

**BEND – LA PINE SCHOOL DISTRICT NO 1
ADMINISTRATIVE REGULATIONS
CODE: ECE -AR
DATED:
REVISED:
REVIEW DATE:
REVIEWED BY:**

CLEANING STANDARDS OF DISTRICT FACILITY FOR HEALTH AND SAFETY

A. Cleaning Standards for Health and Safety

The purpose of this regulation is to, establish district-wide facility cleaning standards for health and safety. These standards were developed by the district's Engineers' Team a self-directed work team made up of building engineers. Enclosure (1) is for-warded for immediate application at your site. This standard is also available in an electronic file to ease tailoring to your specific facility.

Overall this document sets a standard to be attained. The goals are realistic and may be met under normal conditions, i.e. when the team is fully provided with appropriate equipment and supplies, when a full team complement is available, when building usage does not overly impact normal duties, and when extreme weather or snow removal does not create over-whelming demands on the team. The-standards reflect ideal staffing levels and other conditions under which the custodial team fulfills its duties.

For many reasons, each facility may not be able to meet these standards immediately. Nevertheless, the stated standards are goals the Custodial Teams may use to measure their performance, and progress toward district-wide quality.

The standards are in three categories:

1. Minimum Standards for Health and Safety
2. Acceptable Standards for Health and Safety
3. Quality Standards for Health and Safety

Application of the standards in Enclosure (1) will set reasonable, acceptable goals for your Custodial Team, provide a Quality Target your team can move toward, and delineate the minimum acceptable standards for health and safety.

The District Engineers' Team will remain available to advise and help you as you implement the recommendations.

ACCEPTABLE STANDARDS FOR HEALTH AND SAFETY

The following information is a series of custodial checklists divided into the various areas to which your team is assigned. The developed checklists are the Acceptable Standards for Health and Safety guidelines. They outline your team's responsibilities while providing the custodial duties at your site. If you need additional guidance or information please refer to your written work run, and then if necessary to your supervisor. At the bottom of each page you will find a place to provide additional information regarding your work areas, and a place to record extra projects you may have completed.

They are outlined as follows:

1. CLASSROOMS
2. RESTROOMS
3. KITCHENS
4. LOCKER ROOMS
5. GYMNASIUMS
6. SHOPS
7. OFFICES AND STAFF ROOMS
8. HALLWAYS ENTRIES AND STAIRWELLS
9. SECURITY, GROUNDS AND CARETAKING

**THE FOLLOWING IS WORK THAT OCCURS PERIODICALLY ON YOUR RUN.
SOME WORK NOTED OCCURS DAILY OR WEEKLY, AND SOME MAY BE
SPECIAL PROJECTS AS ASSIGNED.**

CLASSROOMS

1. _____ Trash cans all empty. Liners are in good shape.
2. _____ Low surfaces dusted and wiped down as necessary
3. _____ Pencil sharpeners empty
4. _____ Carpets vacuumed, focused visual inspection complete, no debris left on floor.
5. _____ Floors swept in open areas and under furniture as is practical, no debris around legs of desks, all furniture returned to proper location, focused visual inspection complete, no debris left on floor.
6. _____ Chalkboards/whiteboards cleaned.
NOTE: The standard for this activity is that chalkboards/whiteboards are to be cleaned as directed by the supervisor.
7. _____ Sink and counter area wiped down and cleaned
8. _____ Inspection of all tiled surfaces completed. All spills and stains spot mopped as necessary.
NOTE: The standard for this activity is that all rooms are to be spot-mopped nightly as necessary, and wet-mopped wall to wall at least once a week.
All window latches touched to make sure they are locked tight.
10. _____ Final inspection of room completed.
11. _____ All required cleaning is done.
12. _____ Lights out and door locked.

Use the area below to record any extra work required that was not considered part of the normal run. Record any obstacles or challenges you face while working a specific room. Offer suggestions that you feel will make this room a better environment for the students and staff. Use back if necessary.

RESTROOMS

1. _____ All trash cans empty, new liners installed.
2. _____ Feminine products receptacle empty, new liner installed.
3. _____ Soap dispensers filled and ready for use.
4. _____ All paper product dispensers full and ready for use.
5. _____ Mirror bright and clean.
6. _____ All toilets and urinals cleaned and disinfected, making sure that all adjacent areas to the fixtures are wiped down and clean. Focused visual inspections complete no dirt in comers or cracks. No stains on fixture.
7. _____ All partitions and wall areas around sinks and paper dispensers wiped down and cleaned. Focused inspection complete, no splashes, fingerprints, stains on
8. _____ All partitions and wall areas around toilets and urinals wiped down and cleaned. Focused inspection complete, no splashes, fingerprints, stains on walls.
9. _____ All floor surfaces swept and wet-mopped with disinfectant. Focused inspection complete, all comers and areas adjacent to base of fixtures clean and free of debris.
10. _____ Final inspection complete, room smells fresh and clean.

Use the area below to record any extra work required that was not considered part of the normal run record any obstacles or challenges-you faced while working in this room Offer suggestions that you feel will make this room a better environment for students and staff. Use back if necessary.

KITCHENS and CAFETERIA

1. _____ Floor swept

NOTE: The kitchen should be swept by the food service workers. There will be times when the floor needs extra attention. If time allows sweep the floor properly.

2. _____ Empty all trash.

3. _____ Clean rest room area.

4. _____ Mop all floors.

5. _____ Spot clean doors.

6. _____ Lights out, lock all doors.

Use the area below to record any extra work required that was not considered part of the normal run. record any obstacles or challenges you faced while working in this room. Offer suggestions that you feel will make this room a better environment for students and staff. Use back if necessary.

LOCKER ROOMS

1. ____ Empty all trash cans.
2. ____ Sweep all floors.
3. ____ Clean and disinfect all toilets and urinals.
4. ____ Fill paper and soap dispensers.
5. ____ Wet mop floors with disinfectant.
6. ____ All partition and wall areas around toilets, urinals, and sinks wiped down and clean.
7. ____ Dust locker tops and ledges weekly.
8. ____ Spot clean doors and windows
9. ____ Lights out, lock all doors.

Use the area below to record any extra work required that was not considered part of the normal run. record any obstacles or challenges you faced while working in this room. Offer suggestions that you -feel will make this room a better environment for students and staff. Use back if necessary.

OFFICES AND STAFF ROOMS

1. ____ All trash cans empty, liners are in good shape.
2. ____ Low surfaces dusted and wiped down as necessary.
3. ____ All counters, work tables, conference tables wiped down and clean. Focused visual inspection complete, surfaces clean and free of fingerprints and food, surfaces are ready for the next user.
4. ____ If personal work station surfaces are cleared, surfaces wiped down and cleaned.
5. ____ Vacuum carpets and or sweep/wet mop tiled surfaces in open areas and under furniture as is practical, no debris around legs of desks, all furniture returned to proper location. Focused inspection complete, no trash, paper, or spills left on floor. NOTE: The standard for this activity is that all carpeted and tiled surfaces are to be wall-to-wall vacuumed and/or wet-mopped a minimum of every other day on the days that the carpet/tilt; is not vacuumed or wet-mopped wall-to-wall all traffic areas will be thoroughly vacuumed or spot-mopped. If upon inspection it is determined that the floor needs wall-to-wall attention on its "off" day, you will adjust your schedule to meet that need. All spills will be cleaned upon discovery regardless of schedule.
6. ____ All window latches touched to make sure they are locked tight.
7. ____ Final inspection of room completed.
8. ____ All required cleaning done.
9. ____ Lights out and door locked.

Use the area below to record any extra work required that was not considered part of the normal run. Record any obstacles or challenges you faced while working in this room. Offer suggestions that you feel will make this room a better environment for students and staff. Use back if necessary.

SHOPS

1. ____ Empty trash cans.
2. ____ Sweep around sink area.
3. ____ Scrub sink/ counter area.
4. ____ Fill paper and soap dispensers.
5. ____ Spot clean all entry doors.
6. ____ Lights out, all doors locked.

Use the area below to record any extra work required that was not considered part of the normal run record any obstacles or challenges you faced while working in this room. Offer suggestions that you feel will make this room a better environment for students and staff. Use back if necessary.

GYMNASIUMS

1. ____ Empty all trashcans.
2. ____ Sweep floors.
3. ____ Spot mop floors. USE NEUTRAL CLEANER ONLY.
4. ____ Spot clean doors and walls.
5. ____ Sweep and mop under bleachers as needed.
6. ____ Sweep stairwells weekly.
7. ____ Lock all doors.

Use the area below to record any extra work required that was not considered part of the normal run. Record any obstacles or challenges you faced while working in this room. Offer suggestions that you feel will make this room a better environment for students and staff. Use back if necessary.

HALLWAYS, ENTRIES, AND STAIRWELLS

1. ____ All trashcans empty, liners in good shape. Trash and boxes removed from halls.
2. ____ Low surfaces and/or locker tops dusted and wiped down as necessary.
3. ____ Ceiling, lights, and low surfaces in entries clean and free of cobwebs and dust.
4. ____ Entry rugs vacuumed, turned over to dry if floors are wet from inclement weather.
5. ____ Entry steps swept.
6. ____ Stairwells swept and wet-mopped as necessary.

NOTE: The standard for this activity is that the stairs are to be clean at the beginning of the business day. This means that surfaces should be spot mopped daily as necessary, and wall-to-wall mopped whenever possible. Ceiling, lights, window frames, and high ceilings in stairwells free of cobwebs and dust.

8. ____ Sweep and wet mop tiled surfaces as practical. Focused inspection complete, no debris in corners or under heat ventilators. No trash, paper, or spills left on floor.

NOTE: The standard for this activity is that all tiled surfaces are to be wall-to-wall wet-mopped a minimum of every other day. On the days that the floor is not wet-mopped wall-to-wall, all areas will be thoroughly spot-mopped. If upon inspection it is determined that the floor needs wall-to-wall attention on its "off" day, you will adjust your schedule to meet that need. All spills will be cleaned upon discovery regardless of schedule.

9. ____ All doors entering onto hallway locked.
10. ____ Final inspection of hallway completed.

Use this area below to record any extra work required that was not considered part of the normal run. Record any obstacles or challenges you faced while working in this area. Offer suggestions that you feel will make this area a better environment for students and staff. Use back if necessary.

SECURITY, GROUNDS AND CARETAKING

1. ____ Playground equipment returned to building.
2. ____ Flags returned to building. Removable basketball hoops returned to building.
3. ____ Roof checked if applicable for playground balls and toys. Roof access hatch secured.
4. ____ All windows and interior doors checked from the inside and locked tight.
5. ____ All entry doors checked from the inside and locked tight.
6. ____ Stoves, ovens, coffee pots in lounge and food service areas checked to see that they are turned off.
7. ____ Check special equipment, IE. kilns, space heaters, etc. in work rooms and classroom checked to see that they are turned off.

NOTE: There may be occasions when staff may wish to leave incubators etc. turned on all night. When this occurs, check with your supervisor for instructions.

8. ____ Set all intrusion alarms as is applicable.

NOTE: If this responsibility has not been assigned to you for this shift, or if a supervisor, staff person or administrator has assumed the responsibility for this shift, note their name here:
Turn off A interior lights with the exception of approved security lighting.

10. ____ Check to see that the exterior security lighting is working as designed.
11. ____ Walk the entire exterior of every building to which you are assigned. Conduct a focused visual and physical inspection of each and every door and window to see that it is locked and secured.

NOTE: The standard for this activity requires that you touch each door, pulling on the handle to make sure that it is secure. Look at each window to confirm that it is closed and secured.

Use the area below to record any extra work required that was not considered part of the normal run. Record any obstacles or challenges you faced while working in this area, Offer any suggestions that you feel will make this area a better environment for students and staff. Use back if necessary.

MINIMUM STANDARDS FOR HEALTH AND SAFETY

It is the district's goal that Acceptable Standards for health and safety in our facilities be maintained at all times by the individual site custodial teams. Further, it is our added goal to achieve Quality Standards in these areas whenever possible.

Due to extraordinary circumstances, occasions make attaining Quality or even Acceptable Standards extremely difficult, i.e. when the team is not fully provided with appropriate equipment and supplies, when a full team complement is not available, when building usage requiring heavy, custodial involvement occurs, and when extreme weather or snow removal creates overwhelming demands on the team. Acceptable and Quality Standards reflect ideal staffing levels and other conditions under which the custodial teams fulfill their duties.

Should those occasions occur at a district facility, and achieving the Acceptable Standards is not possible, the site custodial team will provide the following Minimum Standards for Health and Safety.

1. ____ Protect all district facilities, equipment and resources. Lock all doors and windows. Turn off all but security fighting.
2. ____ Clean and sanitize all restrooms in the facility.
3. ____ Empty all trash from the facility.
4. ____ Clean and sanitize all locker rooms.
5. ____ Empty trash and mop kitchen floors.
6. ____ Sweep, vacuum, and spot-mop all hallway floors.
7. ____ Empty trash and vacuum/sweep main offices.
8. ____ Clean all main entry glass.
9. ____ Sweep, vacuum and spot mop classrooms

With the exception of protection of property, securing all facilities and checking and unplugging appropriate appliances at the end of a shift, the above items are an outline in a logical descending order of priority and will be supplied as time permits. Each facility may choose to customize their approach to the minimum standard application.

QUALITY STANDARDS FOR HEALTH AND SAFETY

Quality Standards lay in the consistent day to day performance of duties assigned, complemented by any additional tasks and services you provide.

These extra services are not considered part of your regular and normal duties. They are methods and activities that you create that may be used overcome extraordinary obstacles, challenges or circumstances. Quality Standards can include self-directed improvements you or other members of your team apply that enhances the environment for yourselves, for the students, and for the staff.

The following examples of Quality Standards are provided for your review. They are not complete and will serve only as a basis from which to begin. Since each facility is unique in its staffing and cleaning requirements, the individual custodial teams responsible will create their own plan.

1. ____ Increase the frequency of current cleaning practices.
2. ____ Provide additional cleaning activities that enhance the environment of the facility.
3. ____ Apply new and advanced cleaning techniques.
4. ____ Strengthen the partnership between the custodial team and the other staff in the facility, working together to enhance the overall mission of the site.
5. ____ Improve methods of managing our resources, i.e. team, cleaning, product selection, budget management, on-site training, technology, etc.
6. ____ Develop and encourage a pattern of individual excellence on the team, under which each member is self-directed in the pursuit of quality, continually seeking ways to improve the environment of the facility.
7. ____ Establish quality control practices that provide means for the team to evaluate their own progress and improvement.
8. ____ Begin measuring the quality of your work i.e., take a customer satisfaction survey on an annual basis.

Application of Quality Standards will improve your facility's appearance and serve to enhance the mission of the district. Over time, and with the consistent application, the result will be to raise the level of all the cleaning standards.