

McGregor Schools High-Touch Surfaces Cleaning Plan

COMMON AREAS/ MAIN OFFICES			
Main entrance vestibule door handles and electronic assist buttons	3x/day	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Main office door frames, glass counter	1x/day	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Light switch	1x/day	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Bottle fillers	3x/day	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Handrails/stair rails	2x/day	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Elevator buttons	2x/day	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Vending Machines	3x/day	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
SMALL OFFICE LOCATIONS			
Door handles door touch points	1x/day	Hi-Tide/Wipes/Non acid RR	CUSTODIAN

Notice	Training	SDS available	Key for Responsible Staff
Children are NOT to Clean	Proper training is needed to use chemicals.	Paper copies and online	CUSTODIAN Building custodial staff
Read Product Labels			OTHER STAFF- Staff who use/occupy a space
			SHARED- Custodial AND other staff who use/occupy a space
LOCATION	TIMES/DAY CLEANED/DISINFECTED	PRODUCT NAME	RESPONSIBLE STAFF

Light switches	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Break room counter surfaces	1xday and as needed	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
Desks	1xday and as needed	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
Chairs -armrests grip areas	1xday and as needed	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
Phones/computers keyboard/mice	1xday and as needed	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
Copier buttons	1xday and as needed	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
Conference room tables	1xday and as needed	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
GENERAL CLASSROOMS			
Door handles door touch points	2xday	Hi-Tide/Wipes/Non acid RR	SHARED
Door frames	1xday	Hi-Tide/Wipes/Non acid RR	SHARED
Light Switches	1xday	Hi-Tide/Wipes/Non acid RR	SHARED
Table tops, fixed counters	2xday	Hi-Tide/Wipes/Non acid RR	SHARED
Chairs	1xday	Hi-Tide/Wipes/Non acid RR	SHARED
Cabinet pulls and front of doors	1xday	Hi-Tide/Wipes/Non acid RR	SHARED
Sinks and faucets	1xday	Hi-Tide/Wipes/Non acid RR	SHARED
Soap and towel dispensers	1xday	Hi-Tide/Wipes/Non acid RR	SHARED
Pencil Sharpeners	1xday	Hi-Tide/Wipes/Non acid RR	SHARED
Whiteboards	1xday	Hi-Tide/Wipes/Non acid RR	SHARED
Student and teacher desks	As needed	Hi-Tide/Wipes/Non acid RR	SHARED
Hands on learning device	As needed	Hi-Tide/Wipes/Non acid RR	OTHER STAFF

Phones/computers keyboard/mice	As needed	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
RESTROOMS			
Door handles door touch points	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Light Switches	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Sinks and faucets	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Toilets	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Grab bars	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Stall doors	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Soap and towel dispensers	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Floors	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
MEDIA CENTERS/COMPUTER LABS			
Door handles, door touch points	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Light Switches	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Chairs	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Computers keyboard/mice	1xday as needed	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
Returned Books	1xday as needed	Isolate books for 24-48 hours	OTHER STAFF
Hands on learning device	1xday as needed	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
Counters and tables	1xday as needed	Hi-Tide/Wipes/Non acid RR	SHARED
CAFETERIA/ KITCHEN			
Tables and seats	After every group	25 Sanitizer/Wipes/Non acid RR	CUSTODIAN

Serving Area	1xday	25 Sanitizer/Wipes/Non acid RR	SHARED
Kitchen Ares	1xday	25 Sanitizer/Wipes/Non acid RR	SHARED
Floors	2xday	Top Clean auto scrubber	CUSTODIAN
GYMS/FITNESS CENTER			
Door handles, door touch points	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Door frames	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Light switches	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Wall pads	As needed	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Floors	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Fitness Equipment/Center	After Each Use	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
LOCKER ROOMS			
Door handles, door touch points	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Door frames	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Light switches	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Sinks and Faucets	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Floors	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Showers	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Toilets	1xday	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
NURSE'S OFFICE			
Door handles, door touch points	1xday and as needed	Hi-Tide/Wipes/Non acid RR	SHARED

Light switches	1xday and as needed	Hi-Tide/Wipes/Non acid RR	SHARED
Floors	1xday and as needed	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Soap and towel dispensers	1xday and as needed	Hi-Tide/Wipes/Non acid RR	SHARED
Sinks and faucets	1xday and as needed	Hi-Tide/Wipes/Non acid RR	CUSTODIAN
Cots	AS Needed	Hi-Tide/Wipes/Non acid RR	SHARED
SCHOOL BUSES			
Handrails	2xday	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
Seats	2xday	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
Floors	2xday	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
Windows	2xday	Hi-Tide/Wipes/Non acid RR	OTHER STAFF
MORE BUILDING			
Door handles door touch points	1xday and as needed	Hi-Tide/Wipes/Non acid RR	SHARED
Door frames	1xday and as needed	Hi-Tide/Wipes/Non acid RR	SHARED
Light Switches	1xday and as needed	Hi-Tide/Wipes/Non acid RR	SHARED
Table tops, fixed counters	1xday and as needed	Hi-Tide/Wipes/Non acid RR	SHARED
Chairs	1xday and as needed	Hi-Tide/Wipes/Non acid RR	SHARED
Cabinet pulls and front of doors	1xday and as needed	Hi-Tide/Wipes/Non acid RR	SHARED
Sinks and faucets	1xday and as needed	Hi-Tide/Wipes/Non acid RR	SHARED
Soap and towel dispensers	1xday and as needed	Hi-Tide/Wipes/Non acid RR	SHARED