sufficient light. (Minimum semiannually)

**4.** Gum removed from the furniture daily.

**5.** Exterior windows will be cleaned when dirt and debris restrict sufficient light from the area. (Minimum semiannually)

**6.** Window coverings will be removed and cleaned when dirt and debris restrict sufficient light from the area. (Minimum semiannually)

7. Floors will be scrubbed weekly in treatment rooms using germicidal detergent

**Corridors (Level 3)**

**Floor Covering (level 3)**

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

2. Carpeted floors will be vacuumed at least once per day.

3. Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated mop.

4. Spots and gum on the floor covering will be removed upon discovery.

5. Floor moldings will be maintained in a dust free condition.

6. Sweep/vacuum interior stairways daily.

7. Vinyl and terrazzo floors will be mopped daily with germicidal detergent.

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

8. Ceramic tile will be swept daily and cleaned according to manufacturer’s

recommendations.

**Walls/Wall Coverings/Trophy Cases/Fixtures (level 3)**

1. Dust and remove all fingerprints and smudges.

**1.** 2. Wall coverings and lockers will be dust free.

2. Trophy case glass will be free of smudges, streaks and dust.

3. The interior of locked trophy cases will be cleaned twice monthly. It shall be the

custodian’s responsibility to obtain a key for this purpose.

**4.** Graffiti will be removed daily. Obscenity and gang related material will be removed immediately.

**Furniture (level 3)**

1. All flat surfaces will be dusted daily.

**Drinking Fountains (level 3)**

1. Drinking fountains will be free of water deposits, streaks and dust.

A. Use a germicidal or bacteriostatic cleaner containing no objectionable odor. B. The mouthpiece, basin, and exterior will be sanitized daily.

C. Fountains will be operational and water flow will be adequate with no drainage problems.

**Ceilings (level 3)**

1. Remove cobwebs three times weekly.

2. Replace burned out light bulbs/tubes within five working days of report unless this condition is a safety hazard, then correction will be in one working day.

3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of schools asbestos management plan.

4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.

5. Replace damaged light covers immediately when discovered.

6. Clean all light covers/globes when dirt and debris reduce the amount of light needed for the area. (Minimum semiannually)

7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days of discovery.

**Periodic Cleaning (level 3)**

1. Vinyl/terrazzo finishes will be maintained daily.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

2. Carpet will be extracted in its entirety semiannually unless covering causes environmental concerns.

3. Light fixtures will be cleaned semiannually or when light is restricted.

4. Gum will be removed from under furniture weekly.

5. Exterior windows will be cleaned quarterly.

6. Window coverings will be removed and cleaned quarterly or when light is restricted.

**Entrances (Level 2)**

**Floor Covering (level 2)**

1. Sweep outside entrance ramp to main sidewalk or driveway three times weekly.

2. Vacuum/sweep mats daily.

3. Pick up dirt, trash and leaves daily. C**eilings (level 2)**

1. Remove cobwebs three times weekly.

2. Replace burned out entrance lamps and exit lamps within five working days of report unless this condition is a safety hazard, then correct within one working day.

**Doors (level 2)**

1. Both sides of door glass will be free of tape, smudges and fingerprints.

2. Lock and unlock doors at appointed times.

**Periodic Cleaning (level 2)**

1. Sweep exterior stairways weekly.

2. Wash light fixtures semiannually or when light is restricted or inadequate.

3. Clean vents and louvers monthly.

4. Carpet type mats will be water extracted monthly.

**Cafeteria (Level 2)**

**Floor Coverings (level 2)**

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

2. Carpeted floors will be vacuumed daily.

3. Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.

4. Spots, stains and gum on all floor coverings will be removed upon discovery.

5. Floor moldings will be maintained in a dust free condition.

6. Vinyl, ceramic and terrazzo floors will be mopped daily with a germicidal detergent.

7. Vinyl and terrazzo floors will be scrubbed and recoated monthly.

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| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

8. Vinyl and terrazzo floors will have a burnishing program in place.

9. Walk-off mats will be cleaned daily and free from sand and debris. Mats should be inspected and removed immediately when tattered or torn, causing trip or other type hazards.

**Walls/Wall Coverings (level 2)**

1. Dust and remove all smudges, fingerprints, and other foreign debris.

2. Wall coverings will be dust free.

3. Graffiti will be removed from walls daily. Obscenity or gang related material will be removed immediately.

**Drinking Fountains (level 2)**

1. Drinking fountains will be free of water deposits, streaks, and dust.

**A.** Use a germicidal or bacteriostatic cleaner containing no objectionable odor.

**B.** The mouthpiece, basin, and exterior will be sanitized daily.

**C.** Fountains will be operational and water flow will be adequate with no drainage problems.

**Ceilings (level 2)**

1. Remove cobwebs daily.

2. Replace burned out light bulbs/tubes within five working days of report unless this condition is a safety hazard, and then correction will be in one working day.

3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of schools asbestos management plan.

4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.

5. Replace damaged light covers immediately when discovered.

6. Clean all light covers/globes when light is restricted. (Minimum semiannually)

7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days of discovery.

**Furniture (level 2)**

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

**Trash Receptacles (level 2)**

1. Emptied throughout the lunch period and liners replaced.

2. Sanitize receptacles weekly.

3. Receptacles that are broken or unsightly shall be removed and replaced immediately.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

**Lavatories (level 2)**

1. Bowl will be free of soap scum.

2. Drains will be free of hair and soap deposits.

3. Fixtures will be cleaned and polished daily to remove water deposits.

4. Entire lavatory will be wiped down daily with germicidal detergent daily.

**Periodic Cleaning (level 2)**

1. Vinyl/terrazzo floors will be maintained daily.

2. Carpet will be extracted monthly in its entirety.

3. Light fixtures will be cleaned semiannually or when light is restricted.

4. Gum will be removed from under furniture daily.

5. The surfaces of all chairs/benches will be wiped down monthly to include the legs and under the seat.

6. All folding tables will be inspected quarterly for defects.

7. Immediately replace any leaking garbage receptacles that may cause a slip or fall.

**Kitchen Floor/Hood (level 2) Floor Coverings (level 2)**

1. Floors will be cleaned by the custodial staff biannually during the summer and during

Christmas breaks.

2. Vinyl/terrazzo floors will then be sealed.

**Hood Filters (level 2)**

1. The custodial staff will remove filters from hood to give to Kitchen staff for cleaning and replace filters back into the hood after cleaning on a monthly basis. The same guideline applies to the Culinary Arts programs.

2. Kitchen staff will clean and return filters to the custodial staff for replacement into the hood.

3. Contracted Services will clean hoods annually.

**Exterior (Level 4)**

**Facilities (level 4)**

1. Eaves will be kept free of cobwebs and other debris.

2. Exterior windows will be cleaned quarterly.

3. Replace burned out exterior lighting weekly except for security purposes which will be replaced immediately.

4. Florida Power and Light fixtures shall be reported and logged for time tracking.

**Grounds (Level 4)**

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| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

1. Sidewalks will be kept free of weeds and inspected monthly for dangerous conditions.

2. Planters will be maintained in an aesthetic condition by removing trash and unwanted vegetation.

3. Tree limbs will not hang below a height of 7 feet in student travel areas.

4. Backstops will be maintained in a state of good repair.

5. Exterior surfaces will be washed annually.

6. Exterior painted surfaces will be maintained in an aesthetic condition.

7. Grounds will be free of trash and associated debris.

**Do not create a harborage for pests and rodents by letting debris accumulate. This should be disposed of immediately.**

**Playgrounds (Level 3)**

Playgrounds shall be in full compliance with Public Playground Safety Handbook (Publication #

325) at all times and shall be maintained in accordance with EH&S P003 - Playground Equipment

Safe Operation using the EH&S F003 Playground System – Equipment Safety Checklist.

**Sports Complexes (Level 2 & 3)**

**Restrooms (Level 2)**

1. Will be swept and mopped with a germicidal bacteriostatic cleaner before events during the season, weekly during nonuse periods.

2. Lavatories will be free of soap scum, hair and soap deposits.

3. Fixtures will be free of water spots.

4. Lavatory will be wiped down with germicidal detergent.

5. Toilets and urinals will be free of deposits and wiped down with germicidal detergent.

6. Toilets and urinals will be cleaned using bowl cleaner.

7. Towel paper and toilet paper holders will full and free of graffiti.

8. Cobwebs will be removed before each use, weekly in off-season.

9. Burned out light bulbs and damaged light covers will be replaced within five working days unless this condition is a safety hazard then correction will be in one working day.

10. Trash receptacles will be emptied, sanitized and furnished with new liners.

11. Doors, windows and mirrors will be free of fingerprints, smudges, and graffiti.

12. Floors will be scrubbed with an auto scrubber or low speed scrubber monthly. Ticket Office **(level 3)**

1. Will be swept inside and out before and after use.

2. Doors and windows will be free of fingerprints, smudges, and graffiti.

**Stadium Seating (level 3)**

1. Trash and debris will be removed daily before and after use.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

2. Repairs will be accomplished as needed as a safety factor.

3. Seating will be inspected monthly.

**Concession Stands (level 2)**

1. Trash will be removed daily before and after use.

2. Doors and windows will be free of fingerprints, smudges, and graffiti*.*

**Trash Receptacles (level 3)**

1. Trash receptacles will be emptied and liners will be replaced.

2. Entire grounds will be “policed” for trash and debris after sports events or student usage.

**Field Houses/Portables (Level 3)**

1. Lockers will be free of graffiti.

2. Lockers will be maintained in a safe operational condition at all times.

3. Lockers will be wiped down with germicidal bacteriostatic cleaner.

4. Floors will be mopped at a minimum with a germicidal bacteriostatic cleaner.

5. Floor drains will be flushed with germicidal bacteriostatic cleaner used in above standard.

6. Remove cobwebs monthly during off-season, weekly during use.

7. Replace burned out light bulbs within five working days unless it creates a safety hazard, which shall be corrected in one working day.

8. Replace damaged light covers immediately as discovered.

9. Walls will be free of soap film.

10. Floors will be free of mold and mildew in tile grout.

11. Shower heads will be operational and mildew free.

12. Entire urinal will be wiped down daily with germicidal detergent.

13. Fixtures will be cleaned and polished daily to remove water deposits.

**Exterior (level 3)**

1. All surfaces will be washed annually.

2. Stadium seating will be washed periodically to maintain a sanitary condition.

3. All exterior painted surfaces will be maintained in an aesthetic condition.

4. Grounds will be free of trash and associated debris.

**Walls/Accessories (level 3)**

1. Walls will be free of fingerprints, smudges and graffiti.

2. Soap dispensers will be full and deposit free.

3. Paper towel holders will be full and free of graffiti (stainless steel fixtures will be cleaned and polished).

4. Toilet paper holders will be full and maintained.

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

5. Mirrors will be fingerprint and smudge free.

6. Partitions will be washed daily and free of graffiti. **Boiler/Maintenance/Custodial Storage Rooms (Level 3 &5) Boiler Rooms (level 5)**

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

2. Clean vents and louvers monthly.

3. Remove cobwebs weekly.

4. Replace burned out lamps when discovered.

**NO STORAGE WILL BE PREMITTED Maintenance Rooms (level 5)**

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

2. Trash receptacles will be emptied daily and liners replaced.

3. Tools and spare parts shall be stored in their proper locations.

4. Remove cobwebs weekly.

5. Replace burned out lamps when discovered.

**Custodial Storage Areas (level 3)**

1. Will be maintained neat, clean, and orderly.

2. Supplies will be stored appropriately.

3. Equipment will be stored, and maintained in a clean, safe, and functional state of repair.

4. **All** chemical containers will be properly labeled in accordance with Federal, State and

Local requirements.

5. Storage of fluorescent bulbs for hazardous waste pick up will be neat and orderly. Bulbs will be properly stored and the company called for removal. Action will be logged for tracking time.

**12.0 CUSTODIAL STANDARD, CLEANING GUIDES, FORMS, CHECKLIST and EXAMPLE ATTACHMENTS**

The Site-Based Administrator and the custodial Team have the duty and responsibility to provide safe and clean school and ancillary facilities.

The following attachments will be used in the day-to-day management and execution of the site-based custodial program.

 Attachment 1 – EH&S P005 Room / Space Cleaning Guides

 Attachment 2 – EH&S P003 Playground Equipment Safe Operating Procedure

 Attachment 3 - EH&S Poo6 Playground Equipment Safe Operating Checklist

 Attachment 4 - EH&S F004 Exit Light and Emergency Light Inspections

 Attachment 5 - EH&S F005 Emergency Lighting Test Log

 Attachment 6 - EH&S F006 Exit Sign Test Log

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Standards Manual | Number: EH&S - M002 | |

 Attachment 7 - EH&S F007 Fire Extinguisher Inspection Record

 Attachment 8 – EH&S F008 Fire Extinguisher Inspection Log

 Attachment 9 - EH&S F009 Monthly Preventive Maintenance Check Sheet

 Attachment 10 - EH&S F0010 Custodial Services Cleanliness Customer Service Form

 Attachment 11 - EH&S F011 Monthly Integrated Pest Management Checklist

 Attachment 12 - EH&S F012 Energy Conservation Checklist

 Attachment 13 - EH&S F013 Summer Cleaning Room / Space Planning Form

 Attachment 14 - EH&S F014 Pest Sighting Log Form

 Attachment 15 - EH&S F015 Custodial Maintenance Record Log

 Attachment 16 – EH&S F016 Periodic Inspection log

 Attachment 17 - EH&S F017 Task and Frequency Examples Form

 Attachment 18 - EH&S Time Allowance for Specific Custodial Duties Examples Form

 Attachment 19 - EH&S F0019 Detailed Custodial Schedule Examples Form

 Attachment 20 - EH&S F020 Morning Custodian Work Schedule Examples Form

 Attachment 21 - EH&S F021 Evening Custodian Work Schedule Examples Form

 Attachment 22 - EH&S F022 Custodial Maintenance Record Log

 Attachment 23 - EH&S F023 Custodial Classroom Fire Safety Checklist Log

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | | **Revision: NC** |
| **Title:** Room and Space Cleaning Guide | | **Number:** EH&S-P005 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facility Rooms and Spaces | | **Original Release Date:**  08/08/2013 | |
| **Prepared By:**  George Bishop, Custodial Supervisor | **Approved By:**  Jim Powers, Environmental Engineer | | |

**1. PURPOSE**

The purpose of this document is to give site-based administrators and the custodial team the tools necessary to maintain clean and safe schools and support facilities.

**2. SCOPE**

This room and space cleaning guide is to be used by all School Board of Brevard County personnel responsible for providing in site-based custodial services.

**3. AUTHORITY**

|  |  |
| --- | --- |
| F.S Title XXIX | Chapter 64E-13 School Sanitation |
| F.S. Title XLVIII | Chapter 69A-58 Fire Safety in Educational Facilities |
| School Board Policy 7420 | SANITATION AND HOUSEKEEPING |

**4. APPLICABLE STANDARDS & DOCUMENTS**

Unless otherwise specified, the following specifications and standards of the issue listed below form a part of this specification to the extent specified herein.

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| **DOCUMENT TITLE** | **RELEASE DATE** | **DOCUMENT DESCRIPTION** |
| EH&S-M002 | 08/2013 | Custodial Standards Manual |
| U.S. Consumer Product Protection  Commission Publication #325 | 11/2010 | Public Playground Safety Handbook |
| State Requirements for Education  Facilities (SREF) | 2010 | Facility Requirements for Education Facilities. |
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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

**5. ROOM AND SPACE CLEANING PRIORITIES**

**PRIORITY 1 REQUIREMENTS:**

To ensure compliance Florida Statutes, School board Policies and the Custodial Standard, site base administrators and custodial teams must prioritize custodial duties. The following is a list of typical cleaning tasks that fall under a “Priority 1” category.

 Restrooms must be cleaned and sanitized daily for health issues.

 Food refuse must be removed from classrooms daily to prevent pest and health issues. Dry refuse such as paper goods, paper scraps and other dry refuse can be removed every other day as scheduling allows.

 Clinics and student desks must be sanitized daily to prevent the spread of germs.

 Floors must be damp mopped of spills as they occur to prevent slips and falls and other safety issues.

 Fire extinguishers, emergency light and exit lights must be inspected monthly for proper operation.

 Ceiling tiles must be inspected nightly and wet or damaged tiles must be replaced to prevent

IAQ problems.

 Playgrounds must be inspected weekly to maintain impact material to proper height and check for safety issues such as broken equipment or sharp edges etc.

 Grounds must be maintained to a proper height to assure there are no pest problems such as fire ants, snakes, etc.

 Fences must be inspected weekly to assure there are no broken – non functioning gates, missing fabric, dangerous tears or rips in fabric etc.

 Interior and exterior hallways must be maintained free of clutter to maintain a way of egress in case of emergency

 Any graffiti that is threatening in any way needs to be reported immediately to the building administrator. When the administrator is not available, school staff are to photograph the area to preserve evidence.

**PRIORITY 2 REQUIREMENTS:**

The following is a list of typical cleaning tasks that fall under a “Priority 2” category.

 Current Requirement: Classrooms – swept, mopped, refuse removed and dusted daily.

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| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

o Adjusted requirements for staffing: Classrooms – should be swept and mopped every other day with wet refuse emptied nightly and dry refuse every other day. Classroom dusted twice weekly or more if occupied by a person with dust allergies.

 Current requirements: Corridors – swept daily and mopped three times a week

o Adjusted requirements for staffing: Classrooms – should be swept and mopped every other day with wet refuse emptied nightly and dry refuse every other day. Classroom dusted twice weekly or more if occupied by a person with dust allergies.

 Current requirements: Administration Building - swept, mopped, refuse removed and dusted daily

o Adjusted requirements for staffing: Administration Buildings – should be swept and

mopped every other day with wet refuse emptied nightly and dry refuse every other day. Admin should be dusted twice weekly or more if occupied by a person with dust allergies.

 Current requirements - Cafeteria - swept, mopped, refuse removed and dusted daily

o Adjusted requirements for staffing: Cafeteria – should be swept and mopped every other day with wet refuse emptied nightly and dry refuse every other day. Spot

mopping should occur as spills dictate. Cafeteria should be dusted twice weekly or more if occupied by a person with dust allergies.

 Current requirements: Media Center - swept, mopped, refuse removed and dusted daily

o Adjusted requirements for staffing: Media Center – should be swept every other day with wet refuse emptied nightly and dry refuse every other day. Media Center should be dusted twice weekly or more if occupied by a person with dust allergies.

 Current requirements: Gymnasium – (where applicable) swept, mopped, refuse removed and dusted daily

o Adjusted requirements for staffing: Gymnasiums – should be swept and mopped every other day with wet refuse emptied nightly and dry refuse every other day. Gymnasiums should be dusted twice weekly or more if occupied by a person with dust allergies.

 Current requirements; Locker-room – (where applicable) swept, mopped, refuse removed and dusted daily

o Adjusted requirements for staffing: Locker-room – should be swept and mopped every

other day with wet refuse emptied nightly and dry refuse every other day. Locker-room should be sanitized daily to prevent health issues and dusted twice weekly or more if occupied by a person with dust allergies.

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

**6. RESTROOM CLEANING AND PRIORITY**

Restrooms are the highest priority for the custodial staff and will be cleaned on a daily basis. These restrooms need to be inspected frequently throughout the day. With this in mind, depending on when the restroom is used, it may not be as clean as it was immediately after cleaning.

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| **TASK** | **FREQUENCY** | **PRIORITY** |
| Inspect for vandalism | Daily | Priority 1 |
| Clean and disinfect toilet bowls and urinals | Daily | Priority 1 |
| Clean/disinfect sinks | Daily | Priority 1 |
| Clean mirrors | Daily | Priority 2 |
| Sweep floors | Daily | Priority 2 |
| Wet mop and scrub floors | Daily | Priority 1 |
| Empty waste Containers | Daily | Priority 1 |
| Restock soap and paper dispensers | Daily | Priority 1 |
| Clean walls and doors | Graffiti as needed / complete annually | Priority 2 |
| Dust open flat surfaces | Weekly | Priority 2 |
| Clean vents | Bi-monthly | Priority 2 |
| Clean partitions and doors | As needed | Priority 2 |
| Change light bulbs | As needed | Priority 1 |
| Clean light fixtures | Annually | Priority 3 |
| Remove graffiti \* | As soon as discovered (Have custodian report to Principal) | Priority 1 |

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

**7. CLASSROOM CLEANNG AND PRIORITY**

Classrooms are next on the priority list. Our goal is to provide a safe clean environment for learning and teaching. In some instances the classroom appears dirty and in disarray after just one or two

classes.

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| **TASK** | **FREQUENCY** | **PRIORITY** |
| Vacuum and/ or dust mop floors | Daily | Priority 2 |
| Empty waste containers | Daily | Priority 1 |
| Spot clean walls and doors | As needed | Priority 2 |
| Change light bulbs | As needed | Priority 2 |
| Wet mop and/or scrub floors | As needed | Priority 2 |
| Clean desktops | Graffiti daily / complete annually | Priority 1 |
| Dust open flat surfaces | Weekly | Priority 2 |
| Dust vents | Bi-monthly | Priority 2 |
| Perform interim floor care | Annually | Priority 3 |
| Clean light fixtures | Annually | Priority 3 |
| Remove graffiti \* | As soon as discovered (Report to building Principal) | Priority 1 |

\* Any graffiti that is threatening in any way needs to be reported immediately to the building administrator. When the administrator is not available please photograph the area to preserve evidence.

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

**8. FRONT OFFICE CLEANING AND PRIORITY**

Offices are important to us since all visitors are to report to the Front Office. The condition of the front

office is a representation of our entire facility.

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| **TASK** | **FREQUENCY** | **PRIORITY** |
| Vacuum and/or dust mop floors | Daily | Priority 2 |
| Empty waste containers | Daily | Priority 1 |
| Empty recycle containers | Daily | Priority 2 |
| Mop floors | Twice weekly | Priority 2 |
| Spot clean walls, doors and glass | As needed | Priority 2 |
| Change light bulbs | As needed | Priority 2 |
| Dust open flat surfaces | Weekly | Priority 2 |
| Dust vents | Bi-monthly | Priority 2 |
| Perform interim floor care | Annually | Priority 3 |
| Clean light fixtures | Annually | Priority 3 |

**9. ENTRANCE CLEANING AND PRIORITY**

Entrances are very important due to the number of students, faculty and guests that enter our buildings every day. Keeping entrances clean is our first line of defense against dirt coming in from outside. Keeping our walk off mats clean and in working order helps us throughout the building.

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| **TASK** | **FREQUENCY** | **PRIORITY** |
| Empty waste containers | Daily or as needed | Priority 1 |
| Spot mop floors | Daily | Priority 1 |
| Vacuum/dust mop floors and/or walk off | Main-Daily Secondary-twice per | Priority 1 |

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| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

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| mats | week |  |
| Auto scrub floors | Weekly | Priority 2 |
| Sweep steps and landings outside | Weekly | Priority 2 |
| Dust open flat surfaces | Weekly | Priority 2 |
| Dust vents | Bi-monthly | Priority 2 |
| Spot clean walls, doors and glass | As needed | Priority 2 |
| Change light bulbs | As needed | Priority 2 |
| Remove snow/spread ice melt | As needed | Priority 3 |
| Remove graffiti | As soon as discovered (Report to building Principal) | Priority 1 |
| Clean light fixtures | Annually | Priority 3 |
| Perform interim floor care | Annually | Priority 3 |

\* Any graffiti that is threatening in any way needs to be reported immediately to the building administrator. When the administrator is not available please photograph the area to preserve evidence.

**10. HALLWAY CLEANING AND PRIORITY**

Hallways are very important due to the number of students, faculty and guests that use and see our hallways in each and every building. Keeping the hallways clean also helps us keep the rest of the building clean and presentable.

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| **TASK** | **FREQUENCY** | **PRIORITY** |
| Vacuum/dust mop floors and/or walk off mats | Daily | Priority 1 |
| Clean water fountains | Daily | Priority 1 |
| Empty waste containers | Daily | Priority 1 |

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

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| Auto scrub floors | Weekly | Priority 2 |
| Empty recycle containers | Weekly | Priority 2 |
| Dust open flat surfaces | Weekly | Priority 2 |
| Spot clean walls and doors | As needed | Priority 3 |
| Change light bulbs | As needed | Priority 2 |
| Spot mop floors | As needed | Priority 2 |
| Dust vents | Bi-monthly | Priority 2 |
| Clean light fixtures | Annually | Priority 3 |
| Perform interim floor care | Annually | Priority 3 |
| Remove graffiti \* | As soon as discovered (Report to building Principal) | Priority 1 |

\* Any graffiti that is threatening in any way needs to be reported immediately to the building administrator. When the administrator is not available please photograph the area to preserve evidence.

**11. STAIRWELL CLEANING AND PRIORITY**

Stairwells are very important to us due to the number of students, faculty and guests that use and see our stairwells every day. Keeping the stairwells clean will help prevent trips and falls.

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| **TASK** | **FREQUENCY** | **PRIORTY** |
| Sweep step and landings | Daily | Priority 1 |
| Wet mop steps and landings | Weekly | Priority 2 |
| Dust open flat surfaces | Weekly | Priority 2 |
| Dust vents | Bi-monthly | Priority 2 |
| Spot clean walls and doors | As needed | Priority 2 |

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

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| Change light bulbs | As needed | Priority 2 |
| Clean light fixtures | Annually | Priority 3 |
| Perform interim floor care | Annually | Priority 3 |
| Remove graffiti \* | As soon as discovered (Report to building Principal) | Priority 1 |

\* Any graffiti that is threatening in any way needs to be reported immediately to the building administrator. When the administrator is not available please photograph the area to preserve evidence.

**12. LOCKEROOM CLEANING AND PRIORITY**

Like restrooms, locker room hygiene is one of the highest priorities of the custodial staff and is cleaned on a daily basis. These restrooms need to be inspected frequently throughout the day. Please keep this in mind and they may not always be as clean as they were immediately after they were cleaned.

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| **TASK** | **FREQUENCY** | **PRIORITY** |
| Inspect for vandalism | Daily | Priority 1 |
| Clean and disinfect toilet bows and urinals | Daily | Priority 1 |
| Clean mirrors | Daily | Priority 2 |
| Clean and disinfect showers | Daily | Priority 1 |
| Clean sinks | Daily | Priority 1 |
| Wet mop and scrub floors | Daily | Priority 1 |
| Empty waste containers | Daily | Priority 1 |
| Sweep floors | Daily | Priority 2 |
| Restock soap and paper dispensers | Daily | Priority 1 |

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

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| Dust open flat surfaces | Weekly | Priority 2 |
| Clean vents | Bi-monthly | Priority 2 |
| Clean walls lockers and doors | Graffiti as needed / complete annually | Priority 3 |
| Clean partitions and doors | As needed | Priority 3 |
| Clean light fixtures | Annually | Priority 3 |
| Perform interim floor care | Annually | Priority 2 |
| Remove graffiti \* | As soon as discovered (Report to building Principal) | Priority 1 |

\* Any graffiti that is threatening in any way needs to be reported immediately to the building administrator. When the administrator is not available please photograph the area to preserve evidence.

**13. GYMNASIUM CLEANING AND PRORITY**

Gymnasiums are important to us due to the large number of guest that are there for events. It is also important that the floor be well maintained to help prevent injuries during competitive play.

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| **TASK** | **FREQUENCY** | **PRIORITY** |
| Sweep floor | Three times daily (a.m. / noon /  p.m.) | Priority 1 |
| Clean bubblers and cuspidors | Daily | Priority 1 |
| Dust open and flat surfaces | Weekly | Priority 2 |
| Auto scrub floor | As needed / weekly Fall and  Winter sports seasons | Priority 3 |
| Remove graffiti \* | As soon as discovered (Report to building Principal) | Priority 1 |

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

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| Spot mop floor | As needed | Priority 2 |
| Spot clean walls and doors | As needed | Priority 2 |
| Blow off bleachers | As needed | Priority 2 |
| Spot mop bleachers | As needed | Priority 3 |
| Change light bulbs | As needed | Priority 2 |
| Clean light fixtures | Annually | Priority 3 |

**14. GROUNDS MAINTENANCE AND PRIORITY**

School grounds are important to us due to the large number of students, teachers, administrators, parents and guest that travel across each day. It is also important that the school grounds are maintained. Plant Operation and Maintenance is responsible for all school site lawn care, to include trees and shrubs and planting areas and athletic field maintenance. The site-based custodial staff is responsible for the following.

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| **TASK** | **FREQUENCY** | **PRIORITY** |
| Trash and litter pick-up | 2-3 times weekly (Day custodian) | Priority 1 |
| Maintain all playground equipment | As needed | Priority 1 |
| Change exterior light bulbs | As needed | Priority 1 |
| Clean light fixtures | Annually | Priority 3 |
| Remove graffiti \* | As soon as discovered (Report to building Principal) | Priority 1 |

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

**15. CLEANING METHODS AND PROCEDURES**

There are several ways to clean a building and all of them begin with work loading the staff properly, provide proper training and provide the most efficient cleaning equipment. The Zone and Team Cleaning are the preferred method of cleaning School Board of Brevard County schools and facilities.

**ZONE CLEANING:**

Zone cleaning means one custodian performs all tasks for a specific area or section of a building. This system gives the worker a sense of "ownership" as they are responsible for a specific area. The individual gets to know all the ins and outs of the specific area that he or she is assigned to. Because the custodian performs all the cleaning tasks for their building or area, there is less of a chance of boredom. Currently this is the most used cleaning practice throughout the District.

Some schools are utilizing the tools and techniques associated with team cleaning, such as using backpack vacuum cleaners to clean both carpet and hard floors, while keeping the familiar relationships and customer service aspects of zone cleaning intact. “Daily and detail cleaning using the zone approach is being accomplished at several sites thoroughly and cost-effective.

The first step in setting up your custodial crew is to know how much time is available for cleaning. In evaluating the time line for your custodians, defined as a person who works at a school site while students are present or an afternoon custodian when the building is empty, you will need to determine the school site's needs and the cleaning time available.

In determining a cleaning schedule for the day one must calculate how much cleaning time is available in a given time shift:

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| Work Day | 8 Hours (480 Minutes) |
| Start the Day Meeting / Preparation | 20 minutes |
| Break Time | 2 – 10 minute each day |
| Lunch | 30 minutes each day |
| End of Day Assessment | 20 minutes |
| Custodial Time | 400 minutes |

These 400 minutes of custodial time will be spent doing production cleaning and non-cleaning tasks. Here are some of the non-cleaning tasks that reduce the time custodians have to maintain a clean and safe school.

Open - the school check for vandalism, safety

concerns, Maintenance items. 40 minutes

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

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| Playground - field inspection. | 25 minutes |
| Miscellaneous duties including teacher and site manager requests, activity set-ups, repairing furniture/equipment, ordering and delivering supplies. | 1-2 hours |
| Put up and take down the flag. P.E. equipment and other similar tasks. | 20 minutes |

The following are some typical times for cleaning rooms and spaces.

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| Clean front of school daily | 30 minutes |
| Clean a drinking fountain daily | 2 minutes |
| Clean child care facilities | 30 minutes |
| Set up for lunch | 30 minutes |
| Clean hallway | 6 minutes per 1000 sq. ft. |
| Clean multi-use room | 9 minutes per 1000 sq. ft |
| Clean cafeteria | 20 minutes per 1000 sq. ft. |
| Restroom care | 2 minute Per fixture |
| Clean commons areas | 15 minutes per 1000 sq. ft. |

Restroom care is one of the most important tasks that custodians perform and carries the priority (P1), in addition they must be frequented through the day!

Rest rooms should be maintained accordingly: all dispensers checked for paper and soap, floors should be swept and damp mopped (paying close attention to the edges and behind the doors), sinks, toilets and urinals should be disinfected (paying close attention to cleaning under the rim and lip of toilet and urinals), mirrors should be cleaned and trash bins emptied, partitions, walls, and fixtures should be dusted daily (including vents weekly).

Rest rooms with less than 10 fixtures will take 2 minutes per fixture to clean, and rest rooms with 11 or more fixtures will take 1.5 minutes per fixture to clean.

Keep in mind that by assigning your custodial staff to non-cleaning tasks will allow necessary cleaning to be postponed or neglected.

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| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

**TEAM CLEANING:**

Team cleaning is about saving time, cost effectiveness, energy, etc. Team cleaning is first created on paper, based on a building space and square foot analysis.

Cleaning tasks are typically grouped in four distinct functions:

 The Starter or Reference as Light Duty Function

(dusting, empty trash, spot cleaning glass, etc.),

 Vacuum Specialist Function, (Vacuuming carpets and hard floors),

 Restroom Specialist Function (cleaning, sanitizing and restocking restrooms), and

 Utility Function (cleaning lobbies, cleaning glass, mopping and scrubbing floors, high speed buffing, etc.).

Some people feel that “Team Cleaning” is simply group

cleaning or gang cleaning or a phrase describing teamwork. Not so. In team cleaning, there are several concepts that need to be focus on, efficiency and effectiveness: work simplification, work redistribution, workflow and worker self-direction. This all culminates into a viable system for training, performance expectancy, accountability and continuous improvement.

Training is straightforward and easy to understand with a few cleaning task to learn and perform. By focusing primarily on one type of work (while cross training and rotating for flexibility) each team member becomes more skilled, more effective, and more knowledgeable about safe, sound procedures for that job.

A typical team cleaning team is composed of a group of fiver specialist all highly trained in one for four areas.

 Starter (usually referred to as Light Duty Specialist – General Cleaning)

 Closer (usually referred to as Vacuum Specialist)

 Rest Room Specialist

 Utility Specialist

 Other Tasks

These team members have developed a full range of best-practice skills. Having these skills improves productivity and quality, increases flexibility, and frees up time for better service.

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

**The Starter (General Cleaning)**

Duties: Surface dust removal, empties trash and spot cleans.

This position starts the general cleaning process and continues in a complete loop through the entire shift without ever returning to the supply station. The extent of the cleaning duties is dependent upon the tools transported by this specialist. With the closer following over the same route but about 15 –

20 minutes behind, the starter has ways to communicate necessary changes (e.g., closing doors in

spaces not needing vacuuming).

**The Closer (In General Cleaning Route)**

Duties: Vacuums and checks for obvious cleaning deficiencies.

This position follows the starter and closes down the cleaning operation.

**The Restroom Specialist**

Duties: Clean and sanitize restrooms.

This specialist is assigned restrooms primarily.

**The Utility Specialist**

Duties: Collects and removes trash from facility, common areas, and corridors assignments and also performs various floor care responsibilities.

**Other tasks**

This position is highly diversified based upon the scope of work. There are different skill levels, e.g., deep mopping/scrubbing, hazardous waste management, clean room cleaning, etc. This specialist can be assigned some supervisory responsibilities. There is a wide range of duties assigned this position depending upon the facility and cleaning scope.

**GROUNDS**

Grounds lawn maintenance previously performed by facility-based custodians will now be done by

Plant Operations & Maintenance.

Most facilities have one or two persons assigned to maintain the grounds of the facility depending on the acreage that must be maintained. This is excellent if the grounds people’s time is well managed.

The following tasks will be performed by the custodial staff.

 Streets, sidewalks, patios, hallways, dock areas, etc are to be cleaned free of leaves, mulch, grass and any other debris.

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Rooms and Spaces Cleaning Guide | **Number:** EH&S – P005 | |

 Trash shall be picked up before school begins, and after school has been completed, on the entire property, to include parking lots and fence lines.

 Provide assistance with set up for outside activities

 Power washing the exterior of the building



**Note:** Do not create a harborage for pests and rodents by letting debris accumulate. This should be disposed of immediately.

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| **Revision Number** | **Revision Description** | **Approved By** | **Date** |
| 0 | Original Playground Equipment Repair Procedure | Jim Powers | 10/08/2012 |
| 1 | Section 7, Section 9 and Section 10 Updates resulting from a Work Control EH&S meeting held on 10/23/2012. | Jim Powers | 10/24/2012 |
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Release

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | |
| **Title:** Playground Equipment Safe Operation | | **Number:** EH&S – P003 |
| **Resource To Be Affected:**  All school district playground equipment. | | **Original Release Date:**  10/08/2012 |
| **Prepared By:**  Jim Powers Environmental Engineer | **Approved By:**  Dennis Bonny, Director Plant Operations & Maintenance | |



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**1. PURPOSE**

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**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

The purpose of this document is to provide Facilities Services management, supervisory and technical personnel with information on the maintenance and/or repair of school district playground equipment.

**2. SCOPE**

This document applies to all Brevard Public School Facilities Services department and school site employees.

**3. AUTHORITY**

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| **Authority Document Number** | **Authority Document Title** |
| School Board Policy 8400 | Environmental Health and Safety Issues |

**4. APPLICABLE DOCUMENTS**

The following document(s) become part of this document to extent specified herein:

|  |  |  |
| --- | --- | --- |
| **DOCUMENT TITLE** | **RELEASE DATE** | **DOCUMENT DESCRIPTION** |
| Public Playground Safety Handbook  (Publication # 325) | **November**  **2010** | Public playground inspection guidelines  adapted by the U.S. Consumer Product Safety  Commission |
| School Board Custodial Standard | **2009/2010** | A document that defines the rules and  guidelines that will be used by school site personnel to ensure that educational facilities  and spaces are maintained in a satisfactory  and attractive condition. |
| School Board Custodial Procedures | **2009/2010** | A set of procedures that details the rules and  guidelines set forth in the School Board  Custodial Standard. |

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

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| EH&S P001 | **July 2010** | Comprehensive Environmental Health and  Safety Plan |
| EH&S-F003 | **October**  **2012** | Playground and/or Play Systems and  Equipment Safety Checklist |

**Applicable Document(s) Order of Precedence: I**n the event of a conflict between the text of this **document** and the references cited herein, the text of this **document** takes precedence.

**5. DEFINITIONS**

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| CPESI | Certified Playground Equipment Safety Inspector |
| Unsafe Condition(s) | Any circumstance that will cause the playground and/or play system and/or equipment to cause harm or injury to a student. See EH&S F003, Playground and/or Play Systems and Equipment Safety Checklist. |

**6. SCHOOLS PRINCIPALS, SITE-BASED STAFF, TEACHERS AND CUSTODIANS RESPONSIBILITIES**

The School Site Administrator and/or his or her designee are responsible for identifying and correcting problems with playground and/or play systems and equipment impact material and to ensure the safe operation of school site playground and/or play systems and equipment.

In addition, the School Site Administrator and/or his or her designee are responsible for the following:

a. Performing daily (routine) and weekly (periodic) playground equipment inspections for hazard conditions before use in accordance with the 2009/2010 School Board of Brevard County Custodial Standards and procedures and this procedure.

b. Maintain impact attenuating materials (mulch & sand) by ensuring that impact attenuating material is of sufficient depth and evenly distributed throughout the playground

equipment area.

c. Record playground equipment inspection results in the “Weekly Inspection Log”.

d. Restrict access to any playground or play systems which are found to be in an unsafe condition that may cause injury to students.

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

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| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | |
| **Title:** Playground Equipment Safe Operation | | **Number:** EH&S – P003 |
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e. Process I-Service work order requests to the Maintenance Department for maintenance and repair of playground systems.

f. Purchase replacement parts and/or components for damaged and/or broken playground systems and equipment.

g. Act as liaison between the Office of Exceptional Education (ESE) and Maintenance for repair needs associated with play systems funded by the office of (ESE).

**7. HEAD CUSTODIAN RESPONSIBILITIES**

THE SCHOOL SITE Head Custodian and/or his or her designee are responsible the following:

a. Daily playground and play systems and equipment inspections tasks1:

 Performing daily routine inspects of all playground areas for trash, broken glass, vandalism to equipment, animal feces, weeds, etc., and be removed immediately.

 Performing daily routine inspects of all playground areas for areas that are not level.

Rake areas leveling the surface material, i.e., sand and mulch. If there deep holes that cannot be leveled, submit a work order to correct the problem1.

 Perform daily surface raking to prevent them from becoming packed down1. b. Weekly playground and play systems and equipment inspections tasks:

 Inspect all equipment shall be inspected for rust, chipping paint, sharp edges, splinters or rough surfaces, and excessive wear1.

 Inspect all equipment for loose nuts and bolts, open “S” hooks, frayed rope, and worn out chains or cables1.

 Inspect all structures to ensure equipment has not shifted or become bent1.

 Inspect all equipment to ensure no components are missing and that all parts of the equipment are present and in good working order with no loose play or excessive wear in moving parts1.

**NOTE**: Immediately upon notice of problem with playground/equipment the Head

Custodian/Custodian shall:

 Restrict access to any playground or play systems which are found to be in an unsafe condition that may cause injury to students. Contact EH&S for guidelines on how to

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

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| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | |
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restrict access to any playground or play systems which are found to be in an unsafe condition1.

 Report hazardous condition(s) to School Site Administrator and/or designee who will notify teachers from the affected grade levels / classes and complete an I-Service Desk work order request. Depending on the condition of the playground and/or play systems or equipment, the Area Supervisor may be called for support.

8. **PLANT OPERATIONS AND MAINTENANCE RESPONSIBILITIES**

PO&M Supervisors and/or his or her designee are responsible the following:

a. Maintain and repair school site playground equipment regardless who purchased the playground equipment once it becomes School Board property.

b. Create, review, approve and/or redirect approved work orders to EH&S for playground or play system and equipment safe operation evaluation.

c. Schedule approved playground and/or play area component / equipment work orders for action.

d. Make minor adjustments like tightening screws and bolts and replacing broken or rusted chains in accordance with work order instructions.

e. Take the portion of the play-system out of use (or the entire composite play set if necessary) as necessary to temporarily make the playground or play area condition safe until such time as the playground or play area equipment is restored to normal condition.

f. Contact the Office of Environmental Health & Safety for assistance in installing barriers and signs restricting access to portions of play systems.

g. Assist the school in determining if the repair is covered under an equipment warranty for structural components.

h. Provide the school based administration with options (where applicable) to economically solve the problem (i.e. offer a less expensive barrier/railing to be purchase & installed instead of purchasing the more expensive replacement part – like a bridge or double slide).

i. Install the newly purchase/received part(s) from playground component / equipment manufacturer.

j. Upon the completion of any playground component and/or equipment repair, contact the

EH&S for quality control inspection.

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

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**9. EH&S TEAM PLAYGROUND EQUIPMENT RESPONSIBILITIES**

The EH&S Specialist is responsible the following1:

a. Performing an annual safety inspection of playground equipment and document results.

b. If assigned a playground and/or play system and equipment work order by an Area Supervisor, 1) evaluate playground equipment condition, 2) document evaluation in the comments section of the work order and 3) reassign the work order back to the Area Supervisor for maintenance and/or repair action.

c. Perform quality control / acceptance inspection of all maintenance and repair actions done on school site playground or play systems and/or equipment.

d. Close out playground and/or play area and equipment maintenance and/or repair work orders.

**10. EH&S CODE COMPLIANCE OFFICE RESPONSIBILITIES**

a. Review playground and/or play area systems designs and specifications as part of the permitting process 1.

b. Issue permits and inspect for new playground and/or play system and equipment installations.

c. Perform final acceptance inspection of new playground and/or play area systems construction and/or installation1.

d. Assist school personnel temporarily restrict access to play systems through the use of physical barriers and/or signage when and where necessary for safety sake where applicable1.

e. Inspect periodic maintenance repair efforts as part of the Annual Maintenance

Permitting process.

f. Assist Maintenance Shops and school with warranty repair request where applicable.

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

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| **Revision Number** | **Revision Description** | **Approved By** | **Date** |
| 0 | Playground and/or Play Systems and Equipment | Jim Powers | 10/10/2012 |
| 1 | Section 3 Updates resulting from a Work Control | Jim Powers | 10/24/2012 |
| 2 | Changed procedure number | George Bishop | 8/15/2013 |
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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | |
| **Title:** Playground and/or Play Systems and Equipment Safety  Checklist | | **Number:** EH&S – P0062 |
| **Resource To Be Affected:**  School Site Playground and/or Play Systems and Equipment | | **Original Release Date:**  10/10/2012 |
| **Prepared By:**  Robert J. Wiebel, Project Administration Specialist | **Approved By:**  Dennis Bonny, Director Plant Operations & Maintenance | |

Safety Checklist Release

EH&S meeting held on 10/23/2012.



|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | |
| **Title:** Playground and/or Play Systems and Equipment Safety  Checklist | | **Number:** EH&S – P0062 |
| **Resource To Be Affected:**  School Site Playground and/or Play Systems and Equipment | | **Original Release Date:**  10/10/2012 |
| **Prepared By:**  Robert J. Wiebel, Project Administration Specialist | **Approved By:**  Dennis Bonny, Director Plant Operations & Maintenance | |

**1. PURPOSE**

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

The purpose of this document is to provide school site custodial staff with a tool to evaluate the safe condition of playground and/or play systems and equipment.

**2. SCOPE**

This document applies to all school site custodial employees responsible for evaluating the safe condition of playground and/or play systems and equipment.

**3. PLAYGROUND AND/OR PLAY SYSTEM AND EQUIPMENT CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Playground Surface Material (PSM)** | **Yes** | **No** | **N/A** | **Custodial Action** |
| 1. Does the PSM contain hazards like broken glass, litter, and/or sharp objects? |  |  |  | If Yes, remove hidden hazards by raking. |
| 2. Does the PSM contain animal feces? |  |  |  | If Yes, remove the feces by raking. |
| 3. Is the top surface of the PSM (Note 1) level?1 |  |  |  | If No, rake the surface to make it level. (Note 2) 1 |
| 4. Does the top surface of the rubberized PSM exhibit rips or tears? 1 |  |  |  | If Yes, submit a work order to repair the rip or tear. 1 |

Note 1: Playground Surface Material (PSM) can be sand, mulch or shredded rubber. 1

Note 2: If the surface cannot be leveled by raking, submit a work order to correct the problem. 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Playground Equipment Hardware (PEH)** | **Yes** | **No** | **N/A** | **Custodial Action** |
| 5. Does the PEH exhibit rust, chipping paint, rough surfaces, and/or excessive wear? |  |  |  | If Yes, submit a work order request for surface repair. |

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1254 S. Florida Avenue, Rockledge, Fl 32955

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | |
| **Title:** Playground and/or Play Systems and Equipment Safety  Checklist | | **Number:** EH&S – P0062 |
| **Resource To Be Affected:**  School Site Playground and/or Play Systems and Equipment | | **Original Release Date:**  10/10/2012 |
| **Prepared By:**  Robert J. Wiebel, Project Administration Specialist | **Approved By:**  Dennis Bonny, Director Plant Operations & Maintenance | |

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| --- | --- | --- | --- | --- |
| 6. Does the PEH exhibit sharp edges and splinters? |  |  |  | If Yes, 1) submit a work order request for hardware repair or replacement and 2) rope off the affected component. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Playground Equipment Hardware (PEH)** | **Yes** | **No** | **N/A** | **Custodial Action** |
| 7. Does the PEH exhibit loose nuts and bolts, open “S” hooks, frayed rope, and worn out chains or cables? |  |  |  | If Yes, 1) submit a work order request for hardware repair or replacement and 2) rope off the affected component. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Playground Equipment (PE)** | **Yes** | **No** | **N/A** | **Custodial Action** |
| 8. Does the PEP exhibit shifted or bent component parts? |  |  |  | If Yes, 1) submit a work order  request to replace the affected  component and 2) If the bent or shifted playground Equipment  Component causes an unsafe  condition, rope off the affected component. |
| 9. Does the PE exhibit missing component part(s)? |  |  |  | If Yes, 1) submit a work order request to replace missing parts and 2) rope off the affected component. |

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1254 S. Florida Avenue, Rockledge, Fl 32955

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Exit and Emergency Lights Inspection Form | **Number:** EH&S - F004 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  08/08/2013 | |

**EXIT LIGHT AND EMERGENCY LIGHT INSPECTIONS:**

 Exit and emergency light inspection logs and stickers will be kept current at all times by the Custodial

Team.

Custodial Services will provide stickers for exit and emergency light inspections to each school or ancillary facility. At the bottom of the page is an example of the sticker.

**EXIT LIGHTS**

1. Exit lights will be inspected monthly with the person performing the inspection initialing the exit light sticker.

2. Stickers will be placed so that they are easily accessible to anyone checking the dates and status of the fixture.

**EMERGENCY LIGHT**

1. Emergency lights will be inspected monthly with the person performing the inspection initialing the emergency light sticker provided.

2. Stickers will be placed so that they are easily accessible to anyone checking the dates and status of the fixture. The preferable placement of the stickers shall be on the battery pack of the emergency lights that are battery operated, in the diffuser or on the wall closest to the emergency lights in fluorescent fixtures that contain the emergency light.

3. A list of work order numbers shall be maintained by the Head Custodian for all emergency lights that are nonfunctioning. This list shall be made available upon request.

Exit and Emergency Lights Inspection Form 8/8/2013 Page 1

|  |  |  |
| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Summer Cleaning Room / Space Planning Form | Number: EH&S – F015 | |

**EXIT LIGHT AND EMERGENCY LIGHT INSPECTIONS FORM EXAMPLE:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | ***Exit & Emergency Light Test*** | | | | |
| **2013 INITIALS 2014 INITIALS 2015 INITIALS** | | | | | | |
|  |  | |  |  |  |  |
| **JAN** | Place  Initials  Here | | **JAN** | Place  Initials  Here | **JAN** | Place Initials Here |
| **FEB** | Place  Initials  Here | | **FEB** | Place  Initials  Here | **FEB** | Place  Initials  Here |
| **MAR** | Place  Initials  Here | | **MAR** | Place  Initials  Here | **MAR** | Place  Initials  Here |
| **APR** |  | | **APR** |  | **APR** |  |
| **MAY** |  | | **MAY** |  | **MAY** |  |
| **JUN** |  | | **JUN** |  | **JUN** |  |
| **JUL** |  | | **JUL** |  | **JUL** |  |
| **AUG** |  | | **AUG** |  | **AUG** |  |
| **SEP** |  | | **SEP** |  | **SEP** |  |
| **OCT** |  | | **OCT** |  | **OCT** |  |
| **NOV** |  | | **NOV** |  | **NOV** |  |
| **DEC** |  | | **DEC** |  | **DEC** |  |
| ***Per 7.9.3 Life Safety Code Periodic Testing of Emergency Lighting***  ***Equipment***  ***A functional test shall be conducted on every required emergency lighting system at 30-day intervals for not less than***  ***30 seconds.***  ***Press and hold test button. Unit shall be fully operational for the full 30-second test.***  ***Written records of visual inspections and tests shall be kept by the Head Custodian.*** | | | | | | |

Exit and Emergency Lights Inspection Form 8/8/2013 Page 2

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Emergency Light Test Log | **Number:** EH&S - F005 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  08/08/2013 | |

**EMERGENCY LIGHT TEST LOG:**

A 30-second monthly functional test and a 90-minute annual test must be performed on each of the facility’s battery-

operated emergency lights. Indicate the type of test conducted and initial each monthly entry. Enter “Day” and “Year”

into month block.

Legend: M = 30-second test A = 90-minute test

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Room #** | **Date**  **Installed** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** | **Battery Replaced** |
| 100 | 8/25/2010 | 2/13 | 15/13 |  |  |  |  |  |  |  |  |  |  | Print Yes or No |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**School Board of Brevard County**

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Exit Sign Light Test Log | **Number:** EH&S - F006 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  08/08/2013 | |

**EXIT LIGHT TEST LOG:**

Testing for emergency lighting systems, including exit signs, shall be tested for proper operation for a minimum of 30

seconds every month. An annual test shall be conducted for one hour. Equipment shall function properly for the duration of the test. Submit a work order request for all broken lights.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Person  Inspecting Units | Month / Year | Are all exit signs illuminated? | Are the battery  back-ups for the exit signs operating  properly? | Do all  emergency lights  illuminate? | Do any units need to be repaired? |
| John Doe | 2013 | Yes or No | Yes or No | Yes or No | Yes or No |
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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Fire Extinguisher Inspection Record | **Number:** EH&S - F007 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  08/08/2013 | |

**FIRE EXTINGUISHER INSPECTION RECORD:**

Fire extinguishers will be inspected monthly with the person performing the inspection initialing and dating

the inspection tag shown below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIRE EXTINGUISHER INSPECTION RECORD** | | | | |
| **Month** | **Year** | **Year** | **Year** | **Year** |
| **JAN** |  |  |  |  |
| **FEB** |  |  |  |  |
| **MAR** |  |  |  |  |
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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Fire Extinguisher Inspection Log | **Number:** EH&S - F008 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  08/08/2013 | |

**FIRE EXTINGUISHER INSPECTION LOG:**

The following fire extinguishers inspection log will be filled out monthly by the Head Custodian for all fire

extinguishers located on campus or in an ancillary facility. The log shall be made available upon request.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Location or Room Number** | **Result of**  **Inspection/Test**  **(Satisfactory/Faulty)** | **Remedial Action**  **Taken** | **Fault Rectified (Date)** | **Signature** |
| 8/2/13 | Next to  Cafe | Satisfactory | None |  | The Head Custodian |
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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Fire Extinguisher Inspection Log | Number: EH&S – F008 | |

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Location or Room Number** | **Result of**  **Inspection/Test**  **(Satisfactory/Faulty)** | **Remedial Action**  **Taken** | **Fault Rectified (Date)** | **Signature** |
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Fire Extinguisher Inspection Log 8/8/2013 Page 2

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Monthly Preventative Maintenance Check Sheet | **Number:** EH&S - F009 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  08/12/2013 | |

**MONTHLY PREVENTATIVE MAINTENANCE CHECK SHEET:**

The following check sheet will be filled out monthly by the Head Custodian.

Date Month of

School

|  |  |  |
| --- | --- | --- |
| **Preventative Maintenance Action** | **Adequate** | **Deficient** |
| 1. All emergency lighting inspected and operational |  |  |
| 2. All exit lighting inspected and operational |  |  |
| 3. All playground equipment inspected and operational |  |  |
| 4. All sidewalks inspected and free of cracks and/ or damage |  |  |
| 5. All fence lines and trees inspected, free of hanging branches or hazards |  |  |
| 6. All lawn equipment inspected and properly maintained and serviced |  |  |
| 7. All driveways inspected and free of pot holes or damage |  |  |
| 8. All door closures inspected and in proper working order |  |  |
| 9. All door stops inspected and catch devices in proper working order |  |  |
| 10. All panic hardware, hinges and door knobs inspected and in proper working order |  |  |
| 11. All room numbers and emergency evacuation charts present |  |  |
| 12. All lighting in proper working order |  |  |
| 13. All ceiling tiles and t-bars in place and free of evidence of water damage |  |  |
| 14. All time clocks with proper time settings |  |  |
| 15. Roof free of debris and damage |  |  |
| 16. All roof drains inspected and free of clogs and debris |  |  |
| 17. All flooring inspected and properly maintained |  |  |
| 18. All restroom fixtures inspected and in working order |  |  |
| 19. Fire alarm system tested and in proper working order (Pull Station Location) |  |  |
| 20. All fire extinguishers in proper working order and present |  |  |

Monthly Preventative Maintenance Check sheet 10/18/2013 Page

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Monthly Preventative Maintenance Check Sheet | Number: EH&S – F009 | |

|  |  |  |
| --- | --- | --- |
| **Preventative Maintenance Action** | **Adequate** | **Deficient** |
| 21. All tools and equipment inspected for proper storage and working order |  |  |
| 22. Floor drains and traps inspected and filled with water |  |  |
| 23. Floor tile, ceramic tile and wall tile inspected and free of breakage |  |  |
| 24. Gas shut offs, valves, water gate valves, pumps and cooling towers inspected and free of unusual damage or sounds |  |  |
| 25. Electrical outlets inspected for loose receptacles and plates |  |  |
| 26. Integrated Pest Management procedures accomplished |  |  |
| 27. Energy Conservation measures taken this month |  |  |

All noted deficiencies may result in a work order being processed. Provide a preventative maintenance action summary for any line item that receives a deficient rating.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item #** | **Preventative Maintenance Action Summary** | **Date** | **W/O #** |
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Monthly Preventative Maintenance Check Sheet 8/8/2013 Page 2

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | **Revision: NC** |
| **Title: Custodial Housekeeping and Sanitation Survey Form** | **Number:** EH&S - F010 |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  08/13/2013 |

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

School: Room Number: Date:

|  |  |  |
| --- | --- | --- |
| Trash receptacles empty and cleaned? | Yes | No |
| Comment: |  |  |

|  |  |  |
| --- | --- | --- |
| Workstation (desk) dusted? | Yes | No |
| Comment: |  |  |

|  |  |  |
| --- | --- | --- |
| Shelves cleaned and dusted? | Yes | No |
| Comment: |  |  |

|  |  |  |
| --- | --- | --- |
| File cabinets dusted? | Yes | No |
| Comment: |  |  |

|  |  |  |
| --- | --- | --- |
| Carpet vacuumed? | Yes | No |
| Comment: |  |  |

|  |  |  |
| --- | --- | --- |
| Carpet Stains removed? | Yes | No |
| Comment: |  |  |

|  |  |  |
| --- | --- | --- |
| Floor has luster? | Yes | No |
| Comment: |  |  |

|  |  |  |
| --- | --- | --- |
| Floor cleaned? | Yes | No |
| Comment: |  |  |

Custodial Service Cleanliness Evaluation Customer Service Form 8/8/2013 Page 1

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| --- | --- | --- |
| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: &XVWRGLDO +RXVHNHHSLQJ DQG 6DQLWDWLRQ 6XUYH\ Form | Number: EH&S – F0 | |

|  |  |  |
| --- | --- | --- |
| Restrooms cleaned and stocked? | Yes | No |
| Comment: |  |  |

|  |  |  |
| --- | --- | --- |
| Baseboards cleaned? | Yes | No |
| Comment: |  |  |

|  |  |  |
| --- | --- | --- |
| Windows cleaned and cobweb free? | Yes | No |
| Comment: |  |  |

|  |  |  |
| --- | --- | --- |
| Ledges cleaned and dusted? | Yes | No |
| Comment: |  |  |

**This form, when completed is to be sent to Plant operations and Maintenance Custodial**

**Services using the District currier or sent by email.**

Custodial +RXVHNHHSLQJ DQG 6DQLWDWLRQ 6XUYH\ Form 8/8/2013 Page 2

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | **Revision: NC** |
| **Title: Custodial Integrated Pest Management Check Sheet** | **Number:** EH&S - F011 |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  08/13/2013 |

|  |  |  |
| --- | --- | --- |
| **Outside Structures** | **ADEQUATE** | **DEFICIENT** |
| Entry doors close tightly, sweeps and rubbers in good shape. |  |  |
| Entry doors have working door closers. |  |  |
| Exterior doors closed when not in use. |  |  |
| Conduit and piping free of holes and gaps where entering the building. |  |  |
| Exterior walls inspected for cracks and gaps in material. |  |  |
| All windows are intact, no broken or cracked panes. |  |  |
| Exterior windows are sealed tightly, no gaps in frames. |  |  |
| Items are not stored against or adjacent to structure. |  |  |
| Items stored outside for indefinite periods of time are placed on racks at least  12” above ground. |  |  |
| Food related garbage-removed daily from outside picnic areas or concessions areas. |  |  |
| Exterior garbage cans closed when not in use and emptied daily. |  |  |
| Garbage cans located at least 25 feet from entryways. |  |  |
| Litter/trash removed from school property daily. |  |  |
| **Landscaping** | **ADEQUATE** | **DEFICIENT** |
| Shrubs and trees are pruned to where they are not touching the building. |  |  |
| Plants are trimmed away from HVAC units and structure walls. |  |  |
| Irrigation system does not allow water to puddle near the foundation or contact the structure. |  |  |
| Shrub, tree leaves and grass clippings are removed from next to the building on a regular basis. |  |  |
| **Refuse** | **ADEQUATE** | **DEFICIENT** |
| Exterior garbage dumpster located on a hard cleanable surface (concrete or asphalt). |  |  |
| Dumpster located at least 50 feet from doorways. |  |  |
| Lids on dumpsters kept closed except when adding trash. |  |  |
| Dumpster area cleaned by pressure washing at least quarterly. |  |  |

Custodial Integrated Pest Management Check Sheet Form 8/8/2013 Page 1

|  |  |  |
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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Integrated Pest Management Check Sheet | Number: EH&S – F011 | |

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| **Inside Structures (Cafeteria)** | **ADEQUATE** | **DEFICIENT** |
| Food / drink spills cleaned up promptly. |  |  |
| Plastic liners used in refuse cans containing food substance. |  |  |
| Food related garbage removed from facility daily. |  |  |
| Floor drains inspected and cleaned weekly. |  |  |
| Floor and water fountain traps maintained full of water. |  |  |
| **Inside Structures (Other Areas)** | **ADEQUATE** | **DEFICIENT** |
| Building(s) are clean and free of litter. |  |  |
| Garbage removed from structure daily. |  |  |
| Faucets in the facility are checked for leaks and drips with work orders submitted for problem faucets. |  |  |
| Classrooms checked for openings or holes around conduit, plumbing, toilet fixtures and other items that penetrate walls. |  |  |

Custodial Integrated Pest Management Check Sheet Form 8/8/2013 Page 2

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | **Revision: NC** |
| **Title: Custodial Energy Conservation Check Sheet Form** | **Number:** EH&S - F012 |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  08/13/2013 |

|  |  |  |
| --- | --- | --- |
| School / Facility: | | |
| **Daily Checks** | **Daily Check Summary** | |
| Completed By: | | Date: |
|  | Lights off in unoccupied spaces (classroom, gym, cafeteria, office, workroom) | |
|  | No unnecessary electric devices (lamps, coffee makers, toaster ovens, etc.) | |
|  | Electronic equipment (TV, VCR, computer monitor) off when not needed. | |
|  | Computers OFF at the end of the day, not just sleep mode. (Contact teacher before turning off computer, to allow them to save/backup their work) | |
|  | Window coverings closed to block afternoon sun where needed | |
|  | Thermostats turned up after occupied hours (summer 80 F, winter 65 F) especially in portables, cafeteria. | |
|  | Hall lights off when not needed (except for emergency lights). | |
|  | Internal gym doors closed | |
|  | Exhaust fans off if not needed (gym, restrooms). | |
|  | Trash compactor in use (where available). | |
|  | Exterior doors and windows closed. | |
| Comments: |  | |

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| **Monthly Checks** | **Monthly Check Summary** | |
| Completed By: | | Date: |
|  | Sinks, water fountains have no leaks (work order needed if leaking). | |
|  | Dumpster size and collection frequency appropriate (garbage & recycling). | |
|  | Security and athletic field lights off in daylight hour. | |
|  | Timers set appropriately for sprinklers, makeup/outside air units, air conditioning time clocks and programmable thermostats, etc. | |
|  | Electronics located away from thermostats. | |

Custodial Energy Conservation Checklist Form 8/13/2013 Page 1

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Custodial Energy Conservation Check Sheet Form | Number: EH&S – F012 | |

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| --- | --- |
|  | Thermostats not blocked. |
|  | Windows properly caulked and free of cracks. |
|  | Effective weather stripping on doors. |
| Comments: |  |

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| --- | --- | --- |
| **Quarterly Checks** | **Quarterly Check Summary** | |
| Completed By: | | Date: |
|  | Deciduous plants to shade southern & western sides of building. | |
|  | Corridor lighting turns off except for emergency lights. | |
|  | Low wattage lighting and electronic ballasts in fluorescent lights (With FAST Team  Assistance). | |
|  | Remove incandescent lighting, replace if needed with compact fluorescent. | |
|  | Hot water heater set at 110 F for general use, 140 F for dishwasher (With FAST Team Assistance). | |
|  | Vendor misers on all drink machines (With FAST Team Assistance). | |
| Comments: |  | |

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| **Per-Holiday**  **Shutdown** | **Pre-Holiday Shutdown Summary**  (Use before Winter and Spring Breaks, Intercessions, and leaving for Summer) | |
| Completed By: | | Date: |
|  | Clean out refrigerators. | |
|  | Back up computer files. | |
|  | Unplug all electrical devices in classrooms, work areas that will not be used. | |
|  | Set thermostats to auto, highest temperature possible (kitchen dry storage should not exceed 75). | |
|  | Adjust time-clocks, timers on lights, etc. as needed. | |
|  | Inform district HVAC operations of building zones that will be shut down for holidays  and the days they will be unused. | |
| Comments: |  | |

Custodial Energy Conservation Checklist Form 8/8/2013 Page 2



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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Summer Cleaning Room / Space Planning Form | **Number:** EH&S - F013 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  08/08/2013 | |

**Summer Cleaning:**

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

Summer is the busiest time for custodial staff. This is when Head Custodians should be establishing a summer cleaning schedule. Use this for to plan a summer cleaning schedule.

|  |  |  |
| --- | --- | --- |
| **SUMMER CLEANING ROOM / SPACE PLANNING FORM** | | |
| **ITEM DESCRIPTION or ROOM NUMBER** | **COMPLETED BY** | **DATE** |
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Summer Cleaning Room / Space Planning Form Page 1

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Summer Cleaning Room / Space Planning Form | Number: EH&S – F013 | |

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| --- | --- | --- |
| **SUMMER CLEANING ROOM / SPACE PLANNING FORM** | | |
| **ITEM DESCRIPTION or ROOM NUMBER** | **COMPLETED BY** | **DATE** |
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Summer Cleaning Room / Space Planning Form Page 2

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title: Pest Sighting Log** | **Number:** EH&S - F014 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  08/15/2013 | |

The Site-Based Administrator and/or the Head custodial shall maintain a “Pest Sighting Log”. The log shall document the type of pest, location and the date the pest was sighted. The log will be reviewed by the Custodial Services IPM technician during campus inspections. Logs are available through your IPM technician.

Integrated Pest Management Pest Sighting Log (Example)

Facility:

To Be Filled Out By To Be Filled Out By

School Official Pest Manager

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location of Sighting  Bldg. # / Specific Location | Type of Pest(s)  Sighted | Date | Action Taken | Technician  Name | Date |
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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title: CUSTODIAL EQUIPMENT MAINTENANCE LOG** | **Number:** EH&S - F015 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  10/18/2013 | |

**School**  Your School

|  |  |
| --- | --- |
| Item Description / Equipment Information | MFG Model Number |
| Example: Auto Scrubber | Clark 1234 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work Performed:** | |  | | |
| **DATE:** | **Unit Meter Hours:** | | **Signature** | **Work Performed/Test Results** |
| 8/2/13 | 6 Hrs | | The Custodian | Tested batteries(good)and cleaned  unit |
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**School Board of Brevard County**

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title:** Periodic Inspection Form | **Number:** EH&S - F016 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  10/18/2013 | |

This form is to be used by the Head Custodian to inspect the cleaning performance in different areas assigned to the Custodians for quality assurance. The date and time of the inspection will be recorded. The Head Custodians should make this form available and have a chance to discuss its contents within 48 hours of inspection with the Custodian responsible for this area.

DATE

TIME OF INSPECTION

Bathroom: Location

Lights Sinks Toilet\_ Supplies

Garbage

Walls Urinals Mirror Floor

Classroom: Room #\_

Lights Windows

Floor

Walls Desks

Garbage

Hallway: Location\_

Lights Floor

Walk off mats

Walls Corners

Garbage

Entryways: Location\_

Lights

Walls

Periodic Inspection Form 10/18/2013 Page 1

|  |  |  |
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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| Title: Periodic Inspection Form | Number: EH&S – F016 | |

Windows

Corners

Floor

Walk off mats

Inspector Inspected

Signatures indicate that both parties have, together, discussed the contents of this inspection. It does not necessarily denote mutual agreement with all of its contents.

Summer Cleaning Room / Space Planning Form Page 2

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title: Task and Frequency Example Form** | **Number:** EH&S - F017 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  10/18/2013 | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Classrooms and Auditoriums** | **Frequency** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |
| Empty Trash & Recycle | 5 x Week | X | X | X | X | X |
| Clean White/Chalkboards & Trays | 3 x Week | X |  | X |  | X |
| Vacuum Carpets | 3 x Week | X |  | X |  | X |
| Sweep Hard Surface Floors | 3 x Week | X |  | X |  | X |
| Damp Mop Floors | 1 x Week |  | X |  |  |  |
| General Cleaning – Policing | 1 x Week |  |  | X |  |  |
| General Dusting | 1 x Month |  |  |  |  |  |
| Replace Chairs Around Tables or in Rows | 5 x Week | X | X | X | X | X |
| High Dusting / Cobweb Removal | 1 x Week |  | X |  |  |  |
| Carpet Edging | 1 x Month |  |  | X |  |  |
| Carpet Extraction | 2 x Year |  |  | X |  |  |
| Scrub and recoat | 2 x Year |  |  | X |  |  |
| Strip and Refinish Floors | 1 x Year(s) |  |  | X |  |  |
| **Office and Administration Areas** | **Frequency** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |
| Empty Trash - Coordinate with recycling | 5 x Week | X | X | X | X | X |
| Vacuum | 3 x Week | X |  | X |  | X |
| Sweep Hard Surface Floors | 2 x Week | X |  | X |  |  |
| Damp Mop Floors | 1 x Week |  |  | X |  |  |
| General Dusting | 1 x Month |  |  | X |  |  |
| General Cleaning - Policing | 1 x Week | X |  |  |  |  |
| High Dusting / Cobweb Removal | 1 x Month |  |  |  |  |  |
| Carpet Edging | 1 x Month |  |  |  |  |  |
| Carpet Extraction | 2 x Year |  |  |  |  |  |
| Strip and Refinish | 1 x Year(s) |  |  |  |  |  |
| Empty Recycle | 1 x Week | X - Varies  depending on recycle pickup |  |  |  |  |
| Empty Trash - Coordinate with recycling | 5 x Week | X | X | X | X | X |

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| **Title: Time Allowance for Specific Custodial Duties Example**  **Form** | **Number:** EH&S - F018 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  10/18/2013 | |

The following allotments provide reasonable periods of time in which to perform the duties specified using proper equipment and supplies, efficient methods and diligence. These time allotments are

not to be rigid for each cleaning area because of varying conditions, but the suggestions will serve as reliable guides for our custodial staff.

|  |  |
| --- | --- |
| **Type of work** | **Minutes** |
| Vacuuming/Sweeping the average class room (700-800 sq. ft.), emptying pencil sharpener, cleaning chalk rail and emptying waste basket | 12 |
| Dusting furniture in the average class room, 20-30 pupil desks, teacher's desk, chair, table, bookcase and window sills | 5 |
| Cleaning room door and entrance glass to class room | 3 |
| Mopping toilet room and dressing room floors | 2 |
| Cleaning toilet stalls and door, each stall | 1 |
| Cleaning toilet bowls, seats and metal fixtures each bowl | 1 |
| Cleaning urinals, each urinal stall | 2 |
| Cleaning wash bowls and fittings, each wash bowl | 2 |
| Cleaning sinks and fittings, each sink | 1 |
| Cleaning drinking fountains and fittings, each fountain | 1 |
| Cleaning mirrors, each | 2 |
| Cleaning window glass, per 10 sq. ft. (inside) | 1 |
| Cleaning window glass, per 5 sq. ft. (outside) | 1 |
| Cleaning blackboards, each 100 sq. ft. | 5 |
| Putting out and taking in flag, each operation | 1 |
| Disposing of trash, per day | 5 |
| Dusting and removing spots on paneling and locker doors, for each 1000 sq. ft. of wall area | 10 |
| Sweeping gymnasium, for each 1000 sq. ft. of floor area | 10 |
| Sweeping halls and corridors, for each 1000 sq. ft. of floor area (twice daily) | 5 |
| Sweeping outside walks to entrances, each 1000 sq. ft. | 5 |
| Picking up paper and other litter around building, special attention given to entrances (daily) | 5 |

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| *Title:* **Detailed Custodial Schedule Examples** | **Number:** EH&S - F019 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  10/18/2013 | |

The following are examples of a weekly custodial schedule.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TIME** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 6:00 AM | Unlock Parking Lot, Front  & South. Turn on Lights, Set Up Breakfast Tables, Put out lunch barrels, Clean Classroom, A-101  Clean Stage/Set Up Band Room, Auto scrub Gym Floor, Blow off sidewalks | Unlock Parking Lot,  Front & South. Turn on Lights, Set Up Breakfast Tables, Put out lunch barrels, Clean Classroom 1-  205, Repairs and  maintenance logs | Unlock Parking Lot,  Front & South. Turn on Lights, Set Up Breakfast Tables, Put out lunch barrels, Clean Classroom 1-  205 | Unlock Parking Lot,  Front & South. Turn on Lights, Set Up Breakfast Tables, Put out lunch barrels, Clean Classroom 1-  205, | Unlock Parking  Lot, Front & South. Turn on Lights, Set Up Breakfast Tables, Put out lunch barrels,  Clean Classroom 1-  205, Repairs and maintenance logs |
| 7:30 AM | Fold up tables  Clean up after breakfast | Fold up tables  Clean up after breakfast | Fold up tables  Clean up after breakfast | Fold up tables  Clean up after breakfast | Fold up tables  Clean up after breakfast |
| 8:00 AM | Lock all gates but front  North entrance | Lock all gates but  front North entrance | Lock all gates but  front North entrance | Lock all gates but  front North entrance | Lock all gates but  front North entrance |
| 8:15 AM | Dust mop all hallways,  spot mop | Dust mop all  hallways, spot mop | Dust mop all  hallways, spot mop | Dust mop all  hallways, spot mop | Dust mop all  hallways, spot mop |
| 8:45 AM | Clean front office, Lounge  area, Facility restrooms | Clean front office,  Lounge area, Facility restrooms | Clean front office,  Lounge area, Facility restrooms | Clean front office,  Lounge area, Facility restrooms | Clean front office,  Lounge area, Facility restrooms |
| 9:50 AM | Break | Break | Break | Break | Break |
| 10:00 AM | Set up Cafeteria, Put out  lunch barrels | Set up Cafeteria, Put  out lunch barrels | Set up Cafeteria, Put  out lunch barrels | Set up Cafeteria, Put  out lunch barrels | Set up Cafeteria,  Put out lunch  barrels |
| 10:45 AM | Lunch duty, remove lunch  garbage, assist w/lunch  duty | Lunch duty, remove  lunch garbage, assist  w/lunch duty | Lunch duty, remove  lunch garbage, assist  w/lunch duty | Lunch duty, remove  lunch garbage, assist  w/lunch duty | Lunch duty,  remove lunch  garbage, assist w/lunch duty |
| 12:00 PM | Lunch | Lunch | Lunch | Lunch | Lunch |
| 12:30 PM | Resupply custodial  closets, check all restrooms | Resupply custodial  closets, check all restrooms, clean under bleachers | Resupply custodial  closets, check all restrooms | Resupply custodial  closets, check all restrooms, clean under bleachers | Resupply custodial  closets, check all restrooms |
| 1:00 PM | Clean Entrances (inside  and out), Remove Black  Marks On Walls | Clean Entrances  (inside and out), Remove Black Marks On Walls | Clean Entrances  (inside and out), Remove Black Marks On Walls | Clean Entrances  (inside and out), Remove Black Marks On Walls | Clean Entrances  (inside and out), Remove Black Marks On Walls |
| 2:00 PM | Break | Break | Break | Break | Break |

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| *Title:* **Detailed Custodial Schedule Examples** | **Number:** EH&S - F019 | |

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| --- | --- | --- | --- | --- | --- |
| **TIME** | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 2:10 PM | Pick Up Trash Outside,  Repairs and Maintenance, Clean Arts room, Clean TV Room | Pick Up Trash  Outside, Repairs and Maintenance, Clean Arts room, Clean TV Room | Pick Up Trash  Outside, Repairs and Maintenance, Clean Arts room, Clean TV Room | Pick Up Trash  Outside, Repairs and Maintenance, Clean Arts room, Clean TV Room | Pick Up Trash  Outside, Repairs and Maintenance, Clean Arts room, Clean TV Room |
| 2:25 PM | Restock custodial cart | Restock custodial  cart | Restock custodial  cart | Restock custodial cart | Restock custodial  cart |
| 2:30 PM | Depart building – End of  shift | Depart building – End  of shift | Depart building –  End of shift | Depart building – End  of shift | Depart building –  End of shift |

**School Board of Brevard County**

1254 S. Florida Avenue, Rockledge, Fl 32955

Brian T. Binggeli, Ed.D., Superintendent

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| *Title:* **Morning Custodial Schedule Example** | **Number:** EH&S - F020 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  10/18/2013 | |

The following is an example of a morning custodial schedule.

**Work Schedule Time - 5:30 a.m. to 2:00 p.m.**

|  |  |  |
| --- | --- | --- |
| **Time** | **Tasks** | **Minutes to**  **Complete** |
| 5:30 -5:45 | Unlock facilities and gates, raise flags | 15 |
| 5:45 -6:25 | Clean administration building | 40 |
| 6:25 -7:25 | Clean multipurpose building | 60 |
| 7:25 -7:45 | Clean Room 21 | 20 |
| 7:45 7:55 | Break Time | 10 |
| 7:55 -9:10 | Clean student restrooms @ rms. 4, 7, and 18 | 75 |
| 9:10 -10:05 | Miscellaneous Time   cart organization (10)   corridor cleaning (25)   special requests (20) | 55 |
| 10:05-10:35 | Lunch | 30 |
| 10:35-11:20 | Miscellaneous Time   light bulb replacement (15)   storage, machine, and custodial room cleaning (10)   window cleaning (20) | 45 |
| 11:20-11:35 | Trash run | 15 |
| 11:35-11:45 | Break | 10 |
| 11:45-12:00 | Building 6, Building 8 restrooms | 15 |
| 12:00-12:10 | Multipurpose room: Music room | 10 |
| 12:10-12:30 | Multipurpose room: Restrooms 23 | 20 |
| 12:30-12:50 | Cafeteria duty (lunch area) | 20 |
| 12:50-1:00 | Clean outside lunch area | 10 |
| 1:00-1:45 | Clean cafeteria | 45 |

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| *Title:* **Morning Custodial Schedule Example** | **Number:** EH&S – F020 | |

|  |  |  |
| --- | --- | --- |
| 1:45-2:00 | Put Equipment Away – Sign Out | 15 |
| **Total Time** | | **510** |

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| *Title:* **Evening Custodial Schedule Example** | **Number:** EH&S - F021 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  10/18/2013 | |

The following is an example of a evening custodial schedule. The time shown below do not indicate the actual time to clean each space.

**Work Schedule Time - 2:30 p.m. to 11:00 p.m.**

|  |  |  |
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| **Time** | **Tasks** | **Minutes to**  **Complete** |
| 2:30 -3:30 | Clean Rooms 18, 19, 20 | 60 |
| 3:30 -4:30 | Clean Rooms 15, 16, 17 | 60 |
| 4:30 -4:45 | Break | 10 |
| 4:45 -5:45 | Clean Rooms 12, 13, 14 | 60 |
| 5:45 -6:45 | Clean Rooms 9, 10, 11 | 60 |
| 6:45 -7:15 | Lunch | 30 |
| 7:15 -8:15 | Clean Rooms 6, 7, 8 | 60 |
| 8:15 -9:15 | Clean Rooms 3, 4, 5 | 60 |
| 9:15 -9:30 | Break | 10 |
| 9:30 -10:30 | Clean Gym and Hallway in Front of Gym | 60 |
| 10:30 -10:35 | Clean Trophy Case | 10 |
| 10:35 -10:45 | Organize Cart | 10 |
| 10:45 -11:00 | Put away flags, lock gates | 20 |
| **Total Time** | | **510** |

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Brian T. Binggeli, Ed.D., Superintendent

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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| *Title:* Custodial Floor Care Maintenance Record Log | **Number:** EH&S - F022 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  10/18/2013 | |

This log is used for custodial floor care maintenance work completed each work day.

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| **Date** | **Task** | **Method** | **Location** | **Frequency** | **Remarks** | **Signature** |
| 8/2/2013 | Scrub and Recoat  Vinyl Flooring | Floor Machines / Polishers | Bldg # 2  Classrooms  206, 207, and  208 | Semiannually | Floors  Completed on  8/3/2013 | **The Custodian** |
| 3/1/14 | Carpet Extraction | Extractor | Music room | Semiannually | Lots of gum | The Custodian |
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| **FACILITIES PLANT OPERATIONS & MAINTENANCE** | | **Revision: NC** |
| *Title:* **Custodial** Classroom Fire Safety Checklist Log | **Number:** EH&S - F023 | |
| **Resource To Be Affected:**  All School Board of Brevard County Facilities | **Original Release Date:**  10/22/2013 | |

This log is used to record monthly custodial classroom fire safety checks.

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| **Items To Be Checked Monthly** | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| Egress paths are unobstructed  (primary and secondary) |  |  |  |  |  |  |  |  |  |  |  |  |
| (Maintain clear path between primary and secondary egress routes) |  |  |  |  |  |  |  |  |  |  |  |  |
| Primary and Secondary exits are clear and unlocked (clear area the width and height of door and five feet back) |  |  |  |  |  |  |  |  |  |  |  |  |
| Emergency Lights are unobstructed and working properly \*\* |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire extinguishers are properly mounted, accessible and fully charged. (Check date tag for compliance) \*\* |  |  |  |  |  |  |  |  |  |  |  |  |
| Fire alarm pull station is clearly visible and unobstructed |  |  |  |  |  |  |  |  |  |  |  |  |
| Flammables (i.e. art work, posters)  posted on walls does not exceed  20% of the wall space |  |  |  |  |  |  |  |  |  |  |  |  |
| No papers or flammable materials are on or above an exit door (primary or secondary) |  |  |  |  |  |  |  |  |  |  |  |  |
| Extension cords are not being used as permanent wiring |  |  |  |  |  |  |  |  |  |  |  |  |
| Evacuation plan is posted and shows **primary** and **secondary** egress route |  |  |  |  |  |  |  |  |  |  |  |  |
| No storage on heat producing devices (i.e. water heaters, ovens) |  |  |  |  |  |  |  |  |  |  |  |  |