



Operations Department Standard Operating Procedures

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SECTION 1

Overview

Overview

Disclaimer

While every effort is made to ensure the accuracy of the information in this manual, Cypress Fairbanks Independent School District and the Operations Department have the right to make changes at any time without prior notice.

This document is updated periodically and the most recent version is available at the Operations Department and Human Resources Department.

This document is not a contract between Cy-Fair I. S. D. and current or prospective employees

Purpose

We serve the students, faculty, and administration of the CFISD community by providing the best possible service as custodians. Our commitment to excellence, coupled with the collaborative effort to constantly improve the condition of the assets entrusted to us, will result in the betterment of the academic experience.

Vision

Our vision as custodial support is to provide the CFISD custodians with the necessary resources to complete their job at the highest level. We will support the custodial staff of each location to ensure that all CFISD facilities are maintained at a level that promotes health, safety, and an undistracted learning environment for the students, staff, and community.

Mission Statement

The mission of the Custodial Department is to provide a clean, safe-secure environment in which learning can take place at the highest level. By doing this we will be doing our part to help Cypress Fairbank Independent School District recruit, retain, educate, and graduate its Students.

Our overall goal is to be the most efficient and effective custodial operation in the state and beyond. To accomplish this goal our custodians will be trained to the highest standards and be provided with all the resources necessary to deal with the complicated array of situations that arise in the cleaning industry.

Summary of expectations

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

will complete a forty hour training program introducing many of the procedures and policies contained herein.

Goals

1. To provide quality training to develop housekeeping knowledge, safety awareness, task performance skills, and techniques in the custodial program.
2. To provide quality cleaning products (chemicals), equipment, and supplies to support the custodial program.
3. Constant and consistent improvement to the condition of the assets entrusted to the custodian's care.
4. To provide opportunities for the administration, faculty, students, and community to gain knowledge of their supportive rolls in the custodial program.
5. To provide continuous monitoring for quality assurance and an avenue for feedback and communication from each work site to the appropriate employee.

SECTION 2

Policies

Operations Department Policies

The following link will provide you access to key policies applicable to the Operations Department of Cypress Fairbanks Independent School District.

<http://inside.cfid.net/>

If you do not have access to the Internet, ask your immediate supervisor or the Operations' Human Resources Department for complete copies of these policies. All Operations employees are expected to be familiar with policies and comply with them.

The Employee Hand Book is an excellent source of information. The Operations Department provides access to information on such things as benefits, policies, holidays and more. You can access forms such as exception report, absent from duty forms and applications from (to be announced).

<http://www.cfid.net/files/9514/1208/9306/EmployeeHandbook.pdf>

Dress Code and Hygiene

- As employees of the Operations Department, we represent not only the department but the District. Employees who are provided uniform work shirts must wear them unless otherwise directed.
- In general, follow the normal prevailing patterns of dress for the pertinent work environment. Dress should be in good taste, modest, with extremes avoided. Dress that is unsafe, results in the distraction of other employees or the disruption of work of the department, as determined by the appropriate supervisor, shall not be permitted.
- Employees are expected to maintain personal hygiene appropriate to their respective work environment and duties

In order to avoid violations of this policy, abide by the following:

- The dress code is based on safety, comfort, and present ability and applies to all members of the custodial crew, including student workers.
- Do not report to work in ripped, torn, or dirty clothes.

- Wear safe footwear such as tennis or gym shoes, or rubber soled boots. Under no circumstances are sandals, open-toed shoes, or bare feet acceptable.
- During the summer, shorts are permissible but should be knee or just above the knee length. They must be hemmed – no cut-offs or short-shorts.
- No tight skirts, dresses, or “minis” should be worn at work.
- Shirts and blouses should be full length, i.e. cover the mid-section. Do not wear mesh shirts, low collared shirts, or tank tops. Some exceptions based on temperature and working conditions may be made for the summer moving crew after they check with their supervisor.

Communication

Hi-band Radios

“Morning” custodians are assigned a direct talk radio to be used to keep in contact with the building administration staff. You are responsible for your assigned radio. Turn it on at the beginning of your shift and keep it on throughout your shift. Do not turn it off until your shift is over. Carry it with you at all times. At the end of your shift give it to the “mid-day” custodian. At the end of the “mid-day” custodian shift plug it in to recharge.

People who work out of the Operations Office carry Hi-band radios.

Personal Phone Calls

Personal phone calls during work hours should be limited to emergencies only. Personal calls are allowed during break times.

Computer Usage

Computer-related Questions:

Contact the Help Desk at 281-897-HELP with your computer-related questions, such as those about e-mail, software applications, printers, etc.

Only designated computers are to be used by custodians for business purposes only.

Computer – Network Account

All Supervisors/Head Custodians are provided with a computer network account. Each computer user has a directory on the network, referred to as the “F drive,” for storing personal work related electronic files. In addition, a group directory, known as the “G drive” is provided for each department to store shared software and documents. If you have trouble with your network account, call the operations Supervisor.

Supervisors/Head Custodians have access to a campus-wide E-mail system called Outlook. Outlook software also includes calendar and scheduling features. Access will be granted after

arrangements have been finalized between your supervisor and Information Technology Services (ITS). You must set a password while logged in on your campus computer. Assistance is available by calling the Helpdesk at 281-897-HELP.

Custodial Department Computer Use Policy

Check your email daily and use it appropriately to communicate with your supervisors and other custodians. (**NEVER** use “all campus” to send an email to the entire campus.) Emails from your supervisor are official documents, similar to memos. Instructions in an email should be followed just as you follow any instruction or campus policy. You can access your email during your work shift, but do not use computers for personal use during your work shift. If you need to use a computer for personal use, do so during breaks, or before or after your work shift.

You are allowed to use only designated computers to access your email and/or to use campus-provided software for work related projects. Do not use computers that have not been designated for custodial use.

Use extreme caution when downloading anything off the Internet. Do not open any attachment in your email if it is not a campus-sent email or you don't know the person that sent it to you. Doing so could write a virus in your computer. Viruses can disable a computer and/or infect others computers.

The campus has an electronic bulletin board and campus calendar available to any employee with network connection. These sources provide official notification of important District business as well as news of meeting, events, etc.

Radio/Music Policy

Custodians may play radios/CD players/Ipods only when the building is closed and empty. If there is anyone in the building other than the custodian, radios will be turned down or off, allowing the occupant to complete their business undisturbed. Do not play potentially offensive material even if you think the building is empty.

You may wear headphones as long as they do not impair your job performance or compromise your or other's safety. You must be able to hear your fire alarms and your cell phone in case of an emergency and your supervisor needs to contact you.

SECTION 3

Chemicals

Chemicals and Cleaning Solutions

Most of the chemicals used by the CFISD custodial staff come in highly concentrated forms and must be diluted before use. These chemicals are in dispensing systems that dilute automatically. Always read the instructions and Material Safety Data Sheets (MSDS) for each product. ***The following safety rules are for your protection:***










1. Ensure that the MSDSs are accessible and that all custodial personnel are aware of their location. Periodically review the MSDSs to ensure they are current and reference chemicals that are currently in use. ***Know the proper first aid procedures for all chemicals used in the facility.***
2. Know what you are using. Do not use chemicals from unmarked bottles or containers.
3. Always read the label and follow the instructions.
4. Measure all chemicals that are not being mixed through an approved proportioning system, unless the chemical comes as “ready to use”. If the directions say to use four (4) ounces in one (1) gallon of water, measure the water and the chemical correctly. A weak solution may not provide the proper cleaning power. A solution that is too strong will not only waste supplies, but will damage the surface on which you use it. It may also have the potential to cause injury to you or others.
5. Do not substitute chemicals. Many chemicals are made only for specific jobs.
6. Never mix chemicals. You can easily destroy a chemical’s usefulness or possibly create a poisonous gas or solution by mixing it with other chemicals.
7. Do not get into the habit of smelling chemicals as a means of identification. A deep breath of the fumes from some chemicals can and will injure you.
8. Protect yourself with the appropriate personal protection, for example: safety glasses, rubber gloves, or protective clothing if the solution you are using is a strong acid or alkali.
9. Always secure bottle caps and lids before the container leaves your hands.
10. Do not store harsh or liquid chemicals on overhead shelves.
11. Do not store heavy containers on overhead shelves.
12. Use proper ventilation at all times.
13. Store all flammable products in flammable safety cabinets.
14. ***Any chemical that is being diluted through a proportioning system must be used in accordance with the instructions for that system. At no time can an individual bypass, change mixing ratios, manipulate, change color codes, or alter the system without the written approval of the Custodial Administrator.***

Note: Do not bring chemicals from home, and do not purchase chemicals from anywhere other than vendors prescribed by the CFISD Custodial Administrator.

District Prescribed Cleaners

Below is a list of cleaners and solvents prescribed by CFISD. Ensure that each product is used for its intended purpose. Using a cleaner or solvent for something other than its original intent could provide for a hazardous condition and possible risk to human health.

Do not mix chemicals together under any circumstances; chemicals may react violently, produce toxins, or become ineffective.

-  **Buckeye Juggernaut**
-  **Buckeye Gel Scrub**
-  **Buckeye Castleguard**
-  **Buckeye Citation**
-  **Buckeye Sanicare Quat – 256**
-  **Buckeye Star Spray**
-  **Buckeye Coliseum 450**
-  **Buckeye Crossbow**
-  **Buckeye Blue**

SECTION 4

Custodial Equipment

Cleaning Equipment and Uses

The need for proper care of equipment cannot be overemphasized. A job can be no better than the person who does the job or the equipment used. Equipment that has been cared for properly will stay in use much longer. It will be safer for the operator to use and will enable the custodian to do a better job. After each use, make it a practice to clean the equipment and store it properly.

Power equipment should be inspected daily and before each use. If the equipment is in need of repair, submit a work order to have it repaired. Ensure that electrical cords and connectors are grounded and in good condition. Any cords that have had the grounding prong removed or broken or where the cord is frayed should be immediately taken out of service. Do not use equipment that has not been fully repaired.

CUSTODIAL SUPPLIES

Anti-Graffiti Coating System 50000590

Bags, Napkin Waste Receptacle 50000012

Bags, Plastic 15" X 9" X 32" 50000030 - Small trash bags items number 50-0000-30 are used in small office trash cans. Their size is generally 15 X 9X32 and they are black in color.

Bags, Plastic 38" X 58" 50000050 - Large trash bags are used in large trash cans. Their size is generally 38X58 black in color.

With the regular roll dispenser, when the first roll is empty the second roll will drop down. Make sure there are two rolls every day.

Toilet Tissue Jumbo 50000771 - There are two different types of toilet paper dispensers on campus. There are the regular roll dispensers and jumbo rolls dispensers. (Therefore two different keys are needed). Never leave a double dispenser with an empty roll. During the day all dispensers should be checked every hour on the hour and stocked as necessary. Order enough to keep an adequate supply.

Toilet Tissue Small Roll 50000770 - With the regular roll dispenser, when the first roll is empty the second roll will drop down. Make sure there are two rolls every day.

Towels All Purpose Wipes 50000806

With the regular roll dispenser, when the first roll is empty the second roll will drop down. Make sure there are two rolls every day. Day time custodians should restock paper products in the restrooms every hour on the hour.

Towels Roll Paper 50000815

Roll Paper Towels: Roll Towels are found in all buildings except in some parts of the Rick Berry

Center.

Extra Large (Barrel) Trash Bags 50000045 - are used in the barrel cans use to collect trash and also in a few large (44 gal.) trash cans outside on the campus grounds. Their size is generally 43 X 47, black in color.

Bag for recycle are not currently stocked in the District Distribution Warehouse. The clear bags allow the recycling station to view the contents of the bag to determine recyclability.

Bags, Napkin Waste Receptacle 50000012. Sanitary Napkin Receptacles are located in most women's stalls. Check them daily and replace the wax paper bag when used. Never reuse the sanitary napkin bags. Order what you need to keep an adequate supply

Spray Bottles with no Nozzle 50000691. Spray bottles are used to dispense a variety of chemicals and can be used for a veracity of tasks. Always label the bottles correctly and be sure to wear safety glasses when you need to spray. Slick screen bottle are provided for Operations chemical therefore we seldom use spray bottles.

Towels, Athletic Towels are used for general cleaning and wiping of surfaces. Collect your dirty towels and inform a supervisor when you need them washed. Keep a batch of clean ones to get you through until the dirty rags are washed. These athletic towels are used only on special projects. Ask your supervisor before ordering them.

Microfiber Towels are made of microfibers that attract dirt and dust. These are excellent or wiping down restroom fixtures and window cleaning. Micro fiber towels prevent cross contamination. Operations prefer microfiber clothes than rags or athletic towels.

Putty Knife

This is a handy tool to have on your cart. It is mainly used to scrape gum off floors but it has many other uses.

High Dusters

Micro dusters high dusters are used to remove cobwebs from around ceilings and to clean tops of shelves, vents, pipes, and anything too high to reach with a microfiber cloth.

Feather Duster This is not an approved cleaning tool and should not be bought into the work place.

Erasers There are several types of erasers. White Board erasers are used to erase white boards. They must be cleaned regularly with water and mild cleaning solution. This is not done by the custodians. Felt Chalkboard Erasers are used to erase chalkboards during the class day. These need to be vacuumed daily to prevent chalk buildup which reduces the eraser's effectiveness. Black

boards have been removed from most campuses with few exceptions. These items are purchased by the campus.

Sponges

Safety Glasses & Goggles & Face Shields, There are varying degrees of eye protection. Always use the appropriate protection for the task. Any of these are available upon request – contact your supervisor.

Safety glasses are shatter proof glass worn like regular glasses. Some have side shields for additional protect on. Safety goggles enclose the entire eye area and are held on the head with an elastic strap. Face shields protect the entire face. A face shield has an adjustable frame that tilts on the head and a plastic shield that swivels down over the face.

Dust Masks Dust masks come in many varieties. They cover the nose and mouth and prevent dust and particles from being breathed in. Dust masks should never be used in place of a respirator.

Rubber Gloves Rubber gloves are an essential part of your Personal Protective Equipment repertoire. They come in all sizes and several different types, each designed for a specific use.

Chemical resistant gloves are used when you need a heavier duty glove to perform aggressive clearing or are working with strong chemicals. These gloves can be washed and reused.

Disposable Gloves are the main type of glove used by the Custodians. These are to be worn for almost every task performed by a custodian. Restroom cleaning, trash removal, and chemical handling are the duties that require gloves.

Bowl Swabs (Johnny Mops) Bowl swabs have a plastic white handle and a white fluffy head at the end. The Johnny mop is used in restroom cleaning. It is used to clean fixtures (toilets, urinals) by applying disinfectant cleaner while at the same time lightly scrubbing the fixtures.

Pumice Bar The pumice bar is used to remove buildup on porcelain in the restrooms. It must be wet to avoid damage, and should never be used on stainless steel and chrome.

Plunger plungers are used to unclog toilets, sinks and water fountains. What wrong with this sentence? You can also use it to remove the water in a toilet so you can clean below the water line. There should be a serviceable plunger in each custodial closet.

Mop Bucket Ringer

Mop buckets have wheels and a detachable handle operated wringer. These are used with the

standard mops. To wring the mop, place it in the wringer and pull the handle to squeeze the water out of the mop.

Mop microfiber bucket mop system uses a flat mop and the **bucket tub**. In order to lock the mop frame in the flat position you must spin the mop as you move the mop head to the floor. The spinning will force the edges of the mop outward and the frame will lock when the mop hits the floor.

MOPS

There are many types of mops with as many uses. Mops are used for cleaning and to apply chemicals or finish. Use the following guidelines to choose the right mop for the job:

Mops come in different sizes. There are small, medium, and large mops. There are also flat mops and mops designed for rough surfaces. There are mops made specifically to apply finish. Make sure you use the proper mop for the task at hand.

Cotton mop heads are generally natural in color. They are extremely absorbent and should be reserved for damp mopping, rinsing a floor, or applying a stripping agent.

Synthetic mops are typically made of rayon and are less absorbent than cotton mops. Since they tend to hold less moisture, synthetic mops are ideal for applying floor finish. The synthetic fibers “release” the finish more easily, which results in an even application.

Blended mops are a combination of materials, usually cotton and rayon. They may be used for damp mopping, rinsing, applying stripper, and adding finish to a floor.

When you have decided on which mop to use for each application, be sure to label the mop and never use it for another purpose. For instance, if you use a mop to apply stripper, never use it to clean with or to apply wax. After each use, mops should be thoroughly cleaned and hung to dry. *Do not use bleach to clean mop heads used for maintaining or applying finish. Bleach is an oxidizer and not compatible with floor finish, and will cause the finish to coagulate.*

Wet Mops: These are made of cotton and are good for picking up spills. We have decided to use two size mops heads, 24oz and the 16 oz. mop head.

Wax Mops: These are made of a nylon fiber are suited for laying floor finish. However, again keeping up with technology in ergonomic, save money

Microfiber Waxing Kit

The microfiber waxing kit looks like a large blue oblong tub with wheels and a lid that tightly

seals.

DOODLEBUG AND PADS

Doodle bugs consist of broom handle and a small rectangular frame with jagged teeth on one side. These teeth hold the doodle bug pad in place. Use the doodle bug to scrub edges and hard to reach areas when cleaning a floor. . .

Doodle Duster and Pads

A doodle duster is used to dust a floor after it has been scrubbed and rinsed, just prior to laying wax. This removes hair and small debris left after the final rinse. The doodle duster is attached to a broom handle. It is a six inch wide, three foot long plastic frame with clamps on top to hold the pad.

The pad is a white, fibrous material that comes in rolls. Unroll about three feet of pad and tear it off, preferably at a perforation. Lay it on the clean floor and place the doodle duster on top of it. Fold the pad edges over the top of the doodle duster and clamp them. · Dust the floor as if you were dust mopping. Always keep the leading edge in front. Check the pad when you have dusted an area. If it is dirty, replace it and dust the floor again. Continue dusting the floor until the pad stays clean. These are being phased out and may not be on your campus.

Dust Mops

Dust mops are used to sweep large areas of hard floor. They look like a long, flat mop head attached to a broom handle. Dust mops come in different sizes. Small 12 - 24 inch mops are good in tight areas while large 36 – 48 inch mops are good for halls and gyms. See Sweeping and Dust Mopping for proper use.

Dust Mop Care

Avoid pushing your dust mop through liquid spills. Brush out or vacuum your dust mop after each day's use. First shake it sharply once or twice close to the floor to remove most of the soil. Then clean the strands with a brush or canister vacuum.

Treatments (being phased out)

Traditional dust mops can be treated with a special chemical to attract and hold the dust in the mop fibers. There is oil and water based treatments available. If you use an oil base treatment you must store the dust mop in a plastic bag or metal container overnight. Dust mops should be treated immediately after laundering and occasionally during use follow the direction on the container.

Mops must be retreated because they dry out during use. There are several ways to tell if your mop needs re-treatment. If the dirt you brush from the mop is light and dry, instead of black and oily, the mop needs re-treatment. The clearest sign, however, is a dirty floor. If it shows streaks or traces of dust, the mop is not doing its job.

Changing Dust Mop Heads

Custodians often change mop heads when they look dirty, but this is usually when the mop is most effective. The time to replace a dirty mop is when it does not pick up dust – this can vary from two weeks to several months depending on the weather, building traffic, and how well you follow the procedures for dust mop care.

Deck Brush

Deck brushes are hard bristled brushes, about half the size of a regular push broom, that are used to scrub cement and other rough surfaces. Some have longer bristles that are less aggressive. Some have short, rigid bristles that are very aggressive.

Brooms

Brooms are generally used to sweep rough surfaces like concrete or small areas where a dust mop can't reach. Use a broom and dustpan to pick up piles of debris collected while dust mopping. Push brooms are wide, rectangular brooms use in a pushing motion to sweep large, rough surfaces. Angle brooms are smaller and have angled bristles.

Dustpan

Use a dustpan to pick up trash and debris after sweeping. Some dustpans, called lobby dustpans, have a handle and swivel at the base so you don't have to bend over to pick up the debris.

Ladder

Ladders are used to change lamps/lights and clean high areas. There are 2, 4, 6, 8, and 10 footers available to custodians. See Ladder Safety for specific instructions.

Spin Bonnets (not on favorite list)

The spin bonnets are the white cloth pads with green stripes used with a low speed scrubbing machine to clean carpets. There are a few pads that white and fluffy, and some that are all white and thin. Each one may give slightly different results, but they are all used the same way.

Floor Pads

Floor pads are used on slow speed machines and auto scrubbers to scrub floors and high speed machines to buff floors. Below is a list of 3M pad and their uses:

3000 **WHITE** BURNISH PAD: Use for high speed.

3100 **AQUA** BURNISH PAD. Use for High Speed.

3400-4200 **TAN - BEIGE** PADS: Use for High-Speed.

3600 **PINK** “Eraser” BURNISH PAD

5100 **RED** BUFFING PAD: Use for scrubbing before high speed

5300 **BLUE** BUFFER PAD: Use for Scrubbing before Waxing

7100-7300 **BROWN - BLACK** STRIPPING PADS: USE for Stripping

Mechanized Cleaning Equipment

- Clean and check vacuum belts, brushes, and bags regularly.
- Clean all buffers, wet/dry, auto scrubber, and extractors after use.
- Do not leave liquid in solution tank of extractors. Either run until empty or use drain tube.
- Never run a wet/dry or an extractor when recovery tank is full for it will ruin the motor. Do not allow foam to build up in the recovery tank either because it will also ruin the motor. Use **de-foamer** if the tank fills with foam.
- Check batteries and fill with distilled water as needed according to the instructions.

Minor Repairs

Occasionally equipment breaks down. Many times the problem is easy to fix. Vacuums are the most likely piece of equipment to break down because they are used the most. The problem is usually one of the following:

- The hose or intake opening is clogged and must be cleared.
- The belt is broken or dislocated and must be replaced.
- The plug is damaged and must be repaired.

If a piece of equipment stops working properly, check for the obvious problems and make sure you are following the proper procedure for its use. If you don't know what's wrong with the machine or if you can't repair the machine by replacing parts such as belts or cleaning brushes make a work order and call your supervisor.

EQUIPMENT

Back Pack Vacuums

Back Pack Vacuums consist of a main vacuum canister that is worn on the back, a hose, and a wand with various attachments. This type of vacuum is good for confined areas such as offices and classrooms because the wand makes it easy to vacuum in and around and under objects. Check the bag daily. If the vacuum is heavily used, you might need to empty the bag periodically during periodically during the shift. Replace the bag as necessary.

When properly worn, the weight of the backpack rest on the lower back. The shoulder straps are tightened just enough to hold the backpack in all an upright position. .

Wet/dry Vacuums

Wet Dry vacuums are used to pick up water or other liquids. They are mainly used during floor scrubbing, but sometimes you will need one to clean up after a flood. Some wet dry vacuums have a hose and wand with a floor attachment. Some have a drop squeegee on the front that is operated by a pedal at the back of the machine. The drop squeegee vacuum works well in large areas while the wand is good for small areas like offices.

Every building must have an operational wet dry. Check that the hose, wand, and attachments are present and in good working condition. Always empty and rinse after every use. Wet dry vacuums require a filter if used to vacuum dry material.

Upright Vacuum Cleaners

Upright vacuums are the most common type of vacuum used by the cleaning industry. They stand upright for storage. The handle is lowered when vacuuming, usually by stepping on a foot release. Uprights have a brush assembly and an upper assembly where the bag is located. The vacuum and brush motors are located different areas depending on the manufacturer of the vacuum. Some uprights have a hose with attachments for cleaning tight spaces.

Adjust the brush so it just makes contact with the floor. Some vacuums like the Windsor Sensor and Versamatic automatically adjust the height of the brush. Check the bags daily and replace as necessary. Unplug the vacuum before winding this prevents the cord from twisting which causes the wires inside to fray and separate.

Blower

Blowers are used to clean the exterior of a building by blowing debris away from the building. This method is much faster than sweeping. Most blowers on campus are electric and need a long extension cord to operate efficiently. Blow away from the building and watch out for pedestrians. The best time to blow is just after sunrise.

Slow Speed Scrubber

Slow speed scrubbers are floor machines used to clean many types of floor surfaces by spinning a circular pad or brush. They are mainly used to deep clean hard floors and to spin bonnet carpets. There are different slow speed machines on campus made by different companies, such as General, Advance, and Nobles, but they all do the same thing. I

High Speed Buffer

High Speed Buffers, or furnishers, shine hard floors by spinning a pad at high speed generally 1600 rpm. High Speed Buffers, or furnishers, shine hard floors by spinning a pad at high speed. A white pad is used for this process. Some create more dust than others. Check the pad before each use. To install a new pad, tilt the machine back and remove the pad holder. Some pad holders snap on and off, others unscrew. Put the pad in place and replace the pad holder. Make sure the pad holder is secure. Clean the burnishes after each use. Check the filter over the air intake and clean as necessary. There are different high speed machines on campus made by different companies, such as Advance and Nobles, but they all do the same thing. High speed machines should glide over the floor with little effort. If you are fighting the machine you are not using it correctly and probably doing serious damage to the floor.

Auto Scrubber

Automatic scrubbers, or auto scrubbers, do the job of a slow speed scrubber and a Wet Dry vacuum at the same time. The auto scrubber dispenses cleaning solution from the storage tank, scrubs the floor and vacuums it into the waste water tank. It replaces wet mopping in large areas and can sometimes be used for scrubbing prior to waxing.

Carpet Extractor

Carpet extractors clean carpets by spraying water or solution on the floor, extracting the dirty solution all in one pass. There are a variety of extractors in the cleaning industry. Some are pulled backward to clean. The ones we utilize in the District are what we call portable or battery operated. There are riding carpet extractors available but we do not have one at this time.

Carpet Spotter, mobile units

Carpet spotting machines are small carpet extractors with a hose and handheld wand. To clean a spot, spray the solution onto the spot by pulling the trigger on the wand. Vacuum the area with the wand at the same time. Some spotting chemical may be required to lift the spot, but most of the time the extractor will remove the spot with plain water.

SECTION 5

Cleaning Procedures

CLEANING PROCEDURES

This section discusses cleaning procedures by function. It provides information on daily, weekly, and other cleaning procedures in these areas:

- x Entrances, lobbies, and corridors.
- x Classrooms and laboratories.
- x Offices, lounges, and conference rooms.
- x Restrooms, locker rooms, showers, and dressing areas.
- x Cafeterias and lunch areas.
- x Shops and other service areas.
- x Gyms and multipurpose rooms.

Daily Cleaning & Routine Duties

Planning each Day

Room Categories & Priorities

Buildings can be divided into several different areas that are categorized by their usage. These are: Public areas, Classrooms and Labs, Offices, and Exterior. The cleaning priority of each area depends on the number of people that use the area. For instance, lobbies are high priority because they are used by everyone who enters a building.

Every day you should use the Concept of a Clean Room and the following priorities to establish a cleaning plan that will allow you to make your building as presentable with the time you have.

Public Areas

Entrances, lobbies, halls, restrooms, conference rooms, stairs, and elevators are used by all occupants of a building. These are high priority areas to be cleaned every day.

Classrooms and Labs

Classrooms and labs are vital to the mission of the District. All the students of the District use the classrooms to receive their education. These areas are also high priority and must be cleaned daily.

Exterior

The exterior walkways are important to the appearance of the building and are a medium priority to be cleaned as needed.

Offices

Offices come in two types: Administrative and faculty. Administrative offices are used by department personnel every day and are cleaned on Mondays and Thursdays. Faculty offices, however, are used irregularly by only one person and are only cleaned on Mondays.

Routine

There are certain tasks that you perform every day. Organize these tasks into a routine that saves time and effort. Do things efficiently. For instance, pick-up trash in an orderly fashion, dust as needed with the micro fiber clothes, and leave the doors open to rooms that need vacuuming. Then go back and vacuum the rooms, shutting the doors as you go.

As you go through your routine, however, keep in mind Operations Concept of a Clean Room and the cleaning priorities. Sometimes it might be necessary to skip one part of your routine in order to perform another task that improves the overall cleanliness of a building. For example, you might skip the vacuuming in some offices to allow time to extract an area of carpet that has become unsightly. Always be aware of the state of your building and **adapt your routine every day** to maintain the appearance of your assigned areas.

How to Clean a Building: Sample Daily Routine

1. Trash and Detail

- Remove trash.
- Dust / clean horizontal and vertical surfaces.
- Leave doors open if vacuuming/ mopping is required.

2. Clean floors

- Vacuum or dust mop as needed
- Wet mop as needed.

3. Restrooms

4. Water fountains

5. Replace lights as needed

6. Stairs and elevators

7. Exterior Windows

- Periodic cleaning in an area that needs extra attention. Some periodic cleaning like carpet cleaning must be done at the beginning of your shift so plan accordingly.

Trash Collection, or as the custodian say “Pull Trash”.

Equipment

Trash cart

Trash liners

Supply of trash bags on the cart

Towel

General Purpose Cleaner

Personal Protective Equipment (See Safety Suggestions below)

General Description

Trash removal is a major part of daily cleaning. Trash removal consists of emptying all trash cans into a rolling cart and replacing liners as needed; checking classrooms and public areas for trash on desks, tables, and on the ground and placing the trash in a designated area for pick up.

Safety Suggestions

Wear gloves

Wear eye protection if splashing is possible

Never try to compress the trash – you could impale yourself on a needle or piece of glass or other sharp object.

Procedure

Line the cart with a trash bag.

Be sure to stock the cart extra bags

Decide on an area or an entire floor to trash. Begin on one end of the area and proceed in a logical and efficient manner until the entire area is trashed. Unlock each door as you come to it.

Empty the trash bags into your cart or barrel. If the trash bag is not soiled, does not have an odor, is not torn, and is dry, reuse the bag.

Clean the trash can if necessary. Sometimes a liner might leak into the can making it necessary to clean and rinse the can in a custodial sink. After rinsing place the can upside down to dry. After you have completed the trashing routine, put the can back and replace the liner.

Evaluate each room as you trash. Pick up any trash on the desks, tables, and floor (see Additional Notes). Clean desks as necessary and leave the door open for vacuuming or other cleaning.

1. Close the door when the room is complete and check to see it is locked.
Disinfect door handle.
2. Place full trash bags (tied closed) in designated location outside building before trash pickup, usually before 11:30am. Trash bags must not weight more than 25 pounds.

Additional Notes:

Dispose of trash only if in designated trashcans or if labeled as trash. Items setting on top of a trashcan *should not be thrown* out if they are not labeled as trash.

Change the liner only if it is soiled.

If you find personal items in public areas turn them in to your supervisor or designated location. Do not try to contact the owner yourself. If you find loose papers on an office

floor, put them on the nearest desk.

Although the policy says not to trash anything if it isn't in a trash can, you must pick up any litter from classrooms and public areas. Litter is anything that is obviously trash such as candy wrappers, soda cans, etc. Use extreme discretion when trashing offices. Anytime you don't know if you should trash something, contact your supervisor and/or don't trash it.

Recycling Equipment

Containers marked "Recycle"
Ties if provided
Towel
General Purpose Cleaner.
Personal Protective Equipment

General Description

In some campuses Custodians are responsible for emptying the recycling containers which are commingled containers, usually blue and located near a desk.

Safety Suggestions

- Wear gloves
- Never try to compress the trash – you could impale yourself on a needle or piece of glass.

Procedure

1. Check recycle containers as you trash. When a container is more than half full, empty it into a clear plastic bag.
2. Tie the bag.
3. Replace bags as necessary.
4. Clean recycle containers as needed, especially the tops.
5. Place recycle (tied closed) in designated location outside building before trash pickup (**usually before 11am**). Bags must not weigh more than 25 pounds.

Additional Notes:

Empty recycle materials from designated containers only.

Do not empty individual office containers unless special arrangements are made.

Instructional Board Cleaning General Description

Proper board cleaning is essential to fulfilling the District's primary mission of educating its students. All boards must be cleaned. Each teacher is responsible to clean their own instructional board.

White Board Cleaning

Equipment

White Board Cleaner
White Board Conditioner
Micro Fiber Cloth
Personal Protective Equipment

Safety Suggestions

Wear gloves
Wear Safety Glasses

Doors, Walls and Window Sills Equipment

Neutral cleaner
Spray Bottle
Micro Fiber Towel or Sponge
Personal Protective Equipment

General Description

Doors, trim, window frames and walls are often neglected, but are very important to the overall appearance of a building. Food and coffee splatter and drip on the walls near trash cans. Walls and trim near light switches get smudge by dirty, oily hands. Doors get dirty around doorknobs and push plates. All of these areas can negatively affect the appearance of a building. These areas should be monitored daily and cleaned as necessary.

Safety Suggestions

Wear gloves
Wear Safety Glasses

Procedure

1. During routine cleaning, check doors, walls, trim, window frames and sills for smudges, splatters, and general unseemliness.
2. Spray a neutral or multi-surface cleaner (see Chemicals) on a damp towel and wipe the area.
3. If an area is difficult to clean try using a stronger cleaner (see Chemicals). A Graffiti Remover might be necessary for ink or paint marks.

Additional Notes:

Do not spray the wall directly as it will leave drip marks. If you must spray the wall, start from the bottom and work upwards. On difficult walls, it may be necessary to purchase “Eraser Sponge” from SSS Triples S Number 46005. Packed 30/cs. Billerica, MA 01862.

Dusting

Equipment

Micro Fiber Cloth
Micro Fiber Over-Head High Duster
Vacuum

Towel
Personal Protective Equipment (See Safety Suggestions)

General Description

Dusting is a task that does not have to be done every day in every room. It should, however, be done on a rotating schedule so that dust and cobwebs don't accumulate until a room looks neglected. The best time to dust is during routine trashing. Check each room from top to bottom. If you notice dust buildup or cobwebs, dust the room with a micro fiber cloth. The best time is before you dust mop or vacuum the room. If high dusting is required, leave the door open to do it before cleaning the floor.

Safety Suggestions

Wear safety goggles and dust mask when dusting overhead.

Procedure

1. Carry a micro fiber on your cart so you can remove newly accumulated dust as you go through your trashing routine.
2. Inspect all rooms from top to bottom. Check near the ceiling and in corners for cobwebs. Use a high duster if necessary.
3. Dust the horizontal surfaces of all furniture and office equipment (including telephones) with a micro fiber cloth. **Don't move any papers, pictures, plants or breakable objects. Take care not to disturb personal items.** Dust clocks, desks, office equipment, coat racks, chairs, and any horizontal surface that accessible. Use a micro fiber cloth to dust computer monitors – do not clean the screens with glass cleaner or any other chemical.
4. Use a micro fiber high duster or vacuum to clean dust and lint from over head vents and grills in ceilings, walls and doors.
5. Use a micro fiber high duster or vacuum to clean dust and lint from overhead vents and grills in ceilings, walls and doors.

Dust sills and ledges with a micro fiber cloth. Wipe away dirt in the corners or around window and trim. If you can not clean sills because of equipment or plants are in the way, notify your immediate supervisor.

Clean the blinds without taking them down. Accumulated dust usually can be either vacuumed or cleaned with a micro fiber cloth.

Additional Notes:

If surfaces, such as desktops or window sills are soiled, clean them with a neutral cleaner, multi-surface cleaner, or specialty cleaner.

Wood surfaces can be dusted with a micro fiber towel.

Vacuuming Equipment

Upright Vacuum
Backpack Vacuum
Extension cord max 50 feet

Personal Protective Equipment

General Description

Carpets need regular care to look good and wear well. Regular vacuuming during the daily routine prolongs the life of the carpet. Vacuum regularly according to the Concept of a Clean Room – if a carpet looks vacuumed, don't vacuum it. But remember that all carpets must appear clean at the end of your shift, whether you vacuumed or not. Also remember that carpets need to be vacuumed periodically to maintain their appearance; for instance, the edges and corners of a room might not get a lot of traffic, but over time dust builds up and the room will start to look dingy. You must vacuum as needed. Carpets in classrooms, halls, and entrances usually need daily vacuuming.

Make vacuuming an efficient part of your routine. Make a note of what needs to be vacuumed as you trash a floor. Leave doors open to rooms that need vacuuming. When you have finished trashing an area or an entire floor, vacuum the area in an orderly pattern – start at one end and work your way to the other.

Vacuum sofas, chairs and drapes periodically with the upright hose attachment or a backpack vacuum. Upholstered furniture should be shampooed or cleaned by soil extraction periodically. Execute a Work Order to have this done or contact your supervisor for instructions.

Safety Suggestion

Wear hearing protection

Wear the backpack vacuum properly. The shoulder straps should be slightly loose and the weight of the backpack should rest on the lower back.

Maintain good posture when vacuuming with an upright vacuum.

Procedure

1. Evaluate your floors as you go through your trashing/cleaning routine.
2. Inspect the vacuum. Check the brushes and bags. Replace vacuum bag regularly.
3. Plug the vacuum in. Use outlets that give you the greatest cord reach.
4. Move chairs to vacuum under desks. Use the hose attachment to vacuum corners, edges, and furniture.
5. Vacuum slowly, overlapping each pass.
6. Turn off lights and secure the door when you are done vacuuming a room.

Additional Notes:

Monitor the vacuum's performance. If it stops picking up debris check the bag and replace if full. Check to see if the hose is clogged. Check the brush for proper operation.

Do not vacuum large debris such as paper clips, leaves, twigs, pieces of paper, etc.

Dust Mopping Equipment

V Swipe micro fiber dust mop

Angle broom

Dust pan

Personal Protective Equipment

General Description

If the floor is rough or littered with dirt or trash, sweep it with a broom; use a dust mop if the floor is smooth.

Dust mopping smooth floors helps protect the floor finish by removing abrasive soil. Use the best size for the job. A 36 or 48-inch adjustable arms mop is best for wide halls. An 18 or 24-inch micro fiber dust mop is best for classrooms and small area. (However a back pack vacuum is recommended for classrooms, offices, or other confined areas. It is more efficient than dust mopping because it allows you to clean under desks and in tight areas quickly and thoroughly),

Begin by edging the area (cleaning the path next to the walls). Dust mop the remaining area in straight paths or in an S pattern overlap each pass and keep your back straight to avoid getting tired. Always use the same leading edge for a job and keep the mop head on the floor as much as possible. Move light pieces of furniture to dust mop under them. Avoid bumping the mop into walls and furniture; dirt will fan off onto the clean floor. Pick up the dirt with a dustpan as soon as you finish area. Don't leave it to be tracked into a clean area.

Safety Suggestions

No safety gear is required but a dust mask is recommended if you are sensitive to dust.

Procedure

1. Evaluate the surface – if it is smooth use a dust mop, if it is rough use a broom.
2. When dust mopping, edge the floor first then do the remaining area in straight, overlapping passes.
3. Choose one spot to push the dirt and debris into a pile. If using a micro fiber v sweep you do not have to shake the dust mop until completely finished.
4. Brush the dust mop clean with a deck brush and store the dust mop on a wall with the head on top.

Additional Notes:

Do not go over wet areas with a dust mop.

Keep the dust mop's leading edge 1n front at all times.

There is no need to treat micro fiber dust mops prior to use.

Sweeping Equipment

Angle broom

Push broom

Dustpan

Personal Protective Equipment

General Description

Use a bristle broom to sweep uneven, rough-surfaced floors, or areas that have a heavy

accumulation of trash or soil. Sweep in short strokes, occasionally tapping bristles against the floor to loosen dirt stuck in the broom. When you use a push broom, sweep in overlapping straight lines across the floor. Pick up the dirt with a dustpan as soon as you are finished sweeping.

Safety Suggestions

No safety gear is required but a dust mask is recommended if you are sensitive to dust. Keep your back straight and the broom handle close to your body for better leverage.

Procedure

1. Evaluate the surface – if it is smooth use a dust mop, if it is rough use a broom.
2. Use a push broom for large exterior areas. Sweep in overlapping straight lines with the broom in front of you. Use short strokes as you move in a straight line push the debris a short distance, pick the broom off the ground, bring the broom back towards you, set it down and push the debris again. Continue this technique back towards you, set it down and push the debris.
3. Use an angle broom for smaller areas. Use short strokes like the push broom, but don't push the broom in front of you. Keep the broom near your feet and sweep the debris a little at a time, overlapping each stroke.
4. Pick up the piles with a dust pan.

Wet Mopping Equipment

Mop bucket and wringer

Mop

Water

Proper chemical, usually a neutral cleaner

Personal Protective Equipment

General Description

Wet mopping is the second step in daily floor care after dust mopping. Mopping removes spills and heavy soil. Spot mopping is mopping scatter spills and soils instead of an entire floor.

Always use a neutral cleaner for general wet mopping. When wet mopping, do not use mops labeled for waxing. Always post **WET FLOOR** sign before you start mopping.

In areas too big to do all at once, divide the floor into sections of about 100 square feet and complete one at a time. 10 X 10 areas

When you mop, keep your back straight and swing the mop head close to your feet. Steady the mop with one hand near the top; swing the mop with the other hand about waist height. The weight of the mop itself will clean the floor. Dip the mop in the solution and wring it out. Start at the far end of the area and begin by edging a path around the outside of the section. Mop the rest of the section in an overlapping, figure eight pattern.

Change the solution when it gets dirty.

When you finish, tightly wring out the mop and pick up any solution left on the floor.

Wipe off any splashes on walls, doors, or furniture. Rinse the mop thoroughly and hang it up to dry.

Spot Mopping

Spot mopping takes less time than mopping an entire floor so it is a good technique to use when you have little time to make the building presentable. Follow the same procedures as for wet mopping but only mop spills, footprints and dirty areas. The floor won't be as clean as if you mopped the entire floor, but it will be presentable.

Safety Suggestions

No Safety gear is required but safety glasses are recommended if splashing is possible and gloves are recommended when handling chemicals and dirty water.

Keep your back straight and swing the mop head close to your feet. Steady the mop with one hand near the top; swing the mop with the other hand about waist height.

Procedure

1. Fill the mop bucket with the properly diluted chemical.
2. Make sure the mop is clean and serviceable. If not, clean or replace it.
3. Place the **Wet Floor** signs at all entrances to the area you are going to mop.
4. Submerge the mop head in the solution and wring it out.
5. Change the solution when it gets dirty.
6. When you finish, tightly wring out the mop and pick up any solution left on the floor. Wipe off any splashes on walls, doors, or furniture.
7. Rinse the mop thoroughly and hang it up to dry.

Additional Notes:

Do not use mops labeled for waxing.

Auto scrubbing Equipment

Auto scrubber

Mop

Water

Proper chemical, usually a neutral cleaner.

Personal Protective Equipment (See Safety Suggestions)

General Description

Auto scrubbing can replace wet mopping in certain areas of your routine cleaning. An auto scrubber can cover large areas that you would otherwise mop or spot mop.

Auto scrubbers are basically slow speed scrubbers and wet dry vacuum assembled in one machine. It puts down the cleaning solution, scrubs the floor with a circular pad, and

vacuums up the solution – all in one pass.

Before auto scrubbing, be sure to dust mop the area thoroughly. Any debris left on the floor will hinder the squeegee. After auto scrubbing, walk the floor with a clean mop to clean up any overspray or streaks.

Safety Suggestions

No safety gear is required but safety glasses are recommended if splashing is possible and gloves are recommended when handling chemicals and dirty water.

Procedure

1. Dust mop the floor to be auto scrubbed
2. Inspect the auto scrubber to determine the condition of the battery, the condition of the squeegee, and proper pad installation.
3. If you are just doing a daily cleaning, use a pink or white pad.
4. If you plan to high-speed afterward, you can use a red pad.
5. If the water in the battery is low, fill it with distilled water, or contact our supervisor.
6. Place WET FLOOR signs at all entrances to the area you are going to auto scrub.
7. Fill the auto scrubber solution tank with the properly diluted chemical, usually a neutral cleaner.
8. Position the auto scrubber in the area you wish to start.
9. Drop the pad assembly using the appropriate handle/button.
10. Begin releasing the solution using the appropriate handle/button.
11. Drop the squeegee using the appropriate handle/button.
12. Start the vacuum by pressing the appropriate button.
13. Start the pad motor by pressing the appropriate button.
14. Once the pad is engaged and the solution wets the floor, the auto scrubber will be easy to push. Start by pushing the auto scrubber along the edges of the area. Then go back and forth in the remaining area, overlapping your paths. Be sure to check that the squeegee is picking up the solution.
15. When you are finished, empty the dirty water tank and rinse it thoroughly.
16. Return the auto scrubber to its appropriate location and plug in the battery.

Additional Notes:

If the squeegee is dirty or installed improperly, you will leave streaks on floor.

There are several different brands of auto scrubbers, but they all have the same basic controls. They all have:

- A solution tank.

- A dirty water tank. Sometime called recovery tank.

- A lever or button that raises and lowers the pad assembly.

- A lever or button that releases and stops the solution.

- A lever or button that lowers the squeegee.

- A button that starts and stops the vacuum.
- A button that starts and stops the pad motor.

Battery Care and Maintenance

Many of our automatic scrubbers run on deep cycle batteries. These batteries need consistent maintenance to prevent damage. Always follow these rules:

New batteries should be given a full charge before use.

New batteries need to be cycled several times before reaching full capacity. Usage should be limited during this period.

Battery cables should be intact, and the connectors tight at all times.

Vent caps should be kept in place and tight during operation and charging.

Batteries should be watered after charging unless plates are exposed before charging. If exposed, plates should be covered by approximately 1/8" of water. Check water level after charge. The acid level should be kept 1/4" below the bottom of the fill well in the cell cover.

Use only distilled water to fill batteries. Particular care should be taken to avoid metallic contamination (iron, rust).

For best battery life, batteries should not be discharged below 80% of their rated capacity.

As batteries age, their maintenance requirements change; this means longer charging time. Usually older batteries need to be watered more often. Their capacity also decreases.

Deep cycle batteries need to be equalized periodically. Equalizing is an extended, low current charge performed after the normal charge cycle. This extra charge helps keep all cells in balance. Actively used batteries should be equalized once per week. Automatically controlled charges should be unplugged and reconnected after the initial charge is complete in order to perform the equalization charge.

Inactivity can be extremely harmful to all lead acid batteries. If seasonal use is anticipated, one, completely charge the battery before storage, two, remove all connections from battery, and three, store battery in as cool place as possible but not consistently below 32 degrees, and lastly, boost every two months.

Extreme temperatures can affect battery performance and charging. Cold reduces battery capacity and retards charging. Heat increases water usage and can result in overcharging. Very high temperatures can cause thermal run-away, which may lead to an explosion or fire.

Changing Burned Out Lamps (Lights) Equipment

Ladder
Light Bulbs (correct type and wattage)
Screwdriver (some covers must be unscrewed)
Personal Protective Equipment (See Safety Suggestions)

General Description

Custodians are responsible for replacing burned out light bulbs (lamps). During your daily cleaning, check all light fixtures for burned out bulbs. Some fixtures have up to four bulbs so sometimes it's hard to tell if only one is burned out. Some light fixtures are marked with a red dot – this means the fixture does not function. However, some light fixtures are functional but don't have any bulbs in them. Usually this means the occupant requested the bulbs be taken out; do not replace these unless told to do so.

Safety Suggestions

Wear gloves
Wear safety goggles
Follow proper sharps handling procedure for broken bulbs.
Dispose of bulbs properly. Replace in box.
Do not use a ladder taller than ten feet to change lights.

Procedure

1. Put on gloves and safety glasses.
2. Place a ladder to allow access to the fixture.
3. Remove or open the cover.
4. Remove the bad lights.
5. Replace the bad lights.
6. Clean the diffuser (cover) and replace. Make sure the diffuser (cover) is secure.
7. Put the bad bulbs in a box labeled "BAD BULBS." Call your supervisor when the box is full.

Incandescent:

To replace a burned out incandescent lamp (light), turn it off if you can. Remove and replace the bulb and globe or shade. Replace the bulb with one of the same wattage.

Fluorescent:

To replace flickering and burned out fluorescent lamp (light), turn off the light if you can. Remove or lower the diffuser (cover). Remove the tube by rotating it 90 degrees and sliding the pins out of the holders. Insert a tube of the same wattage and rotate it into position. The small indentations on the ends of the bulb should be pointed directly down. **If the fixture contains more than one fluorescent bulb, replace all of them, even if they still work. The logic behind this is based on average bulb life labor savings: if all the**

bulbs in the fixture were replaced at the same time, and the average lifespan of the bulbs is equal, then the bulbs that still work are at the end of their life span and would have to be replaced soon anyway. By replacing them all at once, the labor cost you save greatly outweighs the value of the remaining bulb life

Additional Notes:

Do not put fluorescent bulbs in the trash. Designate a box for burned out bulbs. Label it “Bad Bulbs.” When this box is full, contact your supervisor. The supervisor will generate a work order to have the “Bad Bulbs” pick-up. The Operations department has a container where these bulbs are stored until they are picked up.

We do not replace light bulbs in personal lamp / fixtures.
Fixtures with red dots are not functional.
Check all exterior lights and report non-functioning lights to the supervisor.
Always replace bulbs with the correct wattage and size.

**Restrooms
Equipment**

Custodial Cart stocked with toilet paper, paper towels, sanitary napkin bags, soap and dispenser keys.
Two Johnny mops
Two buckets
Disinfectant cleaner
Squeegee
Micro Fiber Towels
Mop and mop bucket
Personal Protective Equipment (See Safety Suggestions)

General Description

Proper restroom cleaning is the most important custodial service. Nowhere else is sanitation so important. It demands professional skill and efficiency.

Unpleasant odors in restrooms are almost always the result of bacterial growth. Covering up the odors with aerosols or deodorant will not eliminate the bacteria. Only daily cleaning with quaternary germicidal disinfectant will disinfect restroom surfaces.

By following these procedures, you will save time and effort, and your building will meet expected standards. Use the custodial cart and other equipment to your advantage. A clean and organized custodial closet and cart are essential to performing these procedures efficiently.

Safety Suggestions

Wear gloves.
Wear safety glasses when splashing is possible.
Use caution when emptying trash and sanitary napkin bags – watch out for needles and blood. Do not compress the trash with your hands.

Procedure

Daily Procedures:

1. Stock cart; prepare chemicals, put on gloves and other necessary “PPE”.
2. Prop door open and pick up any trash on the floor.
3. Johnny mop with disinfectant the sinks and counters making sure to get around and behind the fixtures. Use the Johnny mop designated for the sinks. Never acid bowl cleaner, abrasive cleanser or a pumice bar to clean chrome fixtures or pipes. If there are visible deposits of lime scale, scrub the faucets and pipes clean with germicidal detergent, using a sponge or white cleansing pad.
4. Johnny mop the toilets (using the Johnny mop designated for the toilets). First put the seat down and Johnny mop the top of the seat, then Johnny mop the rear of the toilet and around the fixtures. Lift the seat and Johnny mop the underside of the seat and the rim of the toilet. Then mop inside the bowl, making sure to clean the entire bowl, including under the rim and below the water line. Finally, clean around the outside of the bowl all the way down to the base of the toilet (refreshing the disinfectant on the Johnny mop as needed). Check the floor around the base of the toilet regularly and clean if necessary (you may have to use your Johnny mop where the regular mop won’t reach). If the Johnny mop becomes soiled, rinse it in the toilet, flushing periodically to remove the soil.
5. Clean urinals the same way, using the Johnny mop designated for the toilets. (First you must remove trash from the urinal and flush it.) Johnny mop around the fixtures, the entire inside of the urinal, and the rim and underside. Check nearby walls / surfaces for urine and johnny mop as necessary.
6. Johnny mop all of the sinks, toilets, and urinals in one restroom and then move to the next restroom (on the same floor). The disinfectant must now sit for 10 minutes.
7. Clean the mirrors with a window washer and squeegee.
8. Check and restock paper products and soap dispensers.
9. Check and replace lights.
10. Remove the trash.
11. By now the disinfectant has had time to work so you can wipe everything down. With a clean towel, preferably the **pink** micro-fiber cloths, wipe the sinks and countertops including the fixtures. (It is important to thoroughly wipe around the base of all fixtures to prevent buildup.) When wiping the toilets, first do the rim and underside of the seat; then put the seat down and wipe the top of the seat and the rear of the toilet, including the fixtures. Before leaving each stall, clean any dispensers and be sure to wipe down the stall and stall door as needed.
12. Check all dispensers, horizontal surfaces, doors, and doorknobs and clean as needed. Dust and cobwebs can build up in many places: mirror tops, light fixtures, partitions, ceiling corners, air vents, tops and sides of lockers, door frames and window sills. *You must clean these places as often as necessary to prevent this accumulation.* Use a ladder to dust high areas; don’t stand on toilets seats or trashcans.
13. Mop the restroom. Use a neutral cleaner or a disinfectant. MOP ALL RESTROOMS DAILY.

Additional Notes:

Removing buildup

Above the standard procedure for daily cleaning, occasionally (1 or 2 times monthly) you will need to use a pumice stone acid bowl cleaner to remove any buildup or water rings. Do this as needed, a little each day. Don't let every toilet get rings before you decide it is time to scrub. Scrub one toilet or one sink a day if necessary. If you do the routine cleaning properly the buildup will be manageable on a daily basis. Clean any stainless steel (including fountains) with stainless steel cleaner as needed.

If you use pumice bar be sure to keep it wet. Use a sponge with a scrub pad. Rinse thoroughly after scrubbing.

*NOTE: Do not get acid bowl cleaner on any fixtures because the acid will damage the finish.

Chemicals

Fill your Johnny mop containers with disinfectant. For mirrors and glass use a damp micro fiber cloth.

Cart

Your cart should contain trash bags, paper products, keys for all dispensers in the restrooms, spray bottles with required cleaners, clean cloth towels, two containers with disinfectant and Johnny mops, feather duster, dust pan, broom, squeegee, dust mop, abrasive pad, acid bowl cleanser, hand soap.

Removing Trash

Be sure you are wearing rubber gloves to protect your hands from dirt, bacteria, and chemicals. Pick up loose trash lying on the floor and put it in the trashcan. Remove the trash bag, placing it in your custodial cart's trash bag.

Clean and disinfect the trashcan if necessary. Spray disinfectant from a spray bottle all over the can and its lid, if it has one. Wipe it clean with a cloth or sponge. If it is metal, dry it with a clean cloth to prevent rust.

In women's restrooms, empty the small cans or wall containers that hold sanitary napkins. Fold the top of each liner over and take it out. Dispose of all the bags in your custodial trash cart. If necessary, spray the inside, outside and top of each napkin can with germicidal detergent and clean it with a cloth or sponge. If all the stains don't come off, use a specialty cleaner. Get a fresh liner for every can from your cart. Put in new liners and replace the lids.

Paper Towel Dispensers

You may find several different types of paper towel dispensers. The two most popular are "folding paper towels" and "roll paper towels". We will discuss both.

Folding Paper Towels

If you can't tell if a dispenser needs refilling by looking in the slot, open it. If it is less than half full, refill it. Be sure that all the towels go in the same direction, not upside-down. Fold the new towels into the old so they will dispense correctly. (Do not overfill dispensers, as it will cause the towels to tear before it pulls out of the dispenser.) Close the dispenser and

pull out a few towels to see if it works.

Roll Paper Towels

Unlock the dispenser from the top. Place a new roll into the dispenser noting the slop at the end of the paper towel. Some dispensers hold two rolls. While the cover is in the down position take advantage and blow the dust residue out of the machine to avoid dust residue build up which could damage the dispenser or cause it to malfunction. Close the cover of the dispenser and pull one or two towels out to make sure it is functioning properly.

Toilet Paper Dispensers

The District utilizes two distinct toilet paper dispensers, two roll dispensers and jumbo roll dispenser. When refilling the dispensers we also use the expression ‘stocking the restroom’.

One/Two Roll Dispenser

Unlock the dispenser from the top. Replace the roll in a one/two roll dispenser if it has less than one-fourth of an inch of paper. Refill two-roll dispensers when one is empty. On single roll dispensers, make sure the spindle is locked in place. The toilet paper should roll over the top of the roll, not the bottom of the roll for easier dispensing. The paper core inside the roll is designed to break away and the plastic inserts which hold the core in place inside the dispenser will fall to the floor. This is a good indication that the roll needs to be replaced. The proper dispenser keys to unlock the dispensers should remain in the custodian supply cart.

Jumbo Roll Dispenser

When refilling the jumbo dispensers from the top, open the dispenser and move the used roll (smaller roll) to the left side and put a new roll in the right side. Check to see that the paper unrolls freely and from the top. To clean the outside of the dispenser, spray germicidal detergent on a cloth or sponge and wipe it clean, or wipe it down when you wipe down the toilet. The proper dispenser keys to unlock the dispensers should remain in the custodian supply cart.

Blocking Doorways

Block the doorway so no one can enter, this is for public’s safety and your convenience; others can slip on wet floors or you could hit someone with a mop handle. People can dirty your clean floor or interrupt your work. Wedge the door open at the bottom with a wooden or rubber wedge or set your supply cart in front of the door. (The best way to prop open a door is to use a rubber “Super Door Stop” (SDS) made by Tolco Corporation www.tolcocorp.com. 800-537-4786, this is a multi-purpose tool which prevents door damage.) Either method should let people know they should use another restroom when you are working there.

Wet Mopping

Wet mop the floor with disinfectant solution: Wring out the mop head until it doesn’t drip. Edge the room by mopping next to the baseboards, and then mop the entire floor, beginning in the corner farthest from the door.

About once a month, machine scrub the floor. If dirt, oil or grease is tracked in, you may have to scrub it more often than once a month. Custodians use the expression “Shower Scrub”. This is done with a low-speed buffing machine and a red pad and neutral cleaner.

Squeegee floor and rinse. Squeegee again with clear water.

Floor Drains

Pour about a gallon of the disinfectant solution you have used to mop the floors down floor drains in restrooms and all other areas after cleaning. This will prevent sewer gas from backing up into the building. If there are areas that are not cleaned on a regular basis then pour a gallon of water mixed with disinfect down the drain.

Locker Rooms & Showers

Locker room cleaning follows the same procedure as restroom cleaning with the addition of the locker area, shower area, and sometimes an office area. Clean the showers when you clean the restroom area. Sweep and mop the locker area. Clean offices as usual. .

Drinking Fountains

Drinking fountains should be cleaned the same way sinks are cleaned. Fountains made of stainless steel or brass must be polished with the appropriate metal cleaner/ polish as needed.

Elevators

Equipment

- Broom or dust mop
- Vacuum
- Putty knife
- Wet mop & bucket with neutral floor cleaner.
- Applicator & Squeegee
- General Purpose Cleaner
- Cloth
- Personal Protective Equipment (See Safety Suggestions)

General Description

Elevators are used heavily every day. They must be cleaned daily not only to keep them presentable, but also to keep them functional. Dirt and debris can build up in the tracks and cause the elevator to malfunction.

The walls of most elevators are stainless steel and are cleaned with a damp micro fiber cloth eliminating the need to use a stainless cleaner. Other surfaces should be cleaned with a general purpose cleaner. Light covets should be cleaned regularly and lights should be changed as needed, the tracks must be vacuumed and cleaned regularly.

Safety Suggestions

- Wear gloves.
- Wear safety goggles if there is a risk of splashing or if working overhead.

Procedure:

1. Clean the outside doors of the elevator using stainless steel cleaner for stainless steel or a general purpose cleaner for other surfaces.
2. Clean the area around the call button with a general purpose cleaner and cloth.
3. Call the elevator to your floor. If possible, turn the elevator switch to “off.”
4. Check the lights and clean light covers as necessary. Replace bad bulbs.
5. Dust ceiling vents.
6. Clean walls. Use a stainless steel cleaner for stainless steel walls and a general purpose cleaner for other surfaces.
7. Wash windows as needed (see Wind01v Cleaning).
8. Check the tracks for dirt and debris. Vacuum as needed.
9. Clean tracks with a general purpose cleaner.
10. Sweep or dust mop the floor.
11. Mop the floor.

Additional Notes:

- Use a damp micro fiber cloth for stainless steel cleaning.
- Carpeted floors in elevators should be extracted so the floor has time to dry before the building is opened.

Exterior Cleaning**Equipment**

- Broom
- Dustpan.
- Hose or bucket of water
- Deck brush
- Blower
- Applicator & Squeegee
- General Purpose Cleaner.
- Cloth
- Trash bags
- Personal Protective Equipment (See Safety Suggestions)

General Description:

The condition of the exterior of a building, especially near entrances, makes a big impression on people who use the building. Cleaning the exterior of a building consists of policing around the perimeter of the building, picking up trash and sweeping/blowing as needed. Custodians are responsible for the area surrounding the building out to the sidewalk. This varies from building to building so if there are questions, contact a supervisor. Check for dirt and cobwebs on the building as needed. Check exterior windows and clean as necessary. Clean entrance doors as needed. Scrub and rinse pavement as needed, especially where trash is placed for pickup. Remove trash and cigarette butts. Empty exterior trash cans, if assigned.

Safety Suggestions

- Wear gloves
- Wear safety goggles when blowing or if there is a risk of splashing.
- Follow proper procedure for picking up and disposing of sharp objects such as glass and needles.

Procedures

1. Police and sweep the perimeter of the building, out to the sidewalk or designated stopping point. Use a blower if one is available and if there aren't pedestrians in the area.
2. Clean cobwebs and dirt from ledges, window sills, or anywhere they might accumulate on the building.
3. Remove weeds that are growing in the cracks of the pavement.
4. Clean exterior doors and glass.

Additional Notes:

It's a good idea to walk around your building as though you were a visitor. Does it look clean? Or are there cigarette butts on the ground and cobwebs on the building. Use the Concept of a Clean Room when cleaning the exterior to make your building presentable.

Deep Cleaning & Periodic Duties

When Routine Cleaning Is Not Enough

Periodic Duties

Below are various tasks beyond your routine duties. These tasks are to be done on an as needed basis:

- Periodic Cleaning – maintain cleaning schedule for all cleaning other than daily Periodic Cleaning in order to maintain clearing schedule.
- Insects infestations, notify your supervisor
- Messes and spills
- Setups

Periodic and Break Cleaning

It is difficult to execute major cleaning projects when classes are in session. Therefore, the best time to deep clean is during break periods. Clean as thoroughly as you can. The Operations Department has a plan for deep cleaning during the summer break, June, July

and August. (See also “Summer Cleaning Program”) Always document the deep cleaning by highlighting a floor plan as outlined in the Summer Cleaning Program at the end of each day. By documenting your deep cleaning, you will know what rooms have been done and what needs to be done.

Periodic Cleaning Frequency Guideline

Below is a guideline for expected services other than your daily cleaning. In general, you have the freedom to assess your area and decide on the best plan for cleaning. Deep cleaning is not necessarily restricted to break periods; break deep cleaning projects into small sections and fit them into your routine – focus on the heavy traffic areas. Below is a general outline of cleaning frequencies needed to maintain a building at a level that basic daily cleaning cannot. This should only be used as a guide – you may need to perform periodic cleaning more frequently depending on your area’s usage.

Monthly Services

· Traffic Lane Floor Maintenance – High speed buffing, burnishing of hard floors, and light extraction of carpets in main thoroughfares.

Detailing – High to low dusting, desks, horizontal surfaces, sills, ceiling vents and partitions, carpets and tile floors. All rooms should be cleaned on regular rotations.

Quarterly, Semi-Annual & Annual Project Services.

Floor Stripping & Finishing: Removal of old floor finish down to the floor covering, then resealing and re-application of new floor finish.

Scrub & Finishing: Several dirty top layers of old floor finish are removed; remaining finish is covered with new layers of finish.

Deep Extraction of Carpets: Carpets are vacuumed, spotted, pre-sprayed then extracted removing deep-set dirt.

Exterior Window Washing: Exterior windows are cleaned with micro fiber and other window washing equipment.

Pressure Washing: Exterior entries are pressure sprayed to remove deep-set dirt, mold, gum, etc.

Detail Cleaning: High to Low detail cleaning, vents, cobwebs, blinds, sills, wall washing, horizontal surfaces, edge vacuuming.

CLEANING OF BODY FLUIDS

The following is an eight-step guide, demonstrating how to safely clean body fluid spills and avoid contamination:

1. Block off the area by using wet floor signs.
2. Wear disposable gloves. Essential safety equipment, gloves protect workers from the liquid absorbing into the skin or open cuts. If necessary, wear a mask.
3. Sprinkle absorbent material over spill. This will contain the spill and make cleanup easier. Spray a disinfectant on the spill to inactivate germs or viruses.
4. Remove the spill. Once the spill is contained, use a brush or disposable cloths and dustpan to remove. Place it in a double-bagged plastic bag.
5. Disinfect tools immediately after cleanup.
6. Discard used absorbent materials. Gloves should be removed and disposed of in a plastic bag. Seal the bag tightly, take it out of the facility, and put it in the campus dumpster.
7. Decontaminate area. Use a germicidal detergent/disinfectant solution, either mopped on sprayed.
8. Thoroughly wash hands with an antimicrobial hand wash. If you are not close to the hand wash area, use an antiseptic alcohol hand rinse until regular hand washing is possible.

Gym and Multi-Purpose Room Floors

Gym floors will be screened and refinished annually by approved CFISD personnel.

Directions for Tacking a Gym:

To clean floor and/or to fix slippery floors:

- 1. Soak a white cotton bath towel with Screen Clean**
- 2. Wring out until no longer dripping.**
- 3. Wrap around a clean push broom and push across the floor.**
- 4. Re-position the broom to different areas of the towel after each pass, and flip the towel after one side is dirty.**
- 5. Change out to a clean towel as needed.**
- 6. Allow floor to dry completely before resuming play.**



You can order directly from the warehouse on a regular requisition.

Product: 50-000759

Any questions please contact.

Andy Correa guzman.correa@cfisd.net

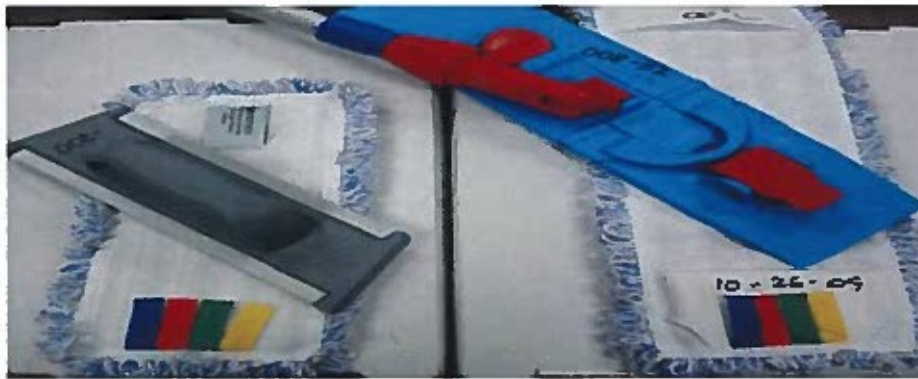
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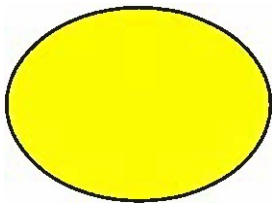


TOOLS AND FLAT MOPS

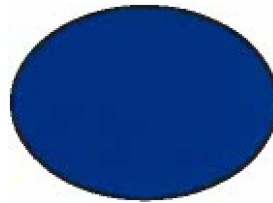




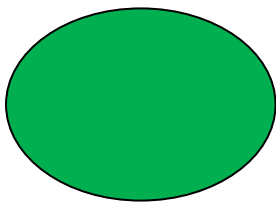
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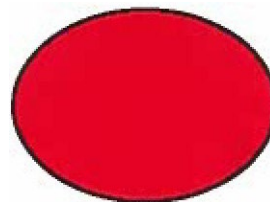
YELLOW:
CAFETERIA TABLES ONLY



BLUE:
GENERAL CLEANING

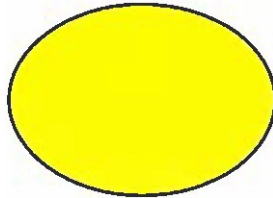


GREEN:
WAXING



RED:
RESTROOMS

USAGE FOR EACH COLOR



Yellow



The Yellow strip microfiber is only to be used in the cleaning process of the cafeteria tables.

Step 1

- Load each microfiber mop faced down in microfiber tub
- Add Quat 256 and load all microfiber with Quat 256
- Place damp microfiber mop onto tool

Step 2

Wipe cafeteria tables with damp microfiber

Step 3

Replace microfiber mop with clean mop head

*** Use step 1-3 between each lunch period or as the microfiber is soiled / gets dry

Step 4

Daily maintenance of microfibers:

1. Hand wash microfiber with 256 to kill bacteria and germs
2. Place into washer with water only
3. Hang dry

Note: All microfibers must be cleaned and maintained on a daily basis to ensure proper results. If there are any questions on the proper cleaning or maintenance please see your area manager.

USAGE FOR EACH COLOR



Blue

The **Blue** strip micro fiber is to be used for general daily cleaning of classrooms, office areas, etc. This micro fiber mop can be used for dusting, cleaning tables, and general project cleaning.

The key point is to change the microfiber mop when you change surfaces.

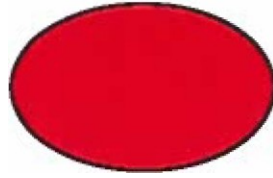
****Note**:** *do not* use the same mop on dusting as for cleaning tables. If you change the surface you are cleaning then you need to change to a new micro fiber mop.

Daily maintenance of microfibers:

1. Hand wash microfiber with Quat 256 to kill bacteria and germs
2. Place into washer with water only
3. Hang dry

Note: All microfibers must be cleaned and maintained on a daily basis to ensure proper results. If there are any questions on the proper cleaning or maintenance please see your area manager.

USAGE FOR EACH COLOR



Red



The Red strip microfiber is to be used only for restroom daily cleaning

Step 1

- Load each micro fiber mop in microfiber tub with lid
- Add Quat 256 and load all microfiber with Quat 256
- Place damp microfiber mop onto tool

Step 2

Pre-spray with pump sprayer all hard surfaces using Quat 256

- Ensure 10 minute dwell time to ensure proper disinfecting takes place

Step 3

- Pick up large trash, sweep, and flush all toilets / urinals
- Pull trash
- High and low dust all surfaces

Step 4

- Clean all toilets/urinals as trained per the CFISD training program using Quat 256 with sponges and Johnny mops.
- Re-spray all surfaces with Quat 256 and let air dry

Step 5

- Clean sink with Quat 256 and a sponge with corner of the sponge cut off
- Wipe and clean mirrors with microfiber and water

Step 6

Wipe all walls / stalls with loaded microfiber with Quat 256

Step 7

Mop floor with a different clean microfiber loaded with Quat 256

Step 8

Daily maintenance of microfibers:

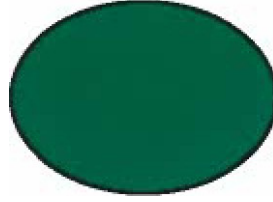
1. Hand wash microfiber with Quat 256 to kill bacteria and germs
2. Place into washer with water only
3. Hang dry

Note: All microfibers must be cleaned and maintained on a daily basis to ensure proper results. If there are any questions on the proper cleaning or maintenance please see your area manager.

You must follow all deep cleaning procedures as trained per the CFISD standards

DO NOT USE ANY GEL SCRUB WITH ANY MICROFIBER PRODUCTS

USAGE FOR EACH COLOR



GREEN

The **Green** strip is for waxing hard surfaced floors only

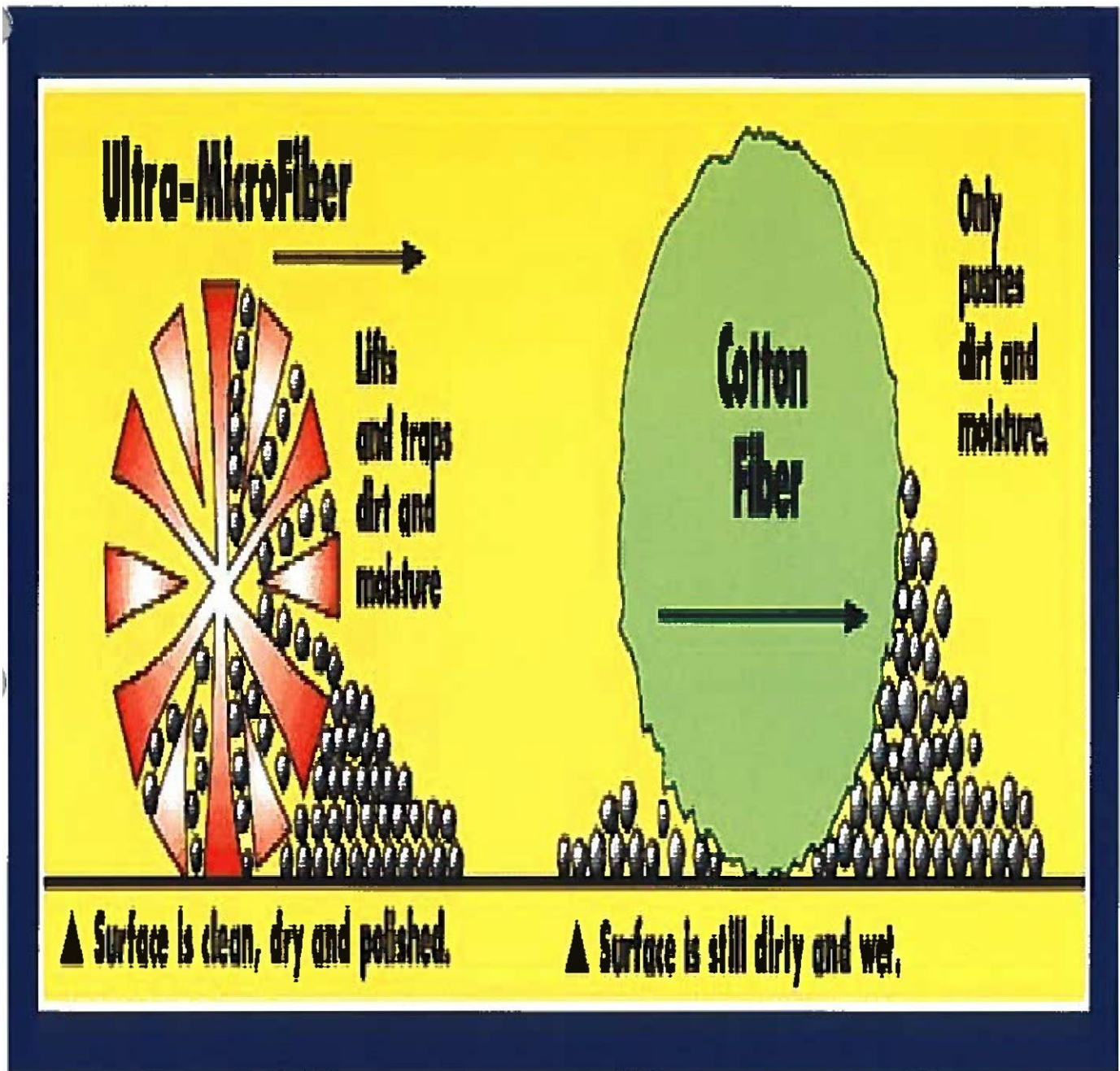
Follow all CFISD floor procedures to prep floors for waxing

Load micro fiber with wax and apply to prepped floor reload
microfiber with wax as needed

Daily maintenance of micro fibers:

1. Hand wash microfiber with water to remove the wax
2. Place into washer with water only
3. Hang dry

Note: All micro fibers must be cleaned and maintained on a daily basis to ensure proper results. If there are any questions on the proper cleaning or maintenance please see your area manager.

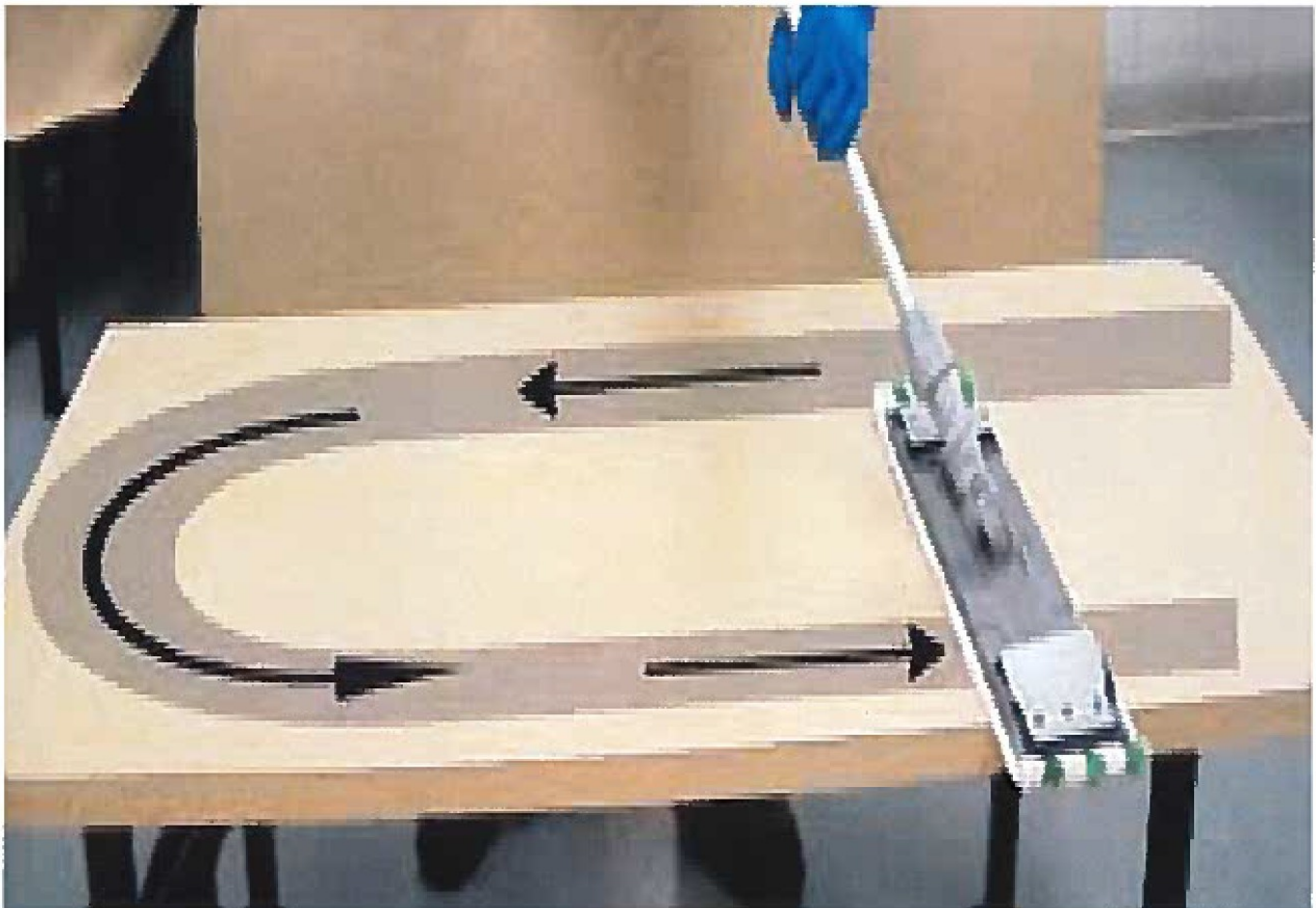


Micro Fiber:

Micro fiber cloths & mops, used only with regular tap water are 99.94% effective in removing bacteria from smooth surfaces, as compared to conventional cloths and mops used with Lysol or bleach, which were only 91.89% effective." Micro fiber products do not "cross contaminate"



According to the CDC “Guidance for School Administrators K-12” school staff should routinely clean areas that students and staff touch often. Experts also recommend the use of micro fiber to prevent cross-contamination because it picks up and stores dirt, bacteria and germs rather than sliding them around like other wipers. Micro-Fiber has designed a Desk and Table Cleaning Kit that cleans four times faster than spray bottles and rags.



SECTION 6

Standard Procedures for Nightly Disinfection and Decontamination for Virus Outbreak

STANDARD PROCEDURE FOR NIGHTLY DISINFECTION AND DECONTAMINATION FOR VIRUS OUTBREAK

PREPARATION

Transmission of viruses can be attributed to direct and indirect contact, respiratory droplets, and airborne transmission. Appropriate personal protection should be taken for those responsible for the decontamination of a room or area. Appropriate bio-security practices should be applied.

PROTECTIVE BARRIERS: PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Disposable gloves. Gloves should be changed as required, i.e., (when torn, when hands become wet inside the glove and between classrooms.)
- Protective Eye wear (goggles, face shield or mask with eye protection)
- Masks (N95)

PREFACE

Enveloped viruses, such as COVID-19 and Influenza, are viruses that possess an envelope or outer coating that is composed of a lipid layer (fat-like substance that is water insoluble). The envelope is needed to aid in attachment of the virus to the host cell. Loss of the envelope results in loss of infectivity. The mode of transmission for enveloped viruses is characterized by the specific virus; however, the most common routes are via indirect or direct contact of infectious virus particles, contact with or inhalation of respiratory droplets. Some enveloped viruses may also be transmitted by airborne transmission. Enveloped viruses are easily inactivated by routine surface cleaning and disinfection.

Non-Enveloped viruses, such as Norovirus and Rhinovirus, are viruses lacking in outer lipoprotein bilayer, are generally more stable than an enveloped virus, and can survive in their environment much longer.

The CDC recommends an EPA registered product that is a hospital grade disinfectant like **Quat 256** that can inactivate both Enveloped and Non-Enveloped viruses.

PRODUCT GERMICIDAL EFFICACY

Buckeye Sanicare Quat 256 is an EPA registered, hospital grade, multi-purpose germicidal detergent for use in hospital, health care and industrial settings at ½ oz. per gallon of water. Buckeye Sanicare Quat 256 requires no rinsing, and is pH neutral and can be used on floor finishes. Effectively kills: HIV-1 (AIDS virus) • Hepatitis B Virus (HBV) • Hepatitis C Virus (HCV) • Herpes Simplex Virus Type 1 & Type 2 • German Measles • Athlete's Foot • Influenza • Vaccinia • Adenovirus • Vancomycin resistant Enterococcus faecalis (VRE) • Methicillin Resistant Staphylococcus aureus (MRSA) • Community Associated Methicillin-Resistant Staphylococcus aureus (CA-MRSA) • Gramnegative & Gram-positive pathogens.

NIGHTLY DISINFECTION PROCEDURES DETAILED ACTIVITY

- Microfiber is utilized to eliminate cross-contamination and assist with disinfection of high touch surfaces
 - **High Touch Surfaces** include desks, table tops, countertops, cafeteria tables, light switches, doorknobs, door crash bars, stair rails, computer keyboards, hands-on learning items, faucet handles, drinking fountains, phones, toys, restrooms, locker rooms, clinics, training rooms, sports courts, and special need areas.
- Disinfect nightly **all** high touch surfaces with Quat 256.
- Vacuum/Sweep floors.
- Wash and disinfect soiled microfiber rags with Quat 256.
- Take all garbage bags to the appropriate disposal area.
- Remove and discard gloves.
- **Students and District Staff** - Wash hands and arms thoroughly by rubbing hands together with warm water and soap for at least 20 seconds before rinsing clean.

DISINFECTION FOR VIRUS OUTBREAK

- Microfiber is utilized to eliminate cross-contamination and assist with disinfection of high touch surfaces. As well as all other surface area including walls and floors of the school.
 - **High Touch Surfaces** include desks, table tops, countertops, cafeteria tables, light switches, doorknobs, door crash bars, stair rails, computer keyboards, hands-on learning items, faucet handles, drinking fountains, phones, toys, restrooms, locker rooms, clinics, training rooms, sports courts, and special need areas.
- Disinfect all surfaces from top to bottom with Quat 256.
- Disinfect all high touch surfaces with Quat 256.
- Open air fog for complete saturation and disinfection.
- Disinfect floors and walls.
- Hard Surface floors are to be mopped with microfiber and Quat 256.
- Extract carpet with bleach solution.
- Take all garbage bags containing soiled microfiber rags for proper disposal.
- Remove and discard gloves.
- **Students and District Staff** - Wash hands and arms thoroughly by rubbing hands together with warm water and soap for at least 20 seconds before rinsing clean.
- **Student Buses** –
 - Are disinfected daily with hospital grade disinfectant to prevent the spread of viruses.
 - Deep cleaning of student buses are performed where a campus virus outbreak has been identified, including seats, hand rails, windows, flooring, air conditioner vents, bus walls, and all areas that students are exposed to on the buses.

SECTION 7

Protocol for the Assessment, Training, Deep Cleaning, and Prevention of Microbial Growth/Mold Remediation

Protocol for the Assessment, Deep Cleaning/Removal, and prevention of Microbial Growth/Mold Remediation

Description:

The District considers the prevention and remediation of microbial growth a priority to protect the health and safety of students and staff. Excessive moisture is the core underlying cause of indoor microbial growth issues. Microbial spores grow best in warm, damp conditions along with a food source such as sheetrock, carpet, furniture, paper, and porous materials. It is critical to address moisture intrusion issues as soon as possible to reduce/eliminate microbial growth. Such measures include extraction of water that has infiltrated the building, finding the source of high humidity, and locating/repairing mechanical issues. Utilizing drying equipment such as dehumidifiers, blowers, and AC also helps to eliminate the moisture source. Areas affected by water intrusion and/or moisture should be substantially dried within 24 to 48 hours to prevent microbial growth.

Operations Department Responsibilities:

Visible microbial growth that appears on desks, tables, chairs, carpet, papers, ceiling tile, cabinets, any/all hard/soft surfaces located within the building should be reported immediately. The Operations Department Director will then investigate the location and source of the microbial growth. If microbial growth is found then the Director will initiate the protocol for the removal of the Microbial Growth.

Maintenance Department Responsibilities:

If a situation arises where microbial growth has been discovered on porous materials, Maintenance employees trained in abatement procedures would remove, bag and discard any affected materials. These porous materials could be drywall, wallboard, carpet, insulation, or other wood surfaces.

Once the affected area has been thoroughly cleaned, dried and treated, the Maintenance employees will make the necessary “build backs” to return the area to its original state.

Training of staff for microbial detection and prevention:

District Staff are trained to routinely detect and investigate the presence of microbial growth while performing routine cleaning. Staff are also trained to detect water intrusion sources, such as roof and plumbing leaks, HVAC pipe condensation, door entry ways where water has infiltrated the building, recognizing and reporting high humidity, and prompt removal of water from District Buildings.

Additional training where staff are licensed by the state is contracted through an independent contractor that is certified by the State to provide extensive training for approved staff.

Assessment methods for determining the extent of microbial growth:

Visual assessment is the most important method of determining the extent of microbial growth.

Along with visual assessment, direct measurement tools such as moisture meters, temperature/relative humidity meters are utilized, and the use of smell to locate sources of odors that are typical of microbial growth. Removal of sheet rock cutting out small sections is utilized to examine the cavity of the wall for moisture and/or microbial growth. Staff should inspect behind doors, under/within cabinets, furniture, carpet, above ceiling tiles, sheetrock, porous surfaces, and within wall cavities.

Deep cleaning and removal of Microbial Growth/Mold Remediation:

If microbial growth is found a trained team wearing proper PPE (Personal Protective Equipment), gloves, N-95 face mask, and goggles are utilized to perform a deep cleaning of the area of concern.

A strong disinfectant along with microfiber rags/mops will be utilized to clean all hard/soft surfaces which will include but not limited to desks, walls, cabinets, chairs and hard surface floors. Carpets will be extracted to remove water using a self-contained extractor with a strong disinfectant and cleaning agent to disinfect/sanitize all carpeted areas restoring to its natural state. Damaged carpet beyond repair will be removed and replaced if necessary. Ceiling tiles that are damaged will be removed and replaced. Porous materials that have been damaged shall be removed, bagged and discarded. Water damaged sheetrock and wet insulation within the wall cavity shall be removed and replaced. A strong disinfectant will be sprayed within the wall cavity to prevent and/or remove microbial growth.

Blowers, dehumidifiers, ozone generator, negative air machine are used as well as AC to complete the drying process, remove odor and reduce humidity levels below 60 percent to destroy all microbial growth.

The process is then repeated the next day to ensure all microbial growth is completely destroyed.

If extensive damage has occurred from flood waters contractors will be utilized to remediate the building based on the decision of District Staff that are State licensed as Mold Remediation Contractors.

Summer Microbial Growth Prevention:

The building AC is in operation for dehumidification purposes, minimum of 6 hours per day, during the summer months to help eliminate the possibility of any type of microbial growth.

SECTION 8

Blood Borne Pathogens

Bloodborne Pathogens and Body Fluids

Bloodborne pathogens, such as bacteria and viruses, are present in blood and body fluids and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV). Pathogens are found almost everywhere in our environment. Bacteria can live outside of the body and commonly do not depend on other organisms for life. If a person is infected by bacteria, antibiotics and other medications often are used to treat the infection. Viruses depend on other organisms to live. Once viruses are in the body, they are difficult to kill. This is why prevention is critical.

The terms “blood” and “body fluids” mean human blood, human blood components, products made from human blood, urine, feces, vomit, and potentially infectious materials that include cerebrospinal fluid, any body fluid that is physically contaminated with blood, all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue or organ (other than intact skin) from a human (living or dead).

Exposure Control Plan

The Operations Department has standard procedures in place for removing body fluids.

All employees have access to the Bloodborne Pathogen and Body Fluid Exposure Control Plan. There is a copy in the Head Custodian binder, along with the procedures for cleanup located in all the main custodial closets, and in the Operations Department Office.

Bloodborne Pathogens: Cleanup Procedure

Procedure for Removal of Blood Spills and Other Potentially Infectious Materials

1. **Wear protective equipment – gloves are mandatory.** Use eye or face protection. Post wet floor signs.
2. **Apply Quat 256.** Completely cover the spill and around the spill with absorbent. Completely cover the spill with Quat 256 using a spray bottle for small spills or a mop and bucket for larger spills. Allow mop to drain on and around spill. Do not touch blood or infectious material with mop. Every campus is supplied with Quat 256 in the custodian closet.
3. **Clean up contaminated material** with broom and or dust pan. For larger spills – place mop in solution and wring out, then pick up diluted spill. Return mop to bucket often to rewet and wring out. For carpeted areas or very large spills a wet dry vacuum or extractor may be used to pick up spill.
4. **Dispose of contaminated materials.** Paper towels should be placed in a plastic trash bag (double bag if there is a lot of liquid). Then place in a plastic bag. Take directly to dumpster. Dispose of used/soiled disinfectant using normal procedures. Clean out mop and bucket, wet dry, or extractor with Quat 256 and rinse.
5. **Re-apply Quat 256 cleaner to decontaminated spot** with spray bottle.
6. Dispose of gloves in a trash bag along with paper towels. Remove wet floor signs after floor has dried completely.

Wash hands thoroughly for twenty seconds with soap and water.

How to Use the Kit

Body Fluid Kit Check List:

- ✓ Personal Protective Equipment
- ✓ Pair of large Latex exam gloves
- ✓ Bottle of Quat 256
- ✓ Paper towels
- ✓ Absorbent
- ✓ Spray bottle with nozzle
- ✓ Dustpan and brush
- ✓ Small trash bag

How to use the Kit:

1. Put on the gloves.
2. Take out Quat 256 spray bottle.
3. Take out trash bag, roll it part of the way down, and put it aside.
4. Apply absorbent.
5. Scoop up the absorbent with brush on to the dustpan; put it in the trash bag.
6. Spray area with Quat 256, let set for a minimum of 10 minutes dwell time
7. Wipe area with paper towels; put towels in the trash bag.
8. Clean all equipment thoroughly.
9. Take off the gloves, peeling them wrong side out, put them in the trash bag with all other waste, tie down bag, dispose of waste properly.
10. Disinfect used items with Quat 256 and return to custodial closet.
11. **Wash your hands thoroughly for twenty seconds with soap and water**

SECTION 9

Right to Know

RIGHT TO KNOW/HAZARD COMMUNICATION (HAZ-COM)

THE TEXAS HAZARD COMMUNICATION ACT OF 1985, TEXAS CIVIL STATUTES, ARTICLE 518B, requires certain employers to provide employees, local fire departments, the Texas Department of Health, and other interested persons with specific information on the hazards of chemicals in use. As required by law, your employer must provide you with certain information and training, starting January 1, 1986. A brief summary of the law follows:

1. Employers must develop a list of hazardous chemicals used or stored in the workplace, each in excess of 55 gallons or 500 pounds. Smaller quantities at least annually, to be made available to the general public on request.
2. Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the work place chemical list and to the most current material safety data sheets, which detail physical and health hazards and other pertinent information. The list must state which chemicals are present in each work area.
3. Employees shall receive training by the employer on the hazards of the chemicals and on measures they can take to protect themselves from those hazards, and shall be provided with appropriate personal protective equipment. This training shall be provided at least annually and must be reported by the non-manufacturing employer to the Texas Department of Health with 30 days of completion.
4. Employees shall not be required to work with hazardous chemicals from unlabeled containers, except portable containers for immediate use, the contents of which are known to the user.
5. Employers must provide the names and telephone numbers of knowledgeable company representatives to the local fire department, as well as other information if the fire department requests it.
6. The following chemicals are exempted from coverage by this act: articles that do not normally release hazardous chemicals, food, cosmetics, pesticides for use (but not pesticides formulation), hazardous waste, and some other material. Most of these are covered by other acts. Manufactures are exempt from some provisions of the State law since they are covered under similar rules adopted by the Federal Occupational safety and health Administrator (OSHA).
7. Employees may file complaints with the Texas Department of health, and may not be discharged or discriminated against in any manner for the exercise of any rights provided by this act. Employees and citizens may make written request to the Texas Department of Health to require listings of small quantities of certain highly hazardous chemicals.

EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM \$500 TO \$25,000 VIOLATIONS OF THIS ACT.

Further information may be obtained from: Occupational Health Program

SECTION 10

Accidents and Injury

ACCIDENTS AND INJURIES

Job-related Injury/Illness and Workers' Compensation

You must report any job-related injury and/or illness to your supervisor or manager immediately after it occurs. This enables you to file required forms and protect your benefits. For an emergency, call 911 and/or seek medical attention immediately at the nearest emergency facility.

Forms required for reporting a job-related incident, injury and/or illness can be obtained from your supervisor, from the Human Resource Services.

The District Injury/Incident Report form is completed for all job-related incidents, accidents. The completed forms must be given to Operations Office or to the Human Resource Services **within 24 hours** of the incident, whether or not you need medical attention.

Notify your supervisor when you are going to be off work due to your injury or incident. Keep your supervisor and the Operations Office informed about your doctor's visits and time loss. If your physician does not release you to your regular duties, he/ she must spell out any physical restrictions and for what period of time.

All job-related injuries resulting in doctor's care require a written release to return to work from the treating physician. **YOU WILL NOT BE ALLOWED TO RETURN TO YOUR REGULAR DUTIES WITHOUT A DOCTOR'S RELEASE.** If time off is ordered, you must bring a statement from the doctor stating the period of time you will be off. While you are on time loss, it is your responsibility to keep in contact with your supervisor and to notify them of any changes in your work status.

The Operations Department is committed to returning injured employees back to the job as soon as possible. When feasible, we are willing to temporarily change an employee's current work assignment to accommodate most medically required limitations. Our goal is to return an employee to full, regular duty as soon as possible providing the employee is medically authorized to do so.

For detailed information about job-related injuries, please contact 281-897-4195.

AFTER ACTION REPORT

Date:

Time:

Location:

INCIDENT SUMMARY

1. What procedures were implemented upon learning of incident?
 - Who was notified?
 - Why were they notified?
2. Were sufficient people involved to deal with the incident?
 - Too Few?
 - Too Many?
 - Adequate?
3. Were sufficient resources available to deal with incident?
 - Too Few?
 - Too Many?
 - Adequate?
4. What worked and why?
5. What did not work and why?
6. What would you do differently next time?

Conducting an AAR can offer insights to participants and provide guidance for future teams engaged in similar efforts. Using this approach to routinely review projects and programs will contribute to a culture of continuous organizational learning and improvement.

Submit a copy of this report to your immediate supervisor.

SECTION 11

Ladder Safety

Ladder Safety

Commonplace, safety precautions are often neglected or overlooked. While there are inherent risks working with ladders, proper training, as well as routine inspection and maintenance can substantially reduce the risk.

Safe Use of Ladders

Always follow these rules for the safe use of ladders:

- . When setting a ladder against a wall, ensure it is set at the proper angle. Place the bottom of the ladder a distance from the wall equal to $\frac{1}{4}$ the working length of the ladder. For instance, if you are using a twenty-foot ladder, the bottom of the ladder will be five feet from the wall.
- Never allow more than one worker on the ladder at a time.
- The ladder base or bottom feet must be placed with secure footing.
- The top of the ladder must be placed with the two side rails supported.
- Always face the ladder when ascending or descending.
- Never use the top step of a stepladder as a step.
- Ladders cannot be tied or fastened together to make a longer section.
- Ladders are not to be used as braces or gangways. Use a ladder only for what it was intended. (Read and follow the labels and material the manufacturer provided)
- . Carry ladders parallel to the ground, and preferably by two employees.
- Tie ladders down securely when transporting.
- Barricade traffic areas in vicinity of ladder use. Lock and barricade doorways where a ladder must be placed.
- . Ladders are useful and necessary tools when properly used.
- Keep the area around the top and bottom of the ladder clear.
- Do not move, shift, or extend a ladder while occupied.
- Always maintain three points of contact with the ladder. Two feet / one hand or two hands/ one foot should be in contact with the ladder at all times.
- Carry tools in pouches around the waist. Use a rope to raise or lower large items.
- Do not overextend sideways. Use the belt buckle rule: keep your belt buckle position between the side rails at all times this will maintain your center of gravity.
- When using the ladder to access a platform or roof, extend the ladder three feet above the eave and secure it by lashing or tying it off.

Care of ladders

- Ladders must be maintained in good usable conditions at all times.
- Ladders should be inspected prior to every use. Immediate ladder inspection is required when ladders tip over and fall. Inspect the ladders for:
 - Side rail dents or bends.
 - Excessively dented rungs.
 - Check all rung to side rail connections.
 - Check hardware connections.
 - Check rivets for shear.
- If the ladder is exposed to oil or grease or another Slippery material, clean it off.
- If a structural defect is noticed on a ladder, tag it as “out of service” until it can be repaired in

accordance with manufacturer specifications.

- Know what the intended load capacities are of your ladder and do not exceed them.

Ladders and Electricity

- If a ladder will be used where the employee or the ladder could contact electrical current, the side rails must be constructed on a non-conductive material.
- ABSOLUTELY NO employee, tool, or ladders can be within ten feet of high voltage lines. (600 volts or more) This applies whether the employee is on ground, on the ladder, or holding and using a window washing wand.
- If there is a possibility an employee, tool, or ladder could contact any electrical voltage in excess of 50 volts, the source must be de-energized and locked and /or tagged out.

General Industry Activities

- Employees are required to be protected from fall hazards when working on unguarded surfaces when more than 10 feet above a lower level or hazardous equipment.
- Attachment points for lifelines and lanyards must be capable of supporting a minimum dead weight of 5000 pounds.
- Personal fall arrest systems are to be rigged so an employee cannot free fall more than six feet or contact a lower level.
- Personal fall arrest systems are to be rigged so an employee cannot fall more than two feet.
- Lifelines, lanyards, and body belts/harnesses are to be periodically inspected by the supervisor in charge.
- Employees are to inspect their body belts/harnesses daily.
- Defective body belts are to be discarded or repaired before use.

Ladder Storage

The ladder storage area should be well ventilated.

Wood ladders should not be exposed to moisture or excessive heat. Avoid storing ladders near stoves, steam pipes, or radiators.

Store straight and extension ladders in flat racks or on wall brackets.

Store step ladders vertically, in a closed position, to reduce risk of sagging or twisting. Secure stored ladders so they won't tip over if they are struck.

SECTION 12

Fire Prevention

FIRE PREVENTION

In order to understand the basic principles of fire safety, you first need to know a little bit about fire. Four things must be present at the same time in order to produce fire:

- x Enough OXYGEN to sustain combustion.
- x Enough HEAT to raise the material to its ignition temperature.
- x A FUEL or combustible material.
- x A CHEMICAL, exothermic reaction.

Fires Are Classified by Type:

- x **Class A:** Wood, paper, cloth, rubber, and certain plastics.
- x **Class B:** Flammable liquids or gasses, gasoline, oil, grease, propane, paint thinner.
- x **Class C:** Electrical fires, any energized piece of electrical equipment.
- x **Class D:** Combustible metals, magnesium, titanium, etc.
- x **Class K:** Cooking oil or fat.

Preventing Fires

Class A: Make sure combustible materials do not come in contact with potential heat sources such as light bulbs, space heaters, candles, electrical sources, pilot lights, etc.

Class B: Always be careful when using flammable or combustible liquids. Most of these liquids emit fumes that are heavier than air, can travel long distances, and may be ignited by nearby ignition sources.

Class D: Don't overload wall electrical outlets. Make sure electrical cords and wiring are in good condition. Replace them if they are damaged. Don't run cords under carpets or through doors or windows.

Housekeeping

Do not let trash and debris accumulate. Dispose of it in proper containers. Store materials and equipment in the proper area, not in mechanical or electrical rooms. Do not block hallways or fire exits. Clean up chemical spills and oil immediately.

Fight or Flight

Small, incipient fires can be extinguished only if you are trained to use a fire extinguisher. However, an immediate readiness to evacuate is essential. All fires, even those that have been extinguished, must be reported immediately. The following are guidelines on how to react to the discovery of a fire:

RACE In Case of Fire

R= RESCUE When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Alert others in the immediate area.

A= ALARM – Sound the alarm by pulling the alarm pull station nearest you and call 911 from a safe distance.

C= CONFINE _ Close all doors, windows and other openings, if it is safe to do so.

E= EVACUATE _ Evacuate the building and gather at the rally point designated rally point.
REMEMBER – DO NOT USE THE ELEVATORS!

PASS = Use of a Fire Extinguisher

Fire extinguishers are not designed or intended to extinguish large fires, but if used properly, can control or extinguish a small fire. A small fire is defined as one that could start in a standard office trash can or laboratory fume hood and is in the incipient stage. When a fire or suspected fire (i.e., smoke) is discovered, the first reaction should always be to RACE. However, fire extinguishers are available and can be helpful provided the person is properly trained to use the extinguisher. The following are guidelines on how to use the extinguisher on a small fire:

- **P PULL** the pin from the handle.
- **A AIM** the nozzle at the base of the fire.
- **S SQUEEZE** the handle to activate the extinguisher.
- **S SWEEP** the nozzle from side to side at the base of the flame until the fire is out.

REMEMBER – LEAVE THE AREA IMMEDIATELY IF:

- Your path of escape is threatened
- The extinguisher runs out of agent
- The extinguisher proves to be ineffective
- You are no longer able to safely fight the fire

Evacuating a building

- The last one out of the room should not lock the door, just close it. Locking the door hinders the fire department's search and rescue efforts.
- Proceed to the exit as outlined in the Emergency Action Plan.

- NEVER, NEVER use elevators under any circumstances.
- Stay low to avoid smoke and toxic gases. The best air is close to the floor, so crawl if necessary.
- If possible, cover your mouth and nose with a damp cloth to help you breathe.
- If you work in a building with multiple stories, a stairway will be your primary escape route. Most enclosed stairwells in buildings over two stories are “rated” enclosures and will provide you a safe means of exit; don’t panic – descend stairs slowly and carefully.
- Once in the stairwell, proceed down to the first floor. Never go up.
- Once outside the building, report to a predetermined area so that a head count can be taken.

WHAT TO DO IF TRAPPED IN A BURNING BUILDING

If you’re trying to escape a fire, never open a closed door without feeling it first. Use the back of your hand to prevent burning your palm. If the door is hot, try another exit. If none exists, seal the cracks around the doors and vents with anything available.

Use wet towels to seal the space under the door and prevent the entry of smoke.

Cracks around the door can be sealed with masking tape if necessary.

If trapped, look for a nearby phone or use your cell phone and call the fire department, giving them your exact location.

If breathing is difficult, try to ventilate the room, but don’t wait for an emergency to discover that window can’t be opened.

If on an upper floor and your window is of a type that CANNOT be opened, DON’T break it out- you’ll be raining glass down on rescuers and people exiting the building. If you can’t contact the fire department by phone, wave for attention at the window. Don’t panic.

WHAT TO DO IF SOMEONE CATCHES ON FIRE

If you should catch on fire: STOP DROP ROLL

- STOP – where you are
- DROP – to the floor
- ROLL – around on the floor

This will smother the flames, possibly saving your life. Just remember to STOP, DROP and ROLL.

If a co-worker or occupant catches on fire, smother flames by grabbing a blanket or rug and wrapping them up in it. That could save them from serious burns or even death.

Fire Extinguishers

There are four different types or classes of fire extinguishers, each of which

extinguishes specific types of fire. Newer fire extinguishers use a picture/labeling system to designate which types of fires they are to be used on. Older fire extinguishers are labeled with colored geometrical shapes with letter designations. Both of these types of labels are shown below with the description of the different classes of extinguishers.

Additionally, Class A and Class B fire extinguishers have a numerical rating which is based on tests conducted by Underwriter's Laboratories that are designed to determine the extinguishing potential for each size and type of extinguisher.

All ratings are shown on the extinguisher faceplate. Some extinguishers are marked with multiple ratings such as AB, Be and ABC. These extinguishers are capable of putting out more than one class of fire.

Class A and B extinguishers carry a numerical rating that indicates how large a fire an experienced person can safely put out with that extinguisher.

Class C extinguishers have only a letter rating to indicate that the extinguishing agent will not conduct electrical current. Class C extinguishers must also carry a Class A or B rating.

Class D extinguishers carry only a letter rating indicating their effectiveness on certain amounts of specific metals.

Fire Extinguisher Ratings

Class A Extinguishers will put out fires in ordinary combustibles, such as wood and paper. The numerical rating for this class of fire "extinguisher refers to the amount of water the fire extinguisher holds and the amount of fire it will extinguish.

Class B Extinguishers should be used on fires involving flammable liquids, such as grease, gasoline, oil, etc. The numerical rating for this class of fire extinguisher states the approximate number of square feet of a flammable liquid fire that a non-expert person can expect to extinguish.

Class C Extinguishers will put out fires in ordinary combustibles, energized fires. This class of fire extinguishers does not have a numerical rating. The presence of the letter "C" indicates that the extinguishing agent is non-conductive.

Class D Extinguishers are designed for use on flammable metals and are often specific for the type of metal in question. There is no picture designator for Class D extinguishers. These extinguishers generally have no rating nor are they given a multi-purpose rating for use on other types of fires.

Multi-Class Ratings

Many extinguishers available today can be used on different types of fires and will be labeled with more than one designator, e.g. A-B, B-C, or A-B-C. Make sure that if you have a multi-purpose extinguisher it is properly labeled.

This is the old style of labeling indicating suitability for use on Class A, B, and C fires. (Copy symbol from the internet)

This is the new style of labeling that shows this extinguisher may be used on Ordinary Combustibles, Flammable Liquids, or Electrical Equipment fires. This is the new labeling style with a diagonal red line drawn through the picture to indicate what type of fire this extinguisher is **NOT** suitable for. In this example, the fire extinguisher could be used on Ordinary Combustibles and Flammable Liquids fires, but not for Electrical Equipment fires.

WHEN NOT TO FIGHT A FIRE

Never fight a fire:

- If the fire is spreading beyond the spot where it started.
- If you can't fight the fire with your back to an escape exit.
- If the fire can block your only escape.
- If you don't have adequate fire-fighting equipment.

In any of these situations, **DON'T FIGHT THE FIRE YOURSELF. CALL FOR HELP.** If you plan to fight the fire you must plan to get out alive. Remember the following:

- Fire is black, not light – expect not to see.
- Smoke and gases kill- not the flames.
- Heat kills in seconds – one breath of superheated air will destroy your lungs.
- You have no time to waste – you may have less than 1 minute to get out.

SECTION 13

Asbestos

ASBESTOS

Asbestos is a generic term for a group of minerals that share fiber forming, flame resistance, and indestructible qualities. The word asbestos is derived from the Greek word meaning unquenchable or indestructible. Asbestos is mined from the earth all over the world.

During the 20th Century, the low cost and abundance of asbestos along with its indestructible and insulating qualities made it an ideal material for building and production needs. Asbestos was used in ceilings, walls and floors, in plasters, preformed tile, covering on boilers, furnaces, ductwork and piping, woven cloth for curtains, gloves and aprons, in chemistry labs, in electrical wiring, and cement products.

However, when asbestos was found to be hazardous, it was no longer used in these commercial applications. But since it was used in building materials for decades, it is still present in many buildings built prior to 1978. All employees should understand the properties and health concerns of asbestos so that they can safely work around it.

Health Concerns

Asbestos can enter your body two ways: by inhalation (breathing) or ingestion (swallowing). Asbestos cannot enter through the skin. The body's defenses have the ability to trap and expel many of the particles in the air we breathe. As the level of airborne particles increases, so does the chance that asbestos fibers will bypass these defenses? Asbestos fibers are indestructible once inside the body. Once past the body's defenses, there are a number of illnesses that may develop.

In order to be a health risk, asbestos fibers must be released from the material and be present in the air for people to breathe. The composition of the asbestos-containing material will influence fiber release. When a material is easy to crush or crumble with your hand when it is dry, it is referred to as friable. The greater the friability, the greater fibers will be released.

Safety and Prevention

When asbestos exposure is possible or unavoidable, respirators should be worn. Custodians, like building occupants, are not at risk of exposure during normal operations. Usually, exposure will only occur when fibers are released through accidental or intentional physical damage. Some known asbestos-containing material: are clearly marked, such as pipes encircled with black and yellow stripes. In order to reduce the risk of releasing asbestos fibers from these or other asbestos-containing material, abide by the following:

· Do not touch or disturb asbestos material on walls, ceiling, pipes, ducts, or Boilers.

- Do not sweep, saw, drill, or sand asbestos-containing material.
- Do not clean asbestos-containing materials with normal vacuums.
- Do not touch asbestos-containing materials when changing light bulbs.
- Do not damage asbestos-containing material when moving ladders or furniture.
- Do not direct fans or blowers towards asbestos-containing materials.
- Do not remove air filters dry, or shake air filters.

SECTION 14

Work Schedules

ORGANIZATION, SCHEDULING & DOCUMENTATION

Work Schedule

Custodial schedules vary. Your supervisor will assign your shift. You must begin work at the beginning of your shift. For instance, a custodian who works from 11:00am to 7:30pm must start work at 11:00am. Except for break times, you will work until the end of your shift. In the previous example, the custodian must work until 7:30pm. (Time is allowed to organize and clean up before the shift ends.) Always be productive throughout your shift.

Breaks

Full time employees are authorized one half hour lunch break (unpaid) and two fifteen minutes breaks paid). The 15 minute break must be taken every four hours, as close to the middle of the four hours as possible. A half hour lunch break is required anytime an employee works six hours or more.

- Example One: the custodian who works 8 hours a day and starts work at 11:00am will work until 1:00pm and take a 15 –minute break. At 1:15pm the custodian will resume work until the lunch break at 3:00 pm. At 3:30pm the custodian will resume work until the final 15-minute break at 5:30pm. At 5:45pm the custodian will resume work until the end of the shift at 7:30pm.
- Example Two: the custodian who works 8 hours a day and starts work at 3:00pm will work until 5:00pm and take a 15 –minute break. At 5:15pm the custodian will resume work until the lunch break at 7:00pm. At 7:30am the custodian will resume work until the final 15-minute break at 9:30am. At 9:45am the custodian will resume work until the end of the shift at 11:30pm

Part time employees are authorized one 15-minute break (paid) for every four hour worked. A ½ hour lunch break (unpaid) is to be taken only if a part-time employee works six hours or greater. For instance, a custodian who works from 3:00pm until 7:00pm will take a fifteen-minute break at 5:00am and resume work at 5:15pm. If for some reason he/she must stay an extra two hours, he/she must take a half hour lunch break (unpaid).

Take all breaks at the appointed times unless your supervisor has informed you otherwise.

Employees are not to leave the campus on paid breaks. Employees who leave the campus during unpaid breaks must clock-out and clock-in.

UNAUTHORIZED BREAK:

Once you have swiped in at your work assignment, personal phone calls are to be made only at designated lunch or break periods. The only exception is in the case of an emergency, family illness or accident. (See also page 30, Employee Handbook regarding Electronic Devices.) Using a phone to makes calls for reasons other than family illness or an emergency will be considered an

unauthorized break.

AUTHORIZED BREAKS:

6:00 am to 2:30 pm (Morning Shift)

- ❖ 8:00 am to 8:15 am (15 minute break)
- ❖ 10:00 am to 10:30 am (30 minute break)
- ❖ 12:00 pm to 12:15 pm (15 minute break)

11:00 am to 7:30 pm (Mid-Day Shift)

- ❖ 1:00 pm to 1:15 pm (15 minute break)
- ❖ 3:00 pm to 3:30 pm (30 minute break)
- ❖ 5:00 pm to 5:15 pm (15 minute break)

3:00 pm to 11:30 pm (Night Shift)

- ❖ 5:00 pm to 5:14 pm(15 minute break)
- ❖ 7:00 pm to 7:30 pm(30 minute break)
- ❖ 9:00 pm to 9:15 pm(15 minute break)

Leaving the worksite during approved break times to use tobacco products.

“Departments in the District have approved break times for employees during regular work times. This practice will continue. However, since employees are still technically on duty, it is not appropriate to leave the work site or property during breaks.”

OVERTIME (see also Employee Hand book)

No overtime is to be worked without the prior authorization of the Director of Operations and/or the Supervisor.

The supervisor shall give as much notice as possible of overtime to be worked. In assigning overtime work, the supervisor shall consider any circumstances that might cause such an assignment to be an unusual burden upon the employee.

Overtime shall be distributed as equally as feasible each month among qualified employees

customarily performing the kind of work required, and currently assigned to the work section in which the overtime is to be worked. The Head Custodian will use the monthly overtime sheet provided by Operations to record all overtime worked in their campus. Record details such as the date the overtime was worked and how many hours each custodian worked. Adjust assignments to make sure that the OT hours are distributed equally. At the end of the month send the overtime work sheet to the Area Manager.

Leaves and Absences

Operations Inclement Weather Procedure

Inclement Weather

Severe weather conditions, especially during the winter, may bring about delayed school opening or daily work operations. The District shall make every effort to notify students and employees of closure or delayed school opening; employees share responsibility for contacting the Operations Department or their immediate supervisor or listening to broadcasts for official information when conditions indicate possible closure.

Custodians provide essential services to the district; however, you will not be expected to report for work in the event of an announced closure of the District, unless otherwise specifically notified. If you are specifically notified by your supervisor **not** to report to work, you are authorized the optional use, if eligible, of vacation, personal leave; or leave without pay for the period of the closure.

Even though the Operations Department is an essential service and is expected to report for work, each employee must decide if it is unsafe to travel to work based on the driving condition in his/her area. Contact your supervisor/and or the Operations Department if the conditions are not safe.

Custodians provide essential services to the district; however, you will not be expected to report for work in the event of an announced closure of the District, unless otherwise specifically notified. If you are specifically notified by your supervisor **not** to report to work, you are authorized the optional use, if eligible, of vacation, personal leave; or leave without pay for the period of the closure.

Even though the Custodial Department is an essential service and is expected to report for work, each employee must decide if it is unsafe to travel to work based on the driving condition in his/her

Emergency Absences

Leave such as vacation is usually granted with prior notice. Sometimes, however, unforeseen circumstances can occur. If you are sick or have not reported for any other reason, contact your supervisor before the start of your work shift. If you have to leave work before your shift is

complete, you must contact a supervisor before you leave. Do not leave work before your shift is complete without notice and approval.

Vacation

Below are some highlights of the rules pertaining to vacation usage.

- Subject to the operating requirements of the District, an employee shall have his/her choice of vacation time. Vacation requests must be submitted with the proper amount of notice as stated in the follow memos from the Director of Operations. (See below)
- 230 days employees and part-time employees do not accrue vacation.

The Operations Department encourages employees to work together with their Area Manager to schedule leave times which will accommodate both the employee's leave request as well as the work load for the particular campus. If unable to do so might result in vacation time denied at a particular time due to Operational needs. This generally occurs in November and December

Memo

To: Operations Employees
From: Tammy Blankenship
cc: Richard White, Andy Correa, and Area Managers
Date: August 21, 2015
Re: Requests for Vacation Time Off

Many of you have been employed with the District for several years and are aware of those critical time periods during the school year when our work load is severely impacted.

To ensure we maintain our service levels and accommodate the needs of our school campuses during those critical times it has become very necessary to implement some Operational changes. One of the changes involves the approval of requests for vacation time off. Please be advised that during certain times in the school year the utilization of vacation leave **will not** be granted. Please see the time periods below:

1. The week prior to Thanksgiving Holiday (November 16 through November 24, 2015)
2. The week prior to Winter Break (December 14 through December 18, 2015)
3. The week prior to the end of school (May 30 through June 1, 2016)

I apologize in advance for any inconveniences this change may cause you. Please keep in mind that we have to first look at the needs of the District and our goal to deliver exceptional service to our Campuses be met.

Thank you for your commitment and dedication to Cypress-Fairbanks ISD.

Sick Leave

Refer to the information **on page 141** in the Employee Hand Book.

Custodian may fax their Absence Form Duty form (AFD) to pay roll at 281-517-4201.

Personal

Below are some highlights of the rules pertaining to personal leave usage. Be sure to refer to the corresponding information in the Employee Hand Book.

After completion of six (6) months of service, a decision will be made to determine if your service will continue with the district.

Employees who work 260 days, considered, full-time employees (FTE), shall be entitled to personal leave with pay if they qualify

An employee may use such leave for any purpose he/she desires and may be taken at times mutually agreeable to Operations and the employee.

Personal leave may be accumulated each fiscal year.

Comp Time

Compensatory time is accrued when you choose to receive time instead of pay for overtime. Use comp time as you would vacation leave. There are limits to how much comp time you can accrue. Refer to the corresponding information in the Employee handbook. Custodians do not accrue comp time.

Bereavement

An employee can take as much time as they have accumulated for bereavement. See the Employee Handbook for details.

Family and Medical Leave Act (FMLA)

What is FMLA?

The Family and Medical Leave Act of 1993 (FMLA) is a United States federal law requiring covered employers to provide employees job-protected and unpaid leave for qualified medical and family reasons. The law prevents employees from having to choose between their jobs and caring for family members.

The FMLA is administered by the Wage and Hour Division of the United States Department of Labor.

Leave Request Forms

Leave request forms are required for all leave taken. Completely fill out the form. Send it to your area manager for approval or denied. The area manager will return a copy to the employee approved or denied.

Absent Coworkers

Because we are required to complete most of our responsibilities before 11:30 pm, it is critical that all custodians assume their duties on time. However, due to differing shifts and the fact that our areas of responsibility are spread across campus, all custodians must report any noted absent coworkers to the appropriate supervisor immediately. This applies to those who work in a building with another custodian, and those who work alone but notice an absence in another area.

Important Phone Numbers

281-897-4195 – Call this number to notify a supervisor that you will be late or absent, or anytime you need to talk to a supervisor. Leave a message if necessary – messages are checked several times daily.

281-897-4337– Security/Police Department – Call this number if you need Security to respond.

Employee Assistance Program (EAP)

The Employee Assistance Program is available to all CFISD employees and provides no-cost referral services for individuals who are experiencing personal problems, i.e. anxiety, grief, parenting issues, financial difficulties, etc. To arrange services call Employee Wellness Assistance Line at 281-517-2113. Please leave your name, a daytime phone number and/ or evening phone number indicating the best time that you can be reached. This is a confidential number in the Guidance and Counseling office that can be accessed by the counseling staff only. This program includes assistance for anything that stand in your way of being happy and feeling well. Free counseling is available for the following topics and more.

- | | | | | |
|------------------------|-----------------------------------|------------------------|------------------|---------------------------------|
| ❖ Depression | ❖ Anxiety | ❖ Stress | ❖ Grief / Loss | ❖ Crisis/Trauma |
| ❖ Separation / Divorce | ❖ Parenting / Elder Care Concerns | ❖ Alcohol / Drug Abuse | ❖ Domestic Abuse | ❖ Budgeting / Financial Worries |

Step One: Call 281-517-2113 and leave your contact information

Step Two: Receive a confidential call from a counselor to set up a face to face meeting.

Step Three: Receive information from the counselor with educational materials and resource information to assist you and plan for additional counseling or follow –up.

Information is also available at Human Resources, Phone number **281-807-8946**.

CFISD STUDENT AND EMPLOYEE HOURS

Adam Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
André Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Ault Elementary School	8:10 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.
Bane Elementary School	8:45 a.m. - 3:45 p.m.	8:05 a.m. - 4:05 p.m.
Bang Elementary School	8:10 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.
Birkes Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Black Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Copeland Elementary School	8:10 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.
Danish Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Duryea Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Emery Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Emmott Elementary School	8:10 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.
Farney Elementary School	8:45 a.m. - 3:45 a.m.	8:00 a.m. - 4:00 p.m.
Fiest Elementary School	8:50 a.m. - 3:50 p.m.	8:10 a.m. - 4:10 p.m.
Francone Elementary School	8:45 a.m. - 3:45 p.m.	8:05 a.m. - 4:05 p.m.
Frazier Elementary School	8:45 a.m. - 3:45 p.m.	8:10 a.m. - 4:10 p.m.
Gleason Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Hairgrove Elementary School	8:10 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.
Hamilton Elementary School	8:50 a.m. - 3:50 p.m.	8:10 a.m. - 4:10 p.m.
Hancock Elementary School	8:10 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.
Hemmenway Elementary School	8:50 a.m. - 3:50 p.m.	8:10 a.m. - 4:10 p.m.
Holbrook Elementary School	8:10 a.m. - 3:10 p.m.	7:40 a.m. - 3:40 p.m.
Holmsley Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Horne Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Jowell Elementary School	8:45 a.m. - 3:45 p.m.	8:05 a.m. - 4:05 p.m.
Keith Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Kirk Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Lamkin Elementary School	8:50 a.m. - 3:50 p.m.	8:05 a.m. - 4:05 p.m.
Lee Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Lieder Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Lowery Elementary School	8:15 a.m. - 3:15 p.m.	7:30 a.m. - 3:30 p.m.
Matzke Elementary School	8:45 a.m. - 3:45 p.m.	8:05 a.m. - 4:05 p.m.
McFee Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Metcalf Elementary School	8:10 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.
Millsap Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Moore Elementary School	8:10 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.
Owens Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Pope Elementary School	8:45 a.m. - 3:45 p.m.	8:05 a.m. - 4:05 p.m.
Post Elementary School	8:15 a.m. - 3:15 p.m.	7:30 a.m. - 3:30 p.m.
Postma Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Reed Elementary School	8:10 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.

Rennell Elementary School	8:50 a.m. - 3:50 p.m.	8:10 a.m. - 4:10 p.m.
Robinson Elementary School	8:50 a.m. - 3:50 p.m.	8:00 a.m. - 4:00 p.m.
Robison Elementary School	8:50 a.m. - 3:50 p.m.	8:05 a.m. - 4:05 p.m.
Sampson Elementary School	8:10 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.
Sheridan Elementary School	8:10 a.m. - 3:10 p.m.	7:35 a.m. - 3:35 p.m.
Swenke Elementary School	8:50 a.m. - 3:50 p.m.	8:10 a.m. - 4:10 p.m.
Tipps Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Walker Elementary School	8:10 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.
Warner Elementary School	8:45 a.m. - 3:45 p.m.	8:05 a.m. - 4:05 p.m.
Willbern Elementary School	8:10 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.
Wilson Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Yeager Elementary School	8:45 a.m. - 3:45 p.m.	8:00 a.m. - 4:00 p.m.
Anthony Middle School	8:15 a.m. - 3:15 p.m.	7:30 a.m. - 3:30 p.m.
Aragon Middle School	8:15 a.m. - 3:15 p.m.	7:30 a.m. - 3:30 p.m.
Arnold Middle School	8:15 a.m. - 3:15 p.m.	7:30 a.m. - 3:30 p.m.
Bleyl Middle School	7:30 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Campbell Middle School	8:15 a.m. - 3:15 p.m.	7:30 a.m. - 3:30 p.m.
Cook Middle School	7:30 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Dean Middle School	7:30 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Goodson Middle School	7:30 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Hamilton Middle School	8:15 a.m. - 3:15 p.m.	7:30 a.m. - 3:30 p.m.
Hopper Middle School	8:15 a.m. - 3:15 p.m.	7:30 a.m. - 3:30 p.m.
Kahla Middle School	8:10 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.
Labay Middle School	8:05 a.m. - 3:10 p.m.	7:30 a.m. - 3:30 p.m.
Salyards Middle School	8:15 a.m. - 3:15 p.m.	7:30 a.m. - 3:30 p.m.
Smith Middle School	7:30 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Spillane Middle School	8:15 a.m. - 3:15 p.m.	7:30 a.m. - 3:30 p.m.
Thornton Middle School	7:25 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Truitt Middle School	7:30 a.m. - 2:30 p.m.	7:15 a.m. - 3:15 p.m.
Watkins Middle School	8:15 a.m. - 3:15 p.m.	7:30 a.m. - 3:30 p.m.
Cy-Fair High School	7:25 a.m. - 2:30 p.m.	7:15 a.m. - 3:15 p.m.
Cypress Creek High School	7:25 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Cypress Falls High School	7:25 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Cypress Lakes High School	7:25 a.m. - 2:30 p.m.	7:15 a.m. - 3:15 p.m.
Cypress Ranch High School	7:25 a.m. - 2:30 p.m.	7:15 a.m. - 3:15 p.m.
Cypress Ridge High School	7:25 a.m. - 2:30 p.m.	7:15 a.m. - 3:15 p.m.
Cypress Springs High School	7:25 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Cypress Woods High School	7:25 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Jersey Village High School	7:25 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Langham Creek High School	7:25 a.m. - 2:30 p.m.	7:05 a.m. - 3:05 p.m.
Windfern High School	8:10 a.m. - 2:30 p.m.	7:15 a.m. - 3:15 p.m.
Adaptive Behavior Center	7:25 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Alternative Learning Center East	7:25 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Alternative Learning Center West	7:25 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.
Carlton Pre-Vocational Center	7:25 a.m. - 2:30 p.m.	7:10 a.m. - 3:10 p.m.

Schedule as much as possible for the time and personnel available. Prioritize assignments ensuring that the most important tasks will be accomplished first, leaving the least important for last. Be flexible when it is known that Maintenance Operations staff and capital improvements and/or outside contractors will be working in an area; schedule or reschedule cleaning in that area for a time period after the work will be completed.

There are a number of personnel factors that must be considered. The size of the staff and the amount of time available will affect what can be completed. Will the duty hours change during the break? Will a day and evening crew be needed or will the entire team work the same hours? Vacation schedules developed in advance will help in preparing and balancing work during absences.

During annual cleaning periods, the custodial staff should be organized into teams. Team size should vary from two to five persons depending on the task to be performed and size of the overall staff. Two three-person teams are more productive than one six-person team. A Project Cleaning Work Schedule should be prepared for each team. Team members should be aware of the daily/weekly expectations of their crew. Schools having two teams should assign the crew leader to one team and the senior custodian to the other. At larger facilities the senior custodian should not be assigned to a specific team but should spend time training, working with, and monitoring the progress of each team daily.

Training is essential during these break periods. New employees will need training on equipment and procedures used in annual cleaning. The senior custodian and custodian should document the completed training.

Review supplies on-hand and determine needs. For short breaks, order all supplies needed at one time. For summer breaks, order supplies weekly and maintain a three to four week reserve. Use the reserve during the last weeks. Order based on needs. Do not overstock; overstocking may cause shortages elsewhere.

Avoid delays in starting the Annual Cleaning Work Schedule by checking equipment such as wet/dry vacuums, floor machines, etc. for maintenance needs in advance. Request repairs before the break period begins.

The senior custodian must monitor the annual cleaning progress. The principal/designee must be notified of any team's failure to satisfactorily complete assigned task on-time. During the summer breaks, schools that are behind schedule at the end of the fifth week should contact the Custodial Administrator.

SECTION 15

Custodial Program Evaluation

Custodial Program Self-Evaluation for Supervisors

Work Schedules

1. Ensure that work schedules are fair and equitable.
2. Ensure that work schedules provide coverage for the entire facility.
3. Ensure that each custodian is aware of the duties and assignments.
4. Evaluate the duty hours to ensure that they meet the needs of the facility.
5. Implement a detailed work plan for summer, spring/winter breaks, and teacher workdays.
 - a. Assign someone to develop the plan.
 - b. Ensure that adequate supplies are readily available.
 - c. Ensure that equipment is in good working condition.
 - d. School administration must review the plan before implementing it.

Training

1. Document any observances of unsafe procedures.
2. Each custodian should annually attend the Right to Know and Bloodborne Pathogens training.
3. Review the procedural and training record for each custodian annually.
4. Maintain documentation of all training.
5. Determine if additional training is required.
 - a. Train custodial staff in-house if possible.
 - b. Develop a training schedule.
 - c. Request additional training through the Custodial Administrator if needed.

Inspection Reports

1. Custodians should correct any discrepancies noted on the report.
2. If the reports indicate deficiencies of the same type being repeated, schedule training for that particular deficiency.
3. Note areas (custodial zones) that have more repeat deficiencies than others. Determine if the custodian assigned to this zone needs additional training.
4. Review inspection report with the entire custodial staff.

Supplies

1. Ensure that custodial supply rooms are neat and orderly.
2. The Material Safety Data Sheets (MSDS) book must include a MSDS for each chemical on hand.
3. Properly store and dispose of hazardous materials in accordance with the MSDSs.
4. Inventory supplies frequently to ensure that all containers have legible labels.
5. Ensure that students do not have access to equipment or supplies.

Equipment

1. Keep equipment clean and stored in a secure, dry place.
2. Ensure custodians use equipment in accordance with the written Manufacturer's Equipment Instructions (MEIs).
3. Properly report inoperative equipment.
4. If there is inoperative equipment, properly tag and store separately, and attach the work order.
5. Keep an accurate inventory of all equipment.