



**CODE ENFORCEMENT AND COMPLIANCE**  
**ENVIRONMENTAL HEALTH & SAFETY OFFICE**  
**2019 - 2020**  
**BUILDING MAINTENANCE SUPERVISOR CUSTODIAL STANDARDS**  
**MANUAL**  
**Leon County Schools**  
**Rocky Hanna, Superintendent**

| Table of Contents                                                 | Pages |
|-------------------------------------------------------------------|-------|
| INTRODUCTION                                                      | 2     |
| 1.0 - EXPECTATIONS                                                | 3     |
| 2.0 - SITE ADMINISTRATOR DUTIES & RESPONSIBILITIES                | 4     |
| 3.0 - BUILDING MAINTENANCE SUPERVISOR DUTIES & RESPONSIBILITIES   | 4-6   |
| 4.0 - CUSTODIAL SERVICES SUPPORT RESPONSIBILITIES                 | 6-7   |
| 5.0 - SITE BASED MINOR MAINTENANCE FUNCTIONS                      | 7-9   |
| 6.0 - FACILITY RESOURCE CONSERVATION (ENERGY, REFUSE & RECYCLING) | 9-11  |
| 7.0 - INTEGRATED PEST MANAGEMENT                                  | 12    |
| 8.0 - APPEARANCE FACTORS & FIVE (5) LEVELS OF CLEANING            | 12-16 |
| 9.0 - SCHOOL CLEANING & DISINFECTING                              | 17-19 |
| 10.0 - SITE BASED ACTIVITIES OTHER THAN CLEANING                  | 19-20 |
| 11.0 - CUSTODIAL STANDARD CLEANING PROCEDURES                     | 20-42 |
| 12.0 - FORMS AND CHECKLIST ATTACHMENTS                            | 43-67 |
|                                                                   |       |

## **INTRODUCTION:**

The custodial standards defined herein were developed in accordance with Florida Statute 1001.51 Duties and Responsibilities of District School Superintendent, Florida Rule 6A-2.0010 State Requirements for Educational Facilities (SREF), Florida Rule 6a-2.0040 - Sanitation Standards in K-12 Private Schools, School Board of Leon County Policy 7420, and the Florida Department of Health School Sanitation Guidelines.

It is the responsibility of all LCSD employees to maintain their facility to the best of their ability. Each Building Maintenance Supervisor (BMS) site based custodial staff, with support from the Maintenance department, is responsible for maintaining a healthy working environment for all occupants and visitors. The custodial standards defined herein are to be followed by each site-based custodial team and the site-based Administrator.

## 1.0 EXPECTATIONS

Each site-based Administrator and the BMS are expected to update, on an annual basis, the site-based custodial procedures to accommodate any Custodial Standards updates that may have occurred during this period.

By State and Federal laws there are certain procedures that must take place on a daily basis by the custodial staff. These include restroom sanitation, inspection for safety defects in the interior and exterior of the facility, refuse removal in a timely manner to protect sanitation needs and pest control. Assuring exits and egress routes are not blocked during operation.

All custodial employees will become familiar with and be responsible for the information, regulations, and procedures contained in the Custodial Standard. Through the use of the Custodial Standards, custodial staff members should improve their planning and productivity. It will also provide site-based administrators with cleaning guidelines and expectations to provide input for evaluating performance. It will assist in establishing district-wide required standard for cleaning.

During the school year each facility is expected to meet or exceed the requirements set forth in the documents listed below:

### **Florida Rule 6A-2.0010 Educational Facilities (by reference State Requirements for Educational Facilities (SREF))**

The State Requirements for Educational Facilities (SREF) is applicable to all public educational facilities and plants: pre-kindergarten (pre-K) through grade 12,

### **Chapter 69A-58 Fire Safety in Educational Facilities**

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69A-58>

These laws pertain to the safety aspects of the custodial duties such as fire extinguishers, emergency lighting, exit lighting and egress exits. This will be covered more in detail later.

### **CPSC Handbook for Public Playground Safety**

<https://www.cpsc.gov/s3fs-public/325.pdf>

This concerns the playgrounds and safety inspections of both equipment and impact material. This will be covered more in detail later.

### **Leon County School Board Policies**

<http://www.neola.com/leon-fl/>

## 2.0 SITE-BASED ADMINISTRATOR DUTIES AND RESPONSIBILITIES

The site-based Administrator or designee has the duty and is responsible to manage and supervise the site-based custodial team in accordance with Florida Educational Code rules, this manual and all manual attachments.

## 3.0 BUILDING MAINTENANCE SUPERVISOR DUTIES AND RESPONSIBILITIES:

The Building Maintenance Supervisor (BMS) has the duty and is responsible for the following actions.

### FACILITY WORK ORDER PROCESSING AND SUBMITTAL:

1. Troubleshoot site-based facility problem(s), before calling the maintenance department or submitting a work order.
2. Investigate emergency and urgent facility work before call-in. Report emergency during the day to Maintenance Department dispatch desk 850-617-1777. After Hours Emergency number is 850-545-5997 and operational 24/7 on weekends.

**Emergency:** Work requiring immediate action to prevent or correct loss or damage to property. Work to restore essential services disrupted by an interruption or breakdown of utilities. Work to eliminate imminent hazards to persons or property. Work to prevent a school from closing. *Work usually handled within 24 hours.*

**Urgent:** Work required to prevent the interruption of the educational process and to prevent breakdown of essential operations or housekeeping functions. *Request should be addressed within five working days.*

- Be the primary source of initiation of routine work orders or project requests for entire facility.
- **Routine:** The day-to-day work required to maintain or repair building, grounds and equipment to their original condition. Go to Maintenance Department Web Page to submit a Work Order Request.
- **Project Request:** Routine Maintenance work that cannot be completed in one day. Request is for rearranging or retrofitting already and permanent installed structures or to add structures such as walls, floors, cabinets and major equipment.
- Participate in annual or semi-annual or quarterly walk-through with all inspection staff or assessment staff.
- Log and follow-up on all open work orders to assure they are completed in a timely manner. Report any work order with no action for 60 days, to the Maintenance Department, to find out status of work.

## FACILITY INSPECTION REQUIREMENTS:

BMS is responsible for fulfilling all the requirements listed below:

- All Fire Extinguishers in the facility are to be identified by location (Map). A monthly inspection report will be maintained and kept readily available for inspection. A copy of the report is to be sent to E.H. & S. at the Building Code Enforcement Department. All inspection tags shall be marked accordingly with date and initials of person performing inspection. (Monthly Fire Extinguisher Report Form is located in the form section of manual.)
- Facility Administrator is required to perform one drill for each month school is open. BMS will participate in these drills to assure fire alarm system is in proper working order. BMS is to ensure fire alarm log book is located at fire alarm panel. Ensure all events are recorded in the log book (including drills). Custodial staff shall participate in drills and be aware of their responsibilities in case of fire.
- All playgrounds at the facility will be inspected daily for trash/debris, any items that might cause injury to a child, animal excrement, standing water, ant hills, toxic materials/plants, etc. and removed/report immediately. This should include the physical activity teachers or someone appointed by the Site Based Administrator. (Refer to section on Playgrounds in the manual)
- All playgrounds at the facility will be inspected and logged weekly by the custodial staff and or designee to ensure that equipment and surfacing are in good condition. Look for trip hazards, such as exposed footings or anchoring devices, rocks, roots, or any other environmental obstruction in the play area. (Weekly Playground Checklist is located in the form section of manual)
- Perform a monthly walk through of facility, using the Monthly Preventative Maintenance sheet as a guideline. (Monthly Preventative Maintenance checklist is located in the Form Section of manual.)
- Provide a detailed cleaning schedule for all custodial employees. The schedule should define both complete and partial cleaning. The schedule should allow enough flexibility to react to changing conditions or shifts in priority, yet insure that all areas of the facility are cared for properly. The schedule should be coordinated with the site administrator/school principal to insure priorities are considered in the daily schedule. **Note:** Specific requests by the Principal will take priority over routine items in order to respond to immediate/unforeseen building needs as prioritized by the principal.
- The BMS shall have a plan of action in their absence and have another member of the custodial staff trained in BMS duties to act in their absence. These plans should be posted on the staff bulletin board and custodial binder in the custodial area so as to provide access to all interested parties.
- Perform random classroom/area inspections of each custodian's assigned area to assure that rooms/areas are being cleaned and maintained properly. (Periodic Inspection checklist is located in the form section of manual.)
- Perform a monthly Integrated Pest Management (IPM) walk through of facility using the Monthly Integrated Pest Management Checklist as a guideline. Transfer finds to the Pest Sighting Log for the entire facility to be used by the IPM technician for use in identification of pest activity and monitoring purposes. The Pest Sighting log is to be provided by the IPM technician. (IPM checklist form-is located in the form section of manual.)
- Perform weekly emergency generator checks. To include checking hour meter reading, water, oil and fuel. Monthly, send generator report form into Maintenance Department, Electrical shop. (Emergency Generator report form-is located in the form section of manual)

- Perform monthly, pre-holiday Energy Conservation inspections using the Energy Conservation checklist as a guideline. ( Energy checklist is located in the form section of manual)
- Shall have general knowledge of the “tools of their trade”, i.e. auto scrubbers, buffers/scrubbers, burnishers, vacuums, lawn mowers, line trimmers, pressure washers, and any other tools consistent with the job description
- Principal Meetings: The BMS will meet with the Principal(s) as needed or as per a predetermined schedule to discuss building issues.
- The BMS will meet with the custodial staff monthly to review and update custodial training needs.
- Ensure all new employees attend District provided new employee orientation and training. Provide new employee training such as, but not limited to organization, work schedule, paperwork, overview of responsibilities, Personal Protective Equipment (PPE), chemical usage, inspections and keys.

#### **FACILITY DOCUMENTATION REQUIREMENTS:**

BMS will maintain the following records and update them as needed:

- Maintain SDS (Safety Data Sheets) file with the most up to date sheets in main custodial room for all custodial chemicals used at the facility daily.
- Facility blueprints should be kept in an easily accessible location. If plans are not kept in main custodial room, a map will be provided in this room showing location of them for Maintenance department use.
- Facility map showing location of all shut off switches, valves, etc., for all utilities (electric, water, gas, etc.) shall be accessible and available for all custodians.
- Facility map showing locations of fire alarm main and sub panels, air conditioning main and sub panels and any other systems at the facility shall be accessible and available. These records will be posted and/or stored in an easily accessible location for use by Custodial Staff, Administration, Plant Operations, Maintenance, Local Authorities, etc., in the event of an emergency at facility.

### **4.0 CUSTODIAL SERVICES SUPPORT DUTIES AND RESPONSIBILITIES**

The Custodial Services section located in the Code Enforcement and Compliance Department has the duty and is responsible for assisting Site-Based Administrators and Custodial Teams in achieving the cleanliness and safety standards set forth herein.

The following are the primary responsibilities of the Custodial Services Department.

- Create a uniform cleaning standard and procedures.
- Provide training to BMS to help them understand and adhere to the standards and procedures.
- Assist the site-based custodial team to create effective custodial schedules and assignments to distribute workload more equitably to ensure adequate coverage during weekdays, evening's shifts

and during special events.

- Work with the BMS to adjust cleaning tasks to ensure that resources are dedicated to those most apt to affect student success.
- Support the site based administrators when unplanned events affect the cleanliness and the safe operation of the site under his or her jurisdiction.
- Conduct school site custodial assessments and report findings to the superintendent, senior staff and school site administrators.
- Support the site-based administrators and custodial teams during emergency situations.

## 5.0 SITE BASED MINOR MAINTENANCE FUNCTIONS

The following represent an area by definition of those minor maintenance functions which should be completed by school-based custodial personnel.

### STRUCTURAL:

- Replace ceiling tiles up to 12' height. Maintain a small inventory of pattern and size used at the respective site. Submit a work order to Maintenance to have inventory replenished.
- Assemble furniture and perform minor repairs. Lift and carry tables and desks when moving to avoid damaging legs and flooring.
- Perform minor adjustments to doors by tightening or replacing hinge screws. **DO NOT** replace screw with nails. Hinges should be lubricated on a regular basis.
- Remove foreign objects (sticks, boards, etc.) from door. Doors, when held open, shall be secured by approved hardware.
- Issues with damaged door closers, including all panic hardware, should be sent to Maintenance for repair or replacement.
- Keep door knob escutcheons tight to prevent damage to lock set.
- Remove damaged or inoperable window blinds and reinstall after repair.
- Install pencil sharpeners, projector screens, flag holders, towel, soap, and tissue holders, classroom banners, hooks, picture frames and similar objects and devices.
- Remove sand grates at entrances and doors and thoroughly clean pits and grate seats twice a year.
- Clean graffiti and if needed spot paint over graffiti.
- Clean under bleachers to keep tracks free of trash and debris weekly and also after events.

### GROUNDS:

- Mow grass within 50' of buildings to a height of 2-3 inches. Trim hedges and shrubbery.
- Trim tree branches to avoid contact with building exterior.
- Police grounds daily and remove trash debris, broken glass, etc.

- Inside of fenced area for HVAC equipment shall be kept clean and free of debris and overgrown grass/weeds. Fenced in equipment gates shall be padlocked.

#### ELECTRICAL:

- Replace interior and exterior light bulbs and fluorescent lamps up to a height of 12'. Maintain adequate inventory of replacement bulbs and lamps.
- When Exit lights are not operating submit a work order to the Maintenance Department.
- Keep all electrical rooms clear of rubbish, broken equipment, etc. Maintain at least a 3' clearance in front of all electrical panels. There is no storage allowed in electrical rooms.
- Complete monthly generator report (weekly checks) and send completed reports to Maintenance Department monthly. (Emergency Generator report form located in the form section of manual.)
- Clean/wash lenses on all light fixtures annually.
- For any power outage, call maintenance to have an electrician dispatched to assess the problem. Do not reset the breaker. This will be done by the electrician.
- Clean, brush and vacuum exhaust fans semi-annually.

#### HEATING AND AIR CONDITIONING (HVAC):

- Keep all HVAC mechanical rooms clear of rubbish, broken equipment, etc. Maintain at least a 3' clearance in front of all electrical panels. There is no storage allowed in HVAC mechanical rooms.
- Before calling or submitting a work order to Maintenance about a room being too hot or cold. Go to the room and check the temperature with a digital thermometer provided through the maintenance warehouse. Make sure the thermostat is adjusted up or down as needed for heating or cooling.
- Gas supply lines and valves shall be inspected regularly to make sure cut-off valve is in good working order. Report all gas leaks to Maintenance immediately. Keep area free of debris and vegetation growth.
- Check L.P. Gas Tanks and call to have them filled when they drop below 40%. In cold weather, the tanks that supply heating equipment needs to be checked at least once a week to ensure they can adequately deliver heat the school.

#### PLUMBING:

- Make sure toilet seat fasteners are secure at all times. Replace toilet seats (use only open front seats) when broken.
- Unstop toilets with auger. Unstop sinks with plunger. If stoppage persists report to maintenance through the work order system.
- Adjust valve on drinking bubblers (with exposed adjustments) to assure proper water supply.
- Fresh water should be added to floor drains monthly in mechanical rooms and daily in restrooms. When water is allowed to evaporate it allows sewer gas to enter building.

- Run water (pencil sized stream) in all portable buildings if temperature is forecast to be below 30 degrees.
- Be familiar with shutoff valves to buildings and fixtures.
- Storm water drainage systems shall be kept free of debris.

#### **BUILDING AUTOMATION:**

- Clean camera lenses as requested by site administrator.
- Disable automatic exterior gates when gates malfunction.
- Train other staff members on using the security and fire alarm systems.
- Replace batteries in wireless and standalone electronic clocks to height of 12'.
- Perform minor repairs of vacuum cleaners (bags, belts etc.).
- Tighten screws on door hardware if loose.

#### **OPERATIONS**

- All pest sightings should be entered into the pest sighting logbook. The District uses Integrated Pest Management (IPM) techniques.
- Use normal type ant spray to handle nuisance ant trails after removing food source. Spray when children are not present in room.
- All pest sightings other than normal (i.e. wild animals, termites, etc.) shall be reported to the Maintenance Department
- TeamWorks work order training is available on the Maintenance Department website. All BMS personnel should be familiar with work order system. The online address is: <http://leon.teamworkslive.com/>
- Most school based repair items can be purchased through the Maintenance warehouse.

### **6.0 FACILITY RESOURCE CONSERVATION:**

With approximately 34,000 students and 6700 teachers and employees, the Leon County Public School system is a major consumer of energy, water and producer of waste, much of which is recyclable. Site-based custodians, employees and teachers have the responsibility to operate the school safely and efficiently.

School Board policy 7460 reads in part as follows: *“The School Board recognizes the importance of conserving our natural resources. The Board further recognizes the environmental and financial advantages of using best practices for the conservation of energy and water in District operations. The Superintendent shall develop and implement both immediate and long-range plans to meet these concerns...”*

## ENERGY CONSERVATION MEASURES:

Heating & air conditioning thermostat set-points to be maintained as follows:

Cooling: 74 degrees Fahrenheit (per DOE recommendation)

Heating: 70 degrees Fahrenheit, grades 4 through 12 (per DOE recommendation)  
72 degrees Fahrenheit, grades K through 3 (per DOE requirement)

Set Points:

|                               |                                                     |
|-------------------------------|-----------------------------------------------------|
| Occupied cooling set point:   | 74 degrees                                          |
| Unoccupied cooling set point: | 85 degrees                                          |
| Media Center unoccupied:      | 80 degrees or humidistat                            |
| Occupied heating set point:   | 70 degrees grades 4 - 12<br>72 degrees grades K - 3 |
| Unoccupied heating set point: | 55 degrees                                          |

Occupied operating schedule:

Start Times

|                |                                                    |
|----------------|----------------------------------------------------|
| Office -       | 1 hour before start time                           |
| Cafeteria -    | time supervision begins                            |
| Media Center - | ½ hour before start time                           |
| Classrooms -   | ½ hour before start time (or Middle School option) |

End Times

|                |                                                       |
|----------------|-------------------------------------------------------|
| Office -       | 1 hour after dismissal time                           |
| Cafeteria -    | time supervision ends                                 |
| Media Center - | ½ hour after dismissal time                           |
| Classrooms -   | 1 hour after dismissal time (or Middle School option) |

**All requests for HVAC other than the hours indicated above require a completed "Run Time Request Form" emailed to: [HVAC\\_After\\_Hours@leonschools.net](mailto:HVAC_After_Hours@leonschools.net), 24 hours before the requested time.**

(After Hours Run Time Request Form located in the form section of manual.)

## ENERGY CONSERVATION

The following areas have been identified as opportunities for improving both the health and safety of the building and reducing wasted energy.

**General:**

1. Keep all windows and doors closed at all times.
2. Do not block air supply vents or air return grates.
3. Avoid the use of space heaters.
4. Please minimize the use of individually owned electric appliances.

### **Lighting:**

1. The site administrator shall be responsible for implementing a lighting policy.
2. Primary action: turn lights off when a space is unoccupied for more than 10 minutes.
3. Night lighting of buildings: Time clocks shall be checked and reset after a power failure. Adjust the off/on settings to correspond to sunrise and sunset times. Manually operated lights should be turned off as soon as possible each day. Check automatic photo cell sensors weekly for proper operation. Do not compromise safety or security by turning off lights.

### **Operating Equipment:**

1. Set computers, monitors, printers, copiers and other business equipment to energy saving feature and turn computer to log off setting, then turn monitor off at the end of the day.

### **After School Programs:**

1. Aggregate all functions in one building and the fewest number of spaces within that building.
2. Hold group meetings in the smallest space that meets the group requirements and has the lowest impact on the operation of the school's HVAC system. For example, don't operate a campus-wide HVAC system for one classroom.

### **Special Use Areas:**

1. Staff break areas: Centralize food preparation, duplication of coffee makers, toasters, refrigerators, etc. Proliferation of individually owned appliances increases utility costs and should be avoided.
2. The site administrator shall be responsible for restricting the location of appliances that consume electricity.

### **WATER CONSERVATION**

1. Water grassy areas, shrubs, outside plants and trees during the morning or early evening hours to reduce evaporation.
2. Report any water system leaks, drips or plumbing system malfunctions to Maintenance ASAP to conserve water.

### **RECYCLING AND REFUSE**

Our goal is to reduce our waste while continuing to provide a clean and safe environment for our students and employees.

**To achieve success these guidelines have been established to assist custodians in meeting the goal of reduced refuse collection.**

1. Reuse or recycle rather than dispose of material in the refuse dumpster.
2. ALL cardboard must be flattened and added to the cardboard recycle bin. **NO CARDBOARD IN THE TRASH DUMPSTERS!**
3. If possible, flatten steel cans and plastic jars before adding them to the garbage.
4. Stack Styrofoam serving trays prior to adding them to the garbage.
5. Tie garbage bags tightly to expel air prior to adding them to the refuse dumpster.
6. Periodically, monitor and evaluate the amount of trash in the dumpster to maintain proper dumpster size and frequency of pick-ups.

## 7.0 INTEGRATED PEST MANAGEMENT IN FACILITIES:

As per LCSB policy 8400 the District shall implement a pest management program in accordance with the U.S. Environmental Protection Agency's Integrated Pest Management (IPM) in Schools Procedures. Pest prevention measures will include regular inspections, monitoring, sanitation, pest proofing, and modification of environmental conditions leading to pest problems. Practices such as sanitation, clutter control, excluding pests through structural repairs, and education comprise the routine IPM service.

The BMS/Custodial Staff will:

- Work with the IPM technician(s) to ensure consideration of pest control implications of building or site modifications following the IPM Policy and Process.
- Participate in facility inspections to identify pest problems.
- Report pest activity promptly to the Facility Administrator.
- Participate in implementation of pest prevention and control measures.
- Perform recommended housekeeping, exclusion and repair efforts within their capabilities and responsibilities.
- Maintain Pest Sighting Log, complete with type of pest, location and date sighted for use by the IPM technician. Logs are available through your IPM technician.

**NOTE:** School/site staff is not authorized to bring any pesticides/herbicides onto district property, or to apply any pesticides/herbicides.

Also there are persons that are hypo-allergic to some of the perfumes used in deodorizers that could result in allergies or allergic reactions.

**NOTE:** Deodorizers are not to be confused with disinfectants. Disinfectants with deodorizers included have not been prohibited. Air fresheners with perfumes are prohibited (i.e., Glade with Misty Meadows scent).

## 8.0 APPEARANCE FACTORS AND FIVE (5) LEVELS OF CLEANING:

The Custodial Services Support section uses the APPA Operational Guidelines for Educational Facilities - Custodial - Third Edition as guiding principal when school district wide custodial standards and procedures. The APPA appearance factors and the five (5) levels of clean have been modified and integrated into the School Board of Leon County Custodial Standards.

The Area Allotment per Person/Hour/Room Formula methodology was modified by assigning one of the APPA (Association of Physical Plant Administrators) five (5) levels of cleaning standards, customized for the Leon School District's custodial operations, to each room type shown in the Florida Inventory of School Houses (FISH) database for BPS's facilities.

The following facility spaces are covered by “5 Levels of Cleaning” requirements Classrooms, Offices, Science Labs, Libraries, Auditoriums, Restroom, Shower, & Locker Room, Gymnasiums, Sport Complexes, Field House, Portables Standards, Vocational Technical Laboratories, Culinary Arts Laboratories, & Clinic Rooms, Corridors, Common Areas, Hallways, Cafeteria, and Exterior/Facilities/Grounds/Playgrounds.

Following are the five (5) cleaning standards and cleaning frequency that were applied to each space type.

**Level 1 Clean and Appearance Factors - Orderly Spotlessness (Frequency - Daily):**

Level 1 cleaning results in a “spotless” and sterile space, as might normally be found in a hospital environment.

- All clinics and first aid rooms are a Level 1.

**Level 2 Clean and Appearance Factors - Ordinary Tidiness (Frequency - Daily):**

Level 2 cleaning is the uppermost standard for the remainder of school facilities, and is generally reserved for restrooms, special education areas, kindergarten areas, and food service areas.

The following areas and rooms typically receive Level 2 cleaning.

- ESE Rooms
- Food Service Areas and Culinary Art Laboratories (See **culinary note**) (Kitchen areas are cleaned daily by Food Services personnel)
- Staff Lounges where Food is Present
- PE Locker Rooms
- PE Showers
- Restrooms of all kinds. (**Note: Restrooms shall not be used or purposed for storage**)
- Superintendent/Senior Staff/Director/Principal Offices

**Level 3 Clean and Appearance Factors - Casual Attention (Frequency - Daily):**

Level 3 cleaning is the norm for the majority of school facilities. Educational and support work spaces and areas that require daily cleaning are a Level 3. Examples: Trash cans would be emptied every day. Floors would be swept and/or mopped as required.

- The following areas and rooms typically receive Level 3 cleaning.
- All instruction spaces of any kind where students are present every day (including relocatable classrooms).
- Teacher planning and work spaces.
- Administrative staff offices and rooms.

- Stages and auditoriums that are used on daily basis.
- Inside Circulation (Hallways and other open areas).

#### **Level 4 Clean and Appearance Factors - Casual Attention (Frequency - Weekly):**

Educational and support work spaces and areas that do not require daily cleaning are a Level 4. Example: School and support facility carpets would be vacuumed every third day and dusting would occur once a month.

- The following areas and rooms typically receive Level 4 cleaning.
- Covered Walkways
- Conferences rooms that are not used every day
- Custodial receiving areas
- Control Booths/projection rooms
- Stages and auditoriums that are not used daily

#### **Level 5 Clean and Appearance Factors - Casual Attention (Frequency - As Required):**

The following areas and rooms typically receive Level 5 cleaning.

- Audio Visual Storage
- Closed Circuit TV Storage
- Electrical Rooms
- General School Storage
- Gymnasium Storage
- Maintenance Storage
- Mechanical Rooms
- Boiler Rooms
- Custodial Storage

**Note:** Culinary Arts Laboratories, as part of the curriculum and the learning process, instructors using student-based assistance shall follow Custodial Standards or Industry Standards, whichever is greater, in the cleaning and maintaining of the work area pertaining to food preparation, cooking, serving and dish washing. The program participants shall dispose of food preparation refuse daily to a central area collection bin for collection by the custodial staff. This could be an area by the front door, in a hallway etc. School based custodial staff shall follow Custodial Standards regarding normal refuse removal and floor covering maintenance as prescribed by Custodial Standards.

\* These standards and frequencies of cleaning are based on normal working circumstances. Variables such as inclement weather, special events, staffing shortages, and unusual workloads may impact custodial efforts.

## DAILY CLEANING AND SPACE ASSESSMENT:

- Facility spaces that have been classified as requiring level 1 - 3 cleaning will be inspected each work day. Based upon the condition of the space, the custodial staff will, as a minimum, perform the following tasks.
- Empty waste containers and sanitary napkin disposal units, wash trash cans with liners being replaced;
- Clean Water-fountains and table tops;
- Sweep/dust mop floors; vacuum carpets );
- Spot clean carpets;
- Spot mop/mop floors, remove, food, gum, etc.;
- Rearrange furniture, clinic cots;
- Clean dry erase boards/trays;
- Spot clean inside partition and door glass;
- Spot clean exterior of trash containers;
- Vacuum-spot mop and clean elevator and door tracks;
- Clean restroom, locker rooms, showers, fixtures, mop floors, disinfect, and restock;
- Clean and spot mop stairwell;
- The following cleaning tasks may be done daily if required, or else when the condition of the space warrants it.
  - Wet mop floors
  - Dust open flat surfaces
  - Dust furniture and windows and sills
  - Regular floor maintenance, buff and burnish floors, scrub and recoat floors
  - Spot wipe and wash multiple seating
  - Dust vents and returns, wash walls, clean baseboards (remove wax after stripping and waxing)
  - Polish metal, door knobs, and kick plates
  - Dust blinds
  - Clean windows inside
  - Clean office upholstered furniture
  - Strip and refinish (only if needed) floors and do restorative carpet cleaning

## **WEEKLY CLEANING AND SPACE ASSESSMENT:**

Facility spaces that have been classified as requiring level 4 - 5 cleaning will be inspected each work day. All level 4 - 5 spaces will be maintained neat, clean, and orderly. Based upon the condition of the space, the custodial staff will as a minimum perform the following tasks each week.

- Sweep/dust mop floor.
- Dust shelving and/or boxes.
- Empty and/or wash waste containers.
- Remove unapproved items from the spaces where no storage is permitted.
- Clean vents and louvers monthly.
- The floor will be free of debris including corners.
- Remove cobwebs weekly.
- Replace burned out lamps when discovered.
- Tools and spare parts shall be stored in their proper locations in storage room/areas where the tools and spare parts are permitted.

## **CUSTODIAL STORAGE AREAS (Non-public area - KEEP LOCKED)**

- Custodial storage areas shall be kept neat, clean, and orderly at all times.
- Supplies will be stored appropriately and a running inventory shall be maintained.
- Equipment will be stored, and maintained in a clean, safe, and functional state of repair.
- Chemical containers will be properly labeled in accordance with Federal, State and Local requirements.
- Storage of fluorescent bulbs for regulated waste pick up will be neat and orderly. Bulbs will be properly stored.
- Closets must be cleaned, reorganized and restocked on a daily basis.
- Floor surfaces must be scrubbed and refinished on an as needed basis.
- Wall surfaces must be spot washed and or washed on an as needed basis.

## **PERIODIC AND BREAK CLEANING:**

It is difficult to execute major cleaning projects when classes are in session. Therefore, the best time to deep clean is during break periods. Clean as thoroughly as you can throughout the year, but make a plan for deep cleaning during breaks. The BMS or designee should complete a record log(s). By documenting your deep cleaning, you will know what rooms have been done and what needs to be done during the next term and the following break; this will enable you to deep clean each room on a regularly scheduled basis. Within each level of clean, as it relates to rooms and spaces, there will be cleaning priorities established by each site.

## 9.0 SCHOOL CLEANING AND DISINFECTING

All schools should increase their vigilance in cleaning hard surfaces that have that are classified as frequently/common touch surfaces. This is the extra step of disinfecting these surfaces after they have been cleaned/sanitized, during the normal cleaning procedures used by our schools. The Center for Disease Control (CDC) recommends disinfecting frequently touched surfaces like water fountains, bathroom fixtures, door knobs, hand rails, elevator buttons, cafeteria tables and other hard surfaces with frequent hand contact. The district has always recommended disinfecting these surfaces in addition to the normal cleaning

### Sanitizing and Disinfecting

**Sanitizers:** Are used to reduce, but not necessarily eliminate, microorganisms from the inanimate environment to levels considered safe. These are our normal everyday cleaning products including bathroom cleaners, floor cleaners and general detergents used in classrooms. This also includes germicidal products used to clean toilet rooms, locker rooms and clinic areas etc.

**Disinfectants:** Are used on hard, inanimate surfaces and objects to destroy or irreversibly inactivate infectious fungi and bacteria. The disinfectant product selected by the district for use has been is ZEP Spirit II.

For cleaning to be effective against the Coronavirus (or other viruses or bacteria) we should sanitize with our normal cleaning products and then disinfect with the ZEP Spirit II disinfectant on the commonly touched surfaces.

### Daily Cleaning

The following are minimum requirements for cleaning of district schools. These are excerpts from the State Requirements for Educational Facilities (SREF). Occupied facilities shall be cleaned and serviced in accordance with an established schedule and prescribed methods:

| Area                                                                                                                                                          | Clean & Sanitize | Disinfect                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Student-occupied areas, including interior places of assembly, classrooms, corridors, and all other areas designed for occupancy by more than two (2) persons | Daily            | Daily<br>Frequently touched surfaces like water fountains, bathroom fixtures, door knobs, hand rails, elevator buttons, cafeteria tables and other hard surfaces with frequent hand contact. Food contact surfaces in cafeterias or other areas must be rinsed off after application. |
| Administrative and faculty offices designed for single or double occupancy                                                                                    | Once per Week    | Daily<br>Frequently touched surfaces.                                                                                                                                                                                                                                                 |

|                                                                              |              |                                                                                                                           |
|------------------------------------------------------------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------|
| Toilet rooms, shower and locker rooms, drinking water fountains, and clinics | Daily        | Daily<br>Frequently touched surfaces. Drinking water fountains are rinsed or flushed with plain water after disinfection. |
| Food service areas are cleaned and sanitized                                 | Daily        | Daily<br>Frequently touched surfaces.                                                                                     |
| Floor drains are sanitized and flushed with water.                           | Once per Day | NA                                                                                                                        |

### Air Fresheners/Deodorants in School Facilities

The Florida Department of Health (School Sanitation Code 64E-13(6) (a) 8) **prohibits** the use of deodorizers in K - 12 toilet rooms. The Code Enforcement Office prohibits the use of deodorizers in all areas of the Educational facilities (classrooms, storage rooms, media center, etc.). Deodorizers are products with the sole purpose of masking odors. Therefore they do not solve the problem, instead they cover it up (clean does not smell). Persistent odors in the Facilities are caused by two factors:

- Unsanitary Conditions
- Inadequate Ventilation

If housekeeping and moisture issues are addressed and exhaust fans are functional, odor problems should be temporary. Inspectors have a difficult time locating and correcting unsanitary conditions when deodorizers are masking odors. The Supervisor of Custodial Services authorizes personnel from the Office of Facilities Services to report the use of and confiscate any deodorizers (Glade aerosol, Stick ups, Plug-ins, etc.) found at any facility/site.

Another reason for prohibiting the use of deodorizers is the masking of warning odors. Leakage of propane or natural gas fuel is only detectable to the human nose because trace levels of mercaptans are added as odorants. When this odor is smelled, it is a warning to evacuate and /or correct a serious problem. Also hydrogen sulfide (a highly irritating gas that smells like rotten eggs) can be generated. Problems such as sewer pipe leaks and other plumbing problems can occur. Disease-carrying pests such as roaches can live in dry sewer lines when drain traps are not kept wet. The use of deodorizers may mask these warning signs and create serious safety concerns.

Also there are persons that are hypo-allergic to some of the perfumes used in deodorizers that could result in allergies or allergic reactions.

NOTE: Deodorizers are not to be confused with disinfectants. Disinfectants with deodorizers included have not been prohibited. Air fresheners with perfumes are prohibited (i.e., Glade with Misty Meadows scent).

## UNIVERSAL PRECAUTIONS:

- **Always** wear protective gloves. Do not use gloves that have holes or tears.
- Treat all body fluid spills as if they were contaminated.
- Items that have been contaminated by body fluids should be discarded, if possible, by sealed leak - proof plastic bags. If they cannot be discarded, use ZEP Spirit II disinfectant consistent with the proper use for the type of surface being cleaned.

## 10.0 SITE BASED ACTIVITIES OTHER THAN CLEANING

### PLAYGROUNDS MAINTENANCE:

- Playground equipment and play areas shall be inspected daily. The purpose of this inspection is to identify and correct problems with impact surface material and equipment to ensure student safety at all times during play periods.

### The BMS/or site designee shall:

- Inspect all playground areas daily for trash, broken glass, vandalism to equipment, animal feces, weeds, etc., and remove immediately.
- Perform an extensive weekly inspection of all playground surfaces and playground equipment using the
- (Weekly Playground Inspection checklist is located in the form section of manual.)

### Weekly Playground inspections shall include the following:

- Surfacing material to be raked to prevent them from becoming packed down and to remove hidden hazards (litter, sharp objects, etc.).
- Surfacing materials are to be replenished and/or raked to maintain adequate depth (minimum 12 inches) and coverage under playground equipment.
- All equipment shall be inspected for rust, chipping paint, sharp edges, splinters or rough surfaces, and excessive wear.
- All equipment shall be inspected for loose nuts and bolts, open "S" hooks, frayed rope, and worn out chains or cables.
- All structures shall be inspected to ensure equipment has not shifted or become bent.
- All equipment shall be inspected to ensure no components are missing. All parts of the equipment are present and in good working order with no loose play or excessive wear in moving parts.

**NOTE:** Immediately upon notice of problem with playground/equipment the BMS/Custodian shall:

**Rope off area, or piece of equipment.**

- Report hazardous condition(s) to site-based Administrator
- Report hazardous conditions using work order system to Maintenance Department

**FIRE EXTINGUISHER RECORD OF INSPECTION:**

**Environmental Health and Safety will provide annual inspections of fire extinguishers for all facilities.**

Fire extinguishers will be inspected monthly with the person performing the inspection initialing and dating the tag provided. Listed below are guidelines you are to follow when performing inspections and updating tags:

- Ensure extinguisher is readily visible and mounted properly to wall surface.
- Check site gauge, making sure it is in the green (good), ensure pull seal is intact and pull pin is present.
- Inspect extinguisher body and hose for missing or broken parts. (Sight glass, loosened or cracked hose, etc.)
- Check contractor inspection tag. Is it up to date? The tag is good for one year from month and year punched on sticker.

Turn in to Environmental Health and Safety the Monthly Fire Extinguisher Inspection form. This can be done by emailing [EHS@leonschools.net](mailto:EHS@leonschools.net) (Monthly Fire Extinguisher Inspection Form located in the form section of manual.)

If any of the above items are found deficient during your inspections, replace extinguisher from site spare pool of extinguishers

## **11.0 CUSTODIAL STANDARDS**

### **Classrooms (Level 3)**

#### **Floor Coverings**

- The floor, including corners, will be free of all debris.
- Carpeted floors will be vacuumed every service day at a minimum.
- Vinyl, ceramic and terrazzo floors will be dust mopped every other service day with a dust inhibitor treated dust mop at a minimum.
- Spots and gum on all floor coverings will be removed upon discovery.
- Floor moldings will be maintained in a dust free condition.

- Vinyl, ceramic and terrazzo floors will be wet mopped at a minimum every other day. Spots and stains will be removed daily.
- Vinyl and terrazzo floors will be scrubbed and recoated as finish wears, not allowing damage to floor covering. (Minimum semi-annually)
- Vinyl and Terrazzo floors will have a burnishing program in place.
- Walk off mats will be cleaned every other service day and be free from sand and debris. Mats should be inspected and removed from service when tattered or torn causing trip or other type hazards

### Walls/Wall Coverings

- Dust and remove all smudges and fingerprints.
- Wall coverings will be dust free.
- Dry erase trays will be wiped down so large accumulations of dust are not present.
- Dry Erase boards will be maintained to meet the expectations of the instructional staff.
- Pencil sharpeners will be emptied daily.
- Any tape on walls will be removed daily.
- Walls will be inspected when cleaned for any peeling or chipped paint. Any walls needing repair will be corrected by work order to Maintenance. BMS will take measures to assure chipped or peeled paint is removed until such service is provided.
- Graffiti will be removed from walls daily. Obscenity and gang related material will be removed immediately.

### Ceilings

- Remove cobwebs weekly.
- Replace burned out light bulbs as needed unless this condition is a safety hazard, then correction will be made immediately.
- Replace damaged ceiling tile and report to BMS for source determination.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems. Replaced ceiling tiles shall be dated.
- Replace damaged light covers immediately when discovered.
- Clean all light covers/globes when covers or globes reduce the amount of light needed for the area. (Minimum annually).
- Return vents and discharge vents will be dust free. Damaged or rusty vents will be repaired or replaced within five working days of discovery.

## Windows/Window Sills

- Windows will be free of fingerprints and smudges, tape, etc.
- Remove cobwebs weekly.
- Windowsills will be free of dust and debris.
- All windows are to be closed and locked nightly.
- All broken or non-functioning hardware shall be replaced, turn in work order to Maintenance Department. **Unless this causes a security problem to the facility then it will be corrected immediately.**

## Furniture

- All flat surfaces will be dusted weekly.
- All classroom furnishings will be free of graffiti, gum and dust.
- Student desks shall be cleaned daily. Common touch surfaces disinfected daily.
- All secondary exits shall be kept free of obstructions and accessible.

## Trash Receptacles

- Emptied daily and liner replaced when torn or dirty.
- Sanitize receptacle weekly.
- Damaged or unusable receptacles will be removed from service and replaced immediately.

## Periodic Cleaning

- Vinyl /Terrazzo finishes will be maintained, as finish wears do not allow damage to floor covering. (Minimum semi-annually, except offices and cafeterias, which are maintained monthly.)
- Carpet will be extracted in its entirety annually unless causing environmental concerns.
- Light fixtures will be cleaned when fixtures do not allow sufficient light. (Minimum annually)
- Gum removed from under furniture weekly.
- Exterior windows will be cleaned when windows do not allow sufficient light due to buildup of dirt and debris.
- Window coverings will be removed and cleaned as dirt and debris block natural light due to build up.
- Computers will be maintained clean and dust free in accordance with manufacturer's guidelines.

## Restrooms (Level 2)

### Floor Coverings

- Will be swept daily.
- Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner
- Floor drains will be flushed daily with bacteriostatic cleaner used in above standard.
- Floor drain strainers will be replaced when broken or missing.
- Floors will be scrubbed with an auto scrubber or low speed scrubber at a minimum monthly. Bacteria eating enzymes will be introduced during this process.
- Ceramic tile will be cleaned daily according to manufacturer's recommendations.

### Windows/Window Sills

- Windows will be free of fingerprints and smudges.
- Remove cobwebs minimum weekly.
- Window sills will be free of dust and debris.
- All windows are to be closed and locked nightly.

### Lavatories

- Bowl will be free of soap scum.
- Drains will be free of hair and soap deposits.
- Fixtures will be cleaned and polished daily to remove water deposits.
- Entire lavatory will be wiped down daily with germicidal detergent. Frequently touched surfaces disinfected daily.
- Plumbing fixtures will be cleaned daily.

### Urinals

- Bowls will be free of water deposits.
- Water swirl holes will be free of deposits to allow proper water circulation.
- Fixtures will be cleaned and polished daily to remove water deposits.
- Entire urinal will be wiped down daily with germicidal detergent. Frequently touched surfaces disinfected daily.

### Toilets

- Bowl will be free of water deposits.
- Water holes will be free of deposits to allow proper water circulation.

- Fixtures will be cleaned and polished daily to remove water deposits.
- Entire toilet (including base and both sides of seat) will be wiped down daily with germicidal detergent. Frequently touched surfaces disinfected daily.
- Toilet seat will be maintained in a safe condition, including secure toilet seat.

#### **Walls/Accessories**

- Walls will be free of fingerprints, smudges and graffiti.
- Soap dispensers will be functional, filled and deposit free.
- Paper towel holders will be full and free of graffiti (Stainless steel fixtures will be cleaned and polished).
- Toilet paper holders will be full and maintained.
- Mirrors will be fingerprint and smudge free.
- Partitions will be washed daily. Frequently touched surfaces disinfected daily.
- Walls will be graffiti free. Graffiti will be removed daily unless profanity or gang related and then it shall be removed immediately upon report.

#### **Sanitary Receptacles**

- Will be emptied and liners changed daily.
- Receptacle will be sanitized daily.
- Sanitary napkin dispensers will be cleaned daily and refilled when empty. (Minimum daily)

#### **Ceilings**

- Remove cobwebs minimum weekly.
- Replace burned out light bulbs as needed unless this condition is a safety hazard, then correction should be in one day.
- Replace damaged ceiling tile and report to BMS for source determination.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems. Replaced ceiling tiles shall be dated.
- Replace damaged light covers within five working days unless this is a safety hazard and correction should be immediate.
- Remove any litter or debris daily.
- Return vents and discharge vents will be dust free.

## Trash Receptacles

- Receptacle will be emptied daily and the liner replaced.
- Receptacle will be sanitized weekly.
- Broken receptacles shall be removed from service and replaced immediately.

## Periodic Cleaning

- Light covers will be cleaned when light is reduced from debris or dirt. (Minimum semiannually)
- Floors will be scrubbed monthly.
- Floors will be refinished as finish wears, do not allow damage to the floor covering. (Minimum quarterly)
- Non porous walls will be washed weekly. Spot cleaned daily.
- Exterior windows will be washed annually at a minimum.
- Restrooms will be monitored, by the custodial staff, for cleanliness during student use throughout the day.

## Gymnasiums (Level 3)

### Walls/Wall Coverings and Doors

- Dust and remove all smudges and fingerprints from doors every other service day.
- Wall coverings will be dust free.
- Dry erase boards will be maintained to meet the expectations of the instructional staff.
- Doors will be cleaned weekly.
- Doors will be checked weekly for efficient operation.
- All secondary exits will be clear and free of obstacles during occupancy.

### Windows/Window Sills

- Windows will be free of fingerprints and smudges.
- Remove cobwebs monthly at a minimum.
- Windowsills will be free of dust and debris.
- All windows are to be closed and locked nightly.
- All broken or nonfunctioning hardware will be replaced turn in work order to Maintenance Department, unless there is a security concern. In that case, it will be handled immediately.

## Bleachers

- Will be maintained free of debris, dust and gum.
- Will be free of graffiti.
- Bench seating will be cleaned monthly during off-season and prior to each event during season.
- Damaged or missing seats will be inspected and repaired before any use.
- Perform monthly inspection of stadium seating.
- Areas beneath the bleachers will be cleaned and inspected weekly, including hardware and rollers.

## Floor Coverings

### Gym floor surrounding areas:

- Dust mopped daily using dust inhibiting product.
- Spots and gum will be removed daily.
- Floor will be dust mopped after each use at a minimum with manufacturer's recommended dust inhibitor. With a properly treated dust mop.
- Debris shall be removed into a trash receptacle, not swept into a corner or into adjoining door and hallways.
- Spots and gum will be removed daily.
- During normal usage periods, spot mop daily with neutral cleaner.
- Floor should be cleaned weekly and before events with an automatic scrubber.

## Trash Receptacles

- Emptied daily and liner replaced daily.
- Sanitize receptacle weekly.

## Periodic Cleaning

- Vinyl/Terrazzo finishes will be maintained as finish wears. (Minimum semi-annually)
- Carpet will be extracted in its entirety semi-annually unless covering causes environmental concerns.
- Gym floor finishes will be maintained in a safe condition at all times.
- Gym floors will be refinished when finish wears. (annually)
- Light fixtures will be cleaned when fixtures block light due to dirt and debris.

## Locker Rooms (Level 2)

### Restrooms

- Cleaning as described in restroom cleaning above.

## Locker Areas (Level 2)

### Lockers

- Will be free of dust and debris
- Lockers will be free of graffiti.
- Lockers will be maintained in a safe operational condition at all times.
- Interior and exterior of lockers will be cleaned at least annually or when they become environmental concerns.

### Benches

- Will be free of graffiti.
- Will be wiped down with germicidal bacteriostatic cleaner daily (or product safe for your campus).

### Floor Coverings

- Will be swept every service day.
- Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner
- Floor drains will be flushed with germicidal bacteriostatic cleaner used in above standard.
- Floors will be scrubbed with an auto scrubber or low speed scrubber weekly.
- Ceramic tile will be swept every service day and mopped daily at a minimum with a germicidal bacteriostatic cleaner
- Floors will be free of mold and mildew in tile grout.

### Ceilings

- Remove cobwebs weekly.
- Replace burned out light bulbs as needed unless this creates a safety hazard, then correction should be made immediately.
- Replace damaged light covers immediately when discovered.
- Remove any litter or debris daily.
- Replace damaged ceiling tile and report to BMS for source determination.

- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems. Replaced ceiling tiles shall be dated.
- Clean all light covers/globes when globes or covers reduce the amount of light needed for the area due to debris or dirt. (Minimum semiannually)
- Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced or repaired.

### **Shower Areas (Level 2)**

- Walls will be free of soap film.
- Floors will be free of mold and mildew in tile grout.
- Showerheads will be operational and mildew free.
- Fixtures will be cleaned and polished daily.
- Floor drain covers will be in place and free of debris.
- Floors will be mopped daily with germicidal bacteriostatic cleaner.
- Floors will be scrubbed weekly when in use.
- Floors will be free of mold and mildew in tile grout.

#### **Periodic Cleaning**

- Light covers will be cleaned annually at a minimum annually.
- Floors will be refinished as finish wears. (Minimum quarterly)
- Exterior windows will be cleaned quarterly or when windows do not allow for sufficient light.
- Interior of lockers will be washed annually or as they become unused.

### **Administrative Offices/Libraries/Auditoriums (Level 3)**

#### **Floor Coverings**

- The floor, including corners, will be free of all debris.
- Carpeted floors will be vacuumed when dirt / debris is present or a minimum of every other service day.
- Vinyl, ceramic and terrazzo floors will be dust mopped when dirt / debris is present or a minimum of every other service day with a dust inhibitor treated dust mop.
- Spots and gum on all floor coverings will be removed upon discovery during daily cleaning.
- Floor moldings will be maintained in a dust free condition.
- Vinyl, ceramic and terrazzo floors will be mopped at a minimum every other service day.

- Single or double occupancy offices will be vacuumed weekly at a minimum.

#### **Walls/Wall Coverings**

- Dust and remove all smudges and fingerprints daily.
- Wall coverings will be dust free.
- Pencil sharpeners will be emptied daily.
- Graffiti will be removed daily unless it is obscenity or gang related. It will then be removed as discovered.

#### **Ceilings**

- Remove cobwebs weekly.
- Replace burned out light bulbs within five working days of report unless this condition is a safety hazard, then correction will be in one working day.
- Replace damaged ceiling tile and report to BMS for source determination.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems. Replaced ceiling tiles shall be dated.
- Replace damaged light covers as discovered.
- Clean all light covers/globes when covers or globes reduce the amount of light needed for the area. (Minimum semiannually)
- Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced or repaired within five working days of discovery.

#### **Windows/Window Sills**

- Windows will be free of fingerprints and smudges.
- Remove cobwebs weekly.
- Windowsills will be free of dust and debris.
- All windows are to be closed and locked nightly.
- Broken or nonfunctional hardware will be replaced within five working days unless there is a security concern in which it will be taken care of immediately.

#### **Furniture**

- Administrative furniture will be maintained to meet the expectations of the staff.
- Reception area counter tops will be sanitized daily.

#### **Trash Receptacles**

- Emptied daily and liner replaced when torn or dirty.
- Sanitize receptacle weekly.

## Public Use Telephones

- Handsets will be wiped down every day with germicidal cleaner. Disinfected as frequently touched surface.

## Periodic Cleaning

- Vinyl/terrazzo finishes will be maintained as finish wears. (Minimum quarterly)
- Carpet will be extracted at a minimum annually.
- Light fixtures will be cleaned when dirt and debris cause the fixtures reduce sufficient lighting. (Minimum semiannually).
- Exterior windows will be cleaned at a minimum semi-annually or when dirt and debris does not allow sufficient outside lighting.

## Science Vocational Laboratories (Level 3)

### Shop Areas

As there is complicated and possibly dangerous machinery involved in this area, an untrained person could be harmed or damage expensive equipment. Therefore, as part of the curriculum of these programs, the instructors shall follow Custodial Standards or current Industry Standards, whichever is greater, for cleaning and maintaining the shop area using students as part of their learning experience.

### Floor Coverings

- The floor, including corners, will be free of all debris.
- Carpeted floors will be vacuumed at a minimum every other service day.
- Vinyl, ceramic and terrazzo floors will be dust mopped at a minimum every other service day with a dust inhibitor treated dust mop.
- Spots and gum on all floor coverings will be removed upon discovery.
- Floor moldings will be maintained in a dust free condition.
- Vinyl, ceramic and terrazzo floors will be wet mopped weekly at a minimum. Spots and stains will be removed daily.
- Vinyl and terrazzo floors will be scrubbed and recoated as finish wears. (Minimum annually)
- Vinyl and terrazzo floors will have a burnishing program in place.
- Ceramic tile will be swept daily and cleaned according to manufacturer's recommendations.
- Concrete floors will be swept every other service day.

### **Walls/Wall Coverings (level 3)**

- Dust and remove all smudges and fingerprints daily.
- Wall coverings will be dust free
- Whiteboards will be maintained to meet the expectations of the instructional staff.
- Pencil sharpeners will be emptied daily.
- Paper towel dispensers will be cleaned and replenished daily.
- Soap dispensers will be in good repair as well as cleaned and replenished daily.
- Graffiti will be removed from walls daily. Obscenity and gang related material will be removed upon immediately.

### **Ceilings**

- Remove cobwebs weekly.
- Replace burned out light bulbs within five working days unless this creates a safety hazard and then repair will be within one working day.
- Replace damaged ceiling tile and report to BMS.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems. Replaced ceiling tiles shall be dated.
- Replace damaged light covers immediately as discovered.
- Clean all light covers/globes of dirt and debris. (Minimum annually)
- Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced or repaired within five working days.

### **Windows/Window Sills**

- Windows will be free of fingerprints and smudges.
- Remove cobwebs weekly.
- Windowsills will be free of dust and debris.
- All windows are to be closed and locked nightly.
- Broken or nonfunctional hardware shall be repaired submit a work order to Maintenance Department, unless this causes a security problem to the facility and then it will be corrected immediately.

### **Trash Receptacles**

- Emptied daily and liner replaced. Remove and replace unsightly receptacles.
- Sanitize receptacle weekly.

## Culinary Arts Laboratories (Level 2)

As part of the curriculum and the learning process, instructors using student-based assistance shall follow Custodial Standards or Industry Standards, whichever is greater, in the cleaning and maintaining of the work area pertaining to food preparation, cooking, serving and dish washing. The program participants shall dispose of food preparation refuse daily to a central area collection bin for collection by the custodial staff. This could be an area by the front door, in a hallway etc. School based custodial staff shall follow Custodial Standards regarding normal refuse removal and floor covering maintenance as prescribed by Custodial Standards.

### **Floor Coverings**

- The floor, including corners, will be free of all debris.
- All floors will be dust mopped daily with a dust inhibitor treated dust mop.
- Spots and gum on all floor coverings will be removed upon discovery.
- Floor moldings will be maintained in a clean condition.
- All floors will be mopped daily.
- Foreign material will be removed daily.

### **Walls/Wall Coverings**

- Dust and remove all smudges and fingerprints daily.
- Wall coverings will be dust free.
- Dry erase boards will be maintained to meet the expectations of the instructional staff.
- Pencil sharpeners will be emptied daily.
- Paper towel dispensers will be cleaned and replenished daily.
- Soap dispensers will be in good repair as well as cleaned and replenished daily.
- Graffiti will be removed from walls daily. Obscenity and gang related material will be removed upon immediately.

### **Ceilings**

- Remove cobwebs weekly.
- Replace burned out light bulbs within five working days unless this creates a safety hazard and then repair will be within one working day.
- Replace damaged ceiling tile and report to BMS for source determination.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems. Replaced ceiling tiles shall be dated.
- Replace damaged light covers immediately as discovered.
- Clean all light covers/globes dirt and debris. (Minimum annually)

- Vents will be dust free. Damaged or rusted vents will be repaired or replaced within five working days.

### **Windows/Window Sills**

- Windows will be free of fingerprints and smudges.
- Remove cobwebs weekly.
- Windowsills will be free of dust and debris.
- All windows are to be closed and locked nightly.
- Broken or nonfunctional hardware shall be replaced within five working days of discovery unless this causes a security problem to the facility and then it will be corrected immediately.

### **Furniture**

- All flat surfaces will be cleaned daily.
- All classroom furnishings will be free of graffiti, gum and dust.
- Teacher desks/furniture will be maintained to meet the expectations of the staff.
- Unsecured lockers will be free of debris and litter.

### **Trash Receptacles**

- Emptied daily and liner replaced daily.
- Sanitize receptacle weekly.
- Broken or unsightly receptacles shall be removed and replaced immediately.

### **Periodic Cleaning**

- Vinyl/terrazzo finishes will be maintained as finish wears. (Minimum quarterly)
- Carpet will be extracted annually unless covering causes environmental concerns.
- Light fixtures will be cleaned semiannually or when necessary light is reduced.
- Gum will be removed from under furniture daily.
- Exterior windows will be cleaned when windows do not allow for sufficient lighting. (Minimum quarterly)
- Window coverings will be removed and cleaned. (minimum annually)
- Broken glass receptacles will be emptied as needed.
- Exhaust hoods, hoods will be inspected and cleaned semi-annually through the Environmental Health and Safety office.

## **Clinic Rooms (Level 1)**

### **Floor Coverings**

- The floor, including corners, will be free of all debris.
- Carpeted floors will be vacuumed daily.
- All floors will be dust mopped daily with a dust inhibitor treated dust mop.
- Spots, stains and gum on all floors will be removed as discovered.
- Floor moldings will be maintained in a dust free condition.
- All floors will be mopped daily with germicidal detergent.

### **Walls/Wall Covering**

- Dust and remove all smudges and fingerprints.
- Wall coverings will be dust free.
- Graffiti will be removed daily. Obscenity and gang related material will be removed immediately.

### **Ceilings**

- Remove cobwebs daily.
- Replace burned out light bulbs within five working days of report unless this condition is a safety hazard, then correction will be in one working day.
- Replace damaged ceiling tiles and report to BMS.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems. Replaced ceiling tiles shall be dated
- Replace damaged light covers as discovered.
- Clean all light covers/globes. (Minimum semiannually)
- Vents will be dust free. Damaged or rusted vents will be replaced or repaired within five working days.

### **Windows/Window Sills)**

- Windows will be free of fingerprints and smudges.
- Remove cobwebs daily.
- Windowsills will be free of dust and debris.
- All windows will be closed and locked nightly.
- Broken or nonfunctioning hardware will be replaced within five working days of discovery unless this causes a security problem to the facility and then it will be corrected immediately.

## **Furniture**

- All flat surfaces will be cleaned and sanitized daily.
- All furniture in contact with patients will be wiped down daily with germicidal detergent.

## **Trash Receptacles**

- Emptied daily and liner replaced.
- Full Sharps containers will be removed and stored for pick-up.

## **Periodic Cleaning (level 1)**

- Carpet will be extracted quarterly unless there are environmental concerns.
- Vinyl/terrazzo finishes will be maintained as finish wears. (Minimum semiannually)
- Light fixtures will be cleaned when they do not allow sufficient light. (Minimum semiannually)
- Exterior windows will be cleaned when dirt and debris restrict sufficient light from the area. (Minimum semiannually)
- Window coverings will be removed and cleaned when dirt and debris restrict sufficient light from the area (Minimum semiannually)

## **Corridors (Level 3)**

### **Floor Coverings**

- The floor, including corners, will be free of debris.
- Carpeted floors will be vacuumed at least once per day.
- Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated mop. Mopped daily with a germicidal detergent.
- Spots and gum on the floor covering will be removed upon discovery.
- Floor moldings will be maintained in a dust free condition.
- Sweep/vacuum interior stairways daily.
- Vinyl and terrazzo floors will have a burnishing schedule to maintain floor finish.

### **Walls/Wall Coverings/Trophy Cases/Fixtures**

- Dust and remove all fingerprints and smudges.
- Wall coverings and lockers will be dust free.
- Trophy case glass will be free of smudges, streaks and dust.

- The interior of locked trophy cases will be cleaned. It shall be the custodian's responsibility to obtain a key for this purpose.
- Graffiti will be removed daily. Obscenity and gang related material will be removed immediately.

### Drinking Fountains

- Drinking fountains will be free of water deposits, streaks and dust.
- Use a germicidal cleaner containing no objectionable odor. The mouthpiece, basin, and exterior will be sanitized daily. Common touch surfaces will be disinfected daily.
- Fountains will be operational and water flow will be adequate with no drainage problems.

### Ceilings

- Remove cobwebs weekly.
- Replace burned out light bulbs/tubes within five working days of report unless this condition is a safety hazard, then correction will be in one working day.
- Replace damaged ceiling tile and report to BMS for source determination.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems. Replaced ceiling tiles shall be dated.
- Replace damaged light covers immediately when discovered.
- Clean all light covers/globes when dirt and debris reduce the amount of light needed for the area. (Minimum semiannually)
- Vents will be dust free. Damaged or rusted vents will be replaced or repaired within five working days of discovery.

### Periodic Cleaning

- Vinyl/terrazzo finishes will be maintained daily.
- Carpet will be extracted in its entirety annually unless covering causes environmental concerns.
- Light fixtures will be cleaned semiannually or when light is restricted.
- Exterior windows will be cleaned annually at a minimum.
- Window coverings will be removed and cleaned quarterly or when light is restricted.

## Entrances (Level 2)

### Floor Covering

- Blow off outside entrance ramp to main sidewalk daily.
- Vacuum/sweep mats daily.
- Pick up dirt, trash and leaves daily.

### Ceilings

- Remove cobwebs three times weekly.
- Replace burned out entrance lamps and exit lamps within five working days of report unless this condition is a safety hazard, then correct within one working day.

### Doors

- Both sides of door glass will be free of tape, smudges and fingerprints.
- Lock and unlock doors at appointed times.

### Periodic Cleaning

- Blow off exterior stairways weekly.
- Wash light fixtures semiannually or when light is restricted or inadequate.
- Clean vents and louvers monthly.
- Carpet type mats will be maintained in a clean and safe condition.
- Entrance door thresh holds shall be kept clean and free of obstructions.

## Cafeteria (Level 2)

### Floor Coverings

- The floor, including corners, will be free of all debris.
- All floors will be dust mopped daily with a dust inhibitor treated dust mop.
- Spots, stains and gum on all floor coverings will be removed upon discovery.
- Floor moldings will be maintained in a dust free condition.
- All floors will be mopped daily with a germicidal detergent.
- All floors will be scrubbed and recoated as a minimum semi-annually.

- All floors will have a burnishing program in place.
- Walk-off mats will be cleaned daily and free from sand and debris. Mats should be inspected and removed immediately when tattered or torn, causing trip or other type hazards.

### **Walls/Wall Coverings**

- Dust and remove all smudges, fingerprints, and other foreign debris.
- Wall coverings will be dust free.
- Graffiti will be removed from walls daily. Obscenity or gang related material will be removed immediately.

### **Drinking Fountains**

- Drinking fountains will be free of water deposits, streaks, and dust.
- Use a germicidal cleaner containing no objectionable odor.
- The mouthpiece, basin, and exterior will be sanitized daily. Common touch surfaces will be disinfected daily.
- Fountains will be operational and water flow will be adequate with no drainage problems.

### **Ceilings**

- Remove cobwebs weekly.
- Replace burned out light bulbs/tubes within five working days of report unless this condition is a safety hazard, and then correction will be in one working day.
- Replace damaged ceiling tile and report to BMS for source determination.
- Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems. Replaced ceiling tiles shall be dated.
- Replace damaged light covers immediately when discovered.
- Clean all light covers/globes when light is restricted. (Minimum semiannually)
- Vents will be dust free. Damaged or rusted vents will be replaced or repaired within five working days of discovery.

### **Furniture**

- All tabletops will be washed daily and maintained throughout the lunch period.
- Tabletops shall be sanitized and disinfected daily at a minimum. After disinfection rinse off with clean damp cloth.

## Trash Receptacles

- Emptied throughout the lunch period and liners replaced.
- Sanitize receptacles weekly.
- Receptacles that are broken or unsightly shall be removed and replaced immediately.

## Periodic Cleaning

- Light fixtures will be cleaned semiannually or when light is restricted.
- The surfaces of all chairs/benches will be wiped down monthly to include the legs and under the seat.
- All folding tables will be inspected quarterly for defects. If unsafe remove from service. Submit work order to Maintenance for repair.

## Kitchen Floor/Hood (Level 2)

### Floor Coverings

- Floors will be cleaned by the custodial staff biannually during the summer and winter breaks.

### Hood

- Nutrition services is responsible for cleaning and maintaining hood systems in cafeterias.
- Environmental Health and Safety cleans all other hoods semi-annually.
- Environmental Health and Safety contracts semi-annually for hood suppression system inspections.

## Exterior (Level 4)

- Eaves will be kept free of cobwebs and other debris.
- Exterior windows will be cleaned at a minimum annually.
- Replace burned out exterior lighting weekly except for security purposes which will be replaced immediately.

## Grounds (Level 4)

- Sidewalks will be kept free of weeds and inspected monthly for dangerous conditions.

- Blow of sidewalks daily. Pressure wash at a minimum annually.
- Planters will be maintained in an aesthetic condition by removing trash and unwanted vegetation.
- Tree limbs will not hang below a height of 7 feet in student travel areas.
- Exterior surfaces will be washed at a minimum annually.
- Exterior painted surfaces will be maintained in an aesthetic condition.
- Grounds will be free of trash and associated debris.

### **Playgrounds (Level 3)**

Playgrounds shall be in full compliance with Public Playground Safety Handbook at all times and shall be maintained accordingly. See playground checklist in forms section.

### **Athletic Fields (Level 3)**

#### **Ticket Office**

- Will be swept inside and out before and after use.
- Doors and windows will be free of fingerprints, smudges, and graffiti.

#### **Stadium Seating**

- Trash and debris will be removed after use
- Repairs will be accomplished as needed as a safety factor.
- Seating will be inspected monthly.

#### **Concession Stands (level 2)**

- Trash will be removed after use.
- Initial cleaning after use shall be done by occupants/boosters. Maintained, cleaned and sanitized by site based custodial staff.
- Doors and windows will be free of fingerprints, smudges, and graffiti.

#### **Trash Receptacles**

- Trash receptacles will be emptied and liners will be replaced.
- Entire grounds will be "policed" for trash and debris after sports events or student usage.

## Field Houses (Level 2)

- Lockers will be free of graffiti.
- Lockers will be maintained in a safe operational condition at all times.
- After each use cleaning shall be as described above in locker room and restroom cleaning.

## Exterior

- All surfaces will be washed annually.
- Stadium seating will be washed periodically to maintain a sanitary condition.
- All exterior painted surfaces will be maintained in an aesthetic condition.
- Grounds will be free of trash and associated debris.

## Boiler/Maintenance/Custodial Storage (Level 4 & 5)

### Boiler, HVAC and Electrical Rooms (level 5)

- The floor will be free of debris including corners. Sweep monthly.
- Clean vents and louvers at a minimum semi-annually.
- Remove cobwebs monthly.
- Replace burned out lamps when discovered.

**NO STORAGE WILL BE PERMITTED**

### Maintenance Rooms (level 5)

- The floor, including corners, will be free of debris. Sweep and mop floors weekly.
- Trash receptacles will be emptied daily and liners replaced.
- Tools and spare parts shall be stored in their proper locations.
- Remove cobwebs monthly.
- Replace burned out lamps when discovered.

#### Custodial Storage Areas (level 4)

- Will be maintained neat, clean, and orderly.
- Floors shall be swept weekly. Mopped monthly at a minimum.
- Supplies will be stored appropriately.
- Equipment will be stored, and maintained in a clean, safe, and functional state of repair.
- All chemical containers will be properly labeled in accordance with Federal, State and Local requirements.
- Storage of fluorescent bulbs for hazardous waste pick up will be neat and orderly. Bulbs will be properly stored. They are scheduled to be picked up annually. If needed sooner call Environmental Health and Safety office at 617-1800.

## FORMS AND CHECKLIST

|                                                       |
|-------------------------------------------------------|
| MONTHLY FIRE EXTINGUISHER REPORT FORM                 |
| PLAYGROUND AND/OR PLAY SYSTEM AND EQUIPMENT CHECKLIST |
| MONTHLY PREVENTATIVE MAINTENANCE CHECKLIST            |
| PERIODIC INSPECTION CHECKLIST                         |
| CUSTODIAL INTEGRATED PEST MANAGEMENT CHECKLIST        |
| CUSTODIAL ENERGY CONSERVATION CHECKLIST               |
| EMERGENCY GENERATOR REPORT FORM                       |
| AFTER HOURS A/C RUN TIME CHANGE REQUEST FORM          |
| TEACHER END OF THE YEAR ROOM CHECKLIST                |
| SCHEDULE OF WORK ROSTER                               |
| TEACHER ROOM REPAIR CHECKLIST                         |
| REQUEST FOR EQUIPMENT OR SUPPLIES                     |

**INTENTIONALLY LEFT BLANK**



## MONTHLY FIRE EXTINGUISHER REPORT

### TO BE DONE MONTHLY

1. CHECK PRESSURE GAUGE. THE POINTER INDICATOR SHOULD BE IN THE GREEN SECTOR OF THE DIAL.
2. CHECK INSPECTION TAG FOR EXPIRATION DATE. ANNUAL INSPECTION DUE DATE SHOULD BE PUNCHED.
3. CHECK LOCK-PIN AND SEAL-STRIP; MAKE SURE BOTH ARE IN PLACE.
4. CHECK HOLDING BRACKET OR HOOK FOR LOOSENESS AND SECURITY.
5. IF FIRE EXTINGUISHER IS FOUND IN NEED OF SERVICE, MAINTENANCE, RECHARGE OR INSPECTION, REMOVE FROM STATION, REPLACING IT FROM THE SPARE SUPPLY.
6. REPLACE FROM SPARES, ANY FIRE EXTINGUISHER FOUND MISSING FROM ASSIGNED SPACE. NOTIFY THE CODE ENFORCEMENT OFFICE WHEN ALL SPARES ARE USED AT (850) 617-1800.



## PLAYGROUND AND/OR PLAY SYSTEM AND EQUIPMENT CHECKLIST

Facility: \_\_\_\_\_

Playground Location: \_\_\_\_\_

Date: \_\_\_\_\_

Inspector Name: \_\_\_\_\_

Signature: \_\_\_\_\_

| Playground Surface Material (PSM)                                                 | Yes | No | N/A | Custodial Action                                                    |
|-----------------------------------------------------------------------------------|-----|----|-----|---------------------------------------------------------------------|
| 1. Does the PSM contain hazards like broken glass, litter, and/or sharp objects?  |     |    |     | If Yes, remove hidden hazards by raking.                            |
| 2. Does the PSM contain animal feces?                                             |     |    |     | If Yes, remove the feces by raking.                                 |
| 3. Is the top surface of the PSM level? <sup>1</sup>                              |     |    |     | If No, rake the surface to make it level. <sup>2</sup>              |
| 4. Does the top surface of the rubberized PSM exhibit rips or tears? <sup>1</sup> |     |    |     | If Yes, submit a work order to repair the rip or tear. <sup>1</sup> |

<sup>1</sup>Playground Surface Material (PSM) can be sand, mulch or shredded rubber.

<sup>2</sup>If the surface cannot be leveled by raking, submit a work order to correct the problem.

| Playground Equipment Hardware (PEH)                                                  | Yes | No | N/A | Custodial Action                                                                                                  |
|--------------------------------------------------------------------------------------|-----|----|-----|-------------------------------------------------------------------------------------------------------------------|
| 5. Does the PEH exhibit rust, chipping paint, rough surfaces, and/or excessive wear? |     |    |     | If Yes, submit a work order request for surface repair.                                                           |
| 6. Does the PEH exhibit sharp edges and splinters?                                   |     |    |     | If Yes, 1) submit a work order request for hardware repair or replacement and 2) rope off the affected component. |

| Playground Equipment Hardware (PEH)                                                                       | Yes | No | N/A | Custodial Action                                                                                                  |
|-----------------------------------------------------------------------------------------------------------|-----|----|-----|-------------------------------------------------------------------------------------------------------------------|
| 7. Does the PEH exhibit loose nuts and bolts, open "S" hooks, frayed rope, and worn out chains or cables? |     |    |     | If Yes, 1) submit a work order request for hardware repair or replacement and 2) rope off the affected component. |

| Playground Equipment (PE)                               | Yes | No | N/A | Custodial Action                                                                                                                                                                                   |
|---------------------------------------------------------|-----|----|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. Does the PE exhibit shifted or bent component parts? |     |    |     | If Yes, 1) submit a work order request to replace the affected component and 2) If the bent or shifted playground Equipment Component causes an unsafe condition, rope off the affected component. |
| 9. Does the PE exhibit missing component part(s)?       |     |    |     | If Yes, 1) submit a work order request to replace missing parts and 2) rope off the affected component.                                                                                            |

**MONTHLY PREVENTATIVE MAINTENANCE CHECKLIST:**

The following check sheet will be filled out monthly by the BMS

Date \_\_\_\_\_ SITE: \_\_\_\_\_

| <b>Preventative Maintenance Action</b>                                                                            | <b>Adequate</b> | <b>Deficient</b> |
|-------------------------------------------------------------------------------------------------------------------|-----------------|------------------|
| All playground equipment inspected and operational                                                                |                 |                  |
| All sidewalks inspected and free of cracks and/ or damage                                                         |                 |                  |
| All fence lines and trees inspected, free of hanging branches or hazards                                          |                 |                  |
| All driveways inspected and free of pot holes or damage                                                           |                 |                  |
| All door closures inspected and in proper working order                                                           |                 |                  |
| All panic hardware, hinges and door knobs inspected and in proper working order                                   |                 |                  |
| All room numbers and emergency evacuation charts present                                                          |                 |                  |
| All lighting in proper working order                                                                              |                 |                  |
| All ceiling tiles in place and free of evidence of water damage                                                   |                 |                  |
| All time clocks with proper time settings                                                                         |                 |                  |
| Roofs free of debris and damage                                                                                   |                 |                  |
| All roof drains inspected and free of clogs and debris                                                            |                 |                  |
| All flooring inspected and properly maintained                                                                    |                 |                  |
| All restroom fixtures inspected and in working order                                                              |                 |                  |
| Fire alarm system tested and in proper working order (Pull Station Location)                                      |                 |                  |
| All fire extinguishers in proper working order and present                                                        |                 |                  |
| All tools and equipment inspected for proper storage and working order                                            |                 |                  |
| Floor drains and traps inspected and filled with water                                                            |                 |                  |
| <b>Preventative Maintenance Action</b>                                                                            | <b>Adequate</b> | <b>Deficient</b> |
| Floor tile, ceramic tile and wall tile inspected and free of breakage                                             |                 |                  |
| Gas shut offs, valves, water gate valves, pumps and cooling towers inspected and free of unusual damage or sounds |                 |                  |
| Electrical outlets inspected for loose receptacles and plates                                                     |                 |                  |
| Integrated Pest Management procedures accomplished                                                                |                 |                  |
| Energy Conservation measures taken this month                                                                     |                 |                  |

| <b>Item #</b> | <b>Preventative Maintenance Action Summary</b> | <b>Date</b> | <b>W/O #</b> |
|---------------|------------------------------------------------|-------------|--------------|
|               |                                                |             |              |
|               |                                                |             |              |
|               |                                                |             |              |



## PERIODIC INSPECTION CHECKLIST

This form is to be used by the BMS to inspect the cleaning performance in different areas assigned to the Custodians for quality assurance. The date and time of the inspection will be recorded. The BMS should make this form available and have a chance to discuss its contents within 48 hours of inspection with the Custodian responsible for this area.

DATE: \_\_\_\_\_

TIME OF INSPECTION: \_\_\_\_\_

Bathroom: Location \_\_\_\_\_

Lights \_\_\_\_\_ Walls \_\_\_\_\_ Urinals \_\_\_\_\_ Toilet \_\_\_\_\_

Mirror \_\_\_\_\_ Floor \_\_\_\_\_ Supplies \_\_\_\_\_ Garbage \_\_\_\_\_

Classroom Room # \_\_\_\_\_

Lights \_\_\_\_\_ Walls \_\_\_\_\_ Windows \_\_\_\_\_ Desks \_\_\_\_\_

Floor \_\_\_\_\_ Garbage \_\_\_\_\_

Hallway Location \_\_\_\_\_

Lights \_\_\_\_\_ Walls \_\_\_\_\_ Floor \_\_\_\_\_ Corner \_\_\_\_\_

Walk off Mats \_\_\_\_\_ Garbage \_\_\_\_\_

Entryways Location \_\_\_\_\_

Lights \_\_\_\_\_ Walls \_\_\_\_\_ Floor \_\_\_\_\_ Corner \_\_\_\_\_

Walk off Mats \_\_\_\_\_ Windows \_\_\_\_\_

BMS Signature \_\_\_\_\_

Custodian Signature \_\_\_\_\_

Signatures indicate that both parties have, together, discussed the contents of this inspection. It does not necessarily denote mutual agreement with all of its contents.

**INTENTIONALLY LEFT BLANK**

### Custodial Integrated Pest Management Checklist

| <b>Outside Structures</b>                                                                                                | <b>ADEQUATE</b> | <b>DEFICIENT</b> |
|--------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|
| Entry doors close tightly, sweeps and rubbers in good shape.                                                             |                 |                  |
| Entry doors have working door closers.                                                                                   |                 |                  |
| Exterior doors closed when not in use.                                                                                   |                 |                  |
| Conduit and piping free of holes and gaps where entering the building.                                                   |                 |                  |
| Exterior walls inspected for cracks and gaps in material.                                                                |                 |                  |
| All windows are intact, no broken or cracked panes.                                                                      |                 |                  |
| Exterior windows are sealed tightly, no gaps in frames.                                                                  |                 |                  |
| Exterior garbage cans closed when not in use and emptied daily.                                                          |                 |                  |
| Items are not stored against or adjacent to structure.                                                                   |                 |                  |
| Items stored outside for indefinite periods of time are placed on racks at least 12" above ground.                       |                 |                  |
| Food related garbage-removed daily from outside picnic areas or concessions areas.                                       |                 |                  |
| Garbage cans located at least 25 feet from entryways.                                                                    |                 |                  |
| Litter/trash removed from school property daily                                                                          |                 |                  |
| <b>Landscaping</b>                                                                                                       | <b>ADEQUATE</b> | <b>DEFICIENT</b> |
| Exterior garbage dumpster located on a hard cleanable surface (concrete or asphalt).                                     |                 |                  |
| Dumpster located at least 50 feet from doorways.                                                                         |                 |                  |
| Lids on dumpsters kept closed except when adding trash.                                                                  |                 |                  |
| Dumpster area cleaned by pressure washing at least quarterly.                                                            |                 |                  |
| <b>Inside Structures (Cafeteria)</b>                                                                                     | <b>ADEQUATE</b> | <b>DEFICIENT</b> |
| Food / drink spills cleaned up promptly.                                                                                 |                 |                  |
| Plastic liners used in refuse cans containing food substance.                                                            |                 |                  |
| Food related garbage removed from facility daily.                                                                        |                 |                  |
| Floor drains inspected and cleaned weekly.                                                                               |                 |                  |
| Floor and water fountain traps maintained full of water.                                                                 |                 |                  |
| <b>Inside Structures (Other Areas)</b>                                                                                   | <b>ADEQUATE</b> | <b>DEFICIENT</b> |
| Building(s) are clean and free of litter.                                                                                |                 |                  |
| Garbage removed from structure daily.                                                                                    |                 |                  |
| Faucets in the facility are checked for leaks and drips with work orders submitted for problem faucets.                  |                 |                  |
| Classrooms checked for openings or holes around conduit, plumbing, toilet fixtures and other items that penetrate walls. |                 |                  |

**INTENTIONALLY LEFT BLANK**

# Custodial Energy Conservation Checklist

## Daily Checks

Lights off in unoccupied spaces (classroom, gym, cafeteria, office, workroom).

Electronic equipment (TV, VCR, computer monitor) off when not needed.

Window coverings closed to block afternoon sun where needed.

Hall lights off when not needed (except for emergency lights).

Exterior doors and windows closed.

## Monthly Check Summary

Sinks, water fountains have no leaks (work order needed if leaking).

Dumpster size and collection frequency appropriate.

Security and athletic field lights off in daylight hour.

Timers set appropriately for sprinklers, air conditioning, time clocks and programmable thermostats, etc.

Electronics located away from thermostats.

Thermostats not blocked.

Windows properly caulked and free of cracks.

Effective weather stripping on doors.

## Pre-Holiday Shutdown Summary

Clean out refrigerators.

Unplug all electrical devices in classrooms, work areas that will not be used.

Adjust time-clocks, timers on lights, etc. as needed.

Inform district HVAC operations of building zones that will not be shut down for holidays and the days they will be used.

**INTENTIONALLY LEFT BLANK**



**INTENTIONALLY LEFT BLANK**



**INTENTIONALLY LEFT BLANK**

## Teacher End of the Year Room Checklist

- \_\_\_\_\_ All Paper and items removed from walls and doors.
- \_\_\_\_\_ Nothing hanging from ceiling grid (except County installed items).
- \_\_\_\_\_ Marker and tack boards cleared (all items erased or removed).
- \_\_\_\_\_ Textbooks in storage areas or on non-movable surfaces.
- \_\_\_\_\_ Personal items removed.
- \_\_\_\_\_ All moveable items (except computers) cleaned off (teacher desk, tables, etc.).
- \_\_\_\_\_ Computers unplugged and cords off floor.
- \_\_\_\_\_ DO NOT UNPLUG PHONE.
- \_\_\_\_\_ Any items needing to be removed clearly marked.
- \_\_\_\_\_ List of repairs needed turned in.
- \_\_\_\_\_ Floors clear of boxes, books, etc.
- \_\_\_\_\_ Clear storage room floors.
- \_\_\_\_\_ Counters cleared except for neatly stacked books or boxes.

ROOM NUMBER \_\_\_\_\_

Name \_\_\_\_\_

Verified By \_\_\_\_\_ Date \_\_\_\_\_

**INTENTIONALLY LEFT BLANK**



**INTENTIONALLY LEFT BLANK**

## Teacher Room Repair Checklist (use one sheet per room)

FISH/Room#: \_\_\_\_\_ Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Please observe/test/look at all the items on this list. Please be as specific as possible.

The more information you provide the better we can address the issue.

| Item                | Satisfactory<br>(Y/N) | Problem (describe)      | NA |
|---------------------|-----------------------|-------------------------|----|
| Clock               |                       |                         |    |
| Intercom            |                       |                         |    |
| Panic/Call Button   |                       |                         |    |
| Telephone           |                       |                         |    |
| Screen              |                       |                         |    |
| Thermostat          |                       |                         |    |
| Cable Outlet        |                       |                         |    |
| Door Lock/Key       |                       |                         |    |
| Cabinets            |                       |                         |    |
| Lights              |                       |                         |    |
| Ceiling Tile        |                       |                         |    |
| Network Drops       |                       |                         |    |
| Marker Boards       |                       |                         |    |
| Cork Boards         |                       |                         |    |
| Paint               |                       | Use space below         |    |
| Baseboards          |                       |                         |    |
| Flooring            |                       |                         |    |
| Electric            |                       |                         |    |
| Plumbing            |                       |                         |    |
| Installed Equipment |                       | List any problems below |    |

Additional Comments:

---

---

---

---

---

---

---

---

---

---

**INTENTIONALLY LEFT BLANK**

