



PLANT OPERATIONS CLEANING PROTOCOL

July 20, 2015

CLASSROOM CLEANING

Equipment/Supplies

Custodian Cart
Dust Mop
Cleaning cloth
Lobby Pan
Push Broom
Mop Bucket with Wringer
Mop Handle and Mop
Back Pac Vacuum with Attachments
Brute Trash Barrel
2.5 Gallon Bucket
Dispensing System
Putty Knife/Scraper
Vacuum Cleaner
Window Squeegee
Scrubbing Pad
Ladder

Chemicals

Liquid Abrasive Cleaner
Cleaner Degreaser
Germicidal Detergent

Safety

Protective Gloves
Dust Mask
Goggle
Wet Floors Sign(s)

Procedures:

1. See Deep Cleaning Procedure
2. Clean restroom (See Procedure for Restroom Cleaning)
3. Empty pencil sharpener
4. Dust desktops, files, and counters (remove all marks)
5. Empty trash, clean containers (replace plastic liner)
6. Clean walls doors, and frames (remove graffiti and soil)
7. Clean windows and sills (inside and out)
8. Shampoo carpet (See Carpet Care Procedure)
9. Tile floors (See Floor Care Procedure)
10. Check doors and windows – security
11. Sanitize all telephones and all other devices
12. Inspect job
13. Shut off lights (wipe off soil from cover plate)
14. Lock door

ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN

Dust

- Wipe or vacuum all light fixtures and vents, ceiling tile, and heating units
- Clean windows and sills (inside and out)
- Wash/scrub walls (spray chemical from the bottom up)
- Clean horizontal surfaces (ledges)
- Clean baseboards
- Wipe down desks with germicidal solution (remove gum, tape, and marks from desks and chairs)
- Clean all trash cans and replace liner
- Clean doors and frames

OFFICE DEEP CLEANING

Equipment/Supplies

Custodian Cart
Dust Mop
Cleaning Cloth
Lobby Pan
Push Broom
Mop Bucket with Wringer
Mop Handle and Mop
Back Pac Vacuum with Attachments
Brute Trash Barrel
2.5 Gallon Bucket
Dispensing System
Putty Knife/Scraper
Vacuum Cleaner
Window Squeegee
Scrubbing Pad
Ladder

Chemicals

Liquid Abrasive Cleaner
Cleaner Degreaser
Germicidal Detergent

Safety

Protective Gloves
Dust Mask
Goggles
Wet Floors Sign(s)

Procedures:

15. See Deep Cleaning Procedure
16. Clean restroom (See Procedure for Restroom Cleaning)
17. Empty pencil sharpener
18. Dust desktops, files, and counters (remove all marks)
19. Empty trash, clean containers (replace plastic liner)
20. Clean walls doors, and frames (remove graffiti and soil)
21. Clean windows and sills (inside and out)
22. Shampoo carpet (See Carpet Care Procedure)
23. Tile floors (See Floor Care Procedure)
24. Check doors and windows – security
25. Sanitize all telephones and all other devices
26. Inspect job
27. Shut off lights (wipe off soil from cover plate)
28. Lock door

ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN

Dust

- Wipe or vacuum all light fixtures and vents, ceiling tile, and heating units
- Clean windows and sills (inside and out)
- Wash/scrub walls (spray chemical from the bottom up)
- Clean horizontal surfaces (ledges)
- Clean baseboards
- Wipe down furniture with germicidal solution (remove gum, tape, and marks from desks and chairs)
- Clean all trash cans and replace liner
- Clean doors and frames

DEEP CLEANING PROCEDURES

Interior

Equipment/Supplies

*High Duster with Handle
Cleaning Cloth
Squeegee (Windows)
Swivel Scrub Brush with Handle
Putty Knife/Scraper
Scrubbing Pad
Doodle Bug with Handle
Back Pac Vacuum with / Attachments
2.5 Gallon Bucket
Pump Sprayer
Dispensing System
Mop Bucket/Wringer
Window Brush with Handle
Ladder*

Chemicals

*Germicidal Detergent
Liquid Abrasive Cleaner
Cleaner Degreaser*

Safety

*Dust Mask
Goggles
Protective Gloves*

Procedures:

ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN

Dust

- *Wipe or vacuum all light fixtures and vents, ceiling tile, and heating units*
- *Clean windows and sills (inside and out)*
- *Wash/scrub walls (spray chemical from the bottom up)*
- *Clean horizontal surfaces(ledges)*
- *Clean baseboards*
- *Wipe down desks with germicidal solution (remove gum, tape, and marks from desks and chairs)*
- *Clean all trash cans / change liners if necessary*
- *Clean doors and frames*
- *Discard soiled water in a custodial closet drain*
- *Wash cloth rags and reuse (when possible)*

DEEP CLEANING **EXTERIOR**

(Corridors, Walkways, Walls, Stairs)

Equipment/Supplies

Floor Machine
Pressure Washer
Water Hose
Push Broom or Squeegee
Bucket
Swivel Scrub Brush or Doodle Bug with Handle
High Duster
Wall Brush
Window Squeegee
Cleaning Cloth
Window Brush
Broom and Dust Pan

Chemicals

Liquid Abrasive Cleaner
Gum Remover
Cleaner Degreaser

Safety

Rain Gear
Goggles
Protective Footwear
Protective Gloves

Procedures:

- *Remove all cobwebs*
- *Clean all light fixtures and exposed pipes*
- *Clean all corners*
- *Clean all signs*
- *Sweep flooring and pick up trash*
- *Wash Walls (including exterior window and sills, spray chemical from the bottom up)*
- *Wash doors*
- *Remove gum*
- *Pressure wash exterior*
- *Scrub with Floor Machine, using the cleaning solution*
- *For tile or terrazzo hallways, see stripping procedure*

EDGE BUILD UP

Equipment/Supplies

Wet/Dry Vacuum Cleaner
Mop Bucket with Wringer
Rinse Mop
Putty Knife/Scraper
Doodle Bug with Handle
Blanket Strips, or White bath towels
Dust Pan
Lobby Broom

Chemicals

Green Floor Finish Remover
Defoamer

Safety

Goggles
Protective Gloves
Wet Floor Sign(s)

Perhaps the toughest challenge in reconditioning floors is removing old floor finish build-up. These discolored layers of old floor finish detracts from the appearance of any otherwise clean and neat room. Once you become an expert at removing edge build up, you will want to become an expert at preventing it. To remove build up on vinyl, terrazzo, or concrete there are several steps.

Procedures:

- I. Assemble equipment and materials:
- II. Prepare floor finish remover according to the condition of the floor in one bucket:
 - a. Soak blanket in stripper solution
 - b. Unroll blankets along areas of edge build up.
 - c. When softened, scrape up build up – look for a gray milky colored surface.
 - d. It is usually best to work in 15 – 25 feet sections. Repeat steps b, c, and d until build up is no longer apparent
 - e. Remove excess stripper
 - f. Rinse with clean water
 - g. When dry inspect for any remaining build up. If necessary, repeat process
 - h. Discard old solid wax in a plastic liner, then place in trash
 - i. Discard soiled water in a custodial closet drain
 - j. Wash and dry Blanket – for later usage

Your edges should now be ready for proper care. In the future, do not finish floors to the baseboards – only on first and last coat. Remember that if no one walks it off – you will have to scrub or scrape it off, so keep it away from the edges.

USE FLOOR MACHINE AS NEEDED

FLOOR CARE

How to strip a floor

Equipment/Supplies

*Floor Machine (with attachments)
2 Mop Buckets with Wringers
Putty Knife/Scraper
Doodle Bug with Handle
Black Pad
Wet/Dry Vacuum
Dust Mop with Handle
Dust Pan with Broom*

Chemicals

*Green Floor Finish Remover
Defoamer*

Safety

*Wet Floor Sign(s)
Goggles
Protective Gloves
Dust Mask
Protective Footwear*

Procedures:

- 1. Dust mop or sweep the floor*
- 2. Dilute floor finish remover (according to the condition of the floor – read label)*
- 3. Apply floor finish remover solution on the floor. Do not over soak the floor with solution.*
- 4. Let stripper solution remain on the floor in accordance to label instructions. Allow more time if necessary, redistribute every 15 minutes to ensure contact with the floor at all times*
- 5. Using the floor machine with black pad begin stripping the floor, overlapping passes
(Note: wash used black pads for later use)*
- 6. Using Wet/Dry vacuum, begin picking up the stripping sludge. (Use Defoamer)*
- 7. Discard soiled water in custodial closet drain. (Careful not to clog the drain)*

To Rinse the Floor:

Supplies and Equipment needed:

- Bucket and Wringer*
 - Wet/Dry Vacuum*
 - Large container for rinse water*
 - 2½ - Gallon Bucket*
 - (2) Mop heads with handle*
- 1. Using a large container with clear water fill the 2.5-gallon bucket and distribute water on the floor (use the mop to evenly spread the water).*
 - 2. Using Wet/Dry Vacuum pick up water.*
 - 3. Using a clean mop pick up excess water.*
 - 4. Let floor dry, check floor for residue or any area containing old floor finish.*
 - 5. If old floor finish is visible, remove before applying floor finish (see edge build-up procedure)*

6. *Discard soiled water in a custodial closet drain.*

CARPET CARE

Equipment/Supplies

*Floor Machine with Shampoo Brush
Extractor
Upright Vacuum
Putty Knife
2.5 - gallon Bucket
Spray Bottle
Floor Fans*

Chemicals

*Cleaner Degreaser
Gum Remover
Defoamer*

Safety

*Protective Gloves
Goggles
Wet Floor Sign (s)*

Procedures:

1. *Remove Furniture*
2. *Vacuum Carpet*
3. *Remove Gum utilizing the new green gum remover*
4. *Spot Carpet*
5. *Prepare Cleaner Degreaser in 2.5 - gallon bucket*
6. *Pour solution in floor machine's tank*
7. *Shampoo carpet (use overlapping passes)*
8. *Place furniture back in place (after cleaning the furniture)*
9. *Make sure the air condition stays on overnight or floor fans are left in place*
10. *Turn off lights*
11. *Close and secure door*
12. *Discard soiled water in a custodial closet drain*

Note: *If using an extractor - Follow the same procedures*

FLOOR FINISH APPLICATION

Equipment/Supplies

*Finish Mop/Applicator
Mop Bucket with Wringer
Plastic Trash Liner*

Chemicals

Floor Finish

Safety

*Wet Floor Sign(s)
Protective Gloves
Goggles
Protective Footwear*

Procedures:

1. **Prepare equipment** – Use a plastic trash liner in the bucket to keep the solution from contaminating and to save time on clean-up.
2. **Inspect area to receive new floor finish** – Make sure that floor is thoroughly dry and free from all dust particles.
3. **Place caution signs in the areas** – Avoid blocking doors and aisles when possible.
4. **Begin with slightly dampened finish mop.** Immerse mop/applicator in the floor finish bucket. Ring or squeeze mop/applicator. Avoid dripping and excess. Start the application with one pass along the edge staying 12” inches away from baseboard. Fill in the rest of the area using the figure “8”. Remember always do thin coats. Repeat this step for a total of 3 coats.
5. **Fourth coat** – On this coat apply floor finish to entire floor (wall to wall) always using thin coats this will be the last coat.
6. **Put area back in service** – When the floor has dried, remove caution signs. Return furniture and other items cleared from the area to their proper placement.

NOTE: **BE CAREFUL NOT TO APPLY FLOOR FINISH ONTO BASEBOARD.**

LOCKER ROOM DEEP CLEANING PROCEDURE

Equipment/Supplies

Pressure Washer with attachment
(Or) floor machine with zim grip block
Mop Bucket with Wringer
Mop Handle and Mop
Wet/Dry Vacuum
Putty Knife/Scraper
Doodle Bug with Handle
Broom and Dust Pan
Pump Sprayer
Measuring Cup
Water Hose
Swivel Scrub Brush
Green Scrubbing Pad
Window Brush
Ladder

Chemicals

Germicidal Detergent
Stripper
Bowl Cleaner (Descaler)
Liquid Abrasive Cleanser
Cleaner Degreaser

Safety

Wet Floor Sign(s)
Goggles
Protective Gloves
Dust Mask
Protective Footwear
Rain Gear
Face Shield

Procedures:

1. See Deep Cleaning Procedure
2. Sweep and remove trash from floor
3. Pressure wash floor or scrub with floor machine
 - a. Spray germicidal solution
 - b. Pressure wash/scrub floor
 - c. Rinse with clean water
4. Clean Lockers
 - a. Open all lockers
 - b. Remove contents – (authorized person only)
 - c. Prepare germicidal solution in a pump sprayer
 - d. Spray lockers inside and out (allow germicidal solution to work)
 - e. Wipe down lockers
 - f. Remove graffiti, if possible
 - g. Spray benches with germicidal solution, scrub, and rinse with germicidal solution and then rinse with clean water
 - h. Rinse floor
5. Locker Room – Restroom area (see Restroom Deep Cleaning Procedure)
6. Clean and Sanitize Shower areas
 - a. Spray wall – partitions – fixtures – floors, and curtains with germicidal solution, allow it to work (Read Label)
 - b. Scrub all previously mentioned areas
 - c. Spray once more with germicidal solution
 - d. Rinse with clear water

RESTROOM DEEP CLEANING

Equipment/Supplies

*Custodial Cart
Mop Bucket with Wringer
Mop Handle and Mop
2.5 - Gallon Bucket
Cleaning Cloth
Johnny Mop
Vacuum Cleaner/Interchangeable attachments
Lobby Pan
Lobby Broom and Corn Broom
Tongs/Grabber
Dispensing System
Putty knife/Scraper
Pump Sprayer
Scrubbing Pad
Ladder
Pressure Washer with attachment or
Floor Machine with Zim Grit Brush*

Chemicals

*Germicidal Detergent
Liquid Abrasive Cleanser
Bowl Cleaner (Descaler)
Cleaner Degreaser*

Safety

*Wet Floor Sign (s)
Protective Gloves
Goggles
Rain Gear
Protective Footwear
Face Shield*

Procedures:

1. *Dust (see Deep Cleaning Procedure #1)*
2. *Eliminate trash and litter from floor (empty and clean trash container)*
3. *Pressure wash or scrub floor*
4. *Prepare germicidal solution*
 - a. *Master cleaning solution (prepare in 2½-gallon bucket, place solution in pump sprayer)*
 - b. *Spray floor, tile walls, partitions, and fixtures with germicidal solution*
 - c. *Wash all previously mentioned areas*
 - d. *Rinse toilet seat and flush toilet*
5. *Replenish paper supplies*
6. *Floor (see Floor Care Procedure)*
7. *Inspect work – shut lights and lock doors and windows*
8. *Discard soiled water in a custodial closet drain*

DEEP CLEANING CAFETERIA

Equipment/Supplies

Dust Pan
Push Broom
Lobby Broom
Mop Bucket with Wringer
Dispensing System
Putty Knife
Pressure Washer with Attachment
Ladder
Back Pack Vacuum with Attachment
Green Scrubbing Pad
Cleaning Cloth
Swivel Brush/Doodle Bug with Handle
Window Brush with Handle
Pump Sprayer

Chemicals

Germicidal Detergent
Liquid Abrasive Cleanser
Cleaner Degreaser
Water

Safety

Wet Floor Sign (s)
Protective Gloves
Goggles
Dust Mask
Face Shield

Procedures:

ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN

- *Move tables set outside, wipe or vacuum all light fixtures, vents, ceiling tile, and heating units*
- *Clean windows and sills (inside and out)
Prepare germicidal solution*
- *Wash walls (spray chemical from the bottom up)*
- *Clean horizontal surfaces*
- *Clean stage and vacuum curtains (see deep cleaning procedure)*
- *Clean baseboards*
- *Remove tables, set outside, pressure wash lower part of the legs; hand wash the rest of the table using germicidal solution (don't forget to remove gum)*
- *Sanitize water fountain (see Water Fountain Cleaning Procedure)*
- *Clean doors, frames, and fly fans*
- *Discard soiled water in a custodial closet drain*

***See Water Fountain Procedure
See Floor Care Procedures***

WATER FOUNTAIN CLEANING

Equipment/Supplies

Custodial Cart
Mop Bucket with Wringer
Mop Handle and Mop
2.5 - Gallon Bucket
Cleaning Cloth
Vacuum Cleaner/Interchangeable attachments
Lobby Pan
Lobby Broom and Corn Broom
Tongs/Grabber
Dispensing system
Putty knife
Squirt Bottle

Chemicals

Germicidal Detergent
Liquid Abrasive Cleanser

Safety

Goggles
Protective Gloves
Wet Floor Sign(s)

Procedures:

1. Prepare germicidal solution **READ THE LABEL FOR DILUTION RATIO**
 - a. Master cleaning solution (prepare in 2.5 - gallon bucket)
2. Dust ledges, pipes with a vacuum cleaner using interchangeable attachments
3. Eliminate trash and litter from water fountain
4. Clean and sanitize top using, some of master solution as needed
Do not Contaminate Master Solution!
5. Clean sides/back using some of master solution as needed
Do not Contaminate Master Solution!
6. Clean water source (bubbler, water stream mechanism – water sprout) outside and inside using master solution as needed
Do not Contaminate Master Solution!
7. Clean handles or water button lever using balance of master solution
8. Rinse bubbler, water stream mechanism (water sprout)
9. Run water continuously to flush water sprout
10. Clean and mop floor around water fountain
11. Inspect work, store equipment appropriately

NOTE

- Germicidal solution should remain on surface(Read Label)
- Separate containers may be used to clean each fixture or a single container may used
However, uncontaminated solution and cleaning equipment must be used for cleaning each water fountain
- During the day, clean surface using germicidal solution must be rinsed and dried before the water fountain is reopened for use
- Dry excess water

BACK PACK VACUUM PROCEDURE
(DUST CONTROL/REMOVAL)

Equipment/Supplies

Dusting Brush
Rug/Floor Tool
Furniture Tool
Crevice Tool
Extension Wands
Hose

Safety

Goggles
Dust Mask

Procedures:

1. Plug electrical cord in an outlet that will give you maximum reach throughout the room
2. Use tools as recommended
3. Empty bag as needed
4. Clean equipment at the end of every shift

Daily – Essential Work

Chalk Tray

Recommended Tool to Use

Dusting Brush

Daily – Minor Project Work

Dusting Shades
Dusting Ledges
Dusting Picture Frames
Dusting Window Sills
Dusting Counters
Dusting Cabinets
Dusting Edges
Dusting Corners

Recommended Tool to Use

Dusting Brush
Dusting Brush
Dusting Brush
Dusting Brush
Dusting Brush
Dusting Brush
Crevice Tool/Dusting Brush
Crevice Tool

Major Project Work

(Requires Specialized Equipment: Ladders, etc.)
Surfaces hard to reach
A/C Vents – Returns

Recommended Tool to Use

Dusting Brush
Dusting Brush
Hose

NOTE: **HOSE AND EXTENSION WANDS SHOULD BE USED AS NEEDED**

This list does not include all surfaces or areas requiring cleaning. It is a suggested group of common areas of custodial responsibility. Other specific areas should be added to include all items of cleaning responsibility within the School Facilities, Site, and Individual Assignment Area.

FURNITURE CLEANING CARE

Equipment/Supplies

Clean Cloth
Spray Bottle
Putty Knife

Chemicals

Cleaner Degreaser
Liquid Abrasive Cleanser

Safety

Protective Gloves
Goggles

Procedures:

Remove All Tape, Gum, Etc.

1. ***Prepare cleaning solution: READ THE LABEL FOR DILUTION RATIO***
 - a. *Master cleaning solution (prepare in a 2.5 - gallon bucket)*
 - b. *Pour solution into spray bottle*
2. ***Prepare to clean: wear appropriate protective gloves and goggles***
3. ***Application: apply Cleaner Degreaser solution directly to a clean dry cloth or directly onto surface***

LIGHT FIXTURE CLEANING PROCEDURES

Equipment/Supplies

Hand Brush
High Duster
Ladder
2.5 - Gallon Bucket
Cleaning Cloth
Scrubbing Pad

Chemicals

Cleaner Degreaser

Safety

Caution Sign(s)
Protective Gloves
Goggles

Procedures:

1. **Prepare Equipment** – Fill bucket with Cleaner Degreaser
2. **Prepare Area** – Set up caution signs. Move obstacles such as furniture away from light fixture to be cleaned
3. **Set-up Ladder**
4. **Turn electricity off**
5. **Wipe down** – Wipe down fixture with a dry rag. Use a scrubbing pad for heavy soil removal
6. **Put area back in service** – Remove caution signs. Return furniture and all other items from the area to their proper placement.

WINDOW CLEANING (SQUEEGEE)

Equipment/Supplies

Bucket
Cleaning Cloth
Extension Wand/Ladder
Squeegee with good Rubber Blade
Strip Washer or Window Cleaning Brush
Window Scraper

Chemicals

Cleaner Degreaser

Safety

Caution Signs
Protective Gloves
Goggles

Procedures:

1. **Set-up** – Window cleaning set-up includes assembling all necessary supplies and taking them to the area where windows are to be washed. Place on caution signs as needed.
2. **Apply solution** – Mix the window cleaning solution in a bucket. Apply solution to the window evenly with a window brush or strip washer. Be sure to cover the area completely.
3. **Squeegee window** – Start to squeegee the window by placing the squeegee at the top and gliding the squeegee to the corner of the window. Glide the squeegee downward to the corner of the window. Use consistent, even pressure on the squeegee all the way down to the bottom corner of the window. Repeat until window has been squeegee. Wipe off squeegee with a clean cloth and begin at the top of the window again. Slant the squeegee downward on the dry, cleaned side of the glass. Continue down the glass to the bottom of the window. Inspect for deposits and scrape if necessary. Repeat this until the window is completely clean.
4. **Wipe up drips** – When window is clean, wipe the sills and corners clean, with cleaning cloth. Remove caution signs.
5. **Clean up** – Wash, rinse, and dry the bucket. Rinse squeegee and wipe dry. Store squeegee in a cool, dry place. Do not store squeegees on their blades. Wash hands.

AIR VENT/GRILL CLEANING PROCEDURES

Equipment/Supplies

Hand Brush
High Duster
Ladder
2.5 - Gallon Bucket
Cleaning Cloth
Green Scrubbing Pad

Chemicals

Cleaner Degreaser

Safety

Wet Floor Sign(s)
Protective Gloves
Goggles

Procedures:

1. **Prepare Equipment** – Fill bucket with appropriate Cleaner Degreaser.
2. **Prepare area** – Set up caution signs. Move obstacles such as furniture away from the air vents or grill to be cleaned.
3. **Set-up ladder**
4. **Wash Grill** – Wash grill with Cleaner Degreaser.
5. **Put area back in service** – Remove caution signs. Return furniture and other items removed from the area to their proper placement

WALL WASHING

(Interior)

Equipment/Supplies

Hand Pad or Sponge
Mop Bucket
Doodle Bug with Handle
Pump Sprayer

Chemicals

Cleaner Degreaser
Liquid Abrasive Cleanser

Safety

Caution Sign(s)
Protective Gloves
Goggles

Procedures:

1. **Prepare Equipment** – Fill mop bucket or pump sprayer with appropriate cleaning solution. Attach doodlebug head to handle. Transport to the area to be cleaned.
2. **Prepare area** – Set up caution signs. Move obstacles such as furniture away from wall. Remove articles such as pictures from wall to be cleaned.
3. **Pre-spotting** – Determine if area is colorfast by testing a small area first with cleaning solution. If area is colorfast, heavily soiled areas should be pre-spotted with cleaning solution. If badly soiled use crème cleanser
4. **Wash Wall** – Starting at bottom section of wall, apply cleaning solution with doodlebug or spray pump. Do an area approximately 4' x 4' using overlapping movements of the doodlebug until area is completed. Repeat sequence, this time apply pressure to clean off soil. Rinse and wipe area dry. Finish cleaning wall corner to corner without a break to prevent streaks.
5. **Put area back in service** – Remove caution signs. Return furniture, pictures and other items cleared from the area to their proper placement