Maintenance/Custodial Procedures and Guidelines

 **LAWTON**

 **PUBLIC**

 **SCHOOLS**

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 **Index**

1. Lawton Public Schools Mission Statement 1
2. Environmental, Health and Safety Mission Statement 1
3. Department Structure 1
4. Custodial Supervisor Expectations 2
5. Head Custodian Duties / Responsibilities 3 Facility Work Orders / Inspections Requirements

 Facility Requirements / General Maintenance

1. Facility Energy Conservation 5
2. Universal Precautions 6
3. Classroom Standards 7
4. Restroom Standards 9
5. Gymnasiums Standards 11
6. Locker Room Standards 13

 Restrooms / Locker Areas / Shower Areas

1. Administrative Office/Libraries/Auditoriums Standards 16
2. Science Laboratory Standards 17
3. Vocational/Technical Laboratory Standards 20
4. Culinary Arts Laboratories 22
5. Corridors Standards 24
6. Entrances Standards 26
7. Cafeteria Standards 26
8. Kitchen Floor/Hood Standards 28
9. Exterior Standards 28

 Facilities / Grounds / Playgrounds / Sports Complexes

1. Maintenance/Storage Rooms 31
2. Exit Light and Emergency Light Inspections 32
3. Exit and Emergency Light Test Log Sheet 32
4. Air Conditioner Filter Log Sheet 34
5. Monthly Custodial Preventative Maintenance Sheet 35
6. Playground Safety Inspection List 36
7. Custodial Service Cleanliness Evaluation 37
8. Monthly Integrated Pest Management Check List 38

(Outside Structures)

29. Monthly Integrated Pest Management Check List 39

 (Inside Structures)

30. Energy Conservation Check List 40

31. Energy Conservation Check List (page 2) 41

32. Custodial Checklist 42

33. Custodial Checklist (continued) 43

34. Holiday Shutdown List 44

35. Blank Page 45

**MISSION OF THE LAWTON PUBLIC SCHOOLS**

*To Ensure the Highest Quality Instruction in order to create the*

*Most Successful Students.*

**Custodial Safety Mission:**

To be ***first*** in supporting the operation and maintenance of clean, healthy, safe and secure schools.

**Department Structure**

**Executive Director of Operations**

Kyle Smith

**Director of Maintenance**

Kent Ledford

**Supervisor of Custodians**

Jose Guadarrama

Pro

**ProjectProject Manager Supervisor**

**Project Manager Supervisor**

John Osborne

**Project Manager Supervisor &**

**District Safety Coordinator**

Donald McCaig



**Custodial Supervisor Expectations**

**As a supervisor of others, you are responsible for the custodians in your building, as well as other employees who may be assigned to you. You are responsible for the job they perform in your assigned building, to include cleaning and maintenance of said facility. You are expected to abide by and meet the following expectations:**

 You will set the example for your custodians, as well as be a positive role model;

 You are responsible for encouraging and motivating your employees;

 You are expected to go above and beyond the normal expectations;

 Address and correct inappropriate work habits, behavior, and attitude of staff members;

 Ensure that breaks are taken and that personnel return to work at the proper time;

 Supervise attendance and work performed;

 Ensure that you report to your supervisor all submitted work orders;

 Be able to work with and communicate effectively with the administration when

 necessary;

 Keep the head principal informed at all times.



# Head Custodians Duties/Responsibilities

## Facility Work Orders

**Head Custodian will:**

1. Troubleshoot problem, before calling the maintenance department or submitting a work order.
2. Investigate maintenance emergencies before call-in. All emergencies should be reported to Kent Ledford, Director of Maintenance (580) 512-1375.
3. Be the primary source of initiation of work orders for entire facility.
4. Participate in monthly walk-through.
5. Report any work order with no action for 60 days to Maintenance to find out status of work.

**(Do not duplicate work orders.)**

**Definitions:**

**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. Call* ***emergency contact, Kent Ledford 580-512-1375.***

**Urgent:** Work required preventing interruption of the educational process. Work required to prevent breakdown of essential operations or housekeeping functions. *Request should be addressed within five working days.* Call ***emergency contact, Kent Ledford 580-512-1375.***

## Inspection Requirements

**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/log marked accordingly with date and initials of person performing inspection. Custodial Services will provide the tags.
2. All fire extinguishers and hood suppression systems in the facility are to be inspected monthly and inspection tag marked accordingly with date and initials of person performing inspection. Maintenance 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 dated and initialed by person performing inspection.
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 should participate in tests or be aware of their responsibilities in case of fire. Drills should be initiated not only from the main alarm but should be tested from different pull stations each time the drill is conducted to ensure they are working properly.
5. All A/C filters will be inspected at the required intervals established by the HVAC Filter Manager (30, 60, 90 days, 6 months, 1 year). All filters will be dated and initialed (on the corner of the filter) when they are changed.
6. All playgrounds at the facility will be inspected daily for trash, animal feces, broken glass, etc. and removed immediately. This could 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 weekly by the custodial staff designee to ensure that equipment and surfacing are in good condition. (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 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 should 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.
10. Perform random classroom/area inspections daily of each custodian’s assigned area to assure that rooms/areas are being cleaned and maintained properly. (Sample Custodial Check List form located in the back of this manual)
11. Perform pre-holiday Energy Conservation inspections using the Holiday Shutdown Check List as a guideline. (Sample Holiday Shutdown Checklist form located in the back of this manual)

## Facility Requirements

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

1. Maintain an MSDS (Material Safety Data Sheet) file with the newest sheets in main custodial room for all custodial chemicals used at the facility daily.
2. If plans are not kept in main custodial room, a map will be provided in room showing location of them for Maintenance Department use. (TMA Sheets)
3. Facility map showing location of all shut off switches, valves, etc., for all utilities (electric, water, gas, etc.).
4. Facility map showing locations of fire alarm main and sub panels, air conditioning main and sub panels and any other systems at facility.

**These records will be posted/kept 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.**



## 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 have general knowledge of facility fire alarm systems, security systems, and any other system specific to their facility.
3. Required to perform all minor maintenance tasks (carpentry, electrical, plumbing, etc.) at the facility, to include the following:
	1. Repair connectors on coaxial cables as needed.
	2. Replace plugs on electrical cords/appliances, as needed.
	3. Lubricate door locks/padlocks, as needed using an accepted lubricant.
	4. Clean or replace flush-o-meters when not working properly.
	5. Change fluorescent lights as required and dispose of bulbs properly.
	6. Pressure washing and painting as required removing/covering graffiti.
	7. Any task deemed to be a custodial issue by the custodial supervisor.
4. Shall have a system in place to identify and prioritize teacher requests for minor maintenance of classroom space
5. Shall perform preventative maintenance and log such maintenance on all custodial equipment (auto scrubbers, vacuums, etc.) as required
6. Shall clean and maintain all custodial equipment after each use
7. Shall follow proper safety procedures when using hand and power tools consistent with the job description
8. Shall follow proper safety procedures when climbing ladders and scaffolding, using lifts or in using other equipment consistent with the job description
9. Shall have general knowledge of the “tools of their trade”, i.e. auto scrubbers, buffers/scrubbers, burnishers, vacuums, pressure washers, and any other tools consistent with the job description

# Facility Energy Conservation

Wise energy management is good for everyone. It contributes to the national goal of energy conservation, therefore extending the life of our available natural resources. It helps preserve our environment. Reducing the demand for electricity will reduce the amount of emissions that power plants add to the air and will reduce the number of new power plants that will need to be built. Whatever we can do to modify our behavior and become more conscious of how energy is used and not wasted will benefit us all.

**Being energy efficient is everyone’s job.** Most of the energy we use comes from non-renewable sources, oil, natural gas, or coal. Conservation is crucial to ensuring the availability of precious resources so energy will be available for many years to come, and, energy is costly. In Lawton, as in nearly all schools across America, electricity is the single largest expense each year after salaries for our employees. Paying for electricity exceeds what we spend for supplies or textbooks or diesel fuel for school buses.

**Energy saving strategies:** As a custodian, you 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 energy.

**To reduce energy consumption for air conditioning and heating:**

1. Check the calibration and operation of thermostats and verify proper HVAC response. Be sure fans are set in the “auto” position.
2. Minimize conditioning of seldom-used spaces, such as storerooms or unoccupied classrooms.
3. Keep exterior doors closed, even on nice days.
4. Check for good fitting doors and windows. Frequently inspect caulk and weather stripping around doors, windows and other building penetrations.
5. Block out morning and afternoon sun from shining through windows and blinds.

(Curtains are not permitted)

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

**To reduce energy consumption for lighting:**

1. 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.
2. Reduce lighting levels where safety and performance would not be adversely affected, such as in hallways.
3. Check outdoor security lighting to ensure it is off during daytime hours.
4. Turn off athletic field and parking lot lights when not in use.

**To reduce energy consumption for equipment**

1. Turn off overhead projectors, VCR’s, DVR’s, and TV’s when not in use.

**To reduce energy consumption for water use**

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.

# 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. Review blood borne pathogen video.

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

* 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.

# Classroom Standards

## Floor Coverings

1. The floor including corners and behind doors will be free of all debris.
2. Carpeted floors will be vacuumed every service day.
3. Vinyl, ceramic and terrazzo floors will be dust mopped every 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 burnished according to the school buffing schedule.
8. Ceramic tile will be swept every service day and cleaned.
9. Walk off mats will be cleaned every 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.

## Walls/Wall Coverings

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/whiteboards 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. 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 as discovered. Obscenity and gang related material will be removed immediately after Principal’s notification.

## Ceilings

1. Remove cobwebs three times weekly.
2. Replace burned out light bulbs as discovered unless this condition is a safety hazard, then correction will be done immediately.
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. This issue will be reported to maintenance for roof repair.
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 corrected by custodian or reported to maintenance for repair or replacement.

## Windows/Window Sills

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.
5. All broken or nonfunctioning hardware will be reported immediately and replaced as soon as possible unless there is a security concern. In that case, it will be handled immediately.

## Furniture

1. All flat surfaces will be dusted as needed.
2. All classroom furnishings will be free of graffiti, gum and dust.
3. All secondary exits shall be kept free of obstructions and accessible.

## Trash Receptacles

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 receptacles should only be removed from service and replaced if they are no longer usable.

## 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 buildup of dirt and debris (minimum quarterly).
6. Window blinds will be removed and cleaned as needed.

## Fixtures

1. Telephones, light switch covers and door handles will be cleaned as needed with a disinfectant.

# Restroom Standards

## Floor Coverings

1. Floors will be swept daily.
2. Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner.
3. Floor drains will be flushed 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.

## Windows/Window Sills

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 reported immediately and replaced as soon as possible unless there is a security concern. In which case, it will be handled immediately.

## Lavatories

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

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

## Walls/Accessories

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 as discovered unless profanity or gang related and then it shall be removed immediately upon report to the administration.

## Sanitary Receptacles

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.

## Ceilings

1. Remove cobwebs three times weekly.
2. Replace burned out light bulbs in a timely manner 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. This issue will be reported to maintenance for roof repair.
5. Replace damaged light covers in a timely manner unless this is a safety hazard and correction should be immediate.
6. Return vents and discharge vents will be dust free. Damaged or rusty vents will be corrected by custodian or reported to maintenance for repair or replacement.

## Trash Receptacles

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.

3. Damaged receptacles should only be removed from service and replaced if they are no

 longer usable.

## Periodic Cleaning

1. Light covers will be cleaned when light is reduced from debris or dirt (minimum semiannually).
2. Floors will be scrubbed monthly.
3. Toilet/Urinal Bowls will be cleaned using bowl cleaner.
4. Walls will be washed every other service day in their entirety.
5. Exterior windows will be washed quarterly.
6. Restrooms will be monitored, by the custodial staff, for cleanliness during student use throughout the day.

# Gymnasium Standards

## Walls/Wall Coverings and Doors

1. Dust and remove all smudges and fingerprints from doors every 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/whiteboards 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

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 reported immediately and replaced as soon as possible unless there is a security concern. In that case, it will be handled immediately.

## Bleachers

1. Will be maintained free of debris, dust and gum.
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 seating.
6. Areas beneath the bleachers will be cleaned and inspected weekly, including hardware and rollers.

**Floor Coverings**

1. Gym floor surrounding areas:

• Dust mopped daily.

• Spots and gum will be removed daily.

1. Gym floor

• 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 with an automatic scrubber before each event.

## Trash Receptacles

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

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.
7. Exterior windows will be cleaned quarterly or when windows do not allow for sufficient lighting.
8. Window blinds will be removed and cleaned as needed.
9. Replace burned out light bulbs in a timely manner unless this condition is a safety hazard, then correct within one working day.
10. The gymnasium lights above the basketball courts should be checked twice per school year prior to the event season. Burned out bulbs should be reported to maintenance if the custodian does not have the ability to replace. Contact maintenance for proper equipment needed.

**Furniture**

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

# Locker Room Standards

**Restrooms**

## Lavatories

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

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.

## Toilets

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, including secure toilet seat.

## Walls/Accessories

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

1. Receptacles will be emptied, sanitized and the liners changed daily.
2. Sanitary napkin dispensers must be cleaned and refilled daily.

## Ceilings

1. Remove cobwebs three times weekly.
2. Replace burned out light bulbs in a timely manner 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. This issue will be reported to maintenance for roof repair.
5. Replace damaged light covers immediately when discovered.

## Floor Coverings

1. Will be swept every service day.
2. Floors will be mopped three times weekly, at a minimum, with a germicidal bacteriostatic cleaner.
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.
6. Floors will be free of mold and mildew in tile grout.

## Trash Receptacles

1. Emptied daily and liner replaced.
2. Sanitize receptacle three times weekly when liner is used. Daily without liner.

## Periodic Cleaning

1. Light covers will be cleaned when fixtures do not allow sufficient light (minimum semiannually).
2. Floors will be scrubbed twice weekly.
3. Toilets/urinal bowls will be cleaned daily using bowl cleaner.
4. Walls will be washed daily in their entirety.
5. Exterior windows will be washed quarterly.

**Locker Areas**

**Lockers**

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

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

## Floor Coverings

1. Will be swept every service day.
2. Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner.
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.
6. Floors will be free of mold and mildew in tile grout.

## Ceilings

1. Remove cobwebs weekly.
2. Replace burned out light bulbs in a timely manner unless this creates a safety hazard, then correction should be in one day.
3. Replace damaged light covers immediately when discovered.
4. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
5. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems. This issue will be reported to maintenance for roof repair.
6. 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)
7. Return vents and discharge vents will be dust free. Damaged or rusty vents will be corrected by custodian or reported to maintenance for repair or replacement.

## Shower Areas

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.
7. Floors will be scrubbed with a scrubber twice weekly when in use.
8. Floors will be free of mold and mildew in tile grout.

## Periodic Cleaning

1. Light covers will be cleaned semiannually or when debris or dirt reduces safe illumination.
2. Floors will be scrubbed twice weekly.
3. Toilet/urinal bowls will be cleaned using bowl cleaner daily.
4. Walls will be washed in their entirety daily.
5. Exterior windows will be cleaned quarterly or when windows do not allow for sufficient lighting.
6. Interior of lockers will be washed annually or as they become unused.

**Administrative Offices/Libraries/Auditoriums**

## Floor Coverings

1. The floor, including corners, will be free of all debris.
2. Carpeted floors will be vacuumed a minimum of every other service day.
3. Vinyl, ceramic and terrazzo floors will be dust mopped 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 day as needed.

## Walls/Wall Coverings

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 from walls as discovered. Obscenity and gang related material will be removed immediately after Principal’s notification.

## Ceilings

1. Remove cobwebs weekly.
2. Replace burned out light bulbs in a timely manner 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. This issue will be reported to maintenance for roof repair.
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 corrected by custodian or reported to maintenance for repair or replacement.

## Windows/Window Sills

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. All broken or nonfunctioning hardware will be reported immediately and replaced as soon as possible unless there is a security concern. In that case, it will be handled immediately.

## Furniture

1. All flat surfaces will be dusted every other service day.
2. Administrative desks will be dusted as requested without disturbing administrative materials.
3. Bookshelves/counter tops will be wiped down every other service day.

## Trash Receptacles

1. Emptied daily and liner replaced when torn or dirty.
2. Sanitize receptacle three times a week if liner is used, daily if not.

## Telephones

1. Handsets will be wiped down every service day with germicidal cleaner.
2. Telephone stations should be free of graffiti, gum etc.

## Periodic Cleaning

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 to 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 blinds will be removed and cleaned as needed.
7. Computers will be cleaned daily according to manufacturer’s specifications.

# Science Laboratory Standards

## Floor Coverings

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.
7. Concrete floors will be swept daily.
8. Foreign material will be removed daily.

## Walls/Wall Coverings

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/whiteboards 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 condition as well as cleaned and replenished daily.
8. Walls will be graffiti free. Graffiti will be removed as discovered unless profanity or gang related and then it shall be removed immediately upon report to the administration.

## Ceilings

1. Remove cobwebs three times weekly.
2. Replace burned out light bulbs in a timely manner 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. This issue will be reported to maintenance for roof repair.
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 rusty vents will be corrected by custodian or reported to maintenance for repair or replacement.

**Windows/Window Sills**

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 reported immediately and replaced as soon as possible unless there is a security concern. In that case, it will be handled immediately.

## Furniture

1. All flat surfaces will be dusted every other service day.
2. All classroom furnishings will be free of graffiti, gum and dust.
3. Book shelving will be dusted as needed.
4. Unsecured lockers will be free of debris and litter.

## Trash Receptacles

1. Emptied daily and liner replaced when torn or dirty.
2. Sanitize receptacle three times a week if liner is used, daily if not.
3. Damaged receptacles should only be removed from service and replaced if they are no longer usable.

## Lavatories

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. Test emergency shower and eye wash stations monthly.
6. Chemical lavatories will be free of debris and wiped down daily.
7. Plumbing fixtures will be cleaned daily.

## Periodic Cleaning

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 blinds will be removed and cleaned as needed.
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

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 scrubber twice a week when in use.
7. Floors will be free of mold and mildew in tile grout.

# Vocational Technical Laboratories

## Vocational Shop Areas

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

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 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 as needed. Spots and stains will be removed daily.
7. Vinyl and terrazzo floors will have a burnishing program in place.
8. Ceramic tile will be swept daily and cleaned.
9. Concrete floors will be swept every service day.

## Walls/Wall Coverings

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/whiteboards 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 condition as well as cleaned and replenished daily.
8. Graffiti will be removed from walls as discovered. Obscenity and gang related material will be removed immediately after Principal’s notification.

## Ceilings

1. Remove cobwebs three times weekly.
2. Replace burned out light bulbs in a timely manner 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. This issue will be reported to maintenance for roof repair.
5. Replace damaged light covers immediately as discovered.
6. Clean all light covers/globes of dirt and debris when the amount of light needed for the area is reduced (minimum semiannually).
7. Return vents and discharge vents will be dust free. Damaged or rusty vents will be corrected by custodian or reported to maintenance for repair or replacement.

## Windows/Window Sills

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 reported immediately and replaced as soon as possible unless there is a security concern. In that case, it will be handled immediately.

## Furniture

1. All flat surfaces will be dusted every other service day.
2. All classroom furnishings will be free of graffiti, gum and dust.
3. Book shelving will be dusted as needed.
4. Unsecured lockers will be free of debris and litter.

## Trash Receptacles

1. Emptied daily and liner replaced when torn or dirty.
2. Sanitize receptacle three times a week if liner is used, daily if not.
3. Damaged receptacles should only be removed from service and replaced if they are no longer usable.

## Lavatories

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

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 blinds will be removed and cleaned as needed.
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

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

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 a week. 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

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.
4. Chalkboards/whiteboards 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 condition as well as cleaned and replenished daily.
8. Graffiti will be removed from walls as discovered. Obscenity and gang related material will be removed immediately after Principal’s notification.

 **Ceilings**

1. Remove cobwebs daily.
2. Replace burned out light bulbs in a timely manner 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. This issue will be reported to maintenance for roof repair.
5. Replace damaged light covers immediately as discovered.
6. Clean all light covers/globes of dirt and debris when the amount of light needed for the area is reduced. (Minimum semiannually)
7. Return vents and discharge vents will be dust free. Damaged or rusty vents will be corrected by custodian or reported to maintenance for repair or replacement.

## Windows/Window Sills

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. All broken or nonfunctioning hardware will be reported immediately and replaced as soon as possible unless there is a security concern. In that case, it will be handled immediately.

## Furniture

1. All flat surfaces will be dusted daily.
2. All classroom furnishings will be free of graffiti, gum and dust.
3. Book shelving will be dusted as needed.
4. Teacher desks will be dusted as requested without disturbing instructional material.
5. Unsecured lockers will be free of debris and litter.

## Trash Receptacles

1. Emptied daily and liner replaced when torn or dirty.
2. Sanitize receptacle three times a week if liner is used, daily if not.
3. Damaged receptacles should only be removed from service and replaced if they are no longer usable.

## Lavatories

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. Plumbing fixtures will be cleaned daily.

## Periodic Cleaning

1. Vinyl/terrazzo finishes will be burnished or maintained as finish wears.
2. Carpet will be extracted in its entirety semiannually or as needed 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.

**Corridor Standards**

**Floor Covering**

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.
8. Ceramic tile will be swept daily and cleaned.
9. Floors will be burnished once a week.

**Walls/Wall Coverings/Trophy Cases/Fixtures**

1. Dust and remove all fingerprints and smudges.
2. Wall coverings and lockers will be dust free.
3. Trophy case glass will be free of smudges, streaks and dust.
4. The interior of locked trophy cases will be cleaned as needed. It shall be the custodian’s responsibility to obtain a key for this purpose.
5. Graffiti will be removed from walls as discovered. Obscenity and gang related material will be removed immediately after Principal’s notification.

**Furniture**

1. All flat surfaces will be dusted daily.

**Drinking Fountains**

1. Drinking fountains will be free of water deposits, streaks and dust.
2. Use a germicidal or bacteriostatic cleaner containing no objectionable odor.
3. The mouthpiece, basin, and exterior will be sanitized daily.
4. Fountains will be operational and water flow will be adequate with no drainage problems.

**Ceilings**

1. Remove cobwebs three times a week.
2. Replace burned out light bulbs/tubes in a timely manner 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. This issue will be reported to maintenance for roof repair.
5. Replace damaged light covers 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 rusty vents will be corrected by custodian or reported to maintenance for repair or replacement.

**Periodic Cleaning**

1. Vinyl/terrazzo finishes will be maintained daily.
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 each week.
5. Exterior windows will be cleaned each quarter.
6. Window blinds will be removed and cleaned as needed.

# Entrance Standards

## Floor Covering

1. Sweep outside entrance ramp to main sidewalk or driveway daily as needed.
2. Vacuum/sweep mats daily.
3. Pick up dirt, trash and leaves daily.

## Ceilings

1. Remove cobwebs three times a week.
2. Replace burned out entrance lamps and exit lamps in a timely manner unless this condition is a safety hazard, then correct immediately.

## Doors

1. Both sides of door glass and door surface will be free of tape, smudges and fingerprints.
2. Lock and unlock doors at appointed times.

 **Periodic Cleaning**

1. Sweep exterior stairways each week.
2. Wash light fixtures semiannually or when light is restricted or inadequate.
3. Clean vents and louvers each month.
4. Carpet type mats will be water extracted as needed.

# Cafeteria Standards

## Floor Coverings

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 have a burnishing one time per week.
8. 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

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 as discovered. Obscenity and gang related material will be removed immediately after Principal’s notification.

## Drinking Fountains

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

1. Use a germicidal or bacteriostatic cleaner containing no objectionable odor.
2. The mouthpiece, basin, and exterior will be sanitized daily.
3. Fountains will be operational and water flow will be adequate with no drainage problems.

## Ceilings

1. Remove cobwebs daily.
2. Replace burned out light bulbs/tubes in a timely manner unless this condition is a safety hazard, and then correction will be immediately.
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. This issue will be reported to maintenance for roof repair.
5. Replace damaged light covers when discovered.
6. Clean all light covers/globes when light is restricted.
7. Return vents and discharge vents will be dust free. Damaged or rusty vents will be corrected by custodian or reported to maintenance for repair or replacement.

**Furniture**

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

## Trash Receptacles

1. Empty receptacles throughout the lunch period and replace liners.
2. Sanitize receptacles weekly or as needed.
3. Damaged receptacles should only be removed from service and replaced if they are no longer usable.

## Lavatories

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 germicidaldetergentdaily.

## Periodic Cleaning

1. Vinyl/terrazzo floors will be maintained daily.
2. Carpet will be extracted monthly in its entirety.
3. Light fixtures will be cleaned as needed 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 Standards

## Floor Coverings

1. Floors will be cleaned every day.
2. Floors will be scrubbed once per week or as requested.

## Hood Filters

1. The custodial staff will remove filters for cleaning and replace filters back into the hood after cleaning on a three month basis. The outside of the vent hood will be cleaned and free of dust. The same guideline applies to the Culinary Arts programs.
2. Contracted Services will clean hoods annually.
3. Clean coils monthly on cooling and heating equipment.

# Exterior Standards

## Facilities

1. Eaves will be kept free of cobwebs and other debris.
2. Exterior windows will be cleaned quarterly or as requested.
3. Replace burned out exterior lighting as needed for security purposes.

## Grounds

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. Fence lines/backstops will be weed-free to maintain an aesthetic condition.
4. Tree limbs will not hang below a height of 7 feet in student travel areas.
5. Backstops will be maintained in a state of good repair.
6. Exterior surfaces will be washed annually.
7. Exterior painted surfaces will be maintained in an aesthetic condition.
8. Remove all trimmed/cut debris to the proper disposal area.
9. 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

The purpose of the playground inspection is to identify and correct problems which impact material and to ensure safety and operation of play equipment.

**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. Provide a more extensive weekly inspection of all playgrounds/playground equipment at facility using the **Custodial Inspection Form for Playgrounds** as a guide (located in the back of this manual)**.**

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

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

1. Surfacing materials are to be replenished/raked to maintain adequate depth (minimum 12”) and coverage under playground equipment.
2. All equipment shall be inspected for rust, chipping paint, sharp edges, splinters,rough surfaces, and excessive wear.
3. All equipment shall be inspected for loose nuts and bolts, open “S” hooks, frayed rope, and worn out chains or cables.
4. All structures shall be inspected to ensure equipment has not shifted or become bent.
5. 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 problems with playground/equipment the Head Custodian/Custodian shall:

* 1. Rope off area, or piece of equipment.
	2. Report hazardous condition(s) to Facility Administrator.
	3. Report hazardous conditions(s) to 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.

# Sports Complexes

## Restrooms

1. Will be swept and mopped with a germicidal bacteriostatic cleaner daily before events during the season, and as needed 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.

## Concession Stands

1. Trash will be removed daily before and after use.
2. Doors and windows will be free of fingerprints, smudges, and graffiti*.*
3. Mop the floors as needed.

## Trash Receptacles

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

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 the season.
7. Replace burned out light bulbs in a timely manner 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

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

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.
5. Mirrors will be fingerprint and smudge free.
6. Partitions will be washed daily and free of graffiti.

# Maintenance/Storage Rooms

## Boiler Rooms/Mechanical Rooms

1. The floor will be free of debris including corners.
2. Clean vents and louvers monthly.
3. Remove cobwebs as needed.
4. Replace burned out lamps when discovered.
5. Do not store anything on the stairs.
6. Keep a 3 foot clearance around all electrical panels, hot water heaters or tanks.

**Maintenance Rooms**

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 as needed.
5. Replace burned out lamps when discovered.
6. Keep a 3 foot clearance around all electrical panels, hot water heaters or tanks.

## Custodial Storage Areas

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 andLocal requirements.

5. Storage of all chemicals, aerosols and liquids, must be stored on the bottom shelves of storage areas.

**EXIT LIGHT AND EMERGENCY LIGHT INSPECTIONS**

## EXIT LIGHTS

1. Exit lights will be inspected monthly with the person performing the inspection initialing the log.
2. **Logs 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 LIGHTS

1. Emergency lights will be inspected monthly with the person performing the inspection initialing the log.
2. **Logs 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 Inspections

**Maintenance 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.)
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 Maintenance immediately for a replacement extinguisher.**

**Exit & Emergency Light Test Log**

|  |  |
| --- | --- |
|  SY 20\_\_\_ /\_\_\_ | ***Exit & Emergency Light Test*** |
| **20\_\_\_\_** | **INITIALS** |  **20\_\_\_\_ INITIALS 20\_\_\_** | **INITIALS**  |
|   |   |   |   |
| **JAN**  |   | **JAN**  |   | **JAN**  |   |
| **FEB**  |   | **FEB**  |   | **FEB**  |   |
| **MAR**  |   | **MAR**  |   | **MAR**  |   |
| **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 30second test.*** |
| ***Written records of visual inspections and tests shall be kept by the Head Custodian.***  |

**AIR CONDITIONER FILTER LOG SHEET**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Monthly Custodial Preventive**

**Maintenance Sheet**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Yes** | **No** |
| 1. All air conditioning filters inspected and replaced within defined time. |  |  |
| 2. All emergency lighting inspected and operational |  |  |
| 3. All exit lighting inspected and operational |  |  |
| 4. All playground equipment inspected and operational |  |  |
| 5. All sidewalks inspected and free of cracks and/or damage |  |  |
| 6. All fence lines and trees inspected, free of hanging branches or hazards  |  |  |
| 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 grids in place and free of evidence of water damage |  |  |
| 14. All time clocks with proper time settings |  |  |
| 15. All roof drains inspected and free of clogs and debris. |  |  |
| 16. All flooring inspected and properly maintained |  |  |
| 17. All restroom fixtures inspected and in working order |  |  |
| 18. All fire extinguishers in proper working order and present |  |  |
| 19. All tools and equipment inspected for proper storage and working order |  |  |
| 20. Floor drains and traps inspected and filled with water |  |  |
| 21. Floor tile, ceramic tile and wall tile inspected and free of breakage |  |  |
| 22. Gas shut offs, valves, water gate valves, pumps and cooling towers inspected and free of unusual damage or sounds  |  |  |
| 23. Electrical outlets inspected for loose receptacles and plates |  |  |
| 24. Integrated Pest Management procedures accomplished |  |  |
| 25. Energy conservation measures taken this month  |  |  |

**Provide comments below for each deficient item with specific location and expected correction date.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

#

#  Playground Safety Inspection List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Playground Surfaces  |   |   |   |   |
|   | Yes  | No  | NA  | Comments  |
| Surface materials appropriate?  |   |   |   |   |
| Surface thickness correct?  |   |   |   |   |
| Other?  |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Hardware  |   |   |   |   |
|   | Yes  | No  | NA  | Comments  |
| Open "S" Hooks?  |   |   |   |   |
| Exposed screws, bolts?  |   |   |   |   |
| Protruding end bolts?  |   |   |   |   |
| Exposed wires, broken fences?  |   |   |   |   |
| Any other unsafe condition?  |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grounds  |   |   |   |   |
|   | Yes  | No  | NA  | Comments  |
| Any tripping hazards, exposed concrete footing, tree stumps, rocks, etc.?  |   |   |   |   |
| Any broken glass, cans, trash, nails, etc.?  |   |   |   |   |
| Any animal feces in the area?  |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equipment  |   |   |   |   |
|   | Yes  | No  | NA  | Comments  |
| Any splintering on wood?  |   |   |   |   |
| Any sharp points or edges on equipment?  |   |   |   |   |
| Is equipment in good overall condition?  |   |   |   |   |
| Other?  |   |   |   |   |

***Custodial Service Cleanliness Evaluation***

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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Jobs Performed** | **Yes** | **No** | **Comments** |
| Trash receptacles empty and cleaned?  |  |  |  |
| Workstation (desk) dusted?   |  |  |  |
| Shelves cleaned and dusted?   |  |  |  |
| File cabinets dusted?   |  |  |  |
| Carpet vacuumed?   |  |  |  |
| Stains removed?   |  |  |  |
| Floor has luster?   |  |  |  |
| Floor cleaned?  |  |  |  |
| Restrooms cleaned and stocked?   |  |  |  |
| Baseboards cleaned?   |  |  |  |
| Windows cleaned and cobweb free?   |  |  |  |
| Ledges cleaned and dusted?  |  |  |  |
|  |  |  |  |

**Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MONTHLY INTEGRATED PEST MANAGEMENT CHECK LIST**

|  |  |  |
| --- | --- | --- |
|  **Outside structures** | **ADEQUATE** | **DEFICIENT** |
| 1. Entry doors close tightly, sweeps and rubbers in good shape.
 |  |  |
| 1. Entry doors have working door closers.
 |  |  |
| 1. Exterior doors closed when not in use.
 |  |  |
| 1. Conduit and piping free of holes and gaps where entering the building.
 |  |  |
| 1. Exterior walls inspected for cracks and gaps in material.
 |  |  |
| 1. All windows are intact, no broken or cracked panes.
 |  |  |
| 1. Exterior windows are sealed tightly, no gaps in frames
 |  |  |
| 1. Items are not stored against or adjacent to structure
 |  |  |
| 1. Items stored outside for indefinite periods of time are placed on racks at least 12” above ground.
 |  |  |
| 1. Food related garbage-removed daily from outside picnic areas or concessions areas.
 |  |  |
| 1. Exterior garbage cans closed when not in use and emptied daily.
 |  |  |
| 1. Garbage cans located at least 25 feet from entryways.
 |  |  |
| 1. Litter/trash removed from school property daily.
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Landscaping** | **Adequate** | **Deficient** |
| 1. Shrubs and trees are pruned to where they are not touching the building.
 |  |  |
| 1. Plants are trimmed away from HVAC units and structure walls.
 |  |  |
| 1. Irrigation system does not allow water to puddle near the foundation or contact the structure.
 |  |  |
| 1. Shrub, tree leaves, and grass clippings are removed from next to the building on a regular basis
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Refuse Areas** | **Adequate** | **Deficient** |
| 1. Exterior garbage dumpster located on a hard cleanable surface (concrete or asphalt)
 |  |  |
| 1. Dumpster located at least 50 feet from doorways
 |  |  |
| 1. Lids on dumpsters kept closed except when adding trash
 |  |  |
| 1. Dumpster area cleaned by pressure washing at least quarterly.
 |  |  |

**MONTHLY INTEGRATED PEST MANAGEMENT CHECK LIST**

|  |  |  |
| --- | --- | --- |
| **Inside Structures** | **ADEQUATE** | **DEFICIENT** |
|   |  |  |
| **Cafeteria areas**  |  |  |
| 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.  |  |  |
|   |  |  |
| **Other Areas**  |  |  |
| 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. |  |  |

 Custodian’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Energy Conservation Checklist**

School/Facility:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **✓** | **Daily checks** |
|  | 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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## Energy Conservation Checklist (Page 2)

|  |  |
| --- | --- |
| **✓** | **Monthly Check Date of Check:** |
|  |  |
|  | **Put in work orders for any needed work ASAP**  |
|  | 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  |
|  | Thermostats not blocked  |
|  | Windows properly caulked and free of cracks  |
|  | Effective weather stripping on doors  |
|  |   |
| **✓** | **Quarterly Checks Date of Check:** |
|  | Deciduous plants to shade southern & western sides of building |
|  | Corridor lighting turns off except for emergency light |
|  | 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) |
|  |  |
| **✓** | **Pre-Holiday Shutdown Procedures Date of Check:**  |
|  | **Use before winter and spring breaks, Intercessions, and leaving for summer**  |
|  | 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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |
| --- | --- |
|  **Custodial Check List**  |   |
| **Area/Item**  | **Work Description**  | **Frequency**  |
|   | √  | *Daily*  | *Weekly*  | *Monthly*  | *Other* |
| **Restrooms**  |  |
| Toilets-Sinks-Urinals  | Clean-Sanitize-Polish  |   |   |   |   |
| Trash Containers  | Empty-Liner-Clean-Sanitize  |   |   |   |   |
| Dispensers: Soap,Towel,Tissue,Napkin  | Clean  |   |   |   |   |
| Dispensers: Soap,Towel,Tissue,Napkin  | Fill-Sanitize  |   |   |   |   |
| Glass-Mirrors-Chrome-Hardware  | Clean-Polish  |   |   |   |   |
| Floors  | Sweep-Damp Mop-Sanitize  |   |   |   |   |
| Partitions-Doors  | Dust-Damp-Mop-Spot Clean  |   |   |   |   |
| Walls by sinks/Urinals  | Damp wipe-Sanitize  |   |   |   |   |
| Floor Drains  | Seal-Clean  |   |   |   |   |
|   |   |   |   |   |   |
| **Floors**  |  |
| Resilient  | Sweep  |   |   |   |   |
| Resilient  | Automatic Floor Scrubber-Damp Mop  |   |   |   |   |
| Resilient  | Wax  |   |   |   |   |
| Resilient  | Buff  |   |   |   |   |
| Cement-Terrazzo-Tile-Other  | Dust Mop-Sweep-Vacuum-Damp Mop  |   |   |   |   |
| Rugs-Carpets  | Vacuum-Extract  |   |   |   |   |
|   |   |   |   |   |   |
| **Exterior**  |  |
| Entrance  | Sweep-Blow-Off  |   |   |   |   |
| Paper-Debris  | Pick Up  |   |   |   |   |
| Sidewalks  | Blow-Off  |   |   |   |   |
| Parking Lots  | Blow-Off  |   |   |   |   |
| Doors-Frames-Walls  | Spot Clean  |   |   |   |   |
| Drinking Fountains  | Clean-Polish-Sanitize  |   |   |   |   |
|  |  |  |  |  |  |
| **Doors-Walls-Partitions**  |  |
| Entrance Glass Doors  | Clean  |   |   |   |   |
| Interior Glass  | Clean  |   |   |   |   |
| Ledges-Window Sills  | Dust  |   |   |   |   |
| Doors-Frames-Walls  | Spot Clean  |   |   |   |   |
| Baseboards  | Dust  |   |   |   |   |
|   |   |   |   |   |   |
| **Miscellaneous**  |  |
| Waste Cans  | Empty  |   |   |   |   |
| Lights  | Replace-Dust  |   |   |   |   |
| Chairs-Clocks-Pictures  | Dust  |   |   |   |   |
| Chairs-Clocks-Pictures  | Damp Wipe  |   |   |   |   |
| Vents-Louvers-Fans-Blinds  | Clean-Vacuum  |   |   |   |   |
| Glass Windows/Doors  | Clean  |   |   |   |   |
| Mats  | Vacuum-Pick Up-Turn  |   |   |   |   |
| Drinking Fountains  | Clean-Polish-Sanitize  |   |   |   |   |
| Kick plates-Thresholds  | Clean-Polish  |   |   |   |   |
| Light Switches-Handles-Push Plates  | Clean-Polish-Sanitize  |   |   |   |   |
| Desks-Tables-Phones  | Dust-Damp Wipe-Sanitize  |   |   |   |   |
| Custodial Storage Areas  | Clean-Organize-Restock  |   |   |   |   |

**HOLIDAY SHUTDOWN LIST**

**BUILDING:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Yes** | **No** |
| All hot water heaters, **Turned to pilot** |  |  |
| All water fountains **Unplugged**, where feasible |  |  |
| Ceiling fans **OFF** |  |  |
| All unnecessary equipment **OFF** and **Unplugged** |  |  |
| Running water in urinals **OFF** |  |  |
| All doors to bathrooms **Propped Open** |  |  |
| All cabinets with access to plumbing should be left **Open throughout the building** |  |  |
| **\***Thermostats set at 55 degrees (both day and night Thermostats) |  |  |
| All lights turned **OFF** |  |  |
| All copy machines, duplicating machines **Unplugged** |  |  |
| PA system **Unplugged** |  |  |
| Unnecessary kitchen equipment should be turned **OFF** |  |  |
| Convection cookers turned **OFF** |  |  |

This checklist performed and completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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