

A yellow pencil with a red eraser and a black band is pointing towards the text. A red squiggly line extends from the pencil's tip.

School  
District  
of  
Palm  
Beach  
County

Healthy Custodial  
Green Cleaning  
Procedures

A purple squiggly line starts from the left, goes down, then up, then down, then up, then down, ending at a blue pencil on the right.A blue pencil with a yellow eraser and a black band is pointing towards the purple squiggly line.

# Healthy Custodial Green Cleaning Procedures

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# Green Cleaning Procedures

## Overview

Green cleaning custodial services are a process that reduces the overall impacts of cleaning on health and the environment. While product selections is important, procedures for green custodial services are equally important, and perhaps more so.

In general, green custodial procedures are similar to traditional procedures. The differences are more a matter of focus than one of technique.

One of the primary goals of a green custodial program is to enhance the health of the building occupants.

This is done in many ways including the identification and removal of harmful contaminants such as dust, mold spores, bacteria and viruses.

The following “Green Cleaning” procedures manual is intended to provide written step by step guidelines to green cleaning and to enhance the custodial cleaning procedure necessary to maintain the health and well being of the building occupants.

## **Steps to Healthier School Housekeeping**

- + Keep walks and parking areas clean and swept.**
- + Use trash cans at entrances to reduce litter in the halls.**
- + Restrict all snacks, meals and food storage to one or two designated areas in the building.**
- + Ban donated upholstered furniture and carpeting in classrooms and hallways.**
- + Ban the use of cleaning chemicals brought from home.**
- + Damp (not wet) mop or auto-scrub floors frequently to reduce indoor air contaminants.**
- + Have written custodial work schedules that protect health and environment as top priorities.**
- + Establish a House Keeping Committee on which parents, community, teachers, custodial staff and student representatives serve.**
- + Establish a system for questions and complaints (teachers survey).**

## Floor Care and General Maintenance

### **Action item:**

- 1. Develop a system to maintain floors on a daily basis, using walk-off mats, dust mopping or vacuuming frequently.**
- 2. Develop an interim restoration program to maintain adequate levels of floor finish and appearances.**

The procedures for floor care in a green custodial program are similar in most instances with those of a traditional program. Beyond the traditional issues, floor care in a green program addresses the selection of environmentally preferable products and equipment, along with minor modifications of procedures themselves.

In a green custodial program the primary effort should be a pollution prevention strategy, or one that minimizes the need to strip and recoat a floor. Thus, a specific focus should be on preventative measures, such as

- ✚ Keep outside entryways clean to prevent soils from being tracked into the facility. This may include sweeping, and use of a pressure cleaner.
- ✚ Use entry mats to capture soils and moisture from shoes. It is important that the mats be large enough for each shoe to hit the mat at least two times (approximately six to ten feet).
- ✚ Frequent vacuuming of entry mats is important to keep mats clean preventing overloading of dirt.
- ✚ Frequent dust mopping of resilient tile floors, especially close to entryways and other sources of particulates.
- ✚ Clean under floor mats daily to reduce the potential for moisture that leads to bacterial and fungal growth. Floor mats should be replaced when they get wet with dry mats.

- ✚ In general, an intensive cleaning focus on the entryways to capture soils at the entries rather than to remove it after it has spread throughout the building.
- ✚ Use the least amount of water possible and ventilate the area with fans if necessary for rapid drying to minimize both the possibility of mold growth and slip-fall accidents.
- ✚ Conduct major cleaning activities at times when occupants will not be in the facility. This allows maximum time for the building to be ventilated prior to the return of the occupants.

## Dusting and Dust Mopping

### **Action Item:**

- 1. Ensure that the dust mops are properly treated to capture dust.**
- 2. Use lint-free dusting clothes, (green micro fiber cloth, do not treat) or a vacuum instead of feather dusters.**
- 3. Wear personal protection equipment. (PPE)**

Traditional dusting and dust mopping techniques frequently move dust and other contaminants from one area to another, such as from a bookshelf to the floor. It is important to recognize that moving the dust around is just more than an efficiency issue. Dusting and dust mopping activities that do not capture soils frequently stir them into the air where people can then inhale the particles, which for some can become a health hazard.

### **Dust Mopping**

1. Spray dust mop treatment on a clean dust mop. Follow manufactures directions for application rate. Apply next to backing, at the base of the yarn. Do not over treat.
2. Roll the dust mop, treated side in. Place in a plastic bag to cure for at least 24 hours. After 24 hours, place treated/cured dust mop on the frame.
3. Dust mop the area, use a continuous motion, without lifting the mop from the floor.
4. Begin with the mop next to the wall. Walk to the other end of the work area. At the opposite end, pivot the dust mop so that the leading edge remains the same. Return to the opposite end.

Overlap the previously mopped path by 2 to 4 inches, to ensure complete coverage.

5. One pass with a properly treated dust mop removes dirt, dust and abrasive particles, without leaving the floor dull or slippery. Sweep accumulated soils to a collection area, lightly shake loose the soil from the dust mop, and continue. Remove gum, tape or other sticky residue with a scrapper, using care not to mar or scratch the floor finish. Continue the dust mopping process until the entire area has been dust mopped. When completely finished, pick up the collected debris using a counter brush and dust pan.
6. Clean the excess dust from the mop head. Place the mop over a trash container. Brush with a stiff bristle brush in a firm, downward motion.
7. Store the mop in a hanging position. **Do Not** store the dust mop on the floor. The mop treatment will stain the floor, and the mop fibers will become matted.
8. When the dust mop no longer collects soil, it may be re-treated. Spray the mop at the end of each work day and hang to cure overnight.
9. Micro Fiber dust cloths should not be treated with dust mop treatment.
10. Launder dust mops weekly.
11. Re-treat as directed for initial treatment.

## Floor Stripping Procedures

### **Action Items:**

- 1. Notify occupants beforehand if a strip and re-coat is scheduled.**
- 2. Mix and use products according to manufactures labeled directions.**
- 3. Use appropriate personal protective equipment. Gloves and non-slip footwear are a must.**
- 4. Ventilate both during and after the stripping process.**
- 5. Stripping should only be done once per year in high traffic areas. For low traffic areas it is not always necessary to strip every year, many times the area can be top scrubbed.**

### **Floor Stripping**

1. Prepare the area. Place wet floor signs at entrances to the area being stripped. Move furniture. Work around heavy furniture or furniture that can not be removed. Sweep the floor with a treated dust mop. Remove gum, tape, and other foreign matter.
2. Prepare equipment. Assemble two mop heads and handles. Label one “strip mop”. Label one “rinse mop”. Assemble two mop bucket and wringers. Label one “strip bucket”. Label one “rinse bucket. Place black stripping pad on low speed rotary floor machine. Fill the strip bucket with water and add stripping solution according to manufactures labeled directions. Fill the rise bucket with clean cold water. Equip a wet vacuum with a squeegee tool. Place the equipment in the area where the work will begin.
3. Apply the stripping solution to the floor, using the strip mop and strip bucket. Dip mop in stripping solution .Lift mop and allow

excess stripper to drain back into the bucket. Fan out the mop head on the floor and apply stripping solution along the edges. Continue applying solution using an arc motion from right to left, covering the area between the edges. Apply sufficient solution to thoroughly wet the floor, but **DO NOT FLOOD** it. Do not allow solution to dry on floor. Re-apply as necessary to keep the floor wet.

Immediately wipe off splashes from walls, baseboards, glass and furniture with a damp cloth. Allow solution to remain on floor 5 to 10 minutes. Re-apply as necessary to keep the floor wet.

4. Clean around baseboards, corners, and areas unreachable with the machine using a Doodle Bug and pad.
5. Strip the floor with the rotary floor machine and black stripping pad. Scrub in a circular motion, from side to side and work into the room. Overlap the strokes made by the machine. Keep the floor wet.
6. Remove the stripping solution from the floor using the wet vacuum. Examine the floor for complete finish removal. Re-strip any area with residual gloss.
7. Rinse the floor. Apply rinse solution using the rinse bucket and mop. Apply sufficient rinse water to thoroughly wet the floor, but **DO NOT FLOOD THE FLOOR**. Remove the rinse water from the floor using the wet vacuum.
8. Damp mop the floor with clean water. Empty the rinse bucket and re-fill with clean water frequently as water becomes soiled.
9. Dry floor completely using floor fans and ventilation.

## Top Scrubbing

### **Action Items:**

- 1. Determine if top scrubbing is necessary.**
- 2. Place wet floor signs.**
- 3. Gather equipment.**
- 4. Wear proper personal protective equipment.**

### **Top Scrubbing:**

Top scrubbing is one of the most efficient ways to maintain the protective coating and appearance without using harsh strippers. It is less labor intense, better for the environment by reducing the use of harsh strippers, and more cost effective by reducing the number of times a floor is stripped. To determine if top scrubbing is necessary look at the floor to determine if there is a lack of finish and shine on the floor. Top scrubbing is necessary when the floor has been burnished 8 to 10 times and no longer reacts to the burnishing process. In high traffic areas schedule for about every three to four months.

1. Place wet floor signs at all entrances.
2. Remove entrance matting and dust mop floor.
3. Mix neutral cleaner into an automatic scrubber according to manufacturer labeled directions.
4. Place green scrubbing pads onto machine.
5. Use the double scrub method, auto scrub without the vacuum on, then auto scrub with the vacuum on and solution off. Flip or change pad as needed.
6. Let floor dry. Drying can be accelerated by placing floor fans at several locations.
7. Apply 1 to 2 coats of floor finish.
8. Remove wet floor signs, clean and store equipment.

## Applying Floor Finish

### Action Items:

1. Place wet floor signs.
2. Gather equipment.
3. Wear personal protective equipment (eye protection when filling bucket)
4. Strip or top scrub the floor before applying any finish.

Floor finishes are necessary to protect the tile, to ease the cleaning process and too maintain the appearance. In a green custodial operation the procedures for applying finish is similar to those of a traditional program.

### Applying Finish

1. Place wet floor signs at all entrances.
2. Use a clean finish mop. Rinse mop in clean water before using.
3. Line a bucket with a trash bag to protect the floor finish. Pour finish into the bucket onto the mop to reduce foaming. Only pour enough finish to complete the job. Never keep finish overnight to use the next day.
4. Wring out the bottom of the mop until the finish stops dripping.
5. Outline the area starting 6 inches from the baseboards. Using the figure 8 motion, fill in the area with finish working from the back to the front of the room and out the door.
6. Use both sides of the mop and re-dip in finish as necessary.
7. Allow finish to dry a minimum of 30 minuets. Drying can be aided by using floor fans to move the air, but **DO NOT** direct fans directly onto floor.

8. Apply 6 coats of finish for stripped floors with the last coat applied up to, **not on** baseboards and 1 to 2 coats for top scrubbed floors.
9. Clean and store equipment.

## **Burnishing Floors**

### **Action Items:**

- 1. Make sure adequate floor finish exists. Determine if it is time for a scrub and re-coat.**
- 2. Select and mix the appropriate restoration product to manufactures labeled directions.**
- 3. Use the appropriate burnishing pad**
- 4. Wear proper personal protective equipment.**

### **Floor Burnishing:**

Floor maintenance can make an enormous impact on the environment. The removing of floor finish is perhaps one of the most labor intensive and hazardous of all major maintenance operations, placing both cleaning personnel and occupants at risk. Furthermore, frequent stripping introduces significant amounts of environmental impacts through both the use and disposal of products.

The objective of a green floor maintenance program is to minimize the frequency of stripping, minimize the application of chemicals in the work place and maximize the appearance of the coating.

To maximize the longevity of a floor care program, make sure there is a solid foundation of finish on the floor. Dry burnishing acts like sand paper on wood and increases the appearance by removing layer after layer to smooth the surface, the smoother the surface the shiner the floor appears.

1. Place wet floor signs at all entrances.

2. Remove entrance mats and dust mop the floor. Remove gum and other foreign material.
3. Run auto-scrubber over area to be worked on using neutral cleaner.
4. Mix the restoring chemical into a clean bucket. Place a clean mop head on a mop handle.
5. Submerge the mop into the solution and wring out part way.
6. Apply the restoring chemical to the floor working in a figure 8 motion staying 6" away from baseboards.
7. Let dry 30 minutes and run burnishing machine over area overlapping your passes. **DO NOT** let machine stand in one position for more than 3 seconds.
8. Dust mop the area to remove any loose particulates.
9. Remove wet floor signs, clean and store equipment.

## Restroom Cleaning Procedures

### **Action Items:**

- 1. Make sure disinfectant solution is prepared and used properly (i.e. dwell time of 10min.)**
- 2. Disinfect surfaces that hands touch on a daily basis to eliminate the spread of germs such as door knobs, partition latches, and push plates.**
- 3. Mop spills as they occur.**
- 4. Where personal protective equipment (PPE)**
- 5. Follow labeled directions.**

While procedures for cleaning restrooms in a green cleaning program are similar to those in a traditional cleaning program, because of their heavy use and moisture, restrooms must be cleaned frequently using the appropriate cleaning products.

Make sure the cleaning is done thoroughly, including hard to reach areas such as behind the toilets and around the urinals. Machine scrub the floor monthly using a tile and grout cleaner.

|           |
|-----------|
| Restrooms |
|-----------|

1. Clean from high to low, towards the doorway, and do dry work before wet work.
2. Place wet floor sign at the door, flush all toilets.
3. Clean and disinfect all dispensers and restock.
4. Remove all trash from receptacles, wipe with disinfectant, and replace liners.
5. Dust vents and high dust ledges.

6. Thoroughly sweep floor and pick up debris with dust pan.
7. Spray all sinks, toilets, and urinals with disinfectant cleaner.  
Allow disinfectant to dwell 10 minutes.
8. While disinfectant is dwelling, wipe partitions, latches, door knobs and push plates with a yellow micro fiber rag and disinfectant.
9. Clean and dry all sinks and mirrors using a yellow micro fiber cloth.
10. Clean and dry all sinks using a yellow micro fiber cloth.
11. Clean all toilets and urinals with a bowl mop and a red micro fiber cloth. Swab the interior of urinals and toilet bowls with disinfectant, bowl mop and flush.
12. Use the red micro fiber cloth to dry the toilet seat and chrome.
13. Clean both sides of entrance/exit doors with a yellow micro fiber cloth and disinfectant.
14. Mop floor using disinfectant cleaner. Start from the back of the room and work towards the door. Dip the mop into bucket, **DO NOT** wring out, let some excess water run off. Place mop on floor and begin mopping until you reach the door. Mop the floor a second time wringing the mop out picking up excess water. For group restrooms, change water before moving on. For single commode restrooms, change water after cleaning four.
15. Inspect your work.
16. Lock the restroom and leave wet floor signs up until the floor is dry.

Clean and store equipment.

## **Classroom Cleaning** **Removing Trash and Dusting**

### **Action Items:**

- 1. Gather equipment.**
- 2. Use green micro fiber dust cloth.**
- 3. Make sure all recyclable containers are properly labeled.**
- 4. Remove trash daily.**
- 5. Wear personal protective equipment (PPE)**
- 6. Make sure all spray bottles are properly labeled.**

### **Classroom Cleaning**

One of the primary goals of a green custodial program is to protect the health of building occupants. This is done in many ways including the identification and removal of harmful contaminants, such as particulates, mold spores, bacteria and viruses. And while the cleaning process can reduce exposure to these and other harmful contaminants, unfortunately, the process of cleaning can cause adverse health impacts for building occupants. Therefore it is important to pay close attention to all cleaning practices and procedures.

1. High dust weekly using a green micro fiber dust cloth.
2. Empty pencil sharpener.
3. Empty all trash cans. Remove liners if torn or wet. Disinfect trash can and replace liner. Return trash can to original place.
4. Remove gum or other stuck on debris from floor.
5. Replace burned out light bulbs. Mark light fixtures with tape that do not light and report the problem to your supervisor.
6. Clean all graffiti from table tops and remove marks from walls using a green micro fiber rag.

7. Sweep all hard to reach areas and baseboards.
8. Using a treated dust mop, dust mop the floor using a continuous motion without lifting the dust mop from the floor starting from the back of the room working towards the door keeping the leading edge of the mop the same. Use the tip and drop method to work in and around the student desks.
9. Continue the dust mopping process until the entire floor has been mopped. When completely finished, pick up the debris using a counter brush and dust pan.
10. Disinfect high touch surfaces such as door knobs, light switches and table tops.
11. Spot mop floors daily and damp mop the entire floor weekly. Always put out wet floor signs.
12. Inspect your work, lock all windows and doors, and turn off lights.

## **Cleaning Supplies**

If classrooms are equipped with a towel dispenser, the custodial staff is responsible for stocking the dispenser on a daily basis. Cleaning chemicals and extra hand towels are not to be placed in the classroom. If these items are being used for instructional use, the school should purchase them.

## **Light Bulb Replacement**

Custodians should be aware that it is their responsibility to routinely change burned out light bulbs. Maintenance personnel will change lights so high that a person standing on a ladder cannot reach them. Occasionally, while attempting to replace burned out bulbs, defective ballasts are discovered. Ballasts will be changed by Maintenance personnel, however, when a bad ballast is discovered the custodian attempting to replace the bulb should note it. A work request should be submitted to the Maintenance Department.

## Cafeteria Cleaning

### **Action Items:**

- 1. Clean floor daily.**
- 2. Make sure food pulper (SOMAT) is used by cafeteria staff.**
- 3. Clean spills as they happen throughout the lunch period.**
- 4. Place wet floor signs as necessary to ensure occupants do not come in contact with spills.**

Particular attention should be paid to food debris, recyclables such as soda cans, and other objects that contain food residue, which can attract pests. Making every effort to eliminate those things that attract pests is critical to protecting occupant health by reducing or eliminating the need for pesticides inside the building. Ask occupants to rinse out food and drink containers before placing them in recyclable collection.

### Cafeteria Cleaning

1. Ready cleaning equipment and place wet floor signs at entrance doors.
2. Remove trash, clean and disinfect containers, replace liners.
3. Dust mop/sweep floor. Pick up debris with counter brush and dust pan.
4. Damp mop under and around tables, baseboards and hard to reach areas.
5. Operate automatic scrubber over entire floor using red pad.

6. Clean door glass with blue micro fiber cloth. Disinfect water fountains and high touch areas such as push plates and door knobs using green micro fiber cloth.
7. Spot clean walls, and dust a/c vents weekly.
8. Inspect your work. Lock doors and turn off lights.

Burnish floor weekly following section on burnishing.

### **Custodial Cafeteria Responsibilities**

There seems to be a misunderstanding at some schools about custodial responsibilities in the kitchens and dining rooms. Cafeteria personnel are responsible for all areas of the kitchen.

In the dining area, cafeteria personnel will routinely empty the trash, clean tables, chairs and floors after meals to sanitize those areas.

Cafeteria personnel are not responsible for the general cleanliness of the dining room that is a custodial responsibility. This includes routine burnishing, scrubbing and refinishing floors, cleaning windows and walls, etc.

Janitorial supplies delivered from the Maintenance Department are for custodial use only. Custodial supplies are not to be supplied to the Cafeteria; they have their own budget and are responsible for purchasing all of their supplies.

| CUSTODIAL CLEANING FREQUENCIES         |                                  |           |        |         |          |             |
|--|----------------------------------|-----------|--------|---------|----------|-------------|
| Area/Item                              | Work Description                 | Frequency |        |         |          |             |
|  |                                  | Daily     | Weekly | Monthly | Annually | When Needed |
| <b>Restrooms</b>                       |                                  |           |        |         |          |             |
| Toilets-Sinks-Urinals                  | Clean-Sanitize-Polish            | X         |        |         |          |             |
| Dispensers: Towel-Soap-Tissue-Napkin   | Clean-Sanitize-Polish-Fill       | X         |        |         |          |             |
| Trash Containers                       | Empty-Clean-Replace Liner        | X         |        |         |          |             |
| Mirrors-Latches-Push Plates-Partitions | Clean-Polish                     | X         |        |         |          |             |
| Graffiti                               | Remove                           | X         |        |         |          |             |
| Floors                                 | Sweep-wet mop & sanitize         | X         |        |         |          |             |
| Floors                                 | Scrub W/Deck Brush               |           | X      |         |          |             |
| Walls-Switch plates-Latches            | Clean & sanitize-Remove graffiti | X         |        |         |          |             |
| Walls                                  | Clean & Sanitize                 |           | X      |         |          |             |
| Floor Drains                           | Flush                            |           | X      |         |          |             |
| Floors-Grout                           | Machine Scrub                    |           |        | X       |          |             |
| Lights                                 | Change Bulbs                     |           |        |         |          | X           |
| <b>Classrooms</b>                      |                                  |           |        |         |          |             |
| Floors-Baseboards-Corners              | Sweep-Vacuum-Spot Mop            | X         |        |         |          |             |
| Trash Containers                       | Empty-Clean-Replace Liner        | X         |        |         |          |             |
| Sinks-Counters-Dispensers              | Clean-Wipe-Fill                  | X         |        |         |          |             |
| Pencil Sharpener                       | Empty                            | X         |        |         |          |             |
| Lights                                 | Change Bulbs                     |           |        |         |          | X           |
| Light Covers                           | Clean Inside & out               |           |        |         | X        |             |
| High dusting-Vents-Ledges              | Dust                             |           | X      |         |          |             |
| Walls-Windows-Switch plates            | Clean hand prints/dirt           |           | X      |         |          |             |
| Floors                                 | Wet Mop                          |           | X      |         |          |             |
| Floors                                 | Burnish                          |           |        | X       |          |             |
| Floors                                 | Scrub & Refinish                 |           |        |         |          | X           |
| Floors                                 | Strip & Refinish                 |           |        |         | X        |             |
| Furniture                              | Clean                            |           |        |         | X        |             |
| Cabinetry                              | Clean-Wipe                       |           |        |         | X        |             |
| <b>Cafeteria</b>                       |                                  |           |        |         |          |             |
| Floors-Baseboards-Corners              | Sweep - Mop                      | X         |        |         |          |             |
| Floors                                 | Burnish                          |           | X      |         |          |             |
| Floors                                 | Scrub & Refinish                 |           |        |         |          | X           |
| Floors                                 | Strip & Refinish                 |           |        |         | X        |             |
| High dusting-Vents-Ledges              | Dust                             |           | X      |         |          |             |
| Trash Containers                       | Empty-Clean-Replace Liner        | X         |        |         |          |             |
| Walls-Windows-Switch plates            | Clean hand prints-dirt           | X         |        |         |          |             |
| Lights                                 | Change Bulbs                     |           |        |         |          | X           |
| Light Covers                           | Clean Inside & out               |           |        |         | X        |             |
| Drinking Fountains                     | Clean & Disinfect                | X         |        |         |          |             |
| <b>Interior Hallways</b>               |                                  |           |        |         |          |             |
| Floors-Baseboards-Corners              | Sweep-Spot Mop-remove gum        | X         |        |         |          |             |
| Floors                                 | Auto Scrub (Bi-weekly)           |           | X      |         |          |             |
| Floors                                 | Burnish (Bi-Weekly)              |           | X      |         |          |             |
| Walls-Windows                          | Clean hand prints/dirt           | X         |        |         |          |             |
| Drinking Fountains                     | Clean & Disinfect                | X         |        |         |          |             |
| High dusting-Vents-Ledges              | Dust                             |           | X      |         |          |             |
| Lights                                 | Change Bulbs                     |           |        |         |          | X           |
| Light Covers                           | Clean Inside & out               |           |        |         | X        |             |
| Walls                                  | Remove Graffiti                  | X         |        |         |          |             |

| CUSTODIAL CLEANING FREQUENCIES         |                                  |           |        |         |          |             |
|--|----------------------------------|-----------|--------|---------|----------|-------------|
| Area/Item                              | Work Description                 | Frequency |        |         |          |             |
|  |                                  | Daily     | Weekly | Monthly | Annually | When Needed |
| <b>Exterior Corridors</b>              |                                  |           |        |         |          |             |
| Sidewalks                              | Blow-Sweep-Remove Gum            | X         |        |         |          |             |
| Sidewalks                              | Pressure clean                   |           |        |         | X        | X           |
| Walls-Windows-Doors                    | Clean hand prints/dirt           | X         |        |         |          |             |
| Drinking Fountains                     | Clean & Disinfect                | X         |        |         |          |             |
| High dusting-Vents-Ledges              | Dust-Remove Cob Webs             |           | X      |         |          |             |
| Lights                                 | Change Bulbs                     |           |        |         |          | X           |
| Light Covers                           | Clean Inside & out               |           |        |         | X        |             |
| Walls                                  | Remove Graffiti                  | X         |        |         |          |             |
| Grounds                                | Police litter                    | X         |        |         |          |             |
| Parking lots-Bus loop                  | Blow-Sweep-Police litter         | X         |        |         |          |             |
| <b>Gym-Locker Rooms</b>                |                                  |           |        |         |          |             |
| Toilets-Sinks-Urinals                  | Clean-Sanitize-Polish            | X         |        |         |          |             |
| Dispensers: Towel-Soap-Tissue-Napkin   | Clean-Sanitize-Polish-Fill       | X         |        |         |          |             |
| Trash Containers                       | Empty-Clean-Replace Liner        | X         |        |         |          |             |
| Mirrors-Latches-Push Plates-Partitions | Clean-Polish                     | X         |        |         |          |             |
| Graffiti                               | Remove                           | X         |        |         |          |             |
| Floors-corners-baseboards              | Sweep-wet mop & sanitize         | X         |        |         |          |             |
| Showers                                | Sweep-wet mop & sanitize         | X         |        |         |          |             |
| Walls-Switch plates-Latches            | Clean & sanitize-Remove graffiti | X         |        |         |          |             |
| Walls                                  | Clean & Sanitize                 |           | X      |         |          |             |
| Floor Drains                           | Flush                            |           | X      |         |          |             |
| Floors-Grout                           | Machine Scrub                    |           |        | X       |          |             |
| Lights                                 | Change Bulbs                     |           |        |         |          | X           |
| Drinking Fountains                     | Clean & Disinfect                | X         |        |         |          |             |
| Benches                                | Clean & Disinfect                | X         |        |         |          |             |
| <b>Administrative Office</b>           |                                  |           |        |         |          |             |
| Floors-Baseboards-Corners              | Sweep - Mop - Vacuum             | X         |        |         |          |             |
| Floors                                 | Burnish                          |           | X      |         |          |             |
| Floors                                 | Scrub & Refinish                 |           |        |         |          | X           |
| Floors                                 | Strip & Refinish                 |           |        |         | X        |             |
| High dusting-Vents-Ledges              | Dust                             |           | X      |         |          |             |
| Trash Containers                       | Empty-Clean-Replace Liner        | X         |        |         |          |             |
| Walls-Windows-Switch plates            | Clean hand prints/dirt           | X         |        |         |          |             |
| Lights                                 | Change Bulbs                     |           |        |         |          | X           |
| Light Covers                           | Clean Inside & out               |           |        |         | X        |             |
| Drinking Fountains                     | Clean & Disinfect                | X         |        |         |          |             |
| <b>Custodial Storage Areas</b>         |                                  |           |        |         |          |             |
| Floors                                 | Sweep-wet mop                    |           | X      |         |          |             |
| Mops                                   | Machine Wash                     |           | X      |         |          |             |
| Rags                                   | Clean                            | X         |        |         |          |             |
| Equipment                              | Clean-Charge                     | X         |        |         |          |             |
| Buckets                                | Clean-Rinse                      | X         |        |         |          |             |
| Supplies                               | Restock                          |           | X      |         |          |             |
| Sinks                                  | Clean                            | X         |        |         |          |             |
| Custodial Cart                         | Clean-Restock                    |           | X      |         |          |             |
|  |                                  |           |        |         |          |             |
|  |                                  |           |        |         |          |             |
|  |                                  |           |        |         |          |             |



Daily Maintenance Communication

Teacher's \_\_\_\_\_ Room # \_\_\_\_\_

Please be reminded to always stack ALL students' chairs at the end of each day.

Table with columns: Areas/Items, Work Description, M, T, W, Th, F. Sections include Classroom, Restrooms, and Interior Hallway.

Teachers,

ONLY submit this form to the main office for your noted maintenance concern(s). Each assigned zone is color coded for your convenience.

\*\*\*WEEKLY COMMENDATIONS ARE HIGHLY ENCOURAGED...

Name: \_\_\_\_\_ Assigned Zone: \_\_\_\_\_

Approved: \_\_\_\_\_ Supervisor/ Administrative Designee



Daily Maintenance Communication

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## **Acknowledgements**

James Pickering, Building Services Team Leader  
Maintenance and Plant Operations/ Palm Beach County School District

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Maintenance and Plant Operations/ Palm Beach County School District

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Tom Blash, Vice President  
South Florida Janitorial and Pool Supply

George Gross, General Manager  
South Florida Janitorial and Pool Supply

Steven King, Regional Manager  
Franklin Cleaning Technologies

## **Reference Material**

U. S. Green Building Council

Healthy Schools Network, Inc.

Pennsylvania Green Building  
Operations and Maintenance Manual