



CUSTODIAL MANUAL



CONTACT INFORMATION:

Maintenance Department
3420 West Tharpe Street Suite 200
Tallahassee, FL 32303
Phone: 850-617-1777
Fax: 850-617-1789

TABLE OF CONTENTS

Introduction	3
General Custodial Responsibilities	3
Know Your Equipment/ Know Your Chemicals	4
Safety	4
Chemical Hazards	5
Physical Hazards	6
Custodial Cleaning Guidelines	
A. Floors	9
B. Corridors	12
C. Stairwells	13
D. Walls and Painted Surfaces	14
E. Carpet Care	15
F. Furniture, Counters and Tables	16
G. Doors and Frames	17
H. Fluorescent Light Fixtures	17
I. Metal Surfaces	17
J. Glass, Mirrors and Acrylics	17
K. Concrete Floors.....	18
L. Classroom Cleaning.....	18
M. Restroom Cleaning	19
Scheduling	21

INTRODUCTION

MISSION: Our mission is to maintain a clean, safe and healthy environment that is conducive to teaching and learning for all staff and students of the Leon County School District. We support excellence in the Leon County School's classrooms using our knowledge, expertise and manpower in all represented trades.

The primary purpose and goal of the custodial staff is to provide a well maintained, clean, and safe environment for all district staff, students and patrons alike, and to be as accommodating and supportive as possible to the needs of all District staff employees and parent volunteers at each Leon County School District site.

Custodians shall perform all duties as indicated in their written job descriptions and in accordance with work schedules or direction of the Building Maintenance Supervisor and as requested by the Site Administrator.

Characteristics of a Good Custodian:

- believes in himself/herself and believes in the importance of their jobs.
- is dependable and punctual.
- is loyal to his/her school and to their fellow workers.
- is fair, friendly, and impartial when dealing with others.
- is courteous and pleasant.
- is a peaceful and loyal citizen in the community.
- gives daily attention to personal hygiene and presents a neat and clean appearance.
- looks for new and better ways to do the job and when he/she finds them, puts them into practice.
- is an example to many children and tries his/her best to be worthy of their trust.

GENERAL CUSTODIAL RESPONSIBILITIES

At no time will it be acceptable for a custodian to refuse a requested task because he/ she "is on break" or because the task is normally taken care of on another shift, or because it's not their area of assignment.

Note: Whatever site/school you are assigned to the entire site/school inside and outside is your responsibility.

A custodian shall be responsible for completing the following tasks as assigned or as scheduled by the Building Maintenance Supervisor and/or Site Administrator:

Note: Or other duties as assigned.

- Dust, sweep and/or mop floors.
- Wash windows as needed and clean windowsills.
- Scrub, strip and wax floors as scheduled.
- Clean and sanitize rest room fixtures, hardware, tile, mirrors, partitions, floors, etc. Replace rest room supplies as needed. This also applies to locker rooms and shower stalls.
- Set up tables, chairs, etc. for school activities as directed.
- Report any damage to school property to Building Maintenance Supervisor or Site Administrator..
- All routine maintenance and custodial supply needs shall be requested via Supervisor.
- Replace light bulbs and fluorescent tubes as needed (ladder work).
- Complete all routine work assignments according to written/posted schedule for assigned area of building.
- Load and unload supplies, equipment and furniture.
- Sweep exterior walkways as needed. Pick up debris and trash outside around the building daily.
- Relieve, assist or fill in temporarily on any job as directed by Building Maintenance Supervisor or Site Administrator.

- Maintain the security of the classrooms and the building by checking that all students are out of the building, lights are off, windows and doors are locked, rooms and buildings checked for fire hazards.
- Report by phone any problems relating to heating/cooling system immediately to the Building Maintenance Supervisor or Site Administrator.
- Clean all tools, supplies and equipment after each use and store in designated place.
- Maintain assigned closet and storeroom in clean and orderly fashion.
- Check playground equipment when applicable at least weekly.
- Mow and weed-eat as needed in courtyards and areas surrounding buildings as directed.
- Check storm drains as needed or upon request.
- Replace ceiling tiles.

Note: It is the responsibility of the custodian to make sure all mechanical room doors, boiler room doors, and electrical room doors remain locked at all times! NO EXCUSES! NO EXCEPTIONS!

KNOW YOUR EQUIPMENT/CHEMICALS

Equipment:

In maintaining a healthy, clean, germ-free environment, special emphasis must be placed on the condition of the chemicals and equipment we use.

- Know the equipment, tools and chemicals you are using.
- Do not use equipment until properly trained.
- Keep the equipment and tools clean and in good working order.
- Know how to operate all equipment properly and safely.
- Always use safety measures when operating any equipment.

Chemicals:

- Always read manufacturer's labels before using any chemical.
- Never mix chemicals.
- Use chemicals in designated areas and for designated purposes only.
- Never use chemicals that have been sitting in storage for a long time or out of date.
- Always use the manufacturer's directions and dilution ratio.
- Always keep chemicals out of the reach of children. **Never leave chemicals unattended. All chemicals shall be kept behind locked doors when not in use**
- Never put chemicals in unmarked containers or containers that have different labels from that chemical.
- Always wash your hands after using any chemical.
- Always have proper ventilation.
- Always ask questions about the chemicals.

SAFETY

Before a worker is trained to use a piece of equipment or chemical, he should be trained on safety measures. The majority of accidents are caused because of improper training and careless attitudes on the part of all toward accident-causing situations. A good custodian must always be alert for health or accident hazards endangering children or adults. Hazards resulting from broken equipment or other unusual building conditions should be reported to the proper authority at once.

Some of the common hazards that may exist are listed below with suggested corrections:

Dangerous Conditions	Suggested Correction
Broken furniture	Remove it from service.
Slippery floors	Remove cause (grease, water, etc.)
Nails or screws	Remove or reattach them in.
Broken glass	Pickup large pieces using gloves. Sweep up and use dustpan for smaller pieces. Place in cardboard box write broken glass on box and discard in dumpster.
Obstructions in corridors	Remove keep hall and corridors or hallways clear. Do not leave equipment where it creates a hazard.
Moving heavy equipment	Use a dolly and secure assistance.
Broken glass and debris on lawn	Remove. See broken glass above for disposal.
Entries and exits blocked	Remove obstacle.
Loose desks	Tighten bolts or screws.
Splintered floors, wall, desk, etc.	Remove splinters.
Bare or defective wiring or broken electrical outlets and switches	Turn off switch and report at once to supervisor.
Flammable liquids	Place in flammable storage cabinets/containers.
Unusual gas smell	Report to supervisor/lead worker immediately.
Standing on furniture	Do not stand on furniture. Use step-ladder of proper size.

CHEMICAL HAZARDS

Use, Storage and Disposal of Chemicals:

Toxic, flammable, or otherwise hazardous chemicals are most commonly encountered in the custodial closets, kitchens, science laboratories, and storage rooms. It is very important to know how to use, store and dispose of chemicals and other hazardous substances used by custodians in their areas of responsibility.

Safety precautions and guidelines for each of these three aspects of safe practices for chemicals are presented next.

Chemical Use:

No one should use any substance, even household products, without understanding what dangers exist and how to use the product safely. Chemical substances should be used only in the manner and for the purpose for which they were intended. Before using any chemical, the custodian should learn about possible hazards, disposal and emergency treatment measures, and handling procedures. All of this information can be found on either the label on the product or its Material Safety Data Sheet (MSDS), which will be available at each site for all chemicals. The major safety precaution to take when working with chemicals is to avoid contact as much as possible. This can be accomplished in many ways.

Among the points to remember when working with chemicals:

- Avoid using hazardous chemicals for any task that can be done some other way.
- If you must use a hazardous substance, always wear protective clothing (gloves, goggles, shoes) as appropriate.

- Mix chemicals only in approved combinations and to the proper dilution levels. Prepare mixtures in a safe area.
- Do not splash or spill liquids.

Chemical Storage:

Proper storage of chemicals can avoid many accidents. Certain chemicals should not be stored near each other, because of the risk of combining fumes or spills. For example bleach and ammonia may leak or evaporate from improperly sealed containers. If these fumes combine, they react to form an extremely toxic gas. Acids with alkalis, and pool chemicals with petroleum products such as cleaning liquids, are also hazardous combinations.

Other points to note about chemical storage:

- Store potentially flammable chemicals in approved containers and areas.
- **NEVER** store chemicals in electrical, mechanical, or boiler rooms.
- Keep chemicals away from sources of heat, such as furnaces or sunshine.
- Chemical storage areas should not be crowded and should have a systematic, easy to reach arrangement.

Chemical Disposal:

Improper disposal of substances such as cleaning chemicals used on the job can cause serious problems. Material Safety Data Sheets contain information about the safe disposal procedures for the chemical substances used.

Some general rules to follow:

- Never flush corrosive or volatile materials into the sewage system.
- Always discard unused portions of mixed chemicals unless information on the label specifically states the mixture may be kept for later use. If this is done, label and store the mixed solution properly.
- In case of spills, properly dispose of materials used to clean up spill.
- Never transfer chemicals into an unlabeled container.
- Store potentially flammable chemicals in approved containers and areas. **NEVER** store chemicals in electrical, mechanical, or boiler rooms. Keep chemicals away from sources of heat, such as furnaces or sunshine.
- Chemical storage areas should not be crowded and should have a systematic, easy to reach arrangement.

PHYSICAL HAZARDS

Another important area for safety awareness is in physical activity, such as lifting heavy loads and working on a ladder. Physical hazards occur most frequently wherever the custodian is working. Wherever a ladder, mop, tools, or other equipment is used, there is potential for accidents for either the custodian or others. Stairs, hallways, mechanical or boiler rooms, and school grounds are all likely places for tripping, falls, or cuts. Many back injuries, broken bones and wounds could be avoided through awareness, carefulness, and proper training.

Back/Lifting Safety

Improper carrying and lifting can cause accidents. In custodial work we are constantly lifting, pushing, carrying. If not properly done, strained muscles will result.

Proper Lifting Technique: The steps to be taken when lifting a heavy object are listed below:

1. Size up the load. If too heavy to handle easily, get help or the proper equipment (such as a hand truck). Delaying the job a few moments to get assistance is better than risking an injury.
2. Check the route. Decide the safest path to take with the load; see that the way is clear; be sure that where the load will be placed is ready.
3. Get a firm footing and take a good grip—feet a little apart for good balance, one beside and one behind the object; keep back straight and aligned with the neck; bend knees, allowing legs instead of back to support the weight; grip the object with the whole hand including palms—not just the fingers.
4. Keep the load close to the body tuck arms and elbows into the body, and center all body weight over the feet. Lift with a steady thrust, starting with the rear leg.
5. Never twist the body. Move the feet to change direction.
6. Bend knees to put down the load. Be sure fingers are not caught underneath the object as it is put down.
7. Wear proper protective gear, such as gloves, protective foot gear and other clothing, if the load requires special handling. For instance, wear protective gear when carrying liquid chemicals in containers that may leak, or objects with sharp edges.
8. When help is required to move a load, teamwork should be practiced and one person should call the signals.

REMEMBER:
PUSH, don't pull
MOVE, don't reach
SQUAT, don't bend
TURN, don't twist

Back Supports Help:

- Support lower back and abdominal muscles
- Reduce fatigue
- Improve lifting posture
- Act as a reminder
- Back Supports DO NOT Make You Stronger

Slipping and Falling Hazards:

Most floors and other surfaces look safe. Each year however, thousands of accidents occur by falling or slipping. Falls are the second most common cause of fatal injuries. The custodian must be aware of many factors that cause slipping and falling -- either of the custodian or others in the school.

- Clothing can cause falls of inappropriate for the job. Clothing should not be too long or loose. Shoes should be slip resistant, preferably with rubber or other grip type soles. Sandals, clogs, or flip-flops are NOT allowed on the job.
- Be alert. Watch for things that can trip persons, such as wires, cords, litter, or equipment in the aisles and walkways. This is important both inside buildings and on the grounds. When possible, remove or rearrange such objects so they are not in the way.
- Wet floors cause a particular hazard. When cleaning floors, place a “caution wet floors” sign to warn people using the area. Added protection is gained by roping off the area whenever possible. Floors should be cleaned when traffic is lightest and should be dried as soon as possible. If the task calls for walking on a wet surface, the custodian should place feet carefully and move slowly.
- Spills and leakage from trash barrels or bags can create another problem situation. Empty a leaking trash container and clean up the spill as soon as possible.

- Falls are commonly caused by tripping over obstacles in walkways. The custodian can thoughtlessly create this type of hazard for others on the school grounds. All equipment and supplies should be stored properly, out of the walkways. Never leave tools or equipment lying around if they are not actually being used.

Stairway and Ladder Safety:

Working at a distance above the ground also creates a potential falling hazard. There are many custodial tasks that require the use of a ladder, or other type of support. Stairways and ladders are among the most frequently used items on the job. Routine use of stairs and ladders can lead to carelessness. Most accidents involving stairways and ladders could have been avoided with proper maintenance, selection, and use of climbing equipment. Safety on ladders and stairways at your school involves understanding what they were designed for and how to use them. Most custodial staffs have a six, eight, ten, or twelve foot stepladder to assist them with the many job tasks.

SAFETY FIRST! NEVER use a support that was not specifically designed for such use. That is, use a stepladder not a chair or other furniture.

Stepladders:

- Stand by themselves
- Are not adjustable in length
- Have a hinged back
- Have flat steps that are 6 to 12 inches apart
- Open at least one inch for each foot of the ladders length.

Rules for using stepladders safely:

- Make sure ladder is fully open and the spreaders are locked.
- Do not climb, stand or sit on the top two rungs.

Inspection and Maintenance of Portable Ladders:

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

- Look for broken or missing steps or rungs.
- Look for broken or split side rails and other defects.
- Feel for soft areas on wooden ladders.
- Check for rust or weakness in the rungs and side rails of metal ladders.
- Check fallen or misused ladders for excessive dents or damage.
- Tag defective ladders and remove from service immediately to prevent

General Safety Tips for setting up and using portable ladders:

- Make sure the ladder will be standing on a firm level surface.
- Try not to set a ladder up in a passageway. If you must use a ladder in a passageway, set out cones or barricades to warn passers-by.
- Never place a ladder on an unstable base for more height.
- Use both hands for climbing.
- Hoist your tools if carrying them would keep you from using both hands.
- Don't stretch in order to reach something. Climb down and move your ladder.
- Use wooden or fiberglass ladders for electrical work or in areas where contact with electrical circuits could occur.

- Only one person should be on a ladder at any time. Whenever possible have an extra person hold the ladder steady.
- Do not use a ladder for anything other than a ladder.

Stairways:

A stairway is a series of steps and landings that has four or more risers. Stairways let you move from one level to another. Most stairway accidents occur because custodians do not realize the hazards of climbing stairs. Some common causes of stairway accidents are dangerously high stairways, poor lighting, poor housekeeping, and slippery or greasy steps. Some simple work practices will help you climb stairs safely:

- Pay close attention as you climb. On the way down look for the leading edge of each step.
- On poorly lit stairways be extra careful and take your time.
- Always use railings and handrails.
- Use the safe platforms provided when working on stairways.
- Clean up cluttered or slippery steps.

Using ladders and stairways properly is an important part of safeguarding your health. Choose the right ladder for each job, follow the basic rules for using it safely and perform regular inspections and maintenance. On stairways, pay close attention while you climb, use the handrails and help keep steps clean and free of clutter. Taking just a little extra care will enable you to climb stairways and ladders safely and with confidence.

CUSTODIAL CLEANING GUIDELINES

A. Floors

➤ **How to dust mop floors**

Equipment needed:

- | | |
|---------------------------------|---------------------------|
| • Treated dust mop 18" thru 48" | • Floor broom/whisk broom |
| • Dust pan | • Waste container |
| • Counter brush | • Putty knife |
- ✓ Leave equipment at end of the floor out of the way of traffic.
 - ✓ Work along baseboard to corner; follow wall on three sides until mid-room has been done.
 - ✓ Shake mop by lifting off floor and lightly shaking mop handle. Return in direction from which mopping was started until reaching wall at which time direction is again reversed.
 - ✓ Shake mop each time center of room has been reached.
 - ✓ Follow procedure until one half of room has been dust mopped. End at door. Repeat procedure at other end of room (be sure to overlap each preceding sweep to avoid missing areas).
 - ✓ Return to center of wall farthest away from door; push accumulation of dust to door. Pick up dust with dust pan and brush, and deposit in trash cart.

➤ **How to wet mop floors**

Equipment needed:

- Mop bucket on casters
- Mop with wringer head 16, 24 or 36 ounce (size for comfort)
- 2 "wet floor" signs at both ends of area
- ✓ In mop sink area proportioning system place neutral floor maintainer/cleaner deodorizer in bucket. Take to area to be cleaned.
- ✓ Place "wet floor" signs at both ends of area to be cleaned. Signs should be placed in the corridor in such a manner that traffic will be directed to dry side.
- ✓ Remove any gum or other foreign matter adhering to the floor.

- ✓ Immerse mop in bucket containing neutral floor maintainer/cleaner, wring excess solution from mop in wringer and run the mop parallel to the baseboard.
- ✓ Mop from one side of the mopping area to the other using a figure eight motion. Change the mopping solution as it becomes dirty or discolored. This will prevent floor from streaking. Do not attempt to do too large an area at a time.
- ✓ No rinsing is necessary when this procedure is followed.
- ✓ In the case of a large floor area, move "wet floor" signs to block off the next area to be mopped and begin mopping the next section. Mop strokes should overlap into section just completed.
- ✓ In rest rooms containing floor drains, dump solution remaining in the bucket into the floor drain when mopping has been completed. This fills the traps, kills bacteria growth, destroys odor and prevents sewer gas from coming up into the room.
- ✓ Use designated mops for appropriate areas as examples: restrooms, cafeterias, clean-up of vomitus, etc. Preferably use color codes or labels for different areas.
- ✓ When mopping is complete return to mop sink area and rinse mop thoroughly, fluff out and hang up to dry in a well-ventilated room when through. Rinse out mop buckets and turn upside down in mop sink to dry.

NOTE: Mop heads should be washed in a washing machine for greatest soil removal if possible; if not possible, wash them with hot water manually. This should be done as often as is practical under operating conditions. Mops should be placed in string bags and then placed in the washing machine.

➤ **How to sweep floor areas**

Equipment needed:

- Dust mop with long handle
 - Broom
 - Dust pan
 - Putty knife
 - Waste container
- ✓ Leave equipment at one end of the floor out of traffic.
 - ✓ Carry putty knife in back pocket.
 - ✓ Begin sweeping operation by placing dust mop flush against baseboard. Do this all along wall areas.
 - ✓ Sweep across the floor toward equipment, sweeping in straight line.
 - ✓ Grasp the dust mop handle with hand about 3 or 4 inches from the end, head up, with thumb pointing away from body.
 - ✓ Reach down the handle with hand until a comfortable position is reached.
 - ✓ Hold handle loosely allowing it to slide freely as handle is pushed back and forth.
 - ✓ Use handle end of dust mop as the pusher.
 - ✓ Stand with feet placed apart in a comfortable position, about shoulder width.
 - ✓ Hold brush in front of body at slight angle.
 - ✓ Start the sweeping stroke even with the feet. Push forward on the dust mop and turn the body in the direction of the stroke. Push dust mop smoothly over the floor. Tap the dust mop lightly at the end of each stroke. Lift and pull the brush back fast with a smooth, even step. Stop and remove gum and other heavy accumulations from floor with putty knife. Pick up sweeping with brush and dust pan, and dump into waste container.

➤ **How to strip a floor using a buffer**

Equipment needed:

- Scrubber/any size
- Drive plate (or pad holder)
- Stripping pad (black) or nylo grit brush, for size of buffer
- Liquid floor stripper
- Waste container
- Dust pan
- Counter duster
- Putty knife
- 3 Mop buckets with wringer (1 for stripping, 2 for rinsing)
- Wet mop

- Wet & Dry vacuum (water pickup)
- ✓ In a mop bucket mix stripping solution. Be sure to follow mixing directions on the label. Use hot water, if available.
- ✓ Remove all movable obstructions from the floor area to be stripped. Sweep floor of all trash and dirt.
- ✓ Remove gum deposits on floor with putty knife. Post "wet floor" signs in area to be stripped. Leave traffic lane open.
- ✓ Inspect electrical cable of scrubbing machine for grounding.
- ✓ Use non-slip/floor grip shoes where available. Keep clothing away from wet floor.
- ✓ Apply stripping solution to an area approximately 100 square feet. Area should be wet down thoroughly. Allow stripping solution to soften work area to be stripped. Do not rush time by starting to scrub too soon; most strippers require 10 to 15 minutes preparatory time prior to using scrubber and strip pad.
- ✓ To make the buffer go to the right, lift up on the handle slightly. To make the buffer go to the left, lower the handle slightly.
- ✓ Start scrubber away from corner and from baseboards, to avoid splash of stripping solution on walls and baseboards.
- ✓ If too much solution lies in this area, spread excess with mop before using scrubber.
- ✓ Run the scrubber along the baseboard of the 10-foot area first, moving it from right to left so the stripping solution splatters away from the baseboard, not toward it.
- ✓ Scrub the main part of the area. Let the scrubber coast back and forth as you slowly raise and lower the handle. Keep the handle close to your hips. If you let the scrubber get out of arm's length, it will run away from you.
- ✓ Guide the machine from side to side until you have covered the wet area. Be sure that each lap covers the last one by half the width of the pad. With a team, keep approximately 100 square feet wet with stripper standing and working ahead of scrubber and with another team member start with picking up the first area.
- ✓ Using a wet and dry vacuum (again beginning at the far corner) pick up the dirty stripping solution. Vacuum in straight paths, working backward toward the wet and dry vacuum.
- ✓ Rinse the area a minimum of two times picked up with wet and dry vacuum using a partially wrung out mop and clean rinse water. Use an acid neutralizer or, if not available, reuse small amount of distilled vinegar in the first rinse water. All stripper must be removed from area.
- ✓ Repeat all operations above until entire area has been stripped, vacuumed and rinsed.
- ✓ Change rinse water often to avoid re-deposit of waste material on floor surface.

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

➤ **How to apply finish to a floor**

Equipment needed:

- Clean mop pail with wringer
- Clean rayon head mop or micro fiber float
- Finish
- ✓ If a new mop is to be used, first remove the sizing in the following manner.
- ✓ Soak mop for 10 minutes in hot water. Remove from hot water and run tap water (hot) over mop in mop sink until all traces of sizing are gone. Wring mop out tight before using.
- ✓ Take equipment to area to be finished. Remove all movable obstructions from the area to be finished.
- ✓ Estimate the amount of floor finish required for one thin coat and pour this amount into the clean mop pail.

- ✓ Dip the mop into the finish and lightly squeeze excess from mop. Mop should be very damp (not dripping).
- ✓ Begin application of floor finish in the farthest corner from the door and lay down the finish four inches out from baseboard.
 - NOTE: Keep mop bucket containing floor finish close by, but out of the way. Placing mop on floor four inches out from baseboard, drag mop parallel to it for a distance of approximately 20 feet.*
- ✓ Move mop out one-half the width of the mop and return it in the direction back to the starting point.
- ✓ Continue along adjacent baseboard (staying out four inches from baseboard) a distance of approximately eight feet. Execute a 90-degree turn and mop a straight line down to a point equal to that mopped on first operation. Return to starting point by moving mop out one-half of the mop's width and dragging the mop along the floor.
- ✓ Using a figure eight mopping stroke, keep turning mop over for more even distribution of floor finish.
- ✓ Continue to next area being sure to overlap into area previously finished, to avoid missing spots.
- ✓ Work your way towards door way and out.
- ✓ Allow at least 45 minutes to one hour for floor finish to dry before walking on it.
- ✓ When thoroughly dry, (most finishes cannot stand the second coat until at least an hour after drying has passed) apply second coat of floor finish, "crosshatching" (working in opposite direction). A third coat is recommended for best appearance.
- ✓ Whenever possible, finished floors are best when allowed to cure overnight.

B. Corridors

➤ How to dust mop a corridor

Equipment needed:

- | | |
|-------------------|------------------|
| • Dust mop | • Dust pan |
| • Brush | • Counter duster |
| • Waste container | • Putty knife |
| • Dust cloth | |
- ✓ Leave equipment handy for picking up the dirt, but out of the way.
 - ✓ Use your putty knife to remove gum that is stuck to the floor. Sweep the floor with the dust mop.
 - ✓ Place the dust mop on the floor, making sure that the mop strands extend both ahead and behind the mop head. Push the mop along the baseboard, close to the wall: Press down. Go the length of the hall without lifting or twisting the mop.
 - ✓ When you come to the first corner, cut around it. Then lift your dust mop and give it a shake.
 - ✓ Press the end of the mop into corner with your hand, and pull the dirt out. Keep loose dirt ahead of the mop and push it across the end of the corridor to the second corner. Pull the dirt out of this corner the way you did with the first.
 - ✓ Clean the other side of the hall the same way.
 - ✓ If possible, clean halls during times of least traffic. Continue working to the center of the hall. The path of your mop overlaps your first path slightly. Each time around, push the dirt into the pile near your equipment.

C. Stairwells

➤ How to sweep a stairway

Equipment needed:

- | | |
|--|------------------------|
| • Short handled corn broom (warehouse broom) | • Dust pan with handle |
| | • Counter duster |

- Waste container
 - Dust cloth
 - Putty knife
- ✓ Leave equipment at the foot of the stairwell area to be cleaned out of the way of traffic. Keep putty knife in back pocket accessible for gum removal from stairs. Carry corn broom to top of stairs, work down and using the following method; stand one step below stair.
 - ✓ Extend end of corn broom into left end of the step, brush handle pointing to the right.

NOTE: On open stairs, always sweep towards the wall, away from the stairwell to avoid dirt and trash falling over the edge. Pull dirt out of end of the step with broom; pull brush three quarters of the way along step and, with a turning motion of the corn broom, allow dirt and trash to fall to step below. Transfer broom to opposite end of step and repeat process. Step down one step and repeat operation. Continue until full stair well has been completed.
 - ✓ Brush accumulated dirt and trash into dust pan and dump into waste container.
 - ✓ With treated dust cloth, wipe down guard rail starting at the top of the stairs.
 - ✓ Walking down the stairs, wipe handrail with treated dust cloth.

➤ **Vacuumping stairwells**

Equipment needed:

- Back pack vacuum cleaner
 - Accessible 110V electrical outlet
 - Putty knife
 - Small plastic pail
 - Prepared disinfectant solution
 - Dust cloths
- ✓ Stair well areas containing an accessible 110-volt electrical outlet may be vacuumed by using a light portable vacuum cleaner carried over the shoulder by means of a strap attachment.

NOTE: This procedure should not be used if the electrical cord would be subjected to breakage or being cut by a door being closed on the cord.
 - ✓ Stand on one step below stair to be vacuumed. Place hose nozzle into corner where the wall and step meet. Place on stair tread and draw along width of stair. Return to starting point by reversing direction. Continue until stair has been completely vacuumed. Proceed to next step and repeat operation.
 - ✓ During operation, remove buildup of dirt from corners, and any gum deposits with the putty knife.
 - ✓ Vacuum wainscoting and guard rail areas during stair operation.
 - ✓ After vacuuming has been completed, remove plug from receptacle. Dip dust cloth into disinfecting solution, wring out and wipe down guardrail walking back up the stairs.
 - ✓ Walking back down the stairs, wipe down top of handrail with disinfectant treated dust cloth.
 - ✓ Wipe door handles on both sides of doors, top bottom, with disinfectant treated dust cloth. Proceed to next work area.

➤ **How to damp mop stairwells**

Equipment needed:

- Mop bucket with wringer on casters
 - Mop, 16 or 24 ounce
 - Putty knife
 - Disinfectant solution
 - Dust cloths
 - Two (2) "wet floors" signs
- ✓ Brush-sweep or vacuum stair well. With putty knife, remove gum deposits and any dirt buildup in corners of stairs.
 - ✓ Place a small amount of disinfectant solution in small bucket; immerse untreated dust cloth in solution, wring out and wipe down door handles; wipe down guard rails.
 - ✓ Place equipment out of the way of traffic on bottom landing area of stairwell to be mop cleaned.
 - ✓ Post "wet floor" signs at top and bottom of stair well landings. Close off stairwell if possible. Even with wet floor signs wet stairs are very dangerous.
 - ✓ Immerse wet mop in detergent/disinfectant solution, wring mop out and return to top landing of stairwell.

- ✓ Mop landing at top of stairwell working away from door and toward stairwell.
- ✓ Use caution when backing down stairwell.
- ✓ At stairwell, move down two steps. Lay mop on top step with mop strands pointing into end of step nearest well. Force mop strands into corner with hand and clean out corner. Mop remainder of step.
- ✓ Be careful to not extend the end of mop over stair end on open stair well.
- ✓ Step down one step and repeat procedure on next step.
- ✓ Continue operation to landing at foot of stairs.
- ✓ Repeat operation until all steps have been completed.

D. Walls and Painted Surfaces

➤ **How to wash walls/painted surfaces**

Equipment needed:

- | | |
|---|--|
| <ul style="list-style-type: none"> • All-purpose cleaner properly mixed • Sponges or hand size towels • Bucket or spray bottle • Cloths/towels • Step ladder | <ul style="list-style-type: none"> • 2 "wet floor" signs • Rubber gloves • Wet mop • Mop bucket with wringer |
|---|--|
- ✓ Test wall surface for wash ability before beginning wall-washing operation. Do not wash wall if paint comes off on sponge when using cleaner according to manufacture's directions. Report condition to supervisor.
 - ✓ Prepare detergent/disinfectant or detergent solution according to manufacture's directions, in bucket in mop sink area.
 - ✓ Fill second bucket half full with clean water for rinsing the sponges or toweling.
 - ✓ Take tools and supplies to area to be cleaned. Remove all movable obstructions from area (or room).
 - ✓ Cover immovable obstructions with drop cloth. Place drop cloth on floor up to baseboard at area to be cleaned.
 - ✓ Set up "wet floor" signs at both ends of area where wall washing is to be done.
 - ✓ Dip sponge used for washing in detergent/disinfectant or detergent solution and squeeze sponge to a wet but not dripping consistency. Do not allow sponge drippings to run down wall surface.
 - ✓ Begin wall-washing operation in a corner starting at floor level and working left or right in three (3) foot sections. Work your way up the wall approximately one (1) foot. Deposit sponge in detergent/disinfectant or detergent solution. Immerse second sponge in rinse water of second bucket. Squeeze to wet, but not dripping, consistency and wipe away residual soil. Turn sponge frequently.
 - ✓ Rinse sponge frequently to avoid soil streaks on wall.
 - ✓ Use even strokes when washing and rinsing.
 - ✓ Continue wall washing operation by overlapping section done and work upwards toward ceiling a section at a time.
 - ✓ When area has been washed and thoroughly rinsed to eye level height, stop, move over to next section and continue wall-washing operation. Continue one section at a time until entire wall has been washed and thoroughly rinsed to eye level height.
 - ✓ Set up ladder if needed. Be sure ladder is far enough away from the wall to allow freedom of movement but near enough to allow easy accessibility to wall area to be washed.
 - ✓ Continue wall-washing operation as previously described until entire wall has been completed.
 - ✓ Wash all walls in the room in this manner.
 - ✓ Detergent/disinfectant or detergent solution, and rinse water (to rinse the sponges), should be changed frequently to avoid re-depositing soil.
 - ✓ Use extreme caution when working around window areas from platform.
 - ✓ When wall-washing operation has been completed, remove drop cloths, and wash floor as described under floor washing procedure.

- ✓ Return equipment to storage area, rinse sponges thoroughly; and wring out dry. Rinse wet mop and buckets thoroughly; hang up wet mop and turn buckets over in mop sink to drain dry.
- ✓ If cloths are wet, allow to air dry before folding for storage.

E. Carpet Care

➤ How to vacuum clean rugs

Equipment needed:

- Upright or back pack vacuum cleaner
 - Spotting kit
 - Dust cloths
 - Sponges
 - Hand brush
- ✓ Take tools and supplies to work area. Inspect rug to be vacuumed. Remove gum or other foreign deposits. Spot clean soiled areas. Inspect vacuum cleaner electrical cable for breaks or worn spots. (Do not use electrical equipment with worn or damaged cables.)
 - ✓ Vacuum the carpet in the direction opposite of the lay of the pile to raise nap.
 - ✓ Using corner attachment on hose, vacuum baseboard and corner area.
 - ✓ Begin vacuuming operation at corner farthest away from door, (if a room).
 - ✓ Vacuum in a straight line on first pass in the direction the nap of the carpet lies. Go back over same area to again raise the nap of the carpet. Take a step either left or right, and repeat operation. When width of carpet has been vacuumed in this manner, begin next section and continue until entire area has been vacuumed.
 - ✓ Pay particular attention to traffic flow areas being sure to thoroughly vacuum them.
 - ✓ Do not rush the vacuum operation allow the suction action of the machine sufficient time to work.
 - ✓ After completion of vacuuming operation, return tools and supplies to storage area. When dust bag is filled, remove, if throwaway type, and discard in waste container. Place new dust bag in machine and store in proper area. If permanent-type bag, empty contents, clean and return bag to vacuum.
 - ✓ **CAUTION: NOT ALL SPOTS ON CARPETS CAN BE REMOVED.**
Before spotting: 1. Try to identify the stain. 2. Test fabric for color fastness.
 - ✓ If stain is not removed on first attempt, allow stained area to dry and neutralize before again attempting to remove stain.
 - ✓ Avoid overuse of any chemicals in spotting.
 - ✓ Follow directions of manufacturer in the use of all spotters.

➤ How to shampoo a carpet (Location Cleaning)

Equipment needed:

- Upright or vacuum/shampoo cleaner
 - Extractor with beater brush attachment and wand
 - Spotting kit
 - Sponges
 - Dust cloths
 - Shampoo
- ✓ Vacuum rug thoroughly using method described in section, " How to Dry Vacuum Clean Rugs".
 - ✓ Wet Process (liquid)
 1. Spot clean carpet. Remove gum, etc., deposits. Use spotting kit.
 2. Shampoo rug using buffer. Do not over-wet carpet.
 - ✓ Prepare shampoo solution in machine tank in mop sink area.
 - ✓ Take tools and supplies to be cleaned. Remove all movable obstructions from the area. If unable to move chairs, tables, furniture, etc., place plastic coasters under legs to avoid rust spotting of the rug. Pile-brush the carpet against the lay of the nap. Unwind and inspect electrical cord on machine making sure it is grounded. Wear rubber soled shoes during operation.
 - ✓ Roll machine to far corner of room, away from doorway, place electrical cord over shoulder and start machine. Shampoo rug with a uniform application of suds in circular rotary strokes.

- ✓ Keep machine flat on the rug and avoid "heeling" the machine. Overlap strokes to avoid streaking. Shampoo a small area at a time working in the direction of the rotation of the brush, until entire rug has been shampooed. Avoid over-wetting of the rug.
- ✓ Should the rug become too wet, extract the water using the extractor using straight strokes maintaining the same direction of strokes throughout the operation. Comb, or brush the nap uniformly, using the pile brush. Brush against the natural direction or lay of the nap, then re-brush lightly in the direction of the nap.
- ✓ Avoid walking on the rug until thoroughly dry (normal drying time is six to eighteen hours). Follow with dry vacuum cleaning of the rug as outlined in section entitled: "How to Dry Vacuum Rugs."

➤ **How to spot clean rugs**

REMEMBER: *All spots cannot be removed. Spots discovered and treated early respond better to cleaning.*

- ✓ Always try to identify the stain before spotting. Before using any spotter test fabric, in an out of the way place, for color fastness.
- ✓ The two basic types of spotters are:
 1. Wet side (water-based)
 2. Dry side (solvent-based)

NOTE: NEVER USE THE TWO TOGETHER!
- ✓ Dry side spotters are used primarily for the removal of tars, grease, etc., i.e. solvent soluble soil. When using a wet spotter, absorb the solution into a sponge or cloth and squeeze it onto the spot.
- ✓ Allow solution to remain on the spot for a few minutes and blot up the solution with a clean sponge or cloth. Do not rub area. Follow up by squeezing tepid clean water on the spot. Blot with a clean sponge or cloth. Finish operation by feathering out the area with a damp sponge or cloth. Begin feathering operation outside area of spot and lightly sponging and rubbing in to center of spot from all sides. Allow area to dry thoroughly.
- ✓ If stain is not removed on the first attempt, allow area to thoroughly dry and neutralize the area before any further attempt is made to remove the stain.
- ✓ Avoid overuse of any chemical in dry spotting.
- ✓ Follow manufacturer's direction for use of all spotters.

F. Furniture, Counters and Tables

➤ **How to wash and polish furniture, counter tops, and tables**

Equipment needed:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Two pails • All-purpose cleaner/spray bottles • Furniture polish • Clean dry cloths | <ul style="list-style-type: none"> • Dry cloths • Sponge • Putty knife • Dust cloth |
|--|---|
- ✓ Mix all-purpose cleaner into one pail of water according to manufacturer's recommendations. Move tools and materials to the room in which you will wash the furniture.
 - ✓ Inspect the furniture. Scrape off gum with putty knife.
 - ✓ Wet a cloth or sponge in the detergent solution and wring it out to keep it from dripping. Start at the top of the piece of the furniture and wash until it is clean. Rinse cloth often to remove loosened dirt.
 - ✓ Wet another folded cloth or sponge in the clean rinse water and wring it out. Damp wipe the entire piece of furniture. Rinse the cloth or sponge often.
 - ✓ Wipe the furniture with a dry cloth.
 - ✓ When the surface is dry, take another clean, dry cloth and dampen it with furniture polish. Spread on a light coat of polish. Put it on with a straight-line motion, with the grain on the wood. Let the polish dry.

- ✓ Fold another clean, dry cloth and polish the surface with a straight-line motion until it shines.
NOTE: When using aerosol spray furniture polishes, spray area to be polished lightly, or spray directly on polish cloth.

G. Doors and Frames

➤ How to wash doors and frames

- ✓ Wash and rinse doors and doorframes frequently to keep them free of finger marks and dirt. Start at the bottom and work up. Go through the same steps as with furniture, except do not use polish on doors and doorframes.

H. Fluorescent Light Fixtures

➤ Fluorescent light fixtures should be cleaned as needed.

Equipment needed:

- All-purpose cleaner in spray bottle
 - Counter duster
 - Stepladder
 - Dry cloths
- ✓ Replacement fluorescent tubes
 - ✓ Fill spray bottle with all-purpose cleaner.
 - ✓ Brush dust from fixture with counter duster brush.
 - ✓ Set ladder under fluorescent fixture; climb ladder and remove reflector from fixture.
 - ✓ Wipe area to be cleaned with cloth dampened with all-purpose cleaner.
 - ✓ Remove fluorescent tubes to be replaced (one at a time) from fixture.
 - ✓ Replace burned out fluorescent tubes in fixture.

I. Metal Surfaces

➤ How to clean metal surfaces

- ✓ **Aluminum:** Spray heavy-duty all-purpose cleaner/degreaser. Wipe down lightly with a damp/dry towel/cloth and follow with a clean dry towel/cloth; rub down using straight strokes.
- ✓ **Stainless Steel, Chromium:** Use stainless steel, glass and/or all-purpose cleaner. Spray surface lightly, wipe dry with a clean cloth or wiper. Change wiper frequently to be sure it is clean.
- ✓ **Iron:** Wash with a mild solution of detergent and warm water. Remove rust buildup with heavy-duty degreaser on .00 steel wool pad. Rub lightly, rinse and dry thoroughly.
- ✓ **Un-lacquered Brass and Bronze:** When using metal cleaner, spray small section of the surface at a time, wipe with damp cloth and dry with soft, untreated dust cloth. When cleaning lacquered Brass or Bronze, clean in small sections, wipe with a damp cloth with the grain, and dry with a soft, untreated dust cloth.

J. Glass, Mirrors and Acrylics

➤ How to clean glass, mirrors and acrylic surfaces

- ✓ Use glass and/or all-purpose cleaner. Spray surface lightly, wipe dry with a clean cloth or squeegee. Clean squeegee frequently with towel or cloth.

K. Concrete Floors

➤ How to clean concrete floors

- ✓ All concrete floors should be properly sealed. They are easily maintained with a sweeping broom on a daily basis. They may be cleaned with a detergent using a good mop and squeegee. Apply the detergent heavily on the floor; mop solution and squeegee to one location to be picked up with mop

and wringer or wet/dry vacuum. Concrete floors should be sealed on a regular basis to allow them to be easily cleaned and to reduce dust.

- ✓ Automatic floor scrubbers do an excellent job on concrete floors and will greatly reduce your labor costs.
- ✓ Heavily soiled outside areas are easier maintained by using a pressure washer, if available.

L. Classroom Cleaning

➤ How to clean classrooms

Equipment needed:

- Counter duster
 - 18" or 24" dust mop
 - Vacuum cleaner
 - Trash cart
 - Dust pan
- ✓ Remove dust from chalk- or white-board tray by use of a counter brush or duster. Brush dust and debris into pan or waste basket. Then wipe out tray with damp cloth or sponge being careful not to get moisture on chalkboard surface.
 - ✓ Never use water on chalk or white boards; use special solution ONLY supplied by the district.
 - ✓ Take waste paper basket and, as you pass by, pick up dust pan, counter brush and chalkboard eraser, taking them to the entrance of the room where your custodial cart should be stationed.
 - ✓ Empty waste paper basket into waste liner of custodial cart. Replace liner in waste basket, if necessary.
 - ✓ Return with empty waste paper baskets.
 - ✓ Start up near side of room dusting tops of chalkboard or any other edge that would catch dust.
 - ✓ As you go across front of room, dust all tables, bookcases and the teacher's desk.
 - ✓ Go down far side and get windowsills, if any, and other furniture along the wall.
 - ✓ Using a 24" dust mop, starting in right-hand corner facing front of room, dust mop area from wall to front row of desks all the way across to the far side of the room, using a semicircular motion.
 - ✓ When you reach the far side of the room, put your mop in front of you and go straight ahead along baseboard to the rear of the room. Then, come back up to the front row of seats, taking another mop's width.
 - ✓ Next, move the first desk in the far right hand row to a spot in front of second row.
 - ✓ With two swipes, using circular motion, clean where first desk was sitting.
 - ✓ Follow this procedure all the way to the rear of the room. When you reach the rear of the room, the first row will be short one desk.
 - ✓ Move the last desk on the second row into last place on first row.
 - ✓ Now turn around backwards, working to front of second row in the same manner as you worked down first row. Use this system all the way across the room.
 - ✓ As you sweep up and down rows of desks, keep an eye peeled for paper under desks. Tip desk to left letting paper fall out into area not cleaned.
 - ✓ When you have finished dust mopping the room, with your mop in front of you move all debris to room entrance.
 - ✓ Wash marks off desks as fast as you have time (obscene pictures or writing immediately).
 - ✓ Always have all-purpose cleaner available on custodial work cart.
 - ✓ If the room has a sink in it, wash and wipe dry.
 - (a) You can use above cleaner solution. Rinse thoroughly and wipe dry.
 - (b) If sink is stainless steel, use stainless steel cleaner supplied by the district.
 - (c) Clean sinks each day.
 - ✓ Clean hand prints off doors and door casing using all-purpose cleaner in spray bottle.
 - ✓ Clean door glass and inside windows that are within reach of students' hands. You may use with glass cleaner and wipe with clean cloth.

- ✓ Clean up spots on floor with sponge or your wet mop.
- ✓ Wash out waste paper basket when needed.
- ✓ As you pick up debris at entrance to room, this is a good time to brush/clean door casing while you have cleaner in your hand.
- ✓ Replace or inform supervisor of all burned out lights and/or ballast.
- ✓ Remove and report all broken furniture.
- ✓ As you leave each room, make sure all windows are closed and latched, lights are out and doors are locked. Pull on door and turn knobs to be sure door is latched and locked. As you check doors and windows, make a mental note that they were locked as you leave them, then if they are found opened the next day, it gives the school personnel a place to work from such as the possibility that someone has returned after you left or some unauthorized person has a key, etc.
- ✓ Option to completing all classroom cleaning needs at one time. You may want to take a large trash container on wheels around your entire route collecting all trash in your area. This procedure will enable you to quickly move through area removing all debris from the floor as well as removing the trash from trash containers. Using this procedure you will also have knowledge about your entire area, as you never know what happens in your area during the day when school is in session. Now that all of the trash has been removed from your area you have seen your entire route and all of the potential time consuming tasks ahead of you for the night. By quickly running through your route you also have the opportunity to lock all exterior windows and doors to ensure a timely securing procedure of your route.

M. Restroom Facilities

- ❖ *Cleaning fixtures in restrooms is an important part of maintaining environmental sanitation. Fixtures in washrooms should be kept spotless. For this purpose a good detergent or detergent/disinfectant or cream cleanser should be employed.*
- ❖ *Do not enter a school (or other) rest room of the opposite sex until you make sure it is not occupied.*

➤ How to clean and disinfect a toilet bowl and seat

Equipment needed:

- Applicator (commode brush)
- Bowl cleaner and disinfectant
- ✓ Using an applicator, force water over the trap and out of the bowl. Hold the applicator over the inside of the bowl and apply enough bowl cleaner to saturate the applicator. Press applicator firmly up under the rim and clean half of the circumference of the rim.
- ✓ When finished, add more bowl cleaner to the applicator and clean the other side. Wipe out the balance or the unit sides and bottom.
- ✓ Absorb into the applicator, the bowl cleaner left in the bottom of the bowl. Push applicator up into the gooseneck, (where water empties out), as far as possible and rub up, down and around. This will remove any buildup of foreign matter.
- ✓ Flush the unit. While the water is running, rinse the applicator thoroughly and go over the inside surface. Wring out applicator by pressing against flushing rim.
- ✓ Pour a small amount of bowl cleaner into the water in the toilet bowl.
- ✓ Rinse applicator in solution, wring out and clean outside of toilet bowl. Flush unit.
- ✓ Using disinfectant spray, spray top of toilet seat, flush handle and an area about eight inches around toilet holder. Allow to air dry.

➤ How to clean and disinfect a urinal

Equipment needed:

- Applicator (commode brush)
- Urinal Pad (if used)
- Bowl cleaner and disinfectant
- Disinfectant spray

- ✓ Remove and discard old urinal pad if needed.
- ✓ Hold applicator inside urinal to avoid spilling bowl cleaner on floor. Saturate applicator with bowl cleaner.
- ✓ Rub hard across the top inside lip of flush rim. Force bowl cleaner up into the flush holes. Excess bowl cleaner will run down the urinal surface into the trap.
- ✓ Press applicator firmly into the vertical flush rims and rub down both sides of urinal. While surface is still wet, clean surface as you would with a paintbrush. Rub hard.
- ✓ Apply additional bowl cleaner to applicator and clean the front lip where heavy accumulation forms.
- ✓ Flush and wipe inside of unit clean.
- ✓ Rinse applicator in flush water; wring out applicator by pressing it firmly against inside rim of urinal and twisting. Clean outside area of urinal with wrung-out applicator.
- ✓ Rinse strainer in solution (using tongs or wearing rubber gloves), to remove any matter adhering to strainer. Replace strainer in urinal and place a fresh deodorant block in the urinal.
- ✓ Using disinfectant spray, spray flush handle. Allow it to air dry.

➤ **How to clean a sink**

Equipment needed:

- Detergent or detergent/disinfectant
- Dust cloths
- Sponge
- ✓ Dampen the sponge or cleaning cloth in a solution of detergent or detergent/disinfectant. Wring it out so it does not drip. Pour a little detergent or detergent/disinfectant in the bowl. Wipe all of the bowl, faucets and other metal parts.
- ✓ Clean the overflow outlet with a cleaning cloth, saturated with detergent or detergent/disinfectant solution.
- ✓ With excess detergent or detergent/disinfectant wipe metal and enamel parts of the bowl. Once a week wipe off the under part of the bowl and pipes leading on the floor. Be particularly careful to clean dirt out of the elbow in the drainpipe.
- ✓ Using disinfectant spray handle. Allow it to air dry.

➤ **How to wash and sanitize rest room floors**

Equipment needed:

- Detergent/disinfectant
- Putty knife
- Wet mop
- Door stop
- 1 bucket with wringer
- "Wet Floor" sign
- Pressure spray (if using the spray method)
- ✓ Prepare detergent/disinfectant solution according to manufacturer's directions to pail or bucket in mop sink. If spray method is used, solution can be prepared in the sprayer.
- ✓ Take tools and supplies to area to be cleaned.
- ✓ Open the door and place doorstop in position to hold door open. Post "Wet Floor" signs in doorway.
- ✓ After all other job assignments in the rest room have been completed, begin the floor washing operation in the corner farthest away from the door.
- ✓ Mop or spray down detergent/disinfectant solution over entire floor area.
- ✓ Wring wet mop out tight in rinse water and pick up dirty solution from the floor. No further rinsing is necessary.
- ✓ Floor should be allowed to air dry before opening area to the public.
- ✓ Remove sign from doorway, remove doorstop and return tools and supplies to mop sink area
- ✓ Discard detergent/disinfectant solution into floor drain (if mop method of application was used). Rinse out wet mop, wring dry and hang up. Rinse out bucket, turn it over in mop sink and allow to air dry.

➤ **How to free clogged drains**

Equipment needed:

- Force cup plunger
- “Out of Order” card
- ✓ Set the cup of the force cup plunger over the drain hole of the bowl, like a stopper. Run the bowl one-third full of the water. Cover the overflow outlet with a cloth.
- ✓ Push down on the handle to flatten the cup. Now pull the plunger out fast. This loosens the matter stopping the drain. Do this several times.
- ✓ If you are unable to free the drain using this method, place a card marked "Out of Order" on the unit and notify or your supervisor.

SCHEDULING

Knowing what to clean is important, however, knowledge of when to clean is equally as important. Scheduling your job is dependent upon the Building Maintenance Supervisor in concert with the administration at your site. Scheduling of your job will fall into one of the following categories:

- A. Daily
- B. Weekly
- C. Monthly
- D. Semi-annually
- E. Annually

Consideration must also be given to:

- A. The standard of cleanliness to be maintained.
- B. The availability of manpower
- C. The amount of money (budget) available to do the job.

These factors will determine the site cleaning program. The site cleaning program is the responsibility of the Building Maintenance Supervisor and /or Site Administrator.