

**FAUQUIER COUNTY PUBLIC SCHOOLS
CUSTODIAL PROGRAM MANUAL**

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SECTION 1. INTRODUCTION

With a vast majority of school buildings four times more densely occupied than most commercial office buildings, the challenge to clean and maintain our schools is harder than ever. More children plus increased activities plus extended operating hours equals more dirt and more cleaning. Schools are increasing community related services with each passing day, resulting in an increased number of users and more cleaning for custodians. Proper custodial practices are designed to ensure the best use of time, materials, equipment, and personnel. The procedures recommended in this manual are based upon our past experiences and with other carefully planned successful custodial programs. When put into practice, these procedures ensure maximum benefits in terms of appearance, economy, efficiency, cleanliness, safety and good health.

Your efforts as a custodian with Fauquier County Public Schools are very important. We are given good buildings to work with, but the working environment is set by you. Our student, teacher and administrative population is here at times fifteen hours a day. Your work in the classroom buildings makes teaching and learning easier. There is no group in our schools whose work is more important than yours. We know you take your work seriously, and this material is designed to aid you in your efforts.

The FMO is committed to supporting and providing you with the latest products, technology, equipment, training and service in a continuous effort to improve the overall quality and consistency of service.

A. PURPOSE

The purpose of this manual is to establish a uniform standard for the cleaning, maintenance and inspections of FCPS in order to provide for the long term conservation and continuous operation of our schools and ensure safety of its students, faculty and administration.

B. MISSION STATEMENT

The program mission is to provide and maintain a safe, clean and healthy instructional environment for all Fauquier County Public Schools students, educators and administrators. This standard will be met by applying best practices, ensuring regulatory compliance, conducting routine inspections, and providing new hire and recurring training for all custodial staff members.

SECTION 2. FUNCTIONAL RESPONSIBILITIES

The below mentioned duties are intended to provide the general roles and responsibilities of the involved parties to ensure a consistent level of service and response.

A. SCHOOL ADMINISTRATION

The principal or his/her designee shall serve as the focal point for all custodial staff and related activities, providing daily oversight and management as necessary to ensure compliance and a safe and clean school environment. General areas of responsibility include:

- 1) Recruits and hires custodial staff, collaborating with Human Resources and the FMO.
- 2) Daily supervision and management of school custodial staff, scheduling and evaluations.
- 3) Approves custodian leave requests and E-Portal payroll entries and monitors overtime budget.
- 4) Oversees and supervises scheduled quality control building inspections.
- 5) Interfaces and coordinates with FMO for input and prioritization of required maintenance, equipment and supplies.
- 6) Arranges for the opening and closing of the building for all functions or activities.
- 7) Assigns and monitors building keys and access codes.

B. HEAD CUSTODIAN

General duties are to provide the daily site supervision and scheduling of custodial staff as necessary, to ensure the cleanliness and safety of the school. Routine responsibilities include but are not limited to the following:

- 1) Serves as essential personnel in cases of emergency during or after normal school hours and for inclement weather events.
- 2) Establishes schedule and assignment of duties for custodial staff.
- 3) Coordinates and participates in scheduled quality control inspections with school administration, and FMO for custodial program, maintenance needs and life safety systems inspections.
- 4) Monitors custodial supplies inventory, equipment needs/repairs and coordinates same with FMO.
- 5) Ensures building security by arranging opening and closing of school and the activation/deactivation of building security systems.
- 6) Reports and monitors work orders utilizing Team works work order system.
- 7) Implements custodial methods and procedures as scheduled and assigned by the FMO.

- 8) Other duties, as assigned by the Principal and/or recommended by the Facilities Management Office (FMO).
- 9) Regulatory Compliance: (Examples: MS4 and Fire Code, Safety Audit) It is the head custodian's responsibility to ensure that all issues of regulatory compliance are handled in conjunction with the FMO.

C. CUSTODIAL STAFF

General duties of the custodian are to maintain safety and the cleanliness of the school. Routine work includes, but is not limited to, the following:

- 1) Serves as essential personnel in cases of emergency during or after normal school hours and for inclement weather events.
- 2) Performs routine cleaning as outlined in the Custodial Methods & Procedures (see Section 5)
- 3) Reports damage or maintenance needs to head custodian.
- 4) Adheres to the custodial methods and procedures.
- 5) Loads and unloads all supplies and equipment.
- 6) Sets up tables, chairs, etc. for school meetings, games, and other school activities.
- 7) Ensures building security by opening and securing school after shift ends.
- 8) Duties as assigned by the head custodian and/or principal.
- 9) It is the responsibility of the custodian staff to work with the head custodian to maintain regulatory compliance issues.

D. FACILITIES MANAGEMENT OFFICE

- 1) Approves and procures all necessary supplies and equipment to support schools.
- 2) Establishes and maintains custodial supply and equipment budgets.
- 3) Schedules and provides roaming custodial support.
- 4) Collaborates with principals in interviewing and hiring custodians.
- 5) Establishes and implements custodial training program for new hires and reoccurring training.
- 6) Initiates and participates in scheduled quality control building inspections, with school administration and head custodians to ensure compliance with custodial procedures and requirements.
- 7) Establishes and manages the implementation of the Custodial Program Manual.
- 8) FMO is responsible for all regulatory compliance.

SECTION 3. AREAS OF RESPONSIBILITY

These procedures apply to all building interior spaces and exterior building and grounds including playgrounds, accessory structures, sidewalks, parking areas, landscape and grass areas, and bus loops.

A. SAFETY

All work is to be performed in a professional and workmanlike manner at all times. The school administration and custodial staff is responsible for observing and practicing safe work habits for all tasks performed: to prevent potential injury and ensure the safety of the students, educators and administration. The head custodian is responsible for ensuring safe work practices and reporting any violations to school administration.

B. CUSTODIAL TRAINING

In order to provide a clean, healthy, and safe environment, FCPS requires new hire and recurring training for all custodial staff members. This training is conducted by FMO, and covers school division policies, procedures, safety and any technical training necessary for custodians to successfully perform their duties in a safe and efficient manner.

Field training will be done by the Head Custodian of the assigned school. Facilities Management office will train a new Head Custodian on site at their school.

C. ACCIDENT REPORTING

Each school site will have a designated person who handles all the paperwork (principal, secretary, bookkeeper, etc.). Proper reporting of accidents can help the school, by pointing out situations or events which need attention to prevent future accidents. Reporting all accidents can protect the employee by ensuring prompt attention to injury and providing a basis for any possible workers compensation claim. The custodian, as with all employees, should do the following in the case of an accident:

- 1) Obtain medical assistance if life threatening
- 2) Report the accident to the supervisor (head custodian, assistant principal, etc.)
- 3) Meet with designated person (bookkeeper, secretary) and call the (company nurse) at 888-770-0925 within 48 hours of accident whether medical assistance is required or directed. The employer will designate the health care provider for the service.

D. FIRST AID

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

- 1) Must know the location of first aid kits, Automatic External Defibrillator (AED), and Epi-pen, personnel trained in first aid.
- 2) Participate in a training program for basic first aid.

E. LIFE SAFETY SYSTEMS/ FIRE PROTECTION INSPECTIONS

The principal, or designee (typically the head custodian), is responsible for ensuring that monthly inspections are performed (fire extinguishers and exit lighting and annual fire marshal checklist) throughout their respective schools. Inspection report forms for fire extinguishers and emergency lighting (Section 6) are to be completed and submitted to the FMO, no later than the tenth (10th) of each month with the original maintained in the schools fire book, located in the main office.

F. PERSONAL PROTECTIVE EQUIPMENT

The school custodial staff will use personal protective equipment (i.e. protective gloves, safety goggles, and blood spill kits) when performing tasks as outlined in (Section 5), Custodial Methods and Procedures and as referenced by the Safety Data Sheets (SDS). All requests for additional or replacement personal protective equipment are to be coordinated through the FMO.

G. SAFETY DATA SHEETS (SDS)

- 1) The FMO will provide the school administration with the SDS for all products provided. The school administration and head custodian are responsible for the assembly and maintenance of the logbook which must be kept in the school's main office so as to be available at all times to staff members and emergency responders. A second copy should also be in the custodial office.
- 2) The principal, and/or designee, will perform periodic reviews of the SDS to ensure that the sheets are current and reference chemicals that are currently in use within his/her school. Staff should be familiar with the proper first aid procedures as referenced by the SDS.

H. ROAMING CUSTODIAL REQUEST

- 1) The FMO provides roaming, or substitute custodians to fill absences and vacancies for permanent custodians to the extent possible. A limited number

- of roaming custodians are assigned by priority until the number of available roamers is exhausted for that day. Roaming support will only be provided after the fifth (5th) consecutive day of absence of a permanent custodian. All requests for roaming support are to be submitted to the attention of the facilities planning and support supervisor using the Request for Roaming Custodial Support form (Section 6). The requester must designate the areas requiring support and the hours needed as requested on the form.
- 2) The intent of the roaming program is to provide basic services (i.e. restock and clean restrooms, pull trash and dust mop hard surface areas). It is not intended to provide major support such as stripping or buffing of floors, shampooing carpets, etc. during regular school year. Requests for additional summer support including floor cleaning will be considered/filled according to availability of roaming staff. Requests should be made using Requests for Roaming Custodial Support form (Section 6).
 - 3) At the end of each daily school assignment, the roaming custodian will leave a copy of assignments completed (section 6) with the school administration/ or Head custodian indicating arrival and departure times and areas cleaned. The roaming custodian can leave after his/her assigned area is cleaned. They will notify their supervisor at the FMO when they depart the school after the areas are cleaned.

I. UNIFORM POLICY

To provide enhanced security in or about school division property, school division policy requires that all custodial staff members wear uniforms i.e. polo shirts, anytime they are performing work related duties on school property. Every new custodian will receive five polo shirts after 1 month of employment. The request for shirts should be made to the FMO. Any new request for replacement shirts must be coordinated through the FMO.

J. PRODUCTS AND SUPPLIES

- 1) FCPS will only utilize products and supplies provided by the school division FMO. Any deviation from this must be approved in writing by the school division facilities director. At no time, will custodians, administrators or parents be permitted to introduce or bring any cleaning agent, ammonia, bleach, deodorizer or disinfectants into school buildings without prior approval from the FMO.
- 2) The head custodian is responsible for establishing, maintaining and ordering sufficient quantities to maintain a cost effective, continuously operated and aesthetically pleasing environment. All requests for inventory replenishment must be coordinated through the FMO utilizing the Facilities Management supplies order form.
- 3) **NEVER** pour chemical down the sinks. Please read all SDS for the proper method of disposal of the chemical. If the chemicals need to be picked up for

disposal please call the FMO. All chemicals that are being disposed of needs to have a SDS attached to them prior to pick up.

- 4) The head custodian is responsible for the weekly mop exchange and shall ensure that the delivery receipts (invoice) accurately reflect the weekly quantity and pricing. A delivery receipt log should be maintained by the head custodian for auditing purposes. The Head custodian or designee will also send in the weekly inventory sheets provided by the FMO weekly.

K. PRODUCT USE AND APPLICATION

- 1) All custodians are to read and follow manufacturer's direction and SDS before using any chemical and/or cleaning agent. Custodians are PROHIBITED from mixing any chemicals and/or cleaning agents. Any questions with regard to proper mixing, application and disposal of chemicals should be directed to the FMO.
- 2) FCPS utilizes a mixing system throughout the school division for all cleaning and disinfecting agents. To ensure the efficient use of and the correct dilution rates for any cleaning agent, the head custodian is responsible for ensuring that all staff members are trained in the proper use of the "Ready To Dispense" Buddy mixing system. This system only is for Envirox products.

L. SUPPLIES INVENTORY / STORAGE

The head custodian is responsible for storing all cleaning products in a neat and orderly manner at all times in the designated closets or areas and in accordance with manufacturer's instructions. Storage of "FLAMMABLE MATERIALS", (i.e. gasoline, propane, etc.) in the school is strictly PROHIBITED unless stored in APPROVED FLAMMABLE CABINETS. Inventory should be dated before placing on shelves to ensure that the oldest products are being used first.

M. EQUIPMENT

- 1) Custodial and ground equipment is the property of the school division and is assigned to individual schools through the FMO. The head custodian is responsible for ensuring that all staff members are trained in the proper and safe operation of all equipment and that it is ready for use. For insurance reasons, ONLY trained school division employees are allowed to operate school division owned equipment. Friends, relatives or spouses of school division employees are prohibited from operating any equipment. Custodial staff members are to ensure that all equipment is properly maintained after each use by performing tasks such as emptying water, cleaning the equipment and securing attachments, etc. To ensure continuous operation, required equipment repairs are to be reported, utilizing the "Equipment Repair Form" (section 6) to the FMO immediately. Required repairs due to neglect

and misuse of equipment will be the financial responsibility of the respective school.

- 2) The head custodian is responsible for maintaining the equipment inventory and sending a copy to the facilities management office on an annual basis or as requested.
- 3) The head custodian or designee is required to check water in all machine batteries. If need filled you must use distilled water only which the school must purchase.

N. MAINTENANCE WORK ORDERS

- 1) The head custodian is responsible for the recurring building inspections and the reporting of maintenance work orders through the Controlled Maintenance Management System (CMMS) "Team Works", and reporting same to the school administration. Any request for *EMERGENCY* or *HIGH PRIORITY* work orders should first be called into the FMO.
- 2) Principal or designee must maintain a log of all submitted work orders and monitor the status to ensure timely completion.

O. QUALITY CONTROL INSPECTIONS

In conjunction with FMO, the principal or designee will perform quality control inspections. These inspections will be scheduled by the FMO and will occur on an as needed basis. The purpose of these inspections is to ensure compliance with custodial specifications, required maintenance, potential fire hazards and safety issues for the custodial effort. These inspections will include both interior and exterior buildings, grounds and accessory structures (playgrounds, playground equipment sidewalks, fencing, athletic fields, utility buildings, etc.) See FCPS Quality Control Inspection form (Section 6).

P. INTEGRATED PEST MANAGEMENT

- 1) Pest control services play an essential part in providing and maintaining a healthy and safe school environment. School administration is responsible for monitoring and performing periodic inspections to prevent the infestation of rodents, pests and insects in all interior and exterior spaces or areas.
- 2) For liability reasons, state law prohibits school staff or custodians without proper training and licensure from procuring or applying pesticides on school division property. The handling and application of any pesticide products will only be accomplished by properly trained and licensed applicators.
- 3) School administration is strongly encouraged to focus on preventive measures to reduce or alleviate the need for pesticides. Preventive measures such as repairing holes in walls or foundations, replacing missing ceiling tile, and removing opened food products in classrooms will reduce the need for pesticides. Requests for contracted pest control services must be coordinated through the FMO.

- 4) School administration is to contact the FMO of any pest related issues.
- 5) Bed bug protocol is handled by the principal and the school nurse. Custodians are to ensure that all affected areas are cleaned according to bed bug protocol. (Section 7)
- 6) Head Lice will be handled through the administration and nurse. Diligent cleaning is necessary during this time. School administration will contact the FMO immediately upon discovery of bed bugs and head lice.

Q. WASTE MANAGEMENT / RECYCLING PROGRAM

- 1) The head custodian or designee shall monitor all aspects of the waste collection and removal as necessary to maintain a neat appearance and healthy environment at all times. This includes but is not limited to ensuring that all debris is removed from around the containers that all components of the containers i.e. (Compactors, doors, locks, etc.) are in good working order, that no public use is permitted and to report or request any missed or additional pickups. Consideration and planning for additional pickups should be made in advance of large school or community related events and must be coordinated with the FMO.
- 2) Recycling is **mandatory** across the school division to help reduce the solid waste stream to our landfills. All schools are provided with recyclable containers for the school's use. Some commonly recyclable materials include corrugated boxes, plastic, aluminum, white paper, colored paper, etc. All trash and recycling containers are provided with a locking mechanism and should be secured at all times. The head custodian is responsible for notifying FMO office associate by email when the recycle dumpster and/or trash compactor needs to be emptied.
- 3) The head custodian is responsible to complete quarterly inspections of all waste and recycle containers and to report to the FMO on the Waste Container Inspection Form (Section 6).
- 4) Any repairs for waste compactors, solid waste containers or recycling containers are to be coordinated through the FMO. Preventative maintenance will be performed on high school compactors quarterly.

R. BUILDING SECURITY

- 1) The principal or designee must take appropriate measures to ensure that the building is ready for the opening and closing of school and secured when school is not in session.
- 2) School administration is responsible for the monitoring, distribution and collection of building keys for school staff. Lost or stolen keys must be reported to the FMO immediately. School staff members shall not share Personal Identification Number (PIN) with co-workers, staff members, parents or students.

- 3) The custodial staff shall ensure that all perimeter doors and windows are closed and locked prior to leaving the building and that the building security system is activated.
- 4) The principal or designee will determine and monitor perimeter door access during the regular school day.

S. AFTER HOURS RESPONSE

School administration must maintain and provide to the FMO a listing of school contact information to serve as initial points of contact for any after hour emergencies. This roster is maintained in the assistant superintendent's office and is provided to Fauquier County's Joint Communications Center. Any changes to this information must be reported to the FMO promptly. Repeated failures by the school to respond to afterhours emergencies will be addressed by school board administration.

The principal shall maintain updated contact information in the school's super box located on the exterior at the main entrance of the school. The school's super box is utilized by emergency first responders and contains the buildings master keys. In addition, the super box should have a laminated wallet size card with the necessary contact information for the principal, assistant principal and the head custodian. Access to the super box is limited and must be coordinated through the FMO.

T. EMERGENCY FIRE WATCH

An emergency fire watch will be put in place as a manual system of fire detection to be performed by an individual when the mechanical fire system is not operating properly. (Section 6)

U. ENERGY CONSERVATION

School administration is responsible for ensuring and practicing sound energy conservation methods at all times. At a minimum, the below mentioned guidelines should be followed:

- 1) Turn off lights in unoccupied areas and classrooms.
- 2) Check the level of outdoor security lighting and make sure it's off during daylight hours.
- 3) Turn off sport fields, parking lot and gymnasium lights when not in use.
- 4) Check for tight fitting doors and windows.
- 5) Keep all perimeter doors closed when mechanical cooling (air conditioning) is being provided.

- 6) Block out morning and afternoon sun from shining through windows.
- 7) Ensure that all computers are turned off when not in use and not in "sleep mode."
- 8) Heat should be set at 71 degrees and air conditioning should be set at 74 degrees.
- 9) During summer cleaning, head custodian must submit a request for the air conditioning to come on three hours prior to the start of the work day. This will allow the floor product to dry more effectively and allow for work to continue each day. Send requests to ##AfterHoursHVAC.

V. Regulatory Compliance / Municipal Separate Storm Water Sewer Systems / MS4

- 1) The MS4 program requires two types of activities which are administered by the Virginia Department of Environmental Quality (DEQ). This includes storm water management facilities such as retention ponds and drainage ditches along with pollution reduction goals.
- 2) Fauquier County Government/ Community Development holds the permit to manage and coordinate the MS4 program for all FCPS.
- 3) Custodians are responsible:
 - a) To know the location of storm inlets and drainage ditches at your school.
 - b) Follow procedures in disposing grey water, and chemical etc.
 - c) Use custodial sinks (Sanitary sewer system) inside your school to dispose of any grey or dirt water, not storm inlets, or drainage ditches.
 - d) Use only approved cleaning products and ice melting agents.
 - e) Notify FMO of any violations with illegal disposal of chemical or illegal dumping.
 - f) Custodian will not apply any fertilizers to any grass areas or sports fields.
 - g) Do not apply heavy concentrations of ice melting agents or sand close to storm inlets or drainage swells.
- 4) All employees are required to attend one of the training sessions, usually held in the summer

SECTION 4.
CUSTODIAL GENERAL REQUIREMENTS AND SCOPE OF WORK

- A. The following general requirements are intended to provide the daily cleaning, waste removal and restocking of necessary product and supplies to ensure a safe, clean, aesthetically pleasing and continuously operated school environment. This master schedule applies to all school levels and types of space within FCPS.
- B. The Scope of Work as outlined below in the Master Custodial Schedule details the area and frequency of cleaning for FCPS and is necessary to ensure a consistent level of cleanliness throughout the school division.

Master Custodial Schedule							
Area	1X Daily	1X Wkly	1X Mo	1X Qtrly	1X 6mo	1X Yrly	As Req'd
<u>Classrooms</u>							
Empty all trash cans / replace liners as needed	•						
Disinfect trash cans		•					
Empty all pencil sharpeners	•						
Clean black/whiteboards and chalk trays (where applicable)							•
Check erasers and clean (where applicable)	•						
Dust mop floors with treated mop	•						
Damp mop hard surface floors (terrazzo, vinyl)	•						
Vacuum all carpets	•						
Clean all supply & return air diffusers (vents)				•			
High dust wall fixtures (clocks, bells, light fixtures, etc.)			•				
Clean smudges, fingerprints from door glass	•						
Clean interior windows						•	
Wipe desk surface, cabinet flat surfaces and sinks	•						
Dust all furniture			•				
Clean & disinfect telephones	•						
Clean & disinfect door hardware	•						
Dust blinds & shades (where applicable)	•						
Shampoo carpets/spot clean						•	•
Clean and burnish floors		•					
Strip and wax hard surface floors							•
Top scrub floors						•	•
Replace light bulbs, wipe down lenses, fixtures							•
Replace ceiling tiles							•
<u>Restrooms</u>							
Damp mop & disinfect hard surface floors and walls (terrazzo, vinyl, ceramic)	•						
Clean and disinfect fixtures (commodes/urinals/sinks, faucets)	•						
Clean mirrors in restrooms	•						
Check and replenish toilet paper, paper towels and soap	•						
Clean stall partitions and dispensers	•						
Flush floor drains	•						

Master Custodial Schedule							
Area	1X Daily	1X Wkly	1X Mo	1X Qtrly	1X 6mo	1X Yrly	As Req'd
Treat floor drains w/ germicide		•					
High dust wall mounted fixtures, window sills			•				
Empty and sanitize feminine waste receptacles	•						
Replace light bulbs, wipe down lenses, fixtures							•
Replace ceiling tiles							•
Clean all supply & return air diffusers (vents)				•			
Clean ceramic floor grout and reseal floor						•	
Hallways, Entrance Foyers, Stairs,							
Sweep and dust mop floors, stair risers with treated mops	•						
Clean and disinfect water fountains	•						
Vacuum carpet floors	•						
Damp mop hard surface floors (terrazzo, vinyl)	•						
Clean marks off walls (concrete block and ceramic)							•
High dust wall fixtures (clocks, bells, light fixtures, etc.)			•				
Remove smudges from lockers		•					
Wipe down handrails w/ disinfectant	•						
Vacuum entrance walk off mats	•						
Clean door glass, trophy glass	•						
Clean and burnish floors		•					
Top scrub floors						•	
Strip & reseal hard surface floors							•
Replace light bulbs, wipe down lenses, fixtures							•
Replace ceiling tiles							•
Clean interior windows						•	
Clean all supply & return air diffusers (vents)				•			
Administration Offices							
Empty all trash cans / replace liners as needed	•						
Disinfect trash cans	•						
Dust mop floors with treated mop where applicable	•						
Damp mop hard surface floors (terrazzo, vinyl) where applicable	•						
Vacuum all carpets	•						
Clean all supply & return air diffusers (vents)				•			
High dust wall fixtures (clocks, bells, light fixtures, etc.)			•				
Clean smudges, fingerprints from door glass	•						
Clean windows						•	
Wipe desk surface, cabinet flat surfaces and sinks	•						
Dust all furniture			•				
Clean & disinfect door hardware	•						
Replace light bulbs, wipe down lenses, fixtures							•
Dust blinds & shades (where applicable)			•				

Master Custodial Schedule							
Area	1X Daily	1X Wkly	1X Mo	1X Qtrly	1X 6mo	1X Yrly	As Req'd
Clean and burnish floors where applicable		•					
Top scrub hard surface floors						•	•
Strip & reseal hard surface floor as applicable							•
Shampoo carpets, spot clean as necessary						•	•
Clean interior windows						•	•
<u>Library</u>							
Empty all trash cans / replace liners	•						
Disinfect trash cans		•					
Clean all supply & return air diffusers (vents)			•				
Sweep, dust mop or vacuum floors	•						
Clean & disinfect all flat surfaces, (tables, etc.)	•						
Clean and disinfect computers & phones	•						
High dust wall fixtures (clocks, bells, light fixtures, etc.)			•				
Shampoo carpets/spot clean						•	•
Replace light bulbs, wipe down lenses, fixtures							•
Replace ceiling tiles							•
<u>Gymnasium</u>							
Sweep and dust mop floors	•						
Dust mop & clean seating areas		•					
Clean & disinfect spills ,water fountains, etc.	•						
All entry doors cleaned		•					
Empty trash receptacles	•						
High dust wall fixtures (clocks, bells, light fixtures, etc.)			•				
Coordinate cleaning of ductwork and ceiling with County Maintenance						•	
<u>Auditorium</u>							
Sweep, dust mop or vacuum floors	•						
Wipe down/vacuum seats		•					
Clean door glass & hardware disinfected		•					
Empty trash	•						
Clean & disinfect water fountains	•						
Sweep and dust mop stage floor		•					
Shampoo carpets/spot clean						•	•
<u>Cafeteria</u>							
Wash all tables tops with Envirox	•						
Clean all seating and disinfect	•						
Sweep and dust mop floors	•						
Clean and disinfect water fountains	•						
Empty trash receptacles	•						
Clean and disinfect trash cans & surrounding area	•						
Damp mop hard surface floors (Auto scrubber must be used)	•						

Master Custodial Schedule							
Area	1X Daily	1X Wkly	1X Mo	1X Qtrly	1X 6mo	1X Yrly	As Req'd
Clean and burnish tile floors		•					
Strip and reapply floor finish							•
Replace light bulbs, wipe down fixtures, lenses							•
Replace ceiling tiles							•
Clean interior windows						•	
Clean all supply & return air diffusers (vents)				•			
Top scrub tiled floors						•	
Clinic							
Clean & disinfect all flat surfaces	•						
Clean & disinfect all furniture in contact with patients	•						
Clean & disinfect all lavatories	•						
Sweep, dust mop and or vacuum floors	•						
Empty trash	•						
Disinfect trash cans		•					
Replace light bulbs, wipe down fixtures, lenses							•
Replace ceiling tiles							
Shampoo carpet/spot clean						•	•
Clean all supply & return air diffusers (vents)				•			
Damp mop hard surface floors	•						
Top scrub tiled floors						•	•
Locker Rooms							
Wash & disinfect all areas	•						
Clean partitions	•						
Clean and disinfect showers	•						
Clean all lavatories (urinals & toilets)	•						
Clean and disinfect water fountains	•						
Remove smudges from lockers & disinfect		•					
Clean & disinfect benches or seating	•						
Clean laundry area		•					
Sweep & wash all floor areas	•						
Clean all supply & return air diffusers (vents)		•					
Empty trash	•						
Disinfect trash cans		•					
Empty sanitary receptacles and change liners	•						
Replace light bulbs, wipe down fixtures, lenses							•
Replace ceiling tiles							•
Other areas							
Inspect exit & emergency lights			•				
Inspect fire extinguisher			•				
Inspect playground (only elementary schools)			•				
Inspect parking lots, bus loops, sidewalks and grounds (including athletic fields) for debris removal, repair broken equipment, loose bolts, etc.	•						
Pick up & remove debris around waste container area	•						

SECTION 5.
CUSTODIAL METHODS AND PROCEDURES

The following methods and procedures are intended to provide the most efficient and effective ways to accomplish the many tasks to ensure a safe, clean, aesthetically pleasing and continuously operated school environment. These methods and procedures apply to all school's levels and types of space within FCPS.

A. FLOOR CARE

1. How to sweep floor area

Equipment needed:

- Broom with handle
- Dust pan
- Putty Knife
- Waste container

- a. Leave the equipment at one end of the floor out of traffic paths.
- b. Carry putty knife in back pocket.
- c. Begin sweeping operation by placing broom flush against baseboard. Do this all along walls.
- d. Sweep across floor towards the equipment, sweeping in a straight line.
- e. Grasp the brush handle with hand about 3-4 inches from the end: head up with the thumb pointing away from body.
- f. Reach down the handle with hand until a comfortable position is reached.
- g. Hold handle loosely allowing it to slide freely as handle is pushed back and forth.
- h. Use handle end of broom as the pusher.
- i. Stand with feet placed apart in a comfortable position, about shoulder width.
- j. Hold brush in front of body at slight angle.

Start the sweeping stroke even with the feet. Push forward on the broom and turn the body in the direction of the stroke. Push broom smoothly over the floor. Tap the broom lightly at the end of each stroke. Lift and pull the brush back fast with a smooth and even step. Stop and remove gum and any other heavy accumulations from the floor with putty knife. Pick up sweeping with brush and dust pan, and dump into waste container.

2. How to dust mop floor

Equipment needed:

- 24-inch dust mop
- Dust pan
- Putty knife
- Broom
- Waste Container

- a. Leave the equipment at one end of the floor, out the way of traffic.
- b. Work along baseboard to corner, follow wall on three sides until mid-room has been done.
- c. Shake mop by lifting off floor and lightly shake mop handle. Return in direction from which mopping was started until reaching wall at which time direction is again reversed.
- d. Shake mop each time center of room has been reached.
- e. Follow procedure until one half of room has been dusted mopped. End at the door. Repeat procedure at end of room (be sure to overlap each preceding sweep to avoid missing areas.)
- f. Return to center of wall farthest away from the door, push accumulation of dust to door. Pick up dust with dust pan and brush, and deposit in trash cart.

3. How to damp mop floors

Equipment needed:

- Mop Bucket on casters with wringer
 - Microfiber flat mop
 - 2 “wet floor” signs at both ends of the area
 - Putty knife
 - Neutral cleaner plus- ½ ounce per gallon of water
- a. In the slop sink area proportioning system, place neutral cleaner plus in bucket. Take to area to be cleaned.
 - b. Place the wet floor signs at both ends of area to be cleaned. Signs should be placed in the corridor in such a manner that traffic will be directed to dry side.
 - c. Remove any gum or other foreign matter adhering to floor using putty knife.
 - d. Immerse mop into bucket containing the correct amount of neutral cleaner plus, wring excess solution from mop in wringer and run mop parallel to the base board.
 - e. Mop from one side of the mopping area to the other using a figure eight motion. Changing the mopping solution as it becomes dirty or discolored. This will prevent streaking. Do not attempt to do too large of an area at a time.
 - f. No rinsing is necessary when procedure is followed.
 - g. In the case of a large floor area, move the “wet floor” signs to block off the next area to be mopped and begin mopping the next section. Mop strokes should be overlapped into section just completed.
 - h. In the rest rooms containing floor drains dump solution remaining in the bucket into the floor drain when mopping has been completed. This fills the traps, kills bacteria growth, destroys odor and prevents sewer gas from coming up into the room.

- i. When mopping is complete return to the slop sink and remove the microfiber flat mop head and place the dirty one in a basket for outgoing laundry pickup. Rinse out mop buckets and turn upside down in slop sink to dry.

4. How to clean classrooms

Equipment needed:

- Counter duster
 - 18 or 24-inch dust mop
 - Vacuum cleaner
 - Trash cart
 - Dust pan
 - Flat Microfiber mop
 - Neutral cleaner plus
- a. Remove dust from chalk board or white board tray by use of the counter brush or duster. Brush dust and debris into pan or wastebasket. Then wipe out tray with damp cloth or sponge.
 - b. Never use water on white boards: use special solution ONLY.
 - c. Take waste paper basket and as you pass by pick up dust pan, counter brush and chalk board eraser, taking them to the entrance of the room where your custodian cart should be stationed.
 - d. Empty waste paper basket into waste liner of the custodian cart. Replace liner in waste basket if necessary.
 - e. Return empty waste paper baskets.
 - f. Start up near side of room dusting tops of chalkboards or any other edge that would catch dust.
 - g. As you go across front of room, dust all tables, bookcases and the teacher's desk.
 - h. Go down far side and get windowsills, if any, and other furniture along the wall.
 - i. Using a 24-inch dust mop, start in right hand corner facing front of room, dust mop area from wall to front row of desk all the way across far side of the room, using a semicircular motion.
 - j. When you reach the far side of the room, put your mop in front of you and go straight ahead along the baseboard to the rear of the room. Then, come back up to the front rows of the seats, taking another mop's width.
 - k. Move the first desk in the far right hand row to a spot in front of second row.
 - l. With two swipes, using a circular motion, clean where first desk was sitting.
 - m. Follow this procedure all the way to the rear of the room. When you reach the rear of the room, the first row will be short one desk.
 - n. Move the last desk in the second row into the last place on the first row.
 - o. Now turn around backwards, working up to front of second row in the same manner as you worked down first row. Use this system all the way across the room.

- p. As you sweep up and down rows of desk, keep an eye peeled for paper under desk. Tip desk to left for letting paper fall out into area not cleaned
- q. When you have finished dust mopping room, with your mop in front of you move all debris to room entrance.
- r. Wash marks off desks as required (obscene or writing immediately)
- s. Always have an all-purpose cleaner available on custodial work cart.
- t. If the room has a sink in it, wash and wipe dry.
- u. You can use above solution or powered abrasive cleaner. Rinse thoroughly and wipe dry.
- v. If sink is stainless steel, use stainless steel cleaner supplied by the FMO.
- w. Clean each sink daily.
- x. Clean hand prints off doors and door casing using Envirox in a spray bottle.
- y. Clean door glass and inside windows that are within reach of students hands. You may use glass cleaner and a clean cloth.
- z. Clean up spots on floor with sponge or your wet mop.
- aa. Wash out the waste paper basket when needed.
- bb. As you pick up debris at entrance to room, brush/clean door casing where applicable.
- cc. Inform head custodian of any burned out lights.
- dd. Remove and report all broken furniture.
- ee. As you leave each room, make sure all windows are closed and latched, lights are off and doors locked. Pull on door and turn door knobs to be sure door is latched and locked.
- ff. Option to completing all classroom cleaning needs at one time. You may want to take a large trash container on wheels around your entire route collecting all trash in your area. This procedure will enable you to quickly move through the area removing the trash from all trash containers. Using this procedure, you will also have knowledge about your entire area, as daily events may necessitate special attention in your area.

5. How to strip a floor

Equipment needed:

- Swing machine
- Driver plate/pad holder
- Black stripping pad
- Floor stripper
- Waste container
- Putty knife
- 3 mop buckets with wringer
- Wet mop
- Wet & Dry vacuum

- a. Remove all moveable obstructions from floor area to be stripped. Sweep floor of all trash and dirt.
- b. Remove gum deposits on floor with putty knife. Post 'wet floor' signs in area to be stripped. Leave traffic lane open.
- c. In a mop bucket mix stripping solution. Be sure to follow the manufacturer's directions on the label. Use cold water.
- d. Inspect electrical cable on the scrubbing machine for grounding.
- e. Use non-slip shoes/floor grip where available. Keep cloths away from wet floor.
- f. Apply stripping solution in an approximately 100 square feet. Area should be thoroughly wet. Allow stripping solution to remain on the floor approximately 15-20 minutes. Do not rush. This allows stripper to loosen wax.
- g. Start stripping machine away from corner and baseboards, to avoid splashing of stripping solution on walls and baseboards.
- h. If too much solution lies in this area, spread excess with a mop before using the scrubber.
- i. Run the scrubber along the baseboard of the 100-foot area first moving it right to left so the stripping solution splatters away from baseboard, not towards it.
- j. Scrub the main part of the area. Let the machine coast back and forth as you slowly raise and lower the handle. Keep the handle close to your hips. If you let the scrubber get out of arm's length, it will run away from you.
- k. Guide the machine from side to side until you covered the wet area. Be sure that each lap covers the last one by half the width of the pad. With a team, keep approximately 100 square feet wet with stripper standing and working ahead of scrubber and with another team member starting to pick up the first area.
- l. Using a wet & dry vacuum pick up the dirty stripping solution. Vacuum in straight paths, working backwards toward the wet and dry vacuum.
- m. With a partially wrung out mop and clean water with neural cleaner plus, rinse the area a minimum of two times. All stripper must be removed from area.
- n. Repeat all operations above until the entire area has been stripped, vacuumed and rinsed.
- o. Change the water often to avoid re-deposit of waste material on the floor surface.

NOTE: Corners, doorways and difficult to reach areas that cannot be easily machine stripped must be stripped by hand or a doodle bug. To do this, lay down the stripping solution in a usual manner. Use a doodlebug on the area to be stripped. In the corners where the doodle bug cannot be used, rub area by hand.

6. How to apply floor finish

Equipment needed:

- Clean finish bucket
- Clean finish applicator
- Finisher

- a) Remove all movable obstructions from the area to be finished.
- b) Estimate the amount of floor finish per manufacturer direction required to apply four thin coats of finish and pour that amount into finish bucket.
- c) Dip the finish mop in the finisher, then tap the finish applicator on the bucket to remove excess finish from applicator.
- d) Put the mop on the floor and start at the edge of the room then go down the center of the room, then go side to side in a figure eight motion from wall to center of room. Continue that method on the other side of the room applying thin coats of finish.
NOTE: Keep the finish bucket close by, but out of the way.
- e) Move mop out one half the width of the mop and return it back in the direction to the starting point.
- f) Continue along the adjacent baseboard (staying 4 inches off baseboard) a distance of approximately eight to ten feet. Use a figure eight motion to apply finish with some overlapping to make sure all areas of floor is covered.
- g) Re-dip the finish mop when it starts to drag on the floor, working your way to the doorway, and out of the room.
- h) Allow at least 20-30 minutes for the finish to dry before applying the second coat of finish. Continue this procedure until you have applied four thin coats of finish. DO NOT exceed four thin coats in a 24-hour period.
- i) Allow floors to dry overnight.
- j) The next morning finish applying the additional three coats of finish to floor.
- k) Allow to dry overnight.
- l) After applying the last coat of finish, leave to dry overnight. The next day, burnish the floor with a white pad to maximize the gloss. This will force cure to the finish.

B. CORRIDORS

1. How to dust a corridor

Equipment needed:

- Dust mop
- Broom
- Putty knife
- Dust pan
- Dust cloth
- Brush

- a) Leave equipment handy for picking up the dirt, but out of way.
- b) Use your putty knife to remove gum that is stuck to floor. Sweep the floor with dust mop.

- c) Place the dust mop on the floor, making sure that the mop strands extend both ahead and behind the mop head. Push the mop along the baseboard, close to the wall: press down. Go the length of the hall without lifting or twisting the mop.
- d) When you come to the first corner, cut around it. Then lift your dust mop and give it a shake.
- e) Press the end of the mop into a corner with your hand and pull the dirt out. Keep loose dirt ahead of the mop and push it across the end of the corridor to the second corner. Pull the dirt out like you did on the first corner.
- f) Clean the other side of hall the same way.
- g) If possible, clean the halls during times of least traffic. Continue working to the center of the hall. The path of your mop overlaps your first path slightly. Each time around, push the dirt into the pile near your equipment.

C. STAIRWAYS

1. How to sweep a stairway

Equipment needed:

- Short handled broom
- Dust pan
- Counter duster
- Waste container
- Dust cloth
- Putty knife

- a) With a treated dust cloth, wipe down guard rail starting at the top of the stairs.
- b) Leave equipment at the foot of the stairwell area to be cleaned out of the way of traffic. Keep putty knife in back pocket accessible for gum removal from stairs. Carry broom to the top of stairs and work down using the following method: stand one step below stair.
- c) Extend end of broom into left end of step, brush handle pointing to the right.

NOTE: On open stairs, always sweep towards the wall, away from the stairwell to avoid dirt and trash falling over the edge. Pull the dirt out of the end of the step with the broom: pull brush three quarters of the way along step and, with a turning motion of the broom, allow dirt and trash to fall to step below. Transfer broom to opposite end of step and repeat process. Step down one step and repeat operation. Continue until full stairwell has been completed.

- d) Brush accumulated dirt and trash into dust pan and dump into waste container.

2. How to vacuum stairwells

Equipment needed:

- Portable vacuum cleaner

- 110 electrical outlet
- Putty knife
- Small plastic pail
- Disinfectant solution (Envirox)
- Dust cloths

- a) Stairwell areas containing an accessible 110- volt electrical outlet may be vacuumed by using a light portable vacuum cleaner carried over the shoulder by means of a strap attachment.

NOTE: This procedure should not be used if the electrical cord would be subjected to breakage or being cut by a door closed on the cord.

- b) Stand below stairs to be vacuumed. Place the hose nozzle into the corner where the wall and stairs meet. Place on stair tread and draw along width of stair. Return to starting point by reversing direction. Continue until stair has been completely vacuumed. Proceed to the next step and repeat.
- c) During operation, remove buildup of dirt from corners, and any gum deposits with putty knife.
- d) Vacuum wainscoting and guardrails areas during stair operation.
- e) After vacuuming has been completed, remove the plug from the receptacle. Dip dust cloth into Envirox, wring out and wipe down guardrail walking back up the stairs.
- f) Walking back down the stairs, wipe the top of the handrail with disinfectant treated dust cloth.
- g) Wipe door handles on both sides of door, top and bottom with disinfectant treated dust cloth. Proceed to next work area.

3. How to damp mop stairwells

Equipment needed:

- Micro fiber flat mop
- Putty knife
- Neutral cleaner plus
- Dust cloths

- a) Sweep or vacuum stairwell. With putty knife, remove gum deposits and any dirt buildup in corners of stairs.
- b) Place a small amount of disinfectant solution (Envirox) in a small bucket: immerse untreated dust cloth into solution, wring out and wipe down door handles: wipe down guardrails.
- c) Place equipment out of the way of traffic on bottom landing area of stairwell to be mop cleaned.

- d) Post "wet floor" signs at top and bottom of stairwell landing. Close off stairwell if possible. Immerse flat mop in neutral cleaner solution, and return to top of landing of stairwell.
- e) Mop landing at top of stairwell, working away from door and towards stairwell.
- f) Use caution when backing down stairwells.
- g) At stairwell, move down two stairs. Lay mop on top stair with mop strands into corner with hand and clean out corner. Mop remainder of stair.
- h) Be careful to not extend the end of mop over stair end on open stairwell.
- i) Step down one stair and repeat procedure on next stair.
- j) Continue operation to landing at foot of stairs.
- k) Repeat operation until all stairs have been completed.

D. WALLS AND PAINTED SURFACES/GRAFFITI REMOVAL

1. How to wash walls and painted surfaces

Equipment needed:

- Mop bucket with wringer on casters
 - Sponges/hand size towels
 - Bucket or spray bottle
 - Step ladder or platform stage
 - wet floor signs
 - All-purpose cleaner or Graffiti remover
 - Rubber gloves
 - Wet mop
- a) Graffiti removal is to be accomplished as soon as possible after it's discovered on interior /exterior surfaces (i.e. walls, concrete sidewalks, building signage, etc. Test wall surface for washability before beginning wall washing operation. Do not wash wall if paint comes off on sponge when using remover. Report all incidents of graffiti to supervisor or school administration.
 - b) Prepare detergent/disinfectant or detergent solution according to manufacturer's directions, in bucket in slop sink area.
 - c) Fill second bucket half full with clean water for rinsing the sponges or towels.
 - d) Take tools and supplies to area to be cleaned. Remove all movable obstructions from area (or room).
 - e) Cover immovable obstructions with drop cloth. Place drop cloth on floor up to baseboard at area to be cleaned.
 - f) Set up "wet floor" signs at both ends of area where wall washing is to be done.
 - g) Dip sponge used for washing in detergent/disinfectant or detergent solution and squeeze sponge to a wet, but not dripping, consistency. Do not allow sponge drippings to run down wall surface.

- h) Begin wall washing operation in a corner starting at floor level and working left or right in three (3) foot sections. Work your way up the wall approximately one (1) foot. Deposit sponge in detergent/disinfectant or detergent solution. Immerse second sponge in rinse water of second bucket. Squeeze to wet, but not dripping consistency and wipe away residual soil. Turn sponge frequently.
- i) Rinse sponge frequently to avoid soil streaks on wall.
- j) Use even strokes when washing and rinsing.
- k) Continue wall washing operation by overlapping section done and work upwards toward ceiling a section at a time.
- l) When area has been washed and thoroughly rinsed to eye level height, stop, move over to next section and continue wall washing operation. Continue one section at a time until entire wall has been washed and thoroughly rinsed to eye level height.
- m) Set up platform stage with platform below eye level. Be sure platform stage is far enough away from the wall to allow freedom of movement but near enough to allow easy accessibility to wall area to be washed.
- n) Continue wall washing operation as previously described until entire wall has been completed.
- o) Wash all walls in the room in this manner.
- p) Detergent/disinfectant or detergent solution, and rinse water (to rinse the sponges), should be changed frequently to avoid re-depositing soil.
- q) Use extreme caution when working around window areas from platform.
- r) When wall washing operation has been completed, remove drop cloths, and wash floor as described under floor washing procedure.
- s) Return equipment to storage area, rinse sponges thoroughly; and wring out dry. Rinse wet mop and buckets thoroughly; hang up wet mop and turn buckets over in slop sink to drain dry.
- t) If cloths are wet, allow to air dry before folding for storage. Store platform stage out of the way of traffic.

E. RESTROOM FACILITIES

Cleaning washrooms is an important part of maintaining environmental sanitation. Fixtures in washrooms should be kept spotless. For this purpose, Mineral shock should be used to remove stains from around fixtures, and sinks. Use a Pumice stone if necessary.

1. How to clean and disinfect a toilet bowl and seat

Equipment needed:

- Applicator commode brush (soft or stiff)
- Bowl cleaner/disinfectant (Envirox-high strength)
- Aerosol disinfectant spray
- Pumice stone
- Micro fiber cloths
- Pumice stick
- Microfiber clothes

- a) Using an applicator (brush) force water over trap and out of the bowl. Hold the applicator over the inside of the applicator over the inside of the bowl and apply enough cleaner bowl cleaner to saturate the applicator. Press applicator firmly up under the rim and clean half of the circumference of the rim.
- b) When finished, add more bowl cleaner to the applicator and clean the other side. Wipe out the balance or unit sides and bottom.
- c) Absorb into the applicator the bowl cleaner left in the bottom of bowl. Push applicator up into the gooseneck, (where water empties out) as far as possible and rub up and down. This will remove any buildup of foreign matter.
- d) Flush the unit. While the water is running, rinse out the applicator thoroughly and go over the inside surface. Wring out applicator by pressing against flushing rim.
- e) Pour a small amount of bowl cleaner in the clean water in toilet bowl. If rings are still visible in toilets you must use a pumice stone to eliminate stains.
- f) If the toilet has stains, or rings in toilet you must use a pumice stone and mineral shock to scrub them off.
- g) Rinse applicator in solution, wring out, clean the outside of toilet bowl, flush unit.
- h) Using disinfectant spray, spray top of toilet seat, flush handle and an area about 8 inches around toilet holder. Allow to air dry.

2. How to clean and disinfect a urinal

Equipment needed:

- Applicator (commode brush)
- Envirox high strength and disinfectant
- Deodorant blocks
- Micro fiber cloths
- Aerosol disinfectant spray

- a) Remove and discard remnants of the deodorant block in urinal.
Remove wire or rubber strainer from bottom of urinal and place the strainer in a pail containing enough disinfectant to completely submerge the strainer.
- b) Hold applicator inside urinal to avoid spilling bowl cleaner on floor.
Saturate applicator with bowl cleaner.
- c) Rub hard across the top inside the lip of the rim. Force bowl cleaner up into the flush holes. Excess bowl cleaner will run down the urinal surface into the trap.
- d) Press applicator firmly into the vertical flush rims and rub down both sides of the urinal. While surface is still wet, clean surface as you would with a paintbrush. Rub hard.
- e) Apply additional bowl cleaner to applicator and clean the front lip where heavy accumulations form.
- e) Flush and wipe inside unit clean.
- f) Rinse applicator in flushing water: wring out applicator by pressing it firmly against inside rim of urinal and twisting. Clean outside area of urinal with wrung- out applicator.
- g) Rinse strainer in the solution (using tongs or wearing rubber gloves) to remove any matter adhering to strainer. Replace strainer in urinal and place a fresh deodorant block in the urinal.
- h) Using disinfectant spray, spray flush handle. Allow it to air dry.

3. How to clean a washbowl

Equipment Needed;

- Detergent/disinfectant (Envirox)
- Micro fiber cloth
- Putty knife
- Pumice stone

- a) Dampen the micro fiber cloth in a solution of detergent or disinfectant. Wring it out so it does not drip. Spray the Envirox in the sink and wipe along with other metal parts.
- b) Take out the drain plug. (Most of them come out if you give them a quarter turn to the left and pull up) Wash the plug and rinse the drain.

- c) Clean the overflow outlet by covering a putty knife or other narrow object with a cleaning cloth, saturated with detergent or detergent/disinfectant solution.
- d) With excess detergent/disinfectant wipe, metal and enamel parts of the bowl. Once a week wipe off under the bowl and pipes leading to the floor. Be particularly careful to clean dirt of the elbow in the drainpipe.
- e) If s stains are present around fixtures or in bowl, use a pumice stick to scrub the stains out.

4. How to wash, disinfect and deodorize a restroom floor

Equipment needed:

- Detergent/disinfectant
 - Micro fiber flat mop
 - Putty Knife
 - Door Stop
 - Temporary closed sign
 - Pressure spray (if using a spray method)
- a) Prepare detergent/disinfectant solution according to manufacturer's directions to a pail or bucket in slop sink. If spray method is used, solution can be prepared in the sprayer.
 - b) Take tools and supplies to area to be cleaned.
 - c) Do not enter school (or other) restroom of opposite sex until you have had a person of that sex enter and make sure it is not occupied.
 - d) Open the door and place doorstop in position to hold door open. Post "Temporary closed for cleaning" signs in the doorway.
 - e) After all other job assignments in the restroom have been completed; begin the floor washing operation in the corner farthest away from the door.
 - f) Mop or spray down detergent/disinfectant solution over entire floor area.
 - g) Use microfiber mop in rinse water and pick up dirty solution from the floor. No further rinsing is necessary.
 - h) Floor should be allowed to air dry before opening area to the public.
 - i) Remove sign from doorway, remove doorstop and return tools and supplies to slop sink area.
 - j) Discard detergent/disinfectant solution into slop sink (if mop method of application was used). Take off dirty microfiber mop head and place in basket for laundry. Rinse bucket out, turn it over in slop sink to allow to air dry.

5. How to free a clogged drain

Equipment needed:

- Force cup plunger
- Out of order card

- a) Set the cup of the force cup plunger over the drain hole of the bowl, like stopper. Run one-third full of water, cover the overflow outlet with a cloth.
- b) Push down on the handle to flatten the cup. Now pull the plunger out fast. This loosens the matter stopping the drain. Do this several times.
- c) If you are unable to free the drain using this method, place a card marked "Out of order" on the unit and submit a work order to have this repaired.

F. CARPET CARE

1. How to dry vacuum dry rugs

Equipment needed:

- Upright vacuum
- Spotting kit
- Dust cloths
- Sponges
- Hand brush

- a) Take tools and supplies to work area. Inspect rug to be vacuumed. Remove gum or other foreign deposits. Spot clean soiled areas. Inspect vacuum cleaner cord for breaks or worn spots.
- b) Do not use electrical equipment with worn or damaged cords. Vacuum the carpet in the direction opposite of the direction of the lay of the pile to raise nap.
- c) Using the corner attachment on hose, vacuum baseboard and corner area.
- d) Begin vacuuming operation at the corner farthest away from the door.
- e) Vacuum in a straight line on the first pass in the direction of the nap of the carpet. Go back over same area to again to raise the nap of the carpet. Take a step either to the left or right, and repeat operation. When the width of carpet has been vacuumed in this manner, begin next section and continue until entire are has been vacuumed.

- f) Pay particular attention to traffic flow areas being sure to thoroughly vacuum them.
- g) Do not rush the vacuum operation allow the suction action of machine sufficient time to work.
- h) After completion of vacuuming operation, return tools and supplies to storage area. When dust bag is filled, remove, if throwaway type, and discard in waste container. Place new dust bag in machine and store in proper area. If permanent-type bag, empty contents, clean and return bag to vacuum.

CAUTION: NOT ALL SPOTS ON CARPETS CAN BE REMOVED.

Before spotting:

- Try to identify the stain
 - Test fabric for color fastness
- i) If stain is not removed on first attempt, allow stained area to dry and neutralize before attempting to remove stain.
 - j) Avoid overuse of any chemicals in spotting,
 - k) Follow directions of manufacture in the use of all spotters.

2. How to shampoo carpet

Equipment needed:

- Upright vacuum
- Extractor with beater brush and wand
- Spotting kit
- Sponges, dust cloths, shampoo

Wet Process (liquid)

- a) Vacuum rug thoroughly using method described in section, "How to dry "Vacuum Clean rugs".
- b) Spot clean carpet. Remove gum deposits etc.
- c) Do not over-wet carpet. Use hot water for extraction only.
- d) Prepare shampoo solution in machine slop sink area.
- e) Remove all removable obstructions from the area.
- f) Roll machine to far corner of room, away from doorway, place electrical cord over shoulder and start machine. Shampoo rug with a uniform application of suds in a circular rotary strokes.
- g) Keep machine flat on the rug and avoid "heeling" the machine. Overlap strokes to avoid streaking. Shampoo a small area at a time, working in the direction of the rotation of the brush, until the entire rug has been shampooed. Avoid over wetting the rug.

- h) Should the rug become too wet, vacuum the rug with a wet/dry vacuum using straight strokes maintaining the same direction of the strokes throughout the operation. Comb or brush the nap uniformly, using the pile brush. Brush against the neutral direction or lay of the nap, then re-brush lightly in the direction of the nap.
- i) Avoid walking on the rug until thoroughly dry (normal drying time is 6-18 hours). Follow with dry vacuum cleaning of the rug as outlined in the section entitled "How to dry vacuum rugs."

3. How to spot clean rugs

REMEMBER: All spots cannot be removed. Spots discovered and treated early respond better to cleaning. Always try to identify the stain before spotting. Before using any spotter test fabric (in an out of the way place for color fastness).

The two types of spotter are

- Wet side- (water based)
- Dry side (solvent based)

NOTE: NEVER MIX THE TWO TOGETHER

- a) Dry side spotters are primarily used for the removal of grease, tar, etc. i.e. solvent soluble soil. When using a wet spotter, absorb the solution into a sponge or cloth and squeeze it onto the spot.
- b) Allow solution to remain on spot for a few minutes and blot up the solution with a clean sponge or cloth and squeeze it onto the spot. Do not rub area. Follow up by squeezing tepid clean water on the spot. Blot with a clean sponge or cloth. Finish operation by feathering out the area with a damp sponge or cloth. Begin feathering operation outside area of spot and lightly sponge rubbing in to center of spot from all sides. Allow area to dry thoroughly.
- c) If stain is not removed on the first attempt, allow area to thoroughly dry and neutralize the area before any further attempt is made to remove the stain.

G. GROUNDSKEEPING

To provide the required mowing, trimming and snow removal necessary to ensure a safe and aesthetically pleasing building exterior environment for the school division.

1) Equipment safety check

Prior to operating any equipment (ride on or walk behind mowers, grass trimmers, snow blowers, etc.). The following must be checked:

- a) All mower decks and blade guards must be in place and secure.
- b) Check wheels to ensure they are secure and properly inflated.
- c) Check oil levels at every use.
- d) Only fill gasoline tank while engine is cold. NEVER fill the tank while engine is hot.
- e) Always wear appropriate personal protection equipment (PPE) when operating equipment.

2) Methods and procedures

General:

- a) Perform grounds check prior to mowing for rocks, trash, etc. that could become projectiles and remove.
- b) Never mow grass in the vicinity of children. Mowing schedules must be coordinated with the principal or designee.
- c) Always mow in the defined pattern ensuring that discharge chute is not towards buildings, windows, entrance doors or vehicles.
- d) All scrubs and foliage must be trimmed and maintained to allow for good line of sight. All tree branches must be trimmed or removed to no less than 8 feet from ground level.

3) Mowing

- a) All turf areas are to be mowed and trimmed at a minimum of at least once per week, but no more than 10 school days, during the growing season. Grass height during the mowing season shall be maintained at a height of no more than 3.5 inches. During the summer, grass height shall be maintained at a height of 3 inches to prevent burning or damage to turf areas. If required, excess grass clippings will be removed after mowing to ensure neat appearance.
- b) Weed eating or trimming along fence rows, curbs, sidewalks and side of buildings is to be accomplished at time of mowing.

4) Snow removal

School administration is responsible for the scheduling of custodial staff during snow emergencies dependent on the school divisions status of open, closed or delayed. During a snow emergency, the custodian staff is to ensure the following:

- a) All sidewalks, building entrances, steps and pedestrian access routes are to be cleared of all snow and ice.
- b) Application of abrasives and or ice melt agents
- c) Special attention needs to be made of all designed emergency exits to ensure safe egress. This includes all sidewalks and or aprons leading from emergency exits. Do not allow snow to prevent doors from opening.
- d) For all schools within the incorporated limits of towns of Warrenton, all sidewalks fronting public streets must be clear with 24 hours after the storm.

H) CHEMICAL STORAGE

Keep chemicals away from sources of heat, such as furnaces, or sunshine. Chemical storage areas should not be crowded and should have a systematic, easy to reach arrangement.

I) CHEMICAL DISPOSAL

Improper disposal of substances, such as cleaning chemicals used on the job, can cause serious problems. Always refer to the SDS about the safe disposal procedures for the chemical substances used. Some general rules to follow:

- a) Never flush corrosive or volatile materials into the sewer system.
- b) Always discard unused portions of the mixed chemicals unless information on the label specifically states mixture may be kept for later use. If this is done, label and store the mixed solution properly.
- c) In case of spills properly dispose of materials used to clean up spills.
- d) Call FMO for old chemical pickup.

J) MUNICIPAL SEPARATE STORM WATER SYSTEM (MS4)

The general assembly passed legislation that requires localities throughout the state to adopt local Virginia Storm Water Management programs which includes MS4 plans. The MS4 program is administered by Virginia Department of Environmental Quality (DEQ). This includes storm water management facilities, such as retention

Ponds, drainage ditches along with pollution reduction goals aimed at nitrogen, phosphorus and suspended sediments.

- a) Know the locations of storm inlets and drainage ditches
- b) Keep storm inlets free of debris, grass and trash at all times.
- c) Use only the custodian sinks in the schools to dispose of any grey or dirty water.
- d) Use only FMO approved cleaning products and ice melt.
- e) Notify FMO of any violations of illegal dumping of chemicals.
- f) DO NOT apply any fertilizers to any grass or sports fields.
- g) Do not apply heavy amounts of ice melts or sand near or close to the storm inlets.

K) ELECTRICAL SAFETY

- a) Never use defective equipment or equipment with a cracked, frayed, spliced or worn cord.
- b) Always grasp the plug, not the cord to unplug equipment.
- c) Ground Fault Circuit Interrupt (GFI) protection devices should be available for use in all areas around water supplies and damp areas.
- d) Always use GFI for task involving electrical equipment when they are available. For example, use a GFI for power source for a wet/dry vacuum when picked up picking up scrub water. Portable GFI outlets may be used for areas where they have not been permanently installed, but necessary for safety.
- e) Never use electrical equipment around liquids, unless equipment is designed for this.

L) FIRE EXTINGUISHERS

Be prepared, in any event, get familiar with the type and location of the fire extinguishers in your school. Fire extinguishers have a rating on the faceplate, which shows which class, or classes of fire it be used to extinguish the flames. If you must use as extinguisher remember the PASS method.

- a) **P**ull the pin.
- b) **A**im the extinguisher nozzle at the base of flames.
- c) **S**queeze the trigger while holding extinguisher upright.
- d) **S**weep the extinguisher from side to side, covering the fire with the extinguisher agent.

M) FIRE HAZARD INSPECTIONS

The head custodian or designee shall perform quarterly building inspections to identify and remove any potential fire hazards within their school. These inspections are to include closets, mechanical rooms, loading docks, classrooms, hallways, auditoriums, administration offices, libraries, gymnasiums etc. Things to look for include:

- a) Defective outlets. Be sure they are not used until repaired.
- b) Do not overload a circuit with extension cords or multiple outlets. Piggybacking or daisy chaining from one power strip to another is prohibited.
- c) Store flammable and combustible materials in approved containers.
- d) Debris should never be allowed to accumulate. Flammable materials and gas powered equipment shall not be stored in electrical or mechanical rooms.
- e) Cleanliness is important in fire hazard areas such as electrical and mechanical rooms. Dust can be flammable and should be removed from surfaces and equipment frequently.
- f) Keep electrical equipment in good shape. Report strange noises or other unusual events observed about fan belts, gears, or any other part of a piece of equipment.
- g) Report any suspicious signs, such as a "burning smell".
- h) Hallways, aisles and doorways must never be restricted or blocked by objects and or furniture that prevent fast exit in case of emergency. Remove excessive combustible material hanging from ceilings or within 24' of door frames or openings.
- i) No cords should be under any rug without a cord protector (per Fire Marshall).

N) LADDER SAFETY

- 1) Inspection and maintenance of portable ladders:

Ladders must be kept in good condition at all times. They need regular care and cleaning, especially when used in oily or greasy areas or left outside. Regular inspections will help make sure ladders are safe.

- 2) Check each ladder in these ways:
 - a) Look for broken or missing steps and rungs.
 - b) Look for broken or split side rails and other defects.
 - c) Feel for soft areas on wooden ladders.
 - d) Check for rust or weakness in the rungs and side rails of metal ladders.
 - e) Check fallen or misused ladders for excessive dents or damage.

- f) Tag defective ladders and remove from service immediately to prevent any accidents.

3) General Safety Tips:

- a) Make sure ladder will be standing on firm level surface.
- b) Try not to set a ladder up in a passageway. If you must use a ladder in a passageway, set out cones or barricades to warn passers-by.
- c) Never place a ladder on an unstable base for more height.
- d) Use both hands for climbing.
- e) Hoist your tools if carrying them would keep you from using both hands.
- f) Don't stretch in order to reach something. Climb down and move ladder.
- g) Use wooden or fiberglass ladders for electrical work, or in areas where contact with electrical circuits would occur.
- h) Only one person should be on the ladder at any time.
- i) Have an extra person hold the ladder steady.

O. PLAYGROUND INSPECTION GUIDELINES

- 1) The purpose of the playground inspection is to identify and correct problems with to surface material and to ensure safety and proper operation of play equipment. Two types of inspections will be utilized
 - a) Routine (daily)
 - b) Periodic (Weekly during heavy use periods. Bi-weekly during light use periods.)
- 2) It is the head custodian's responsibility to assure these inspections are being performed using the Custodial Inspection Form. Routine inspections are usually conducted on a daily basis and typically can be performed by the custodian responsible for taking care of schools grounds or PE teacher that is using the facility. When conducting a routine inspection the playground should first be inspected for any obvious hazards such as:
 - a) Vandalism to equipment
 - b) Broken glass, trash and animal feces.
 - c) The need for raking the surface material back under the fall zones of play equipment.
 - d) Sweeping sidewalks of free debris and loose surfacing that might create a slippery condition.

- 3) If any of the above items are found they should be cleaned up, removed or reported immediately before the playground is put in use. A periodic inspection should be done weekly during heavy use periods and bi-weekly or monthly during lighter periods (rainy season, winter months).
- 4) The head custodian should perform the inspection; it is more in depth and will require more time than a regular routine inspection. The following items should be inspected on each playground on the school:
 - a) Any vandalism noted in the playground (broken glass, equipment, trash etc.)
 - b) Inspect all equipment for exposed screws or bolts, protruding end bolts, and loose or missing hardware.
 - c) Inspect all equipment for rust, chipping paint, sharp edges, splinters or rough surfaces and excessive wear.
 - d) Inspect all structures to ensure it has not shifted or bent.
 - e) Inspect all swing and chain climbers for any kinks, twist, open "S" hooks or broken links.
 - f) Inspect platforms and stairway guardrails to determine if they are secure.
 - g) Inspect all swing seats for missing components, cracks or cut.
 - h) Inspect the surface material (mulch) for adequate depth (minimum 12") and coverage under equipment.
 - i) Inspect playground surface for any tripping hazards such as rocks, roots, and exposed concrete footers.
 - j) Inspect playground borders and landscaping for deterioration.
 - k) Inspect landscaping in and around the playground environment, such as low hanging branches (less than 7') signs, bushes or trees that may cause eye injuries or limit the vision of users, supervisors.
 - l) Inspect physical barriers, such as, fencing for damage.
- 5) Any playground component determined to be unsafe or identified safety concern must be corrected as soon as possible. If for some reason the problem cannot be corrected immediately, then whatever measures necessary should be taken to render the equipment safe or unusable until other measures have been taken. Do not fix with inferior or temporary parts/devices. Use only approved manufacturer's parts for repairing the piece of equipment. Immediately upon noticing a problem or a safety concern with any playground area or equipment.

- a) Remove broken piece of equipment if possible, rope or fence off structure, have custodian stand guard over equipment until proper person has been notified.
- b) Report hazardous conditions to FMO or Area Building Manager.
- c) Create a work order and report to FMO to arrange repair/removal of equipment.
- d) Maintain watch, barrier and signage until equipment is removed or repaired and deemed safe again.

Section 6

Custodial Training Overview

Attachment A

Fauquier County Public Schools / Facilities Management Office

MANDATORY - NEW HIRE AND ANNUAL REVIEW

A. HAZCOM (Right-to-Know) - This module explains the objectives of the Hazard Communications Standard and associated "Right-to-Know" laws and regulations, the nine sections common to all SDS, and where to look for critical information on the MSDS.

B. AHERA - Two hour asbestos training for new hires and a one-hour annual review with all custodians.

1. **GENERAL IN-SERVICE** (Presented annually to all employees and individually at time of employment)

Company Policies

Rules and Regulations - Proper Attire

Disciplinary Action

Fire Safety

Location of Equipment

Use of Equipment

Evacuation Plan

Location of Exits

Location of Stairwells

First Aid and Safety

First Aid

Basic Steps and Procedures

Who to Call

CUSTODIAL DEPARTMENT IN-SERVICE (To be done by Head custodian at school)

Department Policies

Proper Use of Equipment

Proper Use of Chemicals

Municipal Separate Storm Water Sewer Systems / MS4

Hazardous Materials and Waste Handling

Floor Maintenance

Resilient Floors

Hard Floors

Wood Floors

Carpet

Restroom/Shower Room Maintenance

Basic Cleaning Procedures

Dusting

Window Cleaning

Wall Washing

Procedures Manual

Schedule

III. TRAINING METHODS

A. Films

B. Slides

C. Lectures

D. Hands-on instruction