



PLANT OPERATIONS & MAINTENANCE PLAN

1. Personnel

The operation and maintenance of Pinellas Technical College-SP is managed on-site by a Head Plant Operator (HPO) and 14 Plant Operators. The Plant Operators 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 school district tradespeople staff and/or vendors.

The PTC-SP custodial staff utilize an online service request system to track, manage, and prioritize facility needs. The HPO works with the district Facilities and Operations department to complete service requests that are beyond his scope of practice. 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, PTC-SP staff works closely with our Plant Operators and the district Facilities and Operations department to meet the requirements.

2. Equipment and Supplies

The Plant Operators and district facilities staff have adequate supplies to assure operation and maintenance of the physical facilities. Supplies are purchased as need arises through the school district warehouse. If the item is not available in the warehouse, an outside approved vendor is used. 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, PTC staff works closely with plant operators and the district Facilities and Operations department to meet the requirements.

3. 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 a number of 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). The fire alarm is tested monthly using fire drills with the faculty, staff, and students participating in evacuations, dangerous weather movement, Active Assailant Drills, and other drills. Fire Extinguishers are inspected on a regular basis and are professionally refilled, recharged, or replaced in accordance with Florida law by a fire safety professional.

4. Applicable Federal Codes

The following represents the annual inspections, relevant state and federal codes:

- SREF – Chapter 5-(1)(a) – Annual Fire Safety, Casualty Safety and sanitation Inspections
- SREF – Chapter 5-(3)(b) – Inspections by other agencies – (Health Department)
- SREF – Chapter 5 – (15)(a) – Elevator Annual Inspections
- NFPA – 96-11.2.1 – Semi-annual Kitchen Hood Inspection
- NFPA – 72-10.4.3 – Annual Inspection of Fire Alarm Systems
- NFPA – 10-6.1.2 – Annual inspection of Fire Extinguishers
- NFPA – 25 – 5.2 – Quarterly and Annual Testing of Fire Sprinkler Systems and backflow Preventers
- FAC – 69A – 51.050 – (2)(d) – Biennial Inspection of Boilers

Federal legislation that applies to Americans with Disabilities Act and the Florida Americans with Disabilities Accessibility Implementation Act, Section 553.503, require that physical barriers in existing buildings be removed and requires that all new public buildings be designed, built, and maintained to be accessible to people with disabilities.

Educational facilities throughout the state of Florida are required to comply with the Occupational Safety and Health Administration's (OSHA) Standards – 29 CFR Part 1910. Our administrators will use them in conjunction with any other board-approved safety policies and procedures applied at PTC, St. Petersburg Campus.

5. Evaluation & Revision

PTC-SP's method for evaluation and revision of the operation and maintenance of all physical facilities written plan is accomplished through regular custodial, facilities department, and state inspections.

The written plan is reviewed by staff and administration annually.

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

DAILY 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

Material 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 particular use if a spill or other accident occurs. Refer to the MSDS anytime there is a concern about the use of chemicals.

Tools and Supplies:

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

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 are in need of 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. 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 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 on a daily basis. 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 on a daily basis. 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 build up. 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

Material 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 particular use if a spill or other accident occurs. Refer to the MSDS anytime there is a concern about the use of chemicals.

Tools and Supplies:

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

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

DAILY 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:

Material 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 particular use if a spill or other accident occurs. Refer to the MSDS anytime there is a concern about the use of chemicals.

Tools and Supplies:

Corn Broom	Bowl Swab	Micro Fiber Towels – Red
Dust Pan	Hand Soap	Scrubbing pads
Wet Mop	Bowl Brush	Plunger
Mop Bucket	Water	Putty Knife
Germicidal	Paper Towels	Rubber Gloves
Mop Wringer	Custodial Cart	Kaivac Restroom Cleaner
Window Cleaner	Toilet Tissue	

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 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

Material 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 particular use if a spill or other accident occurs. Refer to the MSDS 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.