Facilities Operation, Maintenance and Technical Infrastructure Plan

Pinellas Technical College, Clearwater
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Vision: Our communities' first choice for workforce training.
Mission: Provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.
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Overview

Pinellas Technical College, Clearwater has developed this plan to address the operation, maintenance, and improvement of the physical plant and technical infrastructure for the campus. The operation and maintenance of physical plants at Pinellas Technical College, Clearwater are managed through the Pinellas County School Maintenance Department. The Maintenance Department is dedicated to maintaining educational facilities which support student learning through a safe, clean, and healthy environment utilizing a team of professionals dedicated to continuous improvement and service excellence. Their mission is to provide “a high performing work force to maintain a safe learning environment for students, faculty, and community”. They accomplish this through an emphasis on; professionalism, quality control, highly trained staff, safety, effective communication, and preventative maintenance.

Regular inspections are conducted at all school district facilities to ensure federal, state, and local codes are met. If recommendations or deficiencies result from inspections, our Pinellas Technical College, Clearwater staff works closely with the HPO and the district Facilities Services Department to meet the requirements and recommendations of the inspection.

Plant Operations Personnel

On campus, a Head Plant Operator (HPO) manages ten (10) Plant Operations personnel who provide routine maintenance, such as grounds maintenance, lawn mowing and edging, cleaning buildings, delivery of packages, light carpentry work, carpet cleaning, etc. Maintenance beyond those mentioned are met by the Pinellas County School Maintenance Department and/or contracted vendors.

Pinellas Technical College, Clearwater plant operations staff utilize the Asset Essentials for Education online service request system to track, manage, and prioritize facility needs. Additionally, campus work orders are tracked in house via an HPO created spreadsheet based upon location and maintenance required. The HPO works with the district Facilities Services Department to complete service requests that are beyond their scope of practice.
IT Personnel

Pinellas Technical College, Clearwater’s IT staff manages all staff and student access to our domain and networks. They work closely with district IT staff to ensure Pinellas Technical College, Clearwater is operating with a safe and adequate infrastructure. The IT staff of the Pinellas County School Board and Pinellas Technical College, Clearwater hold credentials in the following areas: server infrastructure, desktop infrastructure, private cloud, enterprise devised and apps, data platform, business intelligence, messaging, communication, and the Blackboard Learn system. This allows direct knowledge regarding best practices in technology infrastructure.

Pinellas Technical College, Clearwater employees and students are provided with credentials to access the PTC and PCSB networks and are provided server space to store digital materials. When an employee is no longer a staff member or when a student is no longer enrolled, their access to the server and network is revoked.

Equipment & Supplies

Pinellas Technical College, Clearwater has developed this plan to ensure appropriate and necessary equipment and supplies are available for staff to operate and maintain the physical plant and technical infrastructure of the campus.

Plant Operation and district facilities staff have adequate supplies on-hand or available to assure the operation and maintenance of the physical facilities. Supplies are purchased as needs arises through the Walter Pownall Service Center (WPSC) warehouse. If the item is not available in the warehouse, an outside approved vendor is used.

Safety Data Sheets

Safety Data Sheets (SDS) for materials used by school maintenance personnel are readily available to staff/faculty through the HPO and Night Forman. SDSs are maintained on file in the maintenance department (Building 13) and in Building 2 Administration.

Safety Data Sheets for materials used by individual programs are maintained in that program area classroom or workshop and are readily available to staff/faculty through the program instructor.
Technical Infrastructure

Data Centers: Pinellas Technical College, Clearwater’s information systems infrastructure (servers, networking equipment, etc.) for the distance learning management system is in a server facility off-site (may be one of various locations throughout the US), due to our managed hosting/SaaS system configuration. Some limited use servers are secured at the district level and are housed at the Pinellas County School Board’s secure data center, where they are monitored and maintained by district staff.

Data Center Security: The Pinellas County School Board’s data center is surveilled 24 hours a day, 7 days a week. Access is fully secured with district security entry requirements.

Environmental Controls: All district and Pinellas Technical College, Clearwater IT facilities are maintained at controlled temperatures and humidity ranges which are continuously monitored for variations. Smoke, fire detection and response systems are in place. Distance learning data is housed in a secure data facility in Virginia, due to our managed hosting/SaaS configuration, and is maintained under the same strict conditions as those provided by the district.

Back-Ups: Back-Ups are performed daily at the off-site storage facility provided through our managed hosting/SaaS solution. All back-ups have storage on and off-site. On-site back-ups are performed on an annual basis.
Relevant State Law

Section 235.185, Florida Statutes, defines the legal and statutory requirements for operating and maintaining school and community college facilities throughout the state. As part of the five-year requirement for a district facilities work program, this legislation further establishes the authority of local school boards and the State Board of Community Colleges to spend public funds “…to adequately provide for the maintenance of the educational plant and ancillary facilities”.

Section 5(1) of the Florida State Requirements for Educational Facilities mandates that local school boards and community colleges establish “… policies and procedures for the maintenance, sanitation and housekeeping of existing facilities to ensure the health of its occupants”. Relative to this requirement, these rules also establish many general criteria for a variety of maintenance and operations functions - from assessing existing physical conditions to maintaining sanitary standards.

Further, all Pinellas County School facilities will be built and will follow Florida building code and Occupational Safety and Health Standards (OSHA).
Applicable Federal Code & Procedures

The following list of code sections are deemed relevant to the normal operation and maintenance of physical plants in Florida school districts and community colleges. The listed codes and standards are current at the time these guidelines are written and are subject to change. Facilities administrators at each institution should acquire adequate copies of these publications for use by affected staff and establish policies for compliance. Each department should also acquire copies of subsequent revisions, addenda, and updates.

National Fire Protection Association (NFPA) Codes
- 10 Portable Extinguishers
- 11 Foam Ext. Systems
- 12 Carbon Dioxide Systems
  - 13 Standard for Installation of Sprinkler Systems
    - 13A Sprinkler Maintenance
    - 13E Sprinkler Prop., F. D. Operations
- 14 Standpipe, Hose Systems
- 20 Centrifugal Fire Pumps
- 24 Private Fire Service Mains
- 30A Automotive and Marine Service Station Code
- 31 Oil Burning Equipment
- 37 Combustion Engines
- 40 Motion Picture Film
- 45 Labs Using Chemicals
- 46 Forest Products, Storage
- 50 Bulk Oxygen Systems
- 51 Welding and Cutting
  - 51B Welding Processes
- 52 CNG Vehicular Fuel Systems
- 54 National Fuel Gas Code
- 56F Nonflammable Medical Gases
  - 56HM Home Respiratory Therapy
- 58 LP–Gas Storage Use
  - 59 Utility LP-Gas Plant Code
    - 59 HP-Gas, Utility Plants
    - 59A LN-Gas, Storage, Handling
- 70 National Electrical Code
  - 70B Electrical Equipment Maintenance
  - 70E Employee Electrical Safety
- 71 Central Station Sig.
- 72 National Fire Alarm and Signaling Code
  - 72A Local Protect. System
  - 72B Auxiliary Sig. System
• 72C Remote Station System
• 72D Proprietary Stg. System
• 72E Auto. Fire Detectors
  • 72F Emergency Voice/Alarm Comm. Systems
• 75 Electronic Computer System
• 78 Lightning Protection System
• 79 Electrical Standards for Industrial Machinery
• 80 Fire Doors, Windows
  85 Boiler and Combustion Systems Hazards Code
    • 85A Single Burner Boiler-Furnaces
    • 85B Gas Multi-Burner Boiler
    • 85D Oil Multi-Burner Boiler
• 86 Ovens and Furnaces
  88 Standard for Parking Structure
    • 88A Parking Structures
    • 88B Repair Garages
• 89 Standard for the Installation of Air-Conditioning and Ventilating Systems
  • 90A Air Conditioning Systems
  • 90B Warm Air Heating, Air Conditioning
• 90 Blower and Exhaust System
• 96 Vapor Removal Cooking Equipment
• 97M Heating Terms, Glossary
• 99 Health Care Facilities
• 101 Life Safety Code
• 110 Emergency and Standby Power System
• 171 Public Fire Safety Symbols
• 172 Fire Safety Symbols for Architectural and Engineering Drawings
• 203M Roof Coverings
• 204M Smoke, Heat Venting
• 231C Rack Storage of Materials
• 241 Standard for Safeguarding Construction, Alteration, and Demolition Operations
• 253 Flooring Radiant Panel Test
• 664 Wood Processing, Woodworking
• 901 Uniform Coding for F. P.
• 910 Libraries and Library Collections
• 911 Museums and Museum Collection and others as they may apply.

Standard Building Codes
A. Standard Mechanical Code
B. Standard Gas Code
C. Elevator Safety Code
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Those sections of OSHA 29 CFR that are applicable to maintenance and operations practices at the time this publication is written include the following:

Part 1910 – Occupational Safety and Health Standards

Subpart A – General
1910.1 Purpose and scope
1910.2 Definitions
1910.3 Amendments to this part
1910.5 Applicability of standards

Subpart B – Adoption and Extension of Established Federal Standards
1910.11 Scope and purpose
1910.12 Construction work
1910.19 Special provisions for air contaminants

Subpart D – Walking - Working Surfaces
1910.19 Manually propelled mobile ladder stands and scaffolds
1910.21 Definitions
1910.22 General requirements
1910.23 Guarding floor and wall openings
1910.24 Fixed industrial stairs
1910.25 Portable wooden ladders
1910.26 Portable metal ladders
1910.27 Fixed ladders
1910.28 Safety requirements for scaffolding
1910.30 Other working surfaces

Subpart E – Means of Egress
1010.35 Definitions
1910.36 General requirements
1910.37 Means of egress, general
1910.38 Employee emergency plans and fire prevention plans

Subpart F – Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms
1910.66 Powered platforms for building maintenance
1910.67 Vehicle-mounted elevating and rotating work platforms
1910.68 Manlifts

Subpart G - Occupational Health and Environmental Control
1910.94 Ventilation
1910.95 Occupational noise exposure

Subpart H – Hazardous materials
1910.101 Compressed gasses (general requirements)
1910.102 Acetylene
1910.103 Hydrogen
1910.104 Oxygen
1910.105 Nitrous oxide
1910.106 Flammable and combustible liquids
1910.107 Spray finishing using flammable and combustible materials
1910.119 Process safety management of highly hazardous chemicals
1910.120 Hazardous waste operations and emergency response

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Subpart I – Personal Protective Equipment
1910.132 General requirements
1910.133 Eye and face protection
1910.134 Respiratory protection
1910.135 Head protection
1910.136 Foot protection
1910.137 Electrical protective devices
1910.138 Hand protection

Subpart J – General Environmental Controls
1910.141 Sanitation
1910.144 Safety color code for marking physical hazards
1910.145 Specifications for accident prevention signs and tags
1910.146 Permit required confined spaces

Subpart K - Medical and First Aid
1910.151 Medical services and first aid

Subpart L – Fire Protection
1910.154 Scope, application and definitions
1910.157 Portable fire extinguishers
1910.158 Standpipe and hose systems
1910.159 Automatic sprinkler systems
1910.160 Fixed extinguishing systems, general
1910.161 Fixed extinguishing systems, dry chemical
1910.162 Fixed extinguishing systems, gaseous agent
1910.163 Fixed extinguishing systems, water spray and foam
1910.164 Fire detection systems
1910.165 Employee alarm systems

Subpart M – Compressed Gas and Compressed Air Equipment
1910.169 Air receivers

Subpart N – Materials Handling and Storage
1910.176 Handling material – general
1910.177 Servicing multi-piece and single piece rim wheels
1910.178 Powered industrial trucks
1910.184 Slings
Subpart O – Machinery and Machine Guarding
1910.211 Definitions
1910.212 General requirements for all machines
1910.213 Woodworking machinery requirements
1910.215 Abrasive wheel machinery

Subpart P – Hand and Portable Powered Tools and Other Hand-Held Equipment
1910.241 Definitions
1910.242 Hand and portable powered tools and equipment
1910.243 Guarding of portable powered tools
1910.244 Other portable powered tools and equipment

Subpart Q – Welding, Cutting and Brazing
1910.251 Definitions
1910.252 General requirements
1910.253 Oxygen-fuel gas welding and cutting
1910.254 Arc welding and cutting

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Subpart S – Electrical
1910.301 Introduction
1910.302 Electric utilization systems
1910.303 General requirements
1910.304 Wiring design and protection
1910.305 Wiring methods, components and equipment for general use
1910.306 Specific purpose equipment installations
1910.307 Hazardous locations
1910.308 Special systems
1910.331 Safety-related work practices – scope
1910.332 Training
1910.333 Selection and use of work practices
1910.334 Use of equipment
1910.335 Safeguards for personal protection
1910.399 Definitions

Subpart Z – Toxic and Hazardous Substances
1910.1001 Air contaminants
1910.1001 Asbestos
1910.1020 Access to employee exposure and medical records
1910.1030 Blood borne pathogens
1910.1200 Hazard communication
1910.1201 Retention of DOT markings, placards and labels
1910.1450 Occupational exposure to hazardous chemicals in laboratories
Part 1926 – Safety and Health Regulations for Construction
Subpart A - General
1926.1 Purpose and scope
1926.2 Variances from safety and health standards
1926.3 Inspections – right of entry
1926.4 Rules of practice for administrative adjudications for enforcement of Safety and health standards

Subpart B – General Interpretations
1926.10 Scope of subpart
1926.16 Rules of construction

Subpart C – General Safety and Health Provisions
1926.20 General safety and health provisions
1926.21 Safety training and education
1926.22 Recording and reporting injuries
1926.23 First aid and medical attention
1926.24 Fire protection and prevention
1926.25 Housekeeping
1926.26 Illumination
1926.27 Sanitation
1926.28 Personal protective equipment
1926.29 Acceptable certifications
1926.32 Definitions
1926.33 Access to employee exposure and medical records
1926.34 Means of egress
1926.35 Employee emergency action plans

Subpart D - Occupational Health and Environmental Controls
1926.50 Medical services and first aid
1926.51 Sanitation
1926.52 Occupational noise exposure
1926.55 Gases, vapors, fumes, dusts and mists
1926.56 Illumination
1926.57 Ventilation
1926.59 Hazard communication
1926.61 Retention of DOT markings, placards and labels
1926.62 Lead
1926.64 Process safety management of highly hazardous chemicals
1926.65 Hazardous waste operations and emergency response
1926.66 Criteria for design and construction of spray booths

Subpart E – Personal Protective and Life Safety Equipment
1926.95 Criteria for personal protective equipment
1926.96 Occupational foot protection
1926.100 Head protection
1926.101 Hearing protection
1926.102 Eye and face protection
1926.103 Respiratory protection
1926.104 Safety belts, lifelines and lanyards
1926.105 Safety nets
1926.106 Working over or near water
1926.107 Definitions applicable to this subpart

Subpart F – Fire Protection and Prevention
1926.150 Fire protection
1926.151 Fire prevention
1926.152 Flammable and combustible liquids
1926.153 Liquefied petroleum gas (LP gas)
1926.154 Temporary heating devices
1926.155 Definitions applicable to this subpart
1926.156 Fixed extinguishing systems, general
1926.157 Fixed extinguishing systems, gaseous agent
1926.158 Fire detection systems
1926.159 Employee alarm systems

Subpart G – Signs, Signals and Barricades
1926.200 Accident prevention signs and tags
1926.201 Signaling
1926.202 Barricades
1926.203 Definitions applicable to this subpart.

Subpart H – Materials Handling, Storage, Use and Disposal
1926.250 General requirements for storage
1926.251 Rigging equipment for materials handling
1926.252 Disposal of waste materials

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Subpart I – Tools – Hand and Power
1926.300 General requirements
1926.301 Hand tools
1926.302 Power operated hand tools
1926.303 Abrasive wheels and tools
1926.304 Woodworking tools
1926.305 Jacks – lever and ratchet, screw and hydraulic
1926.306 Air receivers
1926.307 Mechanical power-transmission apparatus

Subpart J – Welding and Cutting
1926.350 Gas welding and cutting
1926.351 Arc welding and cutting
1926.352 Fire prevention
1926.353 Ventilation and protection in welding, cutting, heating

Subpart K – Electrical
1926.400 Introduction
1926.402 Applicability
1926.403 General requirements
1926.404 Wiring design and protection
1926.405 Wiring methods, components and equipment for general use
1926.406 Specific purpose equipment and installations
1926.407 Hazardous (classified) locations
1926.408 Special systems
1926.416 General requirements
1926.417 Lockout and tagging of circuits
1926.431 Maintenance of equipment
1926.432 Environmental deterioration of equipment
1926.441 Battery locations and battery charging
1926.449 Definitions applicable to this subpart

Subpart L – Scaffolds
1926.450 Scope, application and definitions applicable to this subpart
1926.451 General requirements
1926.452 Additional requirements applicable to specific types of scaffolds
1926.453 Aerial lifts
1926.454 Training requirements
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Subpart M – Fall Protection
1926.500 Scope, application, and definitions applicable to this subpart
1926.501 Duty to have fall protection
1926.502 Fall protection systems criteria and practices
1926.503 Training requirements
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Subpart N – Cranes, Derricks, Hoists, Elevators and Conveyors
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1926.552 Material hoists, personnel hoists and elevators
1926.554 Overhead hoists
1926.555 Conveyors

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Subpart O – Motor Vehicles, Mechanized Equipment, and Marine Operations
1926.600 Equipment
1926.601 Motor vehicles
1926.602 Material handling equipment
1926.604 Site clearing
1926.606 Definitions applicable to this subpart
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1926.652 Requirements for protective systems

Subpart Q – Concrete and Masonry Construction
1926.700 Scope, application and definitions applicable to this subpart
1926.701 General requirements
1926.702 Requirements for equipment and tools
1926.703 Requirements for cast-in-place concrete
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1926.751 Structural steel assembly
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1926.856 Removal of walls, floors and material with equipment
1926.857 Storage
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Subpart V – Power Transmission and Distribution
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1926.952 Mechanical equipment
1926.953 Materials handling
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1926.957 Construction in energized substations
1926.959 Lineman’s body belts, safety straps and lanyards
1926.960 Definitions applicable to this subpart

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Subpart X – Stairways and Ladders
1926.1050 Scope, application and definitions applicable to this subpart
1926.1051 General requirements
Plan Availability and Review

Through the student exit survey, students are asked to evaluate the technology and facilities within their program area. These surveys are reviewed annually for any recommended changes. Anyone can make suggestions pertaining to the safety of students and/or welfare of employees at any time. Visits are welcome from The Department of Risk Management at any time and with their suggestions or comments we can provide a safer campus. The college seeks the advice from District Security Staff and District Maintenance and Operations to maintain a safe and efficient running campus.
Handbook Supplement
Introduction:

This handbook supplement is dedicated to classroom and restroom cleaning. The procedures in this handbook are designed to allow the Plant Operator to efficiently use the tools and materials available to them and maintain a satisfactory level of cleanliness. Just as no two rooms are identical, no set of instructions can cover every situation that might be encountered. This handbook should be considered guidelines for cleaning. Use common sense in adapting these guidelines for use in the rooms you clean.

Safety:

Safety is one of the most important things in any work situation. Plant Operators must keep themselves and those around them safe. Be aware of safe work practices as they apply to every task.

Classroom Cleaning
Dailey Classroom Cleaning

TASK DESCRIPTION

The task of daily classroom cleaning consists of emptying pencil sharpeners and waste containers, dusting all horizontal surfaces within reach without a ladder, cleaning of unused areas of whiteboards, cleaning of whiteboard trays, spot cleaning of furniture, dust mopping or vacuuming the floor, removal of gum and crayons from floor, spot mopping tile floors and securing the room for the night. Note: Request teachers erase or mark a large ‘X’ through writing on whiteboards that are to be cleaned.

EQUIPMENT, TOOLS AND SUPPLIES

Safety Data Sheets (MSDS) are readily available for review and provide the proper procedure to handle or work with particular substances. Information includes flash point, toxicity, health effects, first aid, reactivity, storage, and disposal. They are of use if a spill or other accident occurs. Refer to the SDS anytime there is a concern about the use of chemicals.

Tools and Supplies

- Treated Dust Mop, or Upright/Backpack Vacuum
- All Purpose Cleaner
- Corn Broom
- Stainless Steel Cleaner
- Dust Pan
- Window Cleaner
- Micro Fiber Duster
- Micro Fiber Towels– Red for Restrooms/clinics, Blue for all purpose
- Wet Mop
- Water
• Mop Bucket
• Mop Wringer
• Pail
• Counter Brush
• Plunger
• Putty Knife
• Rubber Gloves
• Custodial Cart/Trash Receptacle

**JOB METHODS:**

Proper preparation: Make sure you have all items with you before you proceed in order to minimize having to go back and forth between your custodial closet and your area.

Proceed to your assigned work area – After completing each room move directly to the next room in your assigned work area.

Initial walk around – Walk around the room picking up any large pieces of paper and other objects that are on the floor. As you walk around, straighten out the desks. This will make dust mopping or vacuuming easier later. As you walk around, make a note of any burned-out lights, broken desks or other maintenance needs and report them to your Night Foreman as soon as possible.

Pencil Sharpeners – Empty the pencil sharpeners into your trash receptacle. Make a note if they need repair and report it to your Night Foreman at the end of your shift.

Waste paper baskets – Empty the waste paper baskets into your trash receptacle.

Whiteboards - If the teacher wishes the board cleaned, they will erase the board or mark through unwanted writing with a large “X”. Clean with clean water, whiteboard cleaner, or approved chemical only.

Whiteboard trays – Clean all whiteboard trays with a micro fiber towel or reinforced wipe. As you proceed along the whiteboard tray, lift up any erasers, markers, or other objects and replace them after cleaning.

Low dusting – With the micro fiber duster or towel, dust all horizontal surfaces within reach without a ladder. This includes all bookcases, window sills, file cabinets, counter tops and other furniture. You are not expected to move books or other objects. Dust all visible surfaces.

Floor care – Start cleaning the floor by using the corn broom to sweep out all corners and under furniture that you cannot easily get to with the dust mop. As you sweep out corners there is no need to pick up the dirt as you will be dust mopping later. With a treated dust mop, starting at the back of the room, dust mopping the entire floor. You can mop under most student desks by lifting one side and mopping under the desk. Be careful not to spill out the books as you do this. Be sure to unload your mop frequently by lifting it off the floor and shaking it out. Work your way to the classroom door and pick up the dirt with the corn broom and dust pan. If you
encounter any gum or crayons, dislodge them with the putty knife. The alternative is use of a back-pack vacuum for cleaning tile floors with same basic procedures above. If the room is carpeted, vacuum all floor areas that are easily accessible. Most furniture can be vacuumed under without moving it. You are not expected to move heavy furniture. If you must move furniture, be certain to return it to its proper location when you are finished. Immediately notify your Night Foreman of any fresh stains.

Spot furniture cleaning – Every night you should keep an eye out for new graffiti. Any spills or other stains on furniture should be removed as soon as possible. Remember, the first day is the easiest day to remove any stain.

Spot wet mopping – If while dust mopping the floor you notice any spills or stains, wet mop those up as soon as possible. You should try to do some spot mopping each night in each room.

Final check – Take one last look around the room to make sure that everything looks good. You know, better than anyone else, what needs to be done in the room. Be sure the room looks good.

Lock up – Close and lock windows and turn off the lights. If the room is an exterior room, lock the door, and proceed to your next room. HVAC should be set higher or turned off per the common practice at each site or in each classroom.

Project Classroom Cleaning

**TASK DESCRIPTION**

There are duties that need to be done every day in classroom cleaning. There are also many duties that are traditionally done only during summer cleaning. However, there are several duties that need to be done more often than annually but not as often as daily. Time should be set aside every night for project cleaning tasks. Following are some of the project cleaning tasks that need to be done regularly.

High dusting – High dusting is defined as dusting any surface that can only be reached with a ladder. Using a ladder and a micro fiber duster or towel, dust all surfaces that are not dusted daily. Some examples are: light fixtures, A/C supply and return air ducts, tops of intercom speaker boxes and projection screens. High dusting should be a frequent project cleaning task.

Wet mopping tile floors – Resilient tile floors require periodic wet mopping to remove fine sand and grit. Daily dry mopping is the most important step in floor maintenance but it is not enough. For mopping floors use all-purpose neutral cleaner. In areas where there is a lot of sand this should be a frequent project cleaning.

Washing furniture – You should be spot washing some furniture daily. On some project cleaning days set aside enough time to wash the furniture. Use all-purpose neutral cleaner or germicidal. Be sure to let your teacher know of your intentions to wash the furniture so they can have it cleaned off.
Washing walls – Areas around door knobs, light switches, pencil sharpeners and other often used areas need to be washed occasionally to prevent a buildup. Take extra caution when using water around electrical appliances.

Wash windows – Try to wash the windows in at least one room on project cleaning days. Use window cleaner for this task.

Burnishing – In area where high speed finish is used, the floors need to be burnished on a regular basis to harden the finish. Use a high-speed buffing machine and pad for this task.

Summer Classroom Cleaning

TASK DESCRIPTION

The task of summer classroom cleaning consists of: cleaning all ceiling surfaces, cleaning light fixtures, washing all wall surfaces, cleaning windows, and cleaning all furniture. In rooms with tile floors summer classroom cleaning also consists of: stripping and refinishing floor surfaces. In rooms with carpeted floors, the rooms must be prepared for shampooing.

EQUIPMENT, TOOLS AND SUPPLIES

Safety Data Sheets (SDS) are readily available for review and provide the proper procedure to handle or work with particular substances. Information includes flash point, toxicity, health effects, first aid, reactivity, storage, and disposal. They are of particular use if a spill or other accident occurs. Refer to the SDS anytime there is a concern about the use of chemicals.

Tools and Supplies:

- Treated Dust Mop, or Upright/Backpack Vacuum
- All Purpose Cleaner
- Corn Broom
- Stainless Steel Cleaner
- Dust Pan
- Window Cleaner
- Micro fiber duster or towel
- Micro Fiber Towels or Reinforced Wipes
- Wet Mop
- Water
- Mop Bucket
- Mop Wringer
- Pail
- Micro Fiber Towels – Red and Blue
- Putty Knife
- Rubber Gloves
- Custodial Cart/Trash Receptacle
- Plastic Sprayer
• Ladder
• Garden Hose
• Floor Scrubber
• Light Bulbs
• Hand Tools for Minor Repairs: screw drivers, hammer, adjustable wrenches (Allen wrench set), pliers

JOB METHODS

Assemble tools and supplies – Move all necessary tools and supplies to the classroom that is to be summer cleaned. When entering the classroom, make a diagram of how the room is set up. This will make it easier when you put the furniture back in the room.

Clean ceiling – With the ladder and corn broom brush down all ceiling areas to remove dust and cob webs. Note: Be sure to consult the Asbestos Awareness Plan to insure the ceiling material is not asbestos bearing material. If there are washable surfaces, use all-purpose neutral cleaner to wash them thoroughly. Remove, clean and replace Air Conditioning supply return diffusers.

Clean light fixtures – Remove, or unfasten light diffusers. Remove all light bulbs from the fixtures. All light bulbs should be dusted and wiped clean with a micro fiber towel. Replace bulbs with severely darkened ends. The tops of fixtures should be dusted. Light fixtures and diffusers should be washed using all-purpose neutral cleaner. Note: Take extra caution when using water around electrical appliances. Replace bulbs and diffusers.

Wash wall surfaces – Beginning at the top, wash all wall surfaces using all-purpose neutral cleaner or germicidal.

Clean whiteboards - Clean with clean water, whiteboard cleaner or approved chemical only.

Wash windows – Wash all windows using window cleaner, both inside and outside. Note: Some schools prefer to perform this task just prior to school reopening.

Clean furniture – All furniture should be washed thoroughly using all-purpose neutral cleaner or germicidal. Be sure to remove any gum or other substances from under furniture with the putty knife. Report any necessary repairs to the Head Plant Operator.

Floor care – Tile floors must be refinished as needed by either a deep scrub and recoat or complete removal of finish and refinished. Carpets should be vacuumed and cleaned with assigned carpet extractor.

Set up room – Using the diagram you prepared earlier, replace all furniture to its original arrangement.

Final dusting – It will be necessary to return to the room just prior to school opening for the purpose.

Restroom Cleaning
TASK DESCRIPTION

The task of daily restroom cleaning consists of: emptying waste containers, dislodging material attached to the ceiling, dusting all horizontal surfaces, cleaning and sanitizing toilet fixtures and cleaning and sanitizing floor surfaces.

EQUIPMENT, TOOLS AND SUPPLIES

Safety Data Sheets (SDS) are readily available for review and provide the proper procedure to handle or work with particular substances. Information includes flash point, toxicity, health effects, first aid, reactivity, storage, and disposal. They are of use if a spill or other accident occurs. Refer to the SDS anytime there is a concern about the use of chemicals.

Tools and Supplies:

- Corn Broom
- Dust Pan
- Wet Mop
- Mop Bucket
- Germicidal
- Mop Wringer
- Window Cleaner
- Bowl Swab
- Hand Soap
- Bowl Brush
- Water
- Paper Towels
- Custodial Cart/Trash Receptacle
- Toilet Tissue
- Micro Fiber Towels-Red for Restrooms
- Scrubbing Pads
- Plunger
- Putty Knife
- Rubber Gloves
- Kaivac Restroom Cleaner

JOB METHODS

Proper preparation: Make sure you have all items with you before you proceed to minimize having to go back and forth between your custodial closet and your area.

Proceed to your assigned work area – After completing each room move directly to the next room in your assigned work area.

Initial walk around – Walk around the restroom and pick up any large pieces of paper on the floor. Make a note of any burned-out lights or other maintenance problems and report them to your Night Foreman as soon as possible.
Waste paper baskets – Empty waste paper baskets into your trash receptacle and remove the waste paper baskets from the room.

Ceiling – With a corn broom dislodge any material attached to the ceiling. Note: be sure to consult the Asbestos Awareness Plan to insure the ceiling material is not asbestos bearing material.

Sweep floor – With a corn broom, starting at the rear of the room, sweep up any dirt and heave material off the floor. Don’t worry about fine dirt as the floor will be wet mopped later. If you encounter any gum or other substances stuck to the floor dislodge them with the putty knife.

Walls – The first step in wall washing is to apply a liberal amount of germicidal cleaner to the wall surface. This can be done with either a micro fiber towel, pump up sprayer, or Kaivac. The next step is to go over the wall surfaces with micro fiber towel or rinse with the Kaivac. The physical action of the micro fiber towel or Kaivac is needed to dislodge dirt. Allow the wall to air dry.

Unstop fixtures – Attempt to unstop any plugged fixtures. Use the plunger for this task. If you are unsuccessful, pour in a liberal amount of germicidal and notify your Night Foreman.

Sanitize fixtures – With a germicidal cleaner, sanitize the interiors of all fixtures. Use the bowl swab or Kaivac for this task. Use the bowl brush for stubborn stains. It may be necessary to periodically use bowl cleaner. Use this only with your Night Foreman’s permission.

Exterior of fixtures – With a mixture of a germicidal cleaner, sanitize the exterior of all fixtures. Use a bowl brush for this task. Be sure to get under sinks and all plumbing. Go over all surfaces again as a rinse. You may use a pump-up sprayer or Kaivac for this task.

Seats and plumbing – Allow all toilet seats, porcelain surfaces, and plumbing to air dry. Make sure you use a neutral germicidal.

Mirrors – Using window cleaner, clean all the mirrors if there are any. If cleaned with the Kaivac use window squeegee.

Re-flush fixtures – Re-flush all fixtures and if there is an odor problem pour a small amount of germicidal in each fixture. Pour water or germicidal down floor drains.

Replace supplies – Replace all supplies such as toilet tissue, paper towels and soap.

Floors – With a germicidal in the mop bucket, mop the floor beginning in the back and working towards the entrance to restroom or clean with Kaivac and use vacuum to remove water and chemical on floors working from the back to entrance to restroom. Allow the floor to air dry. If the restroom is an interior room, leave the door open to expedite drying.

Lock up – Close and lock windows and turn off the lights. If the room is an exterior room, lock the door, and proceed to your next room. HVAC should be set higher or turned off per the common practice at each site or in each classroom.
Kaivac cleaning – Indicated above in various parts of the cleaning. Recommend using the Kaivac in gang restrooms nightly and single restrooms once or twice every two weeks.

**Summer Restroom Cleaning**

**TASK DESCRIPTION**

The task of summer restroom cleaning consists of cleaning all ceiling surfaces, cleaning light fixtures, washing all wall surfaces, cleaning windows, cleaning fixtures and reconditioning floor surfaces.

**EQUIPMENT, TOOLS AND SUPPLIES**

Safety Data Sheets (SDS) are readily available for review and provide the proper procedure to handle or work with particular substances. Information includes flash point, toxicity, health effects, first aid, reactivity, storage, and disposal. They are of use if a spill or other accident occurs. Refer to the SDS anytime there is a concern about the use of chemicals.

**Tools and Supplies**

- Corn Broom
- Dust Mop
- All Purpose Cleaner
- Germicidal
- Plastic Sprayers
- Step Ladder
- Pail
- Garden Hose
- Bowl Brush
- Custodial Cart
- Micro Fiber Towels – Red
- Scrubbing Pad
- Corner Brush
- Window Cleaner
- Micro Fiber Duster
- Water
- Wet Mop
- Mop Bucket
- Mop Wringer
- Bowl Swab
- Plunger
- Putty Knife
- Rubber Gloves
- Kaivac Restroom Cleaner
JOB METHODS

Assemble tools and supplies – Move all tools and supplies to the restroom that is to be cleaned.

Clean ceiling – With the ladder and corn broom, brush down all ceiling areas to remove cob webs. Note: be sure to consult the Asbestos Awareness Plan to insure the ceiling material is not asbestos bearing material. If there are washable surfaces, use all-purpose cleaner and water to wash them thoroughly.

Clean light fixtures – Remove, or unfasten light diffusers. Remove all light bulbs from the fixtures. All light bulbs should be dusted and wiped clean with a micro fiber towel. Replace bulbs with severely darkened ends. The tops of fixtures should be dusted. Light fixtures and diffusers should be washed using all-purpose neutral cleaner. Note: Take extra caution when using water around electrical appliances. Replace bulbs and diffusers.

Wash wall surfaces – Wash all wall surfaces as described in the section on daily restroom cleaning.

Wash windows – Wash all windows, both inside and outside, using window cleaner.

Clean fixtures – Clean and sanitize all fixtures as described in the section on daily restroom cleaning.

Floor care – May need scrubbed to remove any build up. Build up should be limited if maintained properly during school year. Avoid any harsh chemicals that may damage floor.

Final cleaning – Just before occupancy, the restroom should be cleaned and sanitized once again following the steps listed in the section on daily restroom cleaning.

Kaivac cleaning – Recommend using the Kaivac to thoroughly clean walls, windows, fixtures and floors.