
Custodial Training Manual

Clarksville-Montgomery County School System



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KNOW YOUR 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.
- 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.

KNOW YOUR 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- Never use chemicals that have been sitting in storage for a long time or out of date.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 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/she 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. Here are a few actual accidents that commonly take place in schools, with suggested ways in which they could have been prevented:

1. Custodian falls from a ladder that slipped while putting in light bulbs and receives injury to shoulder. (Ladder should be well secured with rubber feet.)
2. Phosphoric acid splashes into eye of custodian while he/she is pouring solution into container. Eye is badly burned. (Should use proper safety equipment.)
3. Custodian received puncture wound when using screwdriver to repair dishwasher. (Should use proper size screwdriver.)
4. Custodian receives back injury from moving heavy object. (Get help, training)
5. Custodian slips and falls on wet floor or object and injures arm, elbow or wrist. (Wear nonskid shoes when working in wet area. Keep spills mopped up and keep objects picked up that should not be on the floor.)

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	Remove or drive them in.
Broken window	Remove fragments with pliers, use cardboard to cover the hole, and ask the building principal or manager to send a work order to Service Center.
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.
Entries and exits blocked	Remove obstacle.
Loose desks	Tighten bolts or screws.
Splintered floors, wall, desk, etc.	Remove splinters.

Bare or defective wiring	Turn off switch and report at once to Service Center.
Oily rags or paper	Place in fireproof containers.
Leaky gas connection	Report to Service Center at once.
Standing on chairs	Do not stand on furniture. Use step-ladder of proper size.

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

Following are some tips:

1. Get help for heavy loads.
2. Size up the load for weight and bulkiness.
3. Face load squarely with firm footing.
4. Lift slowly and evenly by straightening the legs.
5. Hold load close to the body.

The ladder is probably the most abused piece of equipment. The blame cannot be placed on the ladder it is the user and condition of the equipment that is the real cause of accidents. Because ladders are involved in so many accidents, frequently of a serious nature, the following are safety tips concerning ladders:

1. Select the right ladder for the job to be done.
2. When on a straight ladder, never work above the fourth rung from the top.
3. Never use stepladders more than 20 feet long.
4. Never stand on top of a stepladder unless it has a guardrail.
5. Never use extension ladders beyond 60 feet.
6. Be sure that fixed ladders are attached firmly to the building.
7. Never place a ladder against a movable surface.
8. Always protect the person on a ladder.
9. Use rubber sole shoes when climbing a ladder.
10. Never carry tools in hands while going up or down ladder.
11. Never use two ladders spliced together.

CUSTODIAL PROCEDURES

A. FLOORS

How to sweep floor areas

Equipment needed:

Push broom with long handle

Counter brush

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 broom flush against baseboard. Do this all along wall areas.

Sweep across the floor toward equipment, sweeping in straight line.

Grasp the brush 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 broom 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 broom and turn the body in the direction of the stroke. Push broom smoothly over the floor. Tap the broom lightly at the end of each stroke. Lift and pull the brush back fast with a smooth, 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 dust mop floors

Equipment needed:

Dust mop 18", 36" or 60"

Dust pan

Counter brush

Waste container (continued)

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. Note: Never shake dust mop in the area of the HVAC equipment.

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 for both ends of area

In slop 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.

When mopping is complete return to slop 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 slop 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 the then placed in the washing machine.

How to clean classrooms

Equipment needed:

Counter duster

18" or 36" 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 18" 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 solution or powdered abrasive cleaner. 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.

Inform head custodian of all burned out lights.

Replace burned out bulbs in lights that can be reached with a step ladder.

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. Not only has 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.

How to strip a floor using a buffer

Equipment needed:

Scrubber/any size

Drive plate (or pad holder)

Stripping pad (black), 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 after it has been 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 sealer/finish to a floor

Equipment needed:

Clean mop pail with wringer (continued)

Clean wet mop

Sealer/finish

If a new mop is to be used, first remove the sizing in the following manner.

Soak mop for 10 minutes in a solution of 3 oz. of detergent per gallon of hot water. Remove from hot water and run tap water (hot) over mop in slop 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
- Brush (continued)
- Waste container
- Dust cloth
- Dust pan
- Counter duster
- Putty knife

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.

Vacuuming stairwells

Equipment needed:

- Portable 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:

- Vented floor maintainer
- 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:

All purpose cleaner properly mixed

Sponges or hand size towels

Bucket or spray bottle

Cloths/towels

Step ladder or platform stage

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 slop 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 platform stage with platform below eye level. Be sure platform stage is far enough away from the wall to allow freedom of movement but near enough to allow easy accessibility to wall area to be washed.

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 slop sink to drain dry.

If cloths are wet, allow to air dry before folding for storage. Store platform stage out of the way of traffic.

E. Restroom Facilities

How to clean and disinfect a toilet bowl and seat

Equipment needed:

Applicator commode brush

Bowl cleaner and disinfectant

Aerosol disinfectant spray

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 of 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)
- Bowl cleaner and disinfectant
- Deodorant blocks (if available)
- Aerosol disinfectant spray

Remove and discard remnants of deodorant blocks remaining in urinal. Remove wire (or rubber) strainer from bottom of urinal and place strainer in a pail containing enough disinfectant or detergent/disinfectant to completely immerse strainer.

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 washbowl

Equipment needed:

Detergent or detergent/disinfectant

Sponge

Putty knife

Dust cloths

Cleaning washrooms 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.

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.

Take out the drain plug. (Most of them come out if you give them a quarter turn to the left and pull up.) Wash the plug and the rim of the drain.

Clean the overflow outlet by covering a putty knife or other narrow object 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.

How to wash and disinfect and deodorize a rest room floor

Equipment needed:

Detergent/disinfectant

Wet mop

1 bucket with wringer

Pressure spray (if using the spray method)

Putty knife

Door stop

"Temporarily Closed for Cleaning" sign

Prepare detergent/disinfectant solution according to manufacturer's directions to pail or bucket in slop sink. If spray method is used, solution can be prepared in the sprayer.

Take tools and supplies to area to be cleaned.

Do not enter a school (or other) rest room of the opposite sex until you have had a person of that sex enter and make sure it is not occupied.

Open the door and place doorstop in position to hold door open. Post "Temporary Closed for Cleaning" 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 slop sink area

Discard detergent/disinfectant solution into slop sink (if mop method of application was used). Rinse out wet mop, wring dry and hang up. Rinse out wet mop, wring dry and hang up. Rinse out bucket, turn it over in slop 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 the plumbing department or your supervisor.

F. Carpet Care

How to dry vacuum clean rugs

Equipment needed:

Upright or tank type 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 tank-type 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 slop 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, vacuum the rug with a wet vacuum 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, and 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."

Dry Foam Method

1. Spot clean carpet. Remove gum, etc., deposits. Use spotting kit.
2. Shampoo carpet using dry foam machine.

Take equipment and supplies to areas to be cleaned. Remove all movable obstructions from the area. Check electrical cord for proper ground and plug in machine. Mixed shampoo (according to manufacturer's directions) should be put in machine.

Roll machine to far left wall, place cord over shoulder and turn on machine. Walk slowly to end of room, laying on even light coat of dry foam, turn off machine, restart machine and pull backwards over same area, laying another coat of foam.

Overlap area about four inches and continue the same method until carpet is completed.

Allow foam to dry (about one hour is normal).

Vacuum the entire carpet. This completes the cleaning of the carpet.

3. How to spot clean rugs

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

Always try to identify the stain before spotting. Before using any spotter test fabric (in an out of the way place for color fastness).

The two 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.

G. Furniture, Counters and Tables

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

Equipment needed:

- Two pails
- All-purpose cleaner/spray bottles
- Furniture polish
- Clean dry cloths
- Dry cloths
- Sponge
- Putty knife
- Dust cloth

Mix all-purpose cleaner into one pail of water according to manufacturer's recommendations. Fill the second pile with clean rinse water. 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.

H. 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.

I. 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.

Spray area to be cleaned with all-purpose cleaner and wipe with dry/clean cloth/towel.

Remove fluorescent tubes to be replaced (one at a time) from fixture.

Replace burned out fluorescent tubes in fixture.

J. Incandescent Light Fixtures

Incandescent light fixtures should be cleaned as needed.

How to clean an incandescent light fixtures

Equipment needed:

All-purpose cleaner in spray bottle

Stepladder

Dry cloths for dusting and drying the lamp bowl

Sponge

Pliers

Turn off the electricity at the switch. Set the ladder so that you lean FORWARD, not backward, towards the light fixture.

Spray area to be cleaner with all-purpose cleaner.

Dust the bowl and metal parts of the light fixture. If bulb needs changing, put one hand under the bottom of the bowl and hold it. Loosen the bulb with other hand with a counter clockwise turning.

NOTE: If the screws are stubborn, loosen them with the pliers.

Replace bulb in fixture and tighten screws to hold globe in place.

Check globe to make sure it is securely fastened.

K. 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 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.

Copper:

Spray surface with metal/copper cleaner or spray with a mild acid cleaner. Follow with a mild detergent bath to neutralize. Dry with a soft, clean untreated dust cloth.

L. 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.

M. Shelves and Storage Bins

How to clean shelves and storage bins

A smooth surface such as Formica, metal or any painted material is cleaned and maintained in the same manner as counters and tables. Refer to that procedure.

N. 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 water blaster, if available.

FREQUENCY OF MAINTENANCE REQUIREMENTS

Knowing what to clean is important, however, knowledge of when to clean is equally as important. Scheduling your job is dependent upon the amount and the kind of traffic to which the area is subjected. Scheduling 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 your cleaning program.

DAILY MAINTENANCE REQUIREMENTS

1. Entrance and exits: General policing of the area.
2. Class Room: Mop-sweep, damp-mop or vacuum (as applicable), dust furniture, door handles and window ledges.
3. Floor (hard surface): Mop-sweep and dry buff.
4. Floor (carpeted): Dry vacuum.
5. Clean windows, door glass, glass partitions.
6. Return air vents: Brush, dry vacuum and wipe with all-purpose cleaner.
7. Elevators: If applicable, clean floors, damp dust walls and panels.
8. Rest rooms: Empty and clean waste receptacles, refill paper towel dispenser, refill toilet tissue dispenser, damp clean molding and sills, clean mirrors and glass, clean wash basins, clean urinals, clean commodes, clean flush handles and fixtures, clean tile wainscoting, refill sanitary napkin dispenser, refill soap dispenser, clean floor.
9. Offices: Empty and clean waste baskets, dust desk, wipe telephone with disinfectant/cleaner, dust lamps and shades, dust file cabinets, dust tables, dust chairs and stools, sweep or vacuum floor.
10. Corridors: Dust sweep or vacuum floors, damp dust window sills and ledges, damp dust any equipment such as fire extinguishers, etc., brush and dry vacuum all vents.
11. Stairwells: Damp dust guard and handrails, damp dust windowsills and ledges, damp-dust doorframes and handles, brush sweep stairs.
12. Locker Rooms and Lounges: Damp dust furniture, damp dust lockers and equipment, clean toilets, clean appliances, clean shower stalls, clean floor
13. Custodial Closets: brushes, brooms, mops, etc., clean properly and re-hang. Clean mechanical equipment and slop sink. Restock supplies needed.

WEEKLY MAINTENANCE REQUIREMENTS

1. Furniture: Clean and polish all furniture, vacuum fabric and spot clean.
2. Drapes: Vacuum folds and tops.
3. Doors, Windows, Glass: wash window and all glass, wash and polish door kick plate.
4. Venetian Blinds: Dust.
5. Floors (hard surface): Dust sweep, damp mop, refinish worn traffic areas, and buff floor.
6. Floors (carpet): Vacuum thoroughly.
7. Walls, Pictures, etc.: Damp dust.
8. Elevators (where applicable): Wash vents, fans, light. Clean and polish metal trim, scrub floor and refinish.
9. Ceiling Tiles: Stained ceiling tiles that do not need to be cut to size will be changed. Note: If there are more than two or three ceiling tiles per area a work order can be submitted for maintenance to change them.
10. Offices: Polish all furniture, tables and desks. Scrub all floors and vacuum all carpets. Damp dust picture frames, coat racks and other fixtures. Clean all lamps and equipment.
11. Corridors: Wet mop with neutral floor maintainer, vacuum all carpets, clean doors, polish metal kick plate, clean windows and all ledges. Clean all fountains, etc. Stairwells: Damp mop stairs or vacuum, if carpet. Damp wash guardrails. Clean windows and sills. Wash down doors and polish kick plate.
12. Locker Rooms and Lounges: Clean and polish all furniture and equipment. Scrub floors and refinish heavy traffic areas.

MONTHLY MAINTENANCE REQUIREMENTS

1. Lobby Area: Clean floors and apply additional finish to heavy traffic areas. Carpet areas should be shampooed.
2. Offices: Clean floors and apply additional finish to heavy traffic areas. Carpet should be shampooed.
3. Corridors: Clean floors and apply additional finish to heavy traffic areas. Carpet should be shampooed.
4. Locker Rooms and Lounges: Clean floors and apply additional finish to heavy traffic areas. Carpet should be shampooed. Clean and disinfect all appliances.
5. Mechanical rooms and custodial storage areas: Clean floors and report if not kept clean by maintenance personnel.

SEMIANNUAL MAINTENANCE REQUIREMENTS

1. Ceilings: Spot clean or wash if required.
2. Light Fixtures: Clean thoroughly.
3. Walls: Spot clean or wash if required.
4. Floors: Clean thoroughly and refinish where required.
5. Carpet: Shampoo.
6. Furniture: Polish furniture and shampoo fabric.

ANNUAL MAINTENANCE REQUIREMENTS

1. Clean all furniture and fixtures in class rooms. Remove furniture and fixtures.
2. Clean floors.
3. Shampoo Carpets
4. Tile floors: Strip if necessary and refinish with a minimum of three coats of floor finish/sealer.
5. Strip/clean cafeteria/kitchen areas.
6. Clean all vents, lights, fans, etc. In the building.
7. Water blast entrances to clean accumulation of foreign items, mildew, etc.

TIME ALLOTMENTS FOR SPECIFIC CUSTODIAL SERVICE JOBS

The following allotments provide reasonable periods of time which to perform the duties specified using proper equipment and supplies, efficient methods and diligence. These time allotments are not to be rigid for each cleaning area because of varying conditions, but the suggestions will serve as reliable guides for our custodial staff.

Type of work	Minutes
Sweeping the average class room (700 - 800 sq. ft.), emptying pencil sharpener, cleaning chalk rail and emptying waste basket	12
Dusting furniture in the average class room, 25 30 pupil desks, teacher's desk, chair, table, bookcase and window sills	5
Cleaning room door and entrance glass to class room	3
Mopping restroom floor	2
Cleaning toilet stalls and door, each stall	1
Cleaning toilet bowls, seats and metal fixtures each bowl	1
Cleaning urinals, each urinal stall	1
Cleaning mirrors, each	2
Cleaning sinks and fittings, each sink	1
Cleaning drinking fountains and fittings, each fountain	1
Damp moping floors with 24oz mop {1000 sq ft}	12
Cleaning window glass, per 10 sq. ft.	1
Cleaning equipment used in daily cleaning	15
Hi-Speed buffing with propane floor machine {1000 sq ft}	3.5
Spray buffing with propane floor machine {1000 sq ft}	4.2
Floor scrubbing with 24" Auto Scrubber {1000 sq ft}	6
Disposing of trash, per day	10
Dusting and removing spots on wainscoting and locker doors, for each 1000 sq. ft. of wall area	10
Sweeping gymnasium, for each 1000 sq. ft. of floor area	5
Sweeping halls and corridors, for each 1000 sq. ft. of floor area (twice daily)	5
Sweeping outside walks to entrances, each 1000 sq. ft.	5
Picking up paper and other litter around building, special attention given to entrances (daily)	15
Picking up paper and other litter in the parking lot (daily)	5

BUILDING/CUSTODIAL INSPECTION REPORT

The purpose of this form is for use as a tool for voluntary use by Principals and Building Custodians to evaluate the cleanliness and maintenance of their respective buildings.

Building/School: _____ Time: _____ Date: _____

Location: _____ Room #: _____

Specific Area Location: _____

Check (✓) column of applicable condition:

Condition:	Above Average	Satisfactory	Below Average	Remarks*
Exterior				
Entrance				
Offices				
Classrooms				
Halls and corridor				
Walls				
Ceilings				
Lighting				
Air & Heating Vents				
Rest Rooms				
Windows				
Gym and locker rooms				
Other Areas:				

Comments:

Inspection report completed by: _____

*Inspection findings should be reported to the responsible Individual/Department to insure appropriate corrections are initiated/completed (i.e. work order, corrective action, etc.).