

Custodial Standards

2009 - 2010



Brevard
Public
Schools

THE FUTURE
OF FLORIDA'S
SPACE COAST

“Committed To Excellence”

**The School Board of Brevard County
Dr. Brian T. Binggeli, Superintendent**

Prepared By:

**DEPARTMENT OF ENVIRONMENTAL HEALTH & SAFETY
AND CODE ENFORCEMENT
1254 SOUTH FLORIDA AVENUE
ROCKLEDGE, FL 32955-2440**

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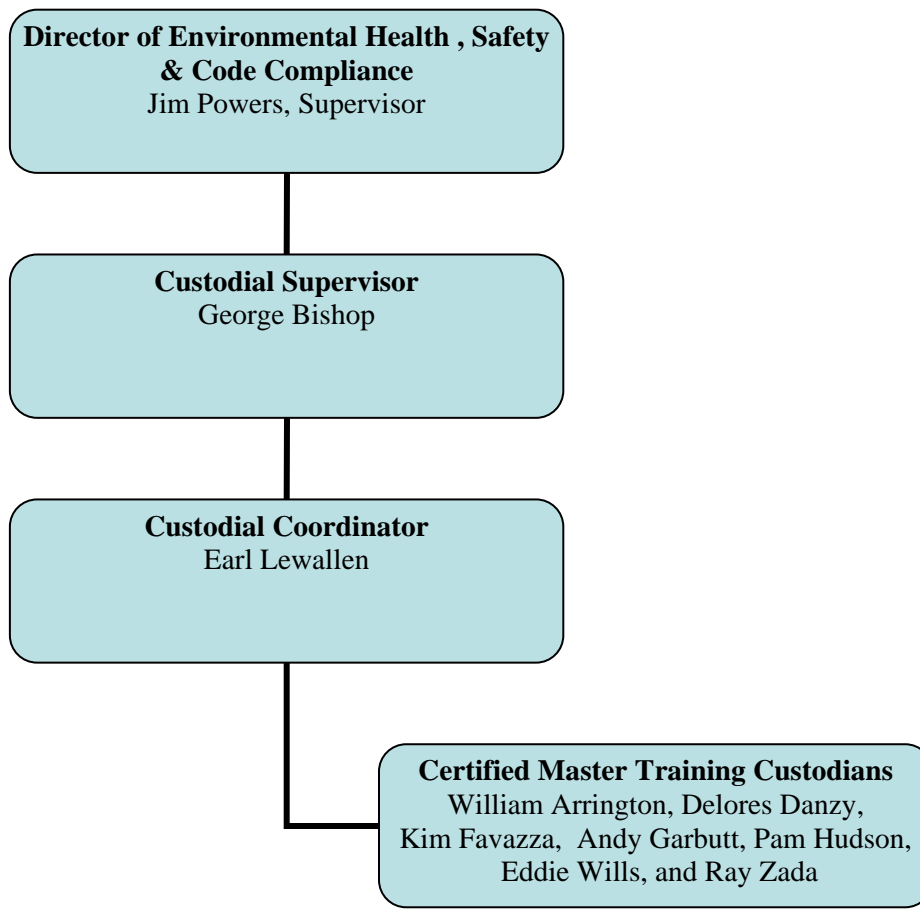
MISSION OF THE BREVARD COUNTY SCHOOL BOARD

To Serve Every Student with Excellence as the Standard

Environmental, Health and Safety Mission:

To be *First in Florida* in supporting the operation and maintenance of clean, healthy, safe and secure schools.

Department Structure



Facility Assessment Guidelines

Pursuant to School Board Policy 7420 all facilities shall ensure compliance with the Districts Custodial Standards. Each facility is expected to meet or exceed these requirements. This school year each facility is expected to meet or exceed the following requirements set forth in the documents listed below:

Brevard County Bylaws and Policies

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

Custodial Standards Manual

<http://www.pomatrock.brevard.k12.fl.us/Custodial/Custodial Standards Feb 14 2007.pdf>

Custodial Procedures Manual

<http://www.pomatrock.brevard.k12.fl.us/Custodial/Custodial Procedures Feb 14 2007.pdf>

Florida Dept. of Health Chapter 64E-13 School Sanitation

<http://www.doh.state.fl.us/environment/community/group/pdfs/64e-13.pdf>

Chapter 69A-58 Fire Safety in Educational Facilities

<http://www.fldfs.com/sfm/>

CPSC Handbook for Public Playground Safety

<http://www.cpsc.gov/cpsc/pub/pubs/325.pdf>

Head Custodians Duties/Responsibilities

Facility Work Orders

Head Custodian will:

1. Troubleshoot problem, before calling the maintenance department or submitting a work order.
2. Investigate maintenance emergencies before call-in. Emergency number is 633-3600 and operational 24/7.
3. Be the primary source of initiation of work orders for entire facility.
4. Participate in monthly walk-through with FAST Team leads.
5. Log and follow-up on all open work orders to assure they are completed in a timely manner.
6. Report any work order with no action for 60 days, to the Fast Team lead, to find out status of work.

Definitions:

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. Call Emergency Dispatch at 321-633-3600*

Urgent: Work required preventing interruption of the educational process Work required to prevent breakdown of essential operations or housekeeping functions. *Request should be addressed within five working days. Call Emergency Dispatch at 321-633-3600 or submit via Submit via [iServiceDesk](#)*

Routine: The day to day work required to maintain or repair building, grounds and equipment to their original condition. Work can be completed in one day for a cost not to exceed \$2,000. *Request should be addressed at next scheduled School of the Day for the requesting school Submit via [iServiceDesk](#)*

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. *Project management team to determine scope and funding will evaluate request. Request will be checked against previous facility assessments. If funded, a project will be created and any work orders will be created under the project. Feedback to requestor will come when the funding decision is made Submit via [iServiceDesk](#)*

Inspection Requirements

Head Custodian is responsible for fulfilling all the requirements listed below:

1. All Exit lights/batteries in the facility are to be tested / inspected monthly and inspection tag / log marked accordingly with date and initials of person performing inspection. Custodial Services will provide the tags.
2. All Fire Extinguishers in the facility are to be inspected monthly and inspection tag marked accordingly with date and initials of person performing inspection. Custodial Services will provide the tags. (Refer to section on Fire Extinguishers in this manual)
3. All Emergency lighting in the facility is to be tested/inspected monthly and inspection forms dated and initialed by person performing inspection. Custodial Services will provide inspection tags.
4. Facility Fire alarm systems are to be tested monthly. Facility Administrator is required to perform one drill for each month school is open. Head Custodian will participate in these drills to assure fire alarm system is in proper working order. Custodial staff should participate in tests or be aware of their responsibilities in case of fire.
5. All A/C filters will be inspected at the required intervals established by the HVAC Filter Manager (30, 60, 90 days, 6 months, 1 year). Before any filter/s is/are changed the Filter Manager must be notified via email (NO PHONE CALLS). The Filter Manager will send out someone to investigate if filter/s change/s are needed. All filters shall be dated and if the life of filter/s can be extended they must be re-dated each and

- every time a filter/s interval is extended. The filter log must be kept at a location ready available for review even if Head Custodian is not available at time of inspection. The filter Log must be kept current with the date/s and initials of each and every custodian assigned to changing filters.
6. All playgrounds at the facility will be inspected daily for trash, animal feces, broken glass, etc. and removed immediately. This could include the physical activity teachers or someone appointed by the Site Based Administrator. (Refer to section on Playgrounds in the manual)
 7. All playgrounds at the facility will be inspected weekly by the custodial staff designee to ensure that equipment and surfacing are in good condition. (Refer to section on Playgrounds in the manual)
 8. Perform a monthly walk through of facility, using the Monthly Preventative Maintenance sheet as a guideline.
 9. Provide a 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 school principal to insure priorities are considered in the daily schedule. The Head Custodian should have a plan of action in their absence and have another member of the custodial staff trained in head custodial duties to act in their absence.
 10. Perform random classroom/area inspections of each custodian's assigned area to assure that rooms/areas are being cleaned and maintained properly. (Sample Custodial Check List form located in the back of this manual)
 11. Perform a monthly IPM walk through of facility, using the Monthly Integrated Pest Management Checklist as a guideline. (Sample IPM checklist form located in the back of this manual)
 12. Perform daily, quarterly, pre-holiday Energy Conservation inspections using the Energy Conservation checklist as a guideline. (Sample Energy checklist form located in the back of this manual)
 13. Head Custodian will participate with the Clean Campus Committee, which is responsible for the monthly Clean Campus inspection required by the District for accountability. Original reports should be sent to GEORGE BISHOP at PLANT OPERATIONS & MAINTENANCE. Clean Campus Reports are due monthly (August through May). Environmental Health, Safety and Security Checklist are due quarterly (August, November, February, and May). Copies of the above reports should also be sent to your Area Superintendent's Office. These reports are due no later than the last school day of the month. Final reports are due on the first day of June so the last Clean Campus Report should be received no later than May 31st.

Facility Requirements

Head Custodian will maintain the following records, and update them as needed:

1. Maintain an MSDS (Material Safety Data Sheet) file with the newest sheets in main custodial room for all custodial chemicals used at the facility daily.
2. Facility blueprints will be kept in an easily accessible location. If plans are not kept in main Custodial room a map will be provided in room showing location of them for Maintenance department use.
3. Facility map showing location of all shut off switches, valves, etc., for all utilities (electric, water, gas, etc.).
4. Facility map showing locations of fire alarm main and sub panels, air conditioning main and sub panels and any other systems at facility.

These records will be posted/kept 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.

General Maintenance Requirements

Head Custodian/Custodial Staff:

1. Shall have general knowledge of facility air conditioning / heating systems and proper procedures for troubleshooting, (i.e., how to reset/ restart in the event of failure).
2. Shall have general knowledge of facility fire alarm systems, security systems, and any other system specific to their facility.
3. Required to perform all minor maintenance tasks (Carpentry, Electrical, Plumbing, etc.) at the facility, to include the following:
 - a. Troubleshooting of Custodial and lawn equipment
 - b. Repair of “F” connectors on coaxial cables as needed.
 - c. Replace plugs on electrical cords/appliances, as needed in accordance with N.E.C. and U.L. codes.
 - d. Lubricate door locks/ padlocks, as needed using an accepted lubricant.
 - e. Adjust door closers as required.
 - f. Clean or replace flush-o-meters when not working properly.
 - g. Change fluorescent lights as required and dispose of bulbs properly.
 - h. Pressure washing and painting as required removing / covering graffiti.
 - i. Any task deemed to be a custodial issue by the FAST team supervisor.
4. Shall have a system in place to identify and prioritize teacher requests for minor maintenance of classroom space.
5. Shall perform preventative maintenance and log such maintenance on all custodial equipment (autoscrubbers, vacuums, etc.) as required.
6. Shall perform and log preventative maintenance on all lawn equipment at the prescribed intervals.
7. Shall clean and maintain all custodial and lawn equipment after each use.
8. Shall follow proper safety procedures when using hand and power tools consistent with the job description.
9. Shall follow proper safety procedures when climbing ladders and scaffolding, using lifts or in using other equipment consistent with the job description.
10. Shall have general knowledge of the “tools of their trade”, i.e. autoscrubbers, buffers/scrubbers, burnishers, vacuums, lawn mowers, line trimmers, pressure washers, and any other tools consist with the job description.

Facility Energy Conservation

Wise energy management is good for everyone. It contributes to the national goal of energy conservation, therefore extending the life of our available natural resources. It helps preserve our environment. Reducing the demand for electricity will reduce the amount of emissions that power plants add to the air and will reduce the number of new power plants that will need to be built. Whatever we can do to modify our behavior and become more conscious of how energy is used and not wasted will benefit us all.

Being energy efficient is everyone's job. Most of the energy we use comes from non-renewable sources, like oil or natural gas or coal. Conservation is crucial to ensuring the availability of precious resources so energy will be available for many years to come. And, energy is costly. In Brevard, as in nearly all schools across America, electricity is the single largest expense each year after salaries for our employees. Paying for electricity exceeds what we spend for supplies or textbooks or diesel fuel for school buses.

Energy saving strategies: As a custodian, you have the responsibility, along with the newly developed Energy Management Team, to operate the school safely and efficiently. The following areas have been identified as opportunities for improving both the health and safety of the building and reducing wasted energy.

To reduce energy consumption for air conditioning and heating:

1. Check the calibration and operation of thermostats and verify proper HVAC response. Be sure fans are set in the "auto" position.
2. Minimize conditioning of seldom-used spaces, such as storerooms or unoccupied classrooms.
3. Keep exterior doors closed, even on nice days.
4. Check for good fitting doors and windows. Frequently inspect caulk and weather stripping around doors, windows and other building penetrations.
5. Block out morning and afternoon sun from shining through windows.
6. Adjust hot water temperature to the minimum level.
7. Schedule building cleaning to minimize the time lights are on and the space conditioned.

To reduce energy consumption for lighting:

1. Turn lights off in areas when they are not occupied, pay particular attention to cafeterias and gymnasiums that are often vacant during the school day.
2. Reduce lighting levels where safety and performance would not be adversely affected, such as in hallways.
3. Check outdoor security lighting to ensure it is off during daytime hours.
4. Turn off athletic field and parking lot lights when not in use.

To reduce energy consumption for equipment

1. Turn off computers, overhead projectors, VCR's, TV's and copiers when not in use.
2. Turn off water coolers and vending machines during vacation periods.
3. Disconnect AV equipment during vacation periods.
4. If possible, stagger the start times on major equipment, such as air handlers and exhaust fans.

To reduce energy consumption for water use

1. Check sink faucets, commodes, and water fountains frequently to ensure they have no leaks.
2. Operate outside irrigation systems during early morning hours only.

RECYCLING AND REFUSE

With approximately 72,000 students and numerous employees, the Brevard County Public School system is a major producer of waste, much of which is recyclable.

In May 2002, the Brevard County School Board issued a directive that school board facilities strive to be more environmentally conscious. School Board policy 7460 reads as follows:

The increasing costs of natural energy resources coupled with the growing need to inhibit pollution mandate that the district implement strategies that will conserve all forms of energy used and/or ensure proper recycling of reusable materials.

The School Board directs the Superintendent to develop and implement both immediate and long range plans to meet these concerns. It expects that the administrative regulations and procedures established will be properly observed by all members of the staff and strongly supported in both the educational programs and in staff interactions with the students.

Our goal is to reduce our waste by 15%, while continuing to provide a clean and safe environment for our students and employees. We are strongly committed to achieving a successful recycle program for two reasons. Of course teaching recycling conveys an important message to our students, but it will also enable us to reduce the dollars spent on refuse hauling and landfill fees.

REFUSE

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. Selected schools have been provided with a cafeteria trash compactor. The use of this equipment ensures a significant savings to the district because it greatly reduces the volume of garbage that must be hauled to the landfill. The operation and cleaning of these units is the responsibility of the school custodial staff. The purchase of the compactor liners is the responsibility of the cafeteria manager. Necessary repairs to this equipment must be requested using a Maintenance work order.
7. Periodically, monitor and evaluate the amount of trash in the dumpster to maintain proper dumpster size and frequency of pick-ups.

RECYCLE

As School Board employees, custodians are expected to support a strong recycling program, including one that involves students.

Cardboard recycling is mandatory and is the responsibility of the custodial and cafeteria staff. As boxes are emptied, they must be flattened and safely stacked until such time as they can be taken to the recycle bin. The bins are serviced weekly, except in June and July. All grades and types of cardboard can be added to the bin. Newspapers and magazines should also be disposed of in the cardboard bin.

Recycling waste paper from the classrooms, offices and work areas is a shared responsibility of the staff and students. The most successful programs are managed and operated by students. Each classroom or office is provided with a separate paper recycle container. These containers are collected periodically and taken to the cardboard recycle bin. Details of this program can be obtained by calling the District Energy Analyst, Teri Novelli at Plant Operations, 633-3580. The district expects to achieve 100% participation in the paper-recycling program.

Plastic bottle and aluminum can recycling is not practical on a district-wide level at this time although many schools have their own programs in place to recycle these materials. Custodial support is encouraged.

Custodial Certification Course

The Brevard County School District in association with the Florida School Plant Management Association (FSPMA) offers a Professional School Custodian Certification Program. Established in 1959 by the Florida Department of Education as an in-service training program for public school Custodians, in an effort to upgrade and update the quality and quantity of Custodial services throughout the state. This course is offered throughout the school year by Staff Development and taught by the Office of Maintenance & Plant Operations/ Custodial Services.

The Programs offered are:

The “**Certified Custodian**”, which involves 64 hours consisting of five courses and tests. Included in the training are “Right to Know”, “Bloodborne Pathogens,” Indoor Air Quality, 4A-58 Code Information as well as recommended cleaning procedures. This course also includes some hands-on-training for some of the tasks. The Certified Custodian course must be completed with a minimum grade of 80% on all tests.

The “**Master Custodian**” course which involves an additional 40 hours consisting of 3 courses and tests. Included in this training are minor maintenance skills, HVAC, energy conservation and grounds care for schools. This course also includes hands-on-training for some of the tasks. The Master Custodian course must be completed with a minimum grade of 80% on all tests. In order to take this course you must have successfully met the requirements of the “**Certified Custodian**” course.

New Requirements for Certification

In 2002 the FSPMA Custodial Training Committee met and voted on several changes to the Custodial Certification program. These changes are intended to insure continuing education of all Certificate holders. The intent is to institute best practices in the industry to ensure safe and efficient operations.

New for 2010 - 2011:

1. All Custodial training certificates (Certified/Master) will expire after five years.
2. To recertify you must complete and document 10 CEU’s within five years of certification.
 - a. CEU’s (Continuing Education Units) can be obtained from an approved in-service training.
 - b. CEU’s can be obtained from courses offered by Plant Operations/Custodial Services.

Integrated Pest Management in Facilities

The actions and interactions of the people involved in the districts Integrated Pest Management program (IPM) are the key to its success. Education is a vital component of pest management. Pest management objectives will differ from site to site and will be consistent with the district’s goals of protecting the health and safety of students and staff, maintaining the integrity of buildings and structures, providing the safest playing or athletic surfaces possible, and maintaining a productive working and learning environment. All of this is outlined in School Board Policy 8400 – Environmental Health and Safety Issues. Pest prevention measures will include regular inspections and monitoring, sanitation and pest proofing, and modification of environmental conditions leading to pest problems. All duties and responsibilities are listed in the Integrated

Pest Management Procedure Manual available through the Central Custodial Services Department, Earl Lewallen, IPM Coordinator.

The Head Custodian/Custodial Staff will:

1. Work with the IPM coordinator to ensure consideration of pest control implications of building or site modifications following the IPM procedures manual.
2. Participate in facility inspections to identify pest problems.
3. Report pest activity promptly to the Facility Administrator
4. Participate in implementation of pest prevention and control measures.
5. Perform recommended housekeeping, exclusion and repair efforts within their capabilities and responsibilities.

NOTE: School/site staff is not authorized to bring any pesticides / herbicides onto district property, or to apply any pesticides / herbicides. This includes any/all products such as Raid, Amdro, etc. that can be purchased at your local hardware/ department store for home use. Handling of all pesticide products will be done by properly trained and licensed pesticide applicators. The IPM coordinator authorizes personnel from the Office of Facilities Services to confiscate any/all pesticides / herbicides found at any site that does not have a licensed applicator, or any chemical not on the approved list.

Clean Campus Committee

The Clean Campus committee consists of the principal, two parents, a student, a faculty member and the Head Custodian. The committee will do an in house inspection of the following areas and report any/all health, sanitation and safety concerns:

1. Building exterior to include playgrounds, lawns, landscaping, parking lot & drives.
2. Administration areas, clinics, classrooms, Band/Chorus rooms, gym.
3. Restrooms, storage rooms, school signage and marquee.

The committee is required to perform a monthly inspection using the forms entitled Clean Campus Report provided on the website. The compiled report must be completed and copies sent to the Area Superintendent and Custodial Services by the last day of each month (August – May).

The Environmental Health, Safety and Security Checklist must be completed quarterly (August, November, February and May) and submitted as an addendum to the Clean Campus Report.

The Clean Campus Report and Checklist may be printed using the following links:

Clean Campus Report

<http://testpilot.brevard.k12.fl.us/facilities/CleanCampus.tp4> Clean Campus grade will be given at the end of the survey.

Environmental Health, Safety and Security Checklist

<http://plant-ops.brevard.k12.fl.us/PDF%20files/EHSSchecklis .PDF>

The Clean Campus Reports will be integrated with the Custodial Facility Assessment Reports and submitted to the Superintendent and Area Superintendents annually with comparisons of the two annual grades. These grades will be used as performance guidelines to determine the condition of the building.

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 Office of Facility Services 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:

1. Unsanitary Conditions
2. 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 sealing in leak - proof plastic bags. If they cannot be discarded, use as strong a disinfectant as possible consistent with the proper use for the type of disinfectant protection of the surface being cleaned.
- ❖ Wash your hands carefully after finishing the task and removing the gloves. Never touch any other surface, **ESPECIALLY** your own face, with contaminated gloves. Discard gloves after use.

Classrooms

Floor Coverings

1. The floor, including corners, will be free of all debris.
2. Carpeted floors will be vacuumed every other service day.
3. Vinyl, ceramic and terrazzo floors will be dust mopped every other service day with a dust inhibitor treated dust mop.
4. Spots and gum on all floor coverings will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Vinyl, ceramic and terrazzo floors will be wet mopped weekly. Spots and stains will be removed daily.
7. Vinyl and terrazzo floors will be scrubbed and recoated as finish wears, allowing damage to floor covering. (Minimum semi-annually)
8. Vinyl and Terrazzo floors will have a burnishing program in place.
9. Ceramic tile will be swept every other service day and cleaned according to manufacture's recommendations.
10. 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

1. Dust and remove all smudges and fingerprints.
2. Wall coverings will be dust free.
3. Chalk trays will be wiped down so large accumulations of chalk dust are not present.
4. Chalkboards will be maintained to meet the expectations of the instructional staff.
5. Pencil sharpeners will be emptied daily.
6. Any tape on walls will be removed daily.
7. Walls will be inspected when cleaned for any peeling or chipped paint. Any walls needing repair will be corrected at next FAST team visit. Head Custodian will take measures to assure chipped or peeled paint is removed until such service is provided.
8. Graffiti will be removed from walls daily. Obscenity and gang related material will be removed immediately.

Ceilings

1. Remove cobwebs three times weekly.
2. 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.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers immediately when discovered.
6. Clean all light covers/globes when covers or globes reduce the amount of light needed for the area. (Minimum semiannually).
7. 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

1. Windows will be free of fingerprints and smudges, tape, etc.
2. Remove cobwebs three times weekly.
3. Windowsills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. All broken or non-functioning 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

1. All flat surfaces will be dusted every other service day.
2. All classroom furnishings will be free of graffiti, gum and dust.
3. Teacher desks will be dusted every other service day without disturbing instructional material.
4. All secondary exits shall be kept free of obstructions and accessible.

Trash Receptacles

1. Emptied daily and liner replaced when torn or dirty.
2. Sanitize receptacle three times weekly when liner is used. Daily without liner.
3. Damaged or unusable receptacles will be removed from service and replaced immediately.

Periodic Cleaning

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

Fixtures

1. Free of dust and graffiti.
2. Telephones will be cleaned every other service day with a disinfectant.

Restrooms

Floor Coverings

1. Will be swept daily
2. Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner (exceptions are facilities with sewage treatment plants).
3. Floor drains will be flushed daily with bacteriostatic cleaner used in above standard.
4. Floor drain strainers will be replaced when broken or missing.
5. Floors will be scrubbed with an auto scrubber or low speed scrubber semiannually. Bacteria eating enzymes will be introduced during this process.
6. Ceramic tile will be cleaned daily according to manufacture's recommendations.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Remove cobwebs three times weekly.
3. Windowsills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. Broken or nonfunctioning hardware will be replaced within five working days of observation unless this causes a security problem to the facility and then it will be corrected immediately.

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal detergent.
5. Plumbing fixtures will be cleaned daily.

Urinals

1. Bowls will be free of water deposits.
2. Water swirl holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire urinal will be wiped down daily with germicidal detergent.

Toilets

1. Bowl will be free of water deposits.
2. Water holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire toilet (including base and both sides of seat) will be wiped down daily with germicidal detergent.
5. Toilet seat will be maintained in a safe condition, including secure toilet seat.

Walls/Accessories

1. Walls will be free of fingerprints, smudges and graffiti.
2. Soap dispensers will be functional, filled and deposit free.
3. Paper towel holders will be full and free of graffiti (Stainless steel fixtures will be cleaned and polished).
4. Toilet paper holders will be full and maintained.
5. Mirrors will be fingerprint and smudge free.

6. Partitions will be washed daily.
7. 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

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

Ceilings

1. Remove cobwebs three times weekly.
2. Replace burned out light bulbs within five working days of report unless this condition is a safety hazard, then correction should be in one day.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers within five working days unless this is a safety hazard and correction should be immediate.
6. Remove any litter or debris daily.
7. Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced within five working days of discovery.

Trash Receptacles

1. Receptacle will be emptied daily and the liner replaced.
2. Receptacle will be sanitized three times weekly if liner is used, daily if not.
3. Broken receptacles shall be removed from service and replaced immediately.

Periodic Cleaning

1. Light covers will be cleaned when light is reduced from debris or dirt. (Minimum semiannually)
2. Floors will be scrubbed monthly.
3. Floors will be refinished as finish wears, allowing damage to the floor covering. (Minimum quarterly)
4. Toilet/Urinal Bowls will be cleaned using bowl cleaner.
5. Walls will be washed every other service day in their entirety.
6. Exterior windows will be washed quarterly.
7. Restrooms will be monitored, by the custodial staff, for cleanliness during student use throughout the day.

Gymnasiums

Walls/Wall Coverings and Doors

1. Dust and remove all smudges and fingerprints from doors every other service day.
2. Wall coverings will be dust free.
3. Chalk trays will be wiped down so large accumulation of chalk dust are not present.
4. Chalkboards will be maintained to meet the expectations of the instructional staff.
5. Pencil sharpeners will be emptied daily.
6. Doors will be cleaned and free of graffiti daily.
7. Doors will be checked weekly for efficient operation.
8. All secondary exits will be clear and free of obstacles during occupancy.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Remove cobwebs three times weekly.
3. Windowsills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. All broken or nonfunctioning hardware will be replaced within five working days unless there is a security concern. In that case, it will be handled immediately.

Bleachers

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

Floor Coverings

1. Gym floor surrounding areas:
 - Dust mopped daily using dust inhibiting product.
 - Spots and gum will be removed daily.
2. Gym floor
 - Floor will be dust mopped after each use at a minimum with manufacturer's recommended dust inhibitor.
 - 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, damp mop weekly with neutral cleaner.
 - Floor should be scrubbed quarterly with an automatic scrubber.

Trash Receptacles

1. Emptied daily and liner replaced when torn or full.
2. Sanitize receptacle three times weekly if liner is used, daily if not.

Periodic Cleaning

1. Vinyl /Terrazzo finishes will be maintained as finish wears. (Minimum biannually)
2. Carpet will be extracted in its entirety semiannually unless covering causes environmental concerns.
3. Gym floor finishes will be maintained in a safe condition at all times.
4. Gym floors will be refinished when finish wears. (Minimum annually)
5. Light fixtures will be cleaned when fixtures block light due to dirt and debris. (Minimum semiannually)
6. Gum will be removed from under furniture weekly.
7. Exterior windows will be cleaned quarterly or when windows do not allow for sufficient lighting.
8. Window coverings will be removed and cleaned annually or when natural light is blocked. (Minimum quarterly)
9. Replace burned out light bulbs within five working days of report unless this condition is a safety hazard, then correct within one working day.

Furniture

1. All flat surfaces will be dusted every service day and free of graffiti.

Locker Rooms

Restrooms

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal detergent.
5. Showerheads will be operational and mildew free.
6. Shower areas not in use or in use for storage shall be kept neat and clutter free. All fixtures shall be made inoperable to stop leaks and water stains

Urinals

1. Bowl will be free of water deposits.
2. Water swirl holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire urinal will be wiped down daily with germicidal detergent.
5. Toilet seat will be maintained in a safe condition, including secure toilet seat.

Toilets

1. Bowl will be free of water deposits.
2. Water swirl holes will be free of deposits to allow proper water circulation.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire toilet (including base and both sides of seat) will be wiped down daily with germicidal detergent.
5. Toilet seat will be maintained in a safe condition.

Walls/Accessories

1. Walls will be free of fingerprints, smudges, graffiti, and stains.
2. Soap dispensers will be functional, filled and deposit free.
3. Paper towel holders will be full and free of graffiti (stainless steel fixtures will be cleaned and polished).
4. Toilet paper holders will be full and maintained in a usable manner.
5. Mirrors will be fingerprint and smudge free.
6. Walls and partitions will be washed daily and free of graffiti.

Sanitary Receptacles and Dispensers

1. Receptacles will be emptied, sanitized and the liners changed daily.
2. Sanitary napkin dispensers must be cleaned and refilled daily.

Ceilings

1. Remove cobwebs three times weekly
2. Replace burned out light bulbs within five working days unless this condition is a safety hazard, then one working day.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers immediately when discovered.
6. Remove any litter or debris daily.

Floor Coverings

1. Will be swept every service day.
2. Floors will be mopped three times weekly, at a minimum, with a germicidal bacteriostatic cleaner (except schools on sewage treatment plants).
3. Floor drains will be flushed with bacteriostatic cleaner used in above standard.
4. Floors will be scrubbed with an auto scrubber or a low speed scrubber twice weekly.
5. Ceramic tile will be swept every service day and cleaned according to manufacture's recommendations.
6. Floors will be free of mold and mildew in tile grout.

Trash Receptacles

1. Emptied daily and liner replaced.
2. Sanitize receptacle three times weekly when liner is used. Daily without liner.

Periodic Cleaning

1. Light covers will be cleaned when fixtures do not allow sufficient light. (Minimum semiannually).
2. Floors will be scrubbed twice weekly.
3. Floors will be refinished as finish wears. (Minimum quarterly)
4. Toilets/urinal bowls will be cleaned daily using bowl cleaner.
5. Walls will be washed daily in their entirety.
6. Exterior windows will be washed quarterly.

Locker Areas

Lockers

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

Benches

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

Floor Coverings

1. Will be swept every service day.
2. Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner (except schools on sewage treatment plants).
3. Floor drains will be flushed with germicidal bacteriostatic cleaner used in above standard.
4. Floors will be scrubbed with an auto scrubber or low speed scrubber twice weekly.
5. Ceramic tile will be swept every service day and cleaned according to manufacture's recommendations.
6. Floors will be free of mold and mildew in tile grout.

Ceilings

1. Remove cobwebs weekly.
2. Replace burned out light bulbs within five working days unless this creates a safety hazard, then correction should be in one day.
3. Replace damaged light covers immediately when discovered.
4. Remove any litter or debris daily.
5. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
6. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
7. 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)
8. Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced within five working days.

Shower Areas

1. Walls will be free of soap film.
2. Floors will be free of mold and mildew in tile grout.
3. Showerheads will be operational and mildew free.
4. Fixtures will be cleaned and polished daily.
5. Floor drains will be in place and free of debris.
6. Floors will be mopped daily with germicidal bacteriostatic cleaner (or product safe for your campus).
7. Floors will be scrubbed with a 175 rpm scrubber twice weekly.
8. Floors will be free of mold and mildew in tile grout.

Periodic Cleaning

1. Light covers will be cleaned semiannually or when debris or dirt reduces safe illumination.
2. Floors will be scrubbed twice weekly.
3. Floors will be refinished as finish wears. (Minimum quarterly)
4. Toilet/urinal bowls will be cleaned using bowl cleaner daily.
5. Walls will be washed in their entirety daily.
6. Exterior windows will be cleaned quarterly or when windows do not allow for sufficient lighting.
7. Interior of lockers will be washed annually or as they become unused.

Administrative Offices/Libraries/Auditoriums

Floor Coverings

1. The floor, including corners, will be free of all debris.
 2. Carpeted floors will be vacuumed when dirt / debris is present or a minimum of every other service day. *
 3. 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.
 4. Spots and gum on all floor coverings will be removed upon discovery during daily cleaning.
 5. Floor moldings will be maintained in a dust free condition.
 6. Vinyl, ceramic and terrazzo floors will be mopped every other service day.
- * Single or double occupancy offices will be vacuumed weekly.

Walls/Wall Coverings

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

Ceilings

1. Remove cobwebs weekly.
2. 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.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers as discovered.
6. Clean all light covers/globes when covers or globes reduce the amount of light needed for the area. (Minimum semiannually)
7. Return vents and discharge vents will be dust free. Damaged or rusty vents will be replaced within five working days of discovery.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Remove cobwebs weekly.
3. Windowsills will be free of dust and debris.

4. All windows are to be closed and locked nightly.
5. 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

1. All flat surfaces will be dusted every other service day.
2. Administrative desks will be dusted daily without disturbing administrative materials.
3. Bookshelves/counter tops will be wiped down every other service day.

Trash Receptacles

1. Emptied daily and liner replaced when torn or dirty.
2. Sanitize receptacle three times weekly if liner is used, daily if not.

Telephones

1. Handsets will be wiped down every other service day with germicidal cleaner.
2. Telephone stations should be free of graffiti, gum etc.

Periodic Cleaning

1. Vinyl/terrazzo finishes will be maintained as finish wears. (Minimum quarterly)
2. Carpet will be extracted monthly in its entirety unless said carpet is an environmental concern.
3. Light fixtures will be cleaned when dirt and debris cause the fixtures reduce sufficient lighting. (Minimum semiannually)
4. Gum removed from under furniture daily.
5. Exterior windows will be cleaned quarterly or when dirt and debris does not allow sufficient outside lighting.
6. Window coverings will be removed and cleaned quarterly or as dirt and debris block sufficient light.
7. Computers will be cleaned daily according to manufacturer's specifications.

Science Laboratories

Floor Coverings

1. The floor, including corners, will be free of all debris.
2. Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
3. Spots and gum on all floor coverings will be removed upon discovery.
4. Floor moldings will be maintained in a dust free condition.
5. Vinyl and terrazzo floors will be mopped three times weekly. Spots and stains will be removed daily.
6. Ceramic tile will be swept daily and cleaned according to manufacture's recommendations.
7. Concrete floors will be swept daily.
8. Foreign material will be removed daily.

Walls/Wall Coverings

1. Dust and remove all smudges and fingerprints daily.
2. Wall coverings will be dust free.
3. Chalk trays will be wiped down so a large accumulation of chalk dust is not present.
4. Chalkboards will be maintained to meet the expectations of the instructional staff.

5. Pencil sharpeners will be emptied daily.
6. Paper towel dispensers will be cleaned and replenished daily.
7. Soap dispensers will be in good repair as well as cleaned and replenished daily.
8. Graffiti will be removed from walls daily. Obscenity and gang related material will be removed upon immediately.

Ceilings

1. Remove cobwebs three times weekly.
2. Replace burned out light bulbs within five working days unless this creates a safety hazard and then repair will be within one working day.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers immediately as discovered.
6. Clean all light covers/globes dirt and debris reduce the amount of light needed for the area. (Minimum semiannually)
7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Remove cobwebs three times weekly.
3. Windowsills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. 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

1. All flat surfaces will be dusted every other service day.
2. All classroom furnishings will be free of graffiti, gum and dust.
3. 1/4 of Book shelving will be dusted daily.
4. Teacher desks will be dusted every other service day without disturbing instructional material.
5. Unsecured lockers will be free of debris and litter.

Trash Receptacles

1. Emptied daily and liner replaced when torn or dirty.
2. Sanitize receptacle three times weekly if liner is used, daily if not.
3. Broken or unsightly receptacles shall be removed and replaced immediately.

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped daily.
5. Chemical lavatories will be free of debris and wiped down daily.
6. Plumbing fixtures will be cleaned daily.

Periodic Cleaning

1. Vinyl/terrazzo finishes will be maintained as finish wears. (Minimum semiannually)
2. Carpet will be extracted in its entirety semiannually unless covering causes environmental concerns.
3. Light fixtures will be cleaned semiannually or when necessary light is reduced.
4. Gum will be removed from under furniture daily.
5. Exterior windows will be cleaned when windows do not allow for sufficient lighting. (Minimum quarterly)
6. Window coverings will be removed and cleaned when sufficient light is reduced. (Minimum semiannually)
7. Broken glass receptacles will be emptied daily.
8. For schools with exhaust hoods, hoods will be inspected and cleaned monthly.
9. Computers shall be cleaned daily according to manufacturer's specifications.

Shower Areas

School based custodial staff shall maintain shower areas to custodial standards.

1. Walls will be free of soap film.
2. Showerheads will be operational and mildew free.
3. Fixtures will be cleaned and polished daily.
4. Floor drains will be in place and free of debris.
5. Floors will be mopped daily with germicidal bacteriostatic cleaner (or product safe for your campus).
6. Floors will be scrubbed with a 175-rpm scrubber twice weekly.
7. Floors will be free of mold and mildew in tile grout.

Vocational Technical Laboratories

Vocational 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

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

Walls/Wall Coverings

1. Dust and remove all smudges and fingerprints daily.
2. Wall coverings will be dust free
3. Chalk trays will be wiped down so a large accumulation of chalk dust is not present.
4. Chalkboards will be maintained to meet the expectations of the instructional staff.
5. Pencil sharpeners will be emptied daily.
6. Paper towel dispensers will be cleaned and replenished daily.
7. Soap dispensers will be in good repair as well as cleaned and replenished daily.
8. Graffiti will be removed from walls daily. Obscenity and gang related material will be removed upon immediately.

Ceilings

1. Remove cobwebs three times weekly.
2. Replace burned out light bulbs within five working days unless this creates a safety hazard and then repair will be within one working day.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers immediately as discovered.
6. Clean all light covers/globes dirt and debris reduce the amount of light needed for the area. (Minimum semiannually)
7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Remove cobwebs three times weekly.
3. Windowsills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. 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

1. All flat surfaces will be dusted every other service day.
2. All classroom furnishings will be free of graffiti, gum and dust.
3. 1/4 of Book shelving will be dusted daily.
4. Teacher desks will be dusted every other service day without disturbing instructional material.
5. Unsecured lockers will be free of debris and litter.

Trash Receptacles

1. Emptied daily and liner replaced when torn or dirty.
2. Sanitize receptacle three times weekly if liner is used, daily if not.
3. Broken or unsightly receptacles shall be removed and replaced immediately.

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.

4. Entire lavatory will be wiped daily.
5. Chemical lavatories will be free of debris and wiped down daily.
6. Plumbing fixtures will be cleaned daily.

Periodic Cleaning

1. Vinyl/terrazzo finishes will be maintained as finish wears. (Minimum semiannually)
2. Carpet will be extracted in its entirety semiannually unless covering causes environmental concerns.
3. Light fixtures will be cleaned semiannually or when necessary light is reduced.
4. Gum will be removed from under furniture daily.
5. Exterior windows will be cleaned when windows do not allow for sufficient lighting. (Minimum quarterly)
6. Window coverings will be removed and cleaned when sufficient light is reduced. (Minimum semiannually)
7. Broken glass receptacles will be emptied daily.
8. For schools with exhaust hoods, hoods will be inspected and cleaned monthly.
9. Computers shall be cleaned daily according to manufacturer's specifications.

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.

Floor Coverings

1. The floor, including corners, will be free of all debris.
2. Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
3. Spots and gum on all floor coverings will be removed upon discovery.
4. Floor moldings will be maintained in a dust free condition.
5. Vinyl and terrazzo floors will be mopped three times weekly. Spots and stains will be removed daily.
6. Ceramic tile will be swept daily and cleaned according to manufacture's recommendations.
7. Concrete floors will be swept daily.
8. Foreign material will be removed daily.

Walls/Wall Coverings

1. Dust and remove all smudges and fingerprints daily.
2. Wall coverings will be dust free.
3. Chalk trays will be wiped down daily so a large accumulation of chalk dust is not present.
4. Chalkboards will be maintained to meet the expectations of the instructional staff.
5. Pencil sharpeners will be emptied daily.
6. Paper towel dispensers will be cleaned and replenished daily.
7. Soap dispensers will be in good repair as well as cleaned and replenished daily.
8. Graffiti will be removed from walls daily. Obscenity and gang related material will be removed upon immediately.

Ceilings

1. Remove cobwebs daily.
2. Replace burned out light bulbs within five working days unless this creates a safety hazard and then repair will be within one working day.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of school asbestos management plan.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers immediately as discovered.
6. Clean all light covers/globes dirt and debris reduce the amount of light needed for the area. (Minimum semiannually)
7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Remove cobwebs daily.
3. Windowsills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. 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

1. All flat surfaces will be dusted daily.
2. All classroom furnishings will be free of graffiti, gum and dust.
3. 1/4 of Book shelving will be dusted daily.
4. Teacher desks will be dusted daily without disturbing instructional material.
5. Unsecured lockers will be free of debris and litter.

Trash Receptacles

1. Emptied daily and liner replaced when torn or dirty.
2. Sanitize receptacle three times weekly if liner is used, daily if not.
3. Broken or unsightly receptacles shall be removed and replaced immediately.

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped daily.
5. Chemical lavatories will be free of debris and wiped down daily.
6. Plumbing fixtures will be cleaned daily.

Periodic Cleaning

1. Vinyl/terrazzo finishes will be maintained as finish wears. (Minimum semiannually)
2. Carpet will be extracted in its entirety semiannually unless covering causes environmental concerns.
3. Light fixtures will be cleaned semiannually or when necessary light is reduced.
4. Gum will be removed from under furniture daily.

5. Exterior windows will be cleaned when windows do not allow for sufficient lighting. (Minimum quarterly)
6. Window coverings will be removed and cleaned when sufficient light is reduced. (Minimum semiannually)
7. Broken glass receptacles will be emptied daily.
8. For schools with exhaust hoods, hoods will be inspected and cleaned monthly.
9. Computers shall be cleaned daily according to manufacturer's specifications.

Clinic Rooms

Floor Coverings

1. The floor, including corners, will be free of all debris.
2. Carpeted floors will be vacuumed daily.
3. Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
4. Spots, stains and gum on all floors will be removed as discovered.
5. Floor moldings will be maintained in a dust free condition.
6. Vinyl and terrazzo floors will be mopped daily with germicidal detergent.
7. Ceramic tile will be swept daily and cleaned according to manufacture's recommendations.

Walls/Wall Covering

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

Ceilings

1. Remove cobwebs daily.
2. 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.
3. Replace damaged ceiling tiles and report to Head Custodian for review of school asbestos management plan.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers as discovered.
6. Clean all light covers/globes when covers or globes reduce the amount of light needed for the area. (Minimum semiannually)
7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Remove cobwebs daily.
3. Windowsills will be free of dust and debris.
4. All windows will be closed and locked nightly.
5. 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

1. All flat surfaces will be dusted daily.
2. All furniture in contact with patients will be wiped down daily with germicidal detergent.

Trash Receptacles

1. Emptied daily and liner replaced when torn or dirty.
2. Full Sharps containers will be removed and stored for pick-up in a biohazard-designated area.
3. Full infectious waste containers will be removed and stored for pick-up in a biohazard-designated area.

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal detergent.
5. Plumbing fixtures will be cleaned daily.

Periodic Cleaning

1. Carpet will be extracted semiannually unless there are environmental concerns.
2. Vinyl/terrazzo finishes will be maintained as finish wears. (Minimum semiannually)
3. Light fixtures will be cleaned when they do not allow sufficient light. (Minimum semiannually)
4. Gum removed from the furniture daily.
5. Exterior windows will be cleaned when dirt and debris restrict sufficient light from the area. (Minimum semiannually)
6. Window coverings will be removed and cleaned when dirt and debris restrict sufficient light from the area. (Minimum semiannually)
7. Floors will be scrubbed weekly in treatment rooms using germicidal detergent.

Corridors

Floor Covering

1. The floor, including corners, will be free of debris.
2. Carpeted floors will be vacuumed at least once per day.
3. Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated mop.
4. Spots and gum on the floor covering will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Sweep/vacuum interior stairways daily.
7. Vinyl and terrazzo floors will be mopped daily with germicidal detergent.
8. Ceramic tile will be swept daily and cleaned according to manufacture's recommendations.

Walls/Wall Coverings/Trophy Cases/Fixtures

1. Dust and remove all fingerprints and smudges.
2. Wall coverings and lockers will be dust free.
3. Trophy case glass will be free of smudges, streaks and dust.
4. The interior of locked trophy cases will be cleaned twice monthly. It shall be the custodian's responsibility to obtain a key for this purpose.
5. Graffiti will be removed daily. Obscenity and gang related material will be removed immediately.

Furniture

1. All flat surfaces will be dusted daily.

Drinking Fountains

1. Drinking fountains will be free of water deposits, streaks and dust.
 - A. Use a germicidal or bacteriostatic cleaner containing no objectionable odor.
 - B. The mouthpiece, basin, and exterior will be sanitized daily.
 - C. Fountains will be operational and water flow will be adequate with no drainage problems.

Ceilings

1. Remove cobwebs three times weekly.
2. 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.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of schools asbestos management plan.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers immediately when discovered.
6. Clean all light covers/globes when dirt and debris reduce the amount of light needed for the area. (Minimum semiannually)
7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days of discovery.

Periodic Cleaning

1. Vinyl/terrazzo finishes will be maintained daily.
2. Carpet will be extracted in its entirety semiannually unless covering causes environmental concerns.
3. Light fixtures will be cleaned semiannually or when light is restricted.
4. Gum will be removed from under furniture weekly.
5. Exterior windows will be cleaned quarterly.
6. Window coverings will be removed and cleaned quarterly or when light is restricted.

Entrances

Floor Covering

1. Sweep outside entrance ramp to main sidewalk or driveway three times weekly.
2. Vacuum/sweep mats daily.
3. Pick up dirt, trash and leaves daily.

Ceilings

1. Remove cobwebs three times weekly.
2. 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

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

Periodic Cleaning

1. Sweep exterior stairways weekly.
2. Wash light fixtures semiannually or when light is restricted or inadequate.
3. Clean vents and louvers monthly.
4. Carpet type mats will be water extracted monthly.

Cafeteria

Floor Coverings

1. The floor, including corners, will be free of all debris.
2. Carpeted floors will be vacuumed daily.
3. Vinyl, ceramic and terrazzo floors will be dust mopped daily with a dust inhibitor treated dust mop.
4. Spots, stains and gum on all floor coverings will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Vinyl, ceramic and terrazzo floors will be mopped daily with a germicidal detergent.
7. Vinyl and terrazzo floors will be scrubbed and recoated monthly.
8. Vinyl and terrazzo floors will have a burnishing program in place.
9. 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

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

Drinking Fountains

1. Drinking fountains will be free of water deposits, streaks, and dust.
 - A. Use a germicidal or bacteriostatic cleaner containing no objectionable odor.
 - B. The mouthpiece, basin, and exterior will be sanitized daily.
 - C. Fountains will be operational and water flow will be adequate with no drainage problems.

Ceilings

1. Remove cobwebs daily.
2. 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.
3. Replace damaged ceiling tile and report to Head Custodian for source determination and review of schools asbestos management plan.

4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Replace damaged light covers immediately when discovered.
6. Clean all light covers/globes when light is restricted. (Minimum semiannually)
7. Return vents and discharge vents will be dust free. Damaged or rusted vents will be replaced within five working days of discovery.

Furniture

1. All tabletops will be washed daily and maintained throughout the lunch period.

Trash Receptacles

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

Lavatories

1. Bowl will be free of soap scum.
2. Drains will be free of hair and soap deposits.
3. Fixtures will be cleaned and polished daily to remove water deposits.
4. Entire lavatory will be wiped down daily with germicidal detergent daily.

Periodic Cleaning

1. Vinyl/terrazzo floors will be maintained daily.
2. Carpet will be extracted monthly in its entirety.
3. Light fixtures will be cleaned semiannually or when light is restricted.
4. Gum will be removed from under furniture daily.
5. The surfaces of all chairs/benches will be wiped down monthly to include the legs and under the seat.
6. All folding tables will be inspected quarterly for defects.
7. Immediately replace any leaking garbage receptacles that may cause a slip or fall.

Kitchen Floor/Hood

Floor Coverings

1. Floors will be cleaned by the custodial staff biannually during the summer and during Christmas breaks.
2. Vinyl/terrazzo floors will then be sealed.

Hood Filters

1. The custodial staff will remove filters from hood to give to Kitchen staff for cleaning and replace filters back into the hood after cleaning on a monthly basis. The same guideline applies to the Culinary Arts programs.
2. Kitchen staff will clean and return filters to the custodial staff for replacement into the hood.
3. Contracted Services will clean hoods annually.

Exterior

Facilities

1. Eaves will be kept free of cobwebs and other debris.
2. Exterior windows will be cleaned quarterly.
3. Replace burned out exterior lighting weekly except for security purposes which will be replaced immediately.
4. Florida Power and Light fixtures shall be reported and logged for time tracking.

Grounds

1. Sidewalks will be kept free of weeds and inspected monthly for dangerous conditions.
2. Planters will be maintained in an aesthetic condition by removing trash and unwanted vegetation.
3. Fence lines/backstops will be weed-free to maintain an aesthetic condition.
4. Tree limbs will not hang below a height of 7 feet in student travel areas.
5. Backstops will be maintained in a state of good repair.
6. Exterior surfaces will be washed annually.
8. Exterior painted surfaces will be maintained in an aesthetic condition.
9. All grass areas immediately surrounding the campus where tractors do not have access will be the responsibility of the custodial staff to include 10' from all obstructions, i.e., portables, backstops, and fence lines to include adjoining property. Also, property lines that border the site shall be weed whacked to allow spraying of herbicide. The grass areas are to be maintained in an aesthetic condition at all times.
10. Remove all trimmed/cut debris to the proper disposal area.
11. Grounds will be free of trash and associated debris.

Do not create a harborage for pests and rodents by letting debris accumulate. This should be disposed of immediately.

Playgrounds

The purpose of the playground inspection is to identify and correct problems with impact material and to ensure safety and operation of play equipment.

The Head Custodian/Custodian shall:

1. Inspect all playground areas daily for trash, broken glass, vandalism to equipment, animal feces, weeds, etc., and remove immediately.
2. Provide a more extensive weekly inspection of all playgrounds/playground equipment at facility using the **Custodial Inspection Form for Playgrounds** as a guide. (Located in the back of this manual)

Weekly Playground inspections shall include the following:

1. Surfacing material to be raked to prevent them from becoming packed down and to remove hidden hazards (litter, sharp objects, etc.).
2. Surfacing materials are to be replenished/raked to maintain adequate depth (minimum 12”) and coverage under playground equipment.
3. All equipment shall be inspected for rust, chipping paint, sharp edges, splinters or rough surfaces, and excessive wear.
4. All equipment shall be inspected for loose nuts and bolts, open “S” hooks, frayed rope, and worn out chains or cables.
5. All structures shall be inspected to ensure equipment has not shifted or become bent.
6. 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 Head Custodian/Custodian shall:

- a. Rope off area, or piece of equipment.
- b. Report hazardous condition(s) to Facility Administrator.
- c. Report hazardous conditions(s) to Plant Operations and Maintenance to arrange repair/removal of equipment.

* Playground inspection guidelines adapted from the U.S. Consumer Product Safety Commission Handbook for Public Playground Safety Pub. No. 325

Sports Complexes

Restrooms

1. Will be swept and mopped with a germicidal bacteriostatic cleaner before events during the season, weekly during nonuse periods.
2. Lavatories will be free of soap scum, hair and soap deposits.
3. Fixtures will be free of water spots.
4. Lavatory will be wiped down with germicidal detergent.
5. Toilets and urinals will be free of deposits and wiped down with germicidal detergent.
6. Toilets and urinals will be cleaned using bowl cleaner.
7. Towel paper and toilet paper holders will full and free of graffiti.
8. Cobwebs will be removed before each use, weekly in off-season.
9. Burned out light bulbs and damaged light covers will be replaced within five working days unless this condition is a safety hazard then correction will be in one working day.
10. Trash receptacles will be emptied, sanitized and furnished with new liners.
11. Doors, windows and mirrors will be free of fingerprints, smudges, and graffiti.
12. Floors will be scrubbed with an auto scrubber or low speed scrubber monthly.

Ticket Office

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

Stadium Seating

1. Trash and debris will be removed daily before and after use.
2. Repairs will be accomplished as needed as a safety factor.
3. Seating will be inspected monthly.

Concession Stands

1. Trash will be removed daily before and after use.
2. Doors and windows will be free of fingerprints, smudges, and graffiti.

Trash Receptacles

1. Trash receptacles will be emptied and liners will be replaced.
2. Entire grounds will be “policed” for trash and debris after sports events or student usage.

Field Houses/Portables

1. Lockers will be free of graffiti.
2. Lockers will be maintained in a safe operational condition at all times.
3. Lockers will be wiped down with germicidal bacteriostatic cleaner.
4. Floors will be mopped at a minimum with a germicidal bacteriostatic cleaner.
5. Floor drains will be flushed with germicidal bacteriostatic cleaner used in above standard.
6. Remove cobwebs monthly during off-season, weekly during use.
7. Replace burned out light bulbs within five working days unless it creates a safety hazard, which shall be corrected in one working day.
8. Replace damaged light covers immediately as discovered.
9. Walls will be free of soap film.
10. Floors will be free of mold and mildew in tile grout.
11. Shower heads will be operational and mildew free.
12. Entire urinal will be wiped down daily with germicidal detergent.
13. Fixtures will be cleaned and polished daily to remove water deposits.

Exterior

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

Walls/Accessories

1. Walls will be free of fingerprints, smudges and graffiti.
2. Soap dispensers will be full and deposit free.
3. Paper towel holders will be full and free of graffiti (stainless steel fixtures will be cleaned and polished).

4. Toilet paper holders will be full and maintained.
5. Mirrors will be fingerprint and smudge free.
6. Partitions will be washed daily and free of graffiti.

Maintenance/Storage Rooms

Boiler Rooms/Mechanical Rooms

1. The floor will be free of debris including corners.
2. Clean vents and louvers monthly.
3. Remove cobwebs weekly.
4. Replace burned out lamps when discovered.

NO STORAGE WILL BE PERMITTED

Maintenance Rooms

1. The floor, including corners, will be free of debris.
2. Trash receptacles will be emptied daily and liners replaced.
3. Tools and spare parts shall be stored in their proper locations.
4. Remove cobwebs weekly.
5. Replace burned out lamps when discovered.

Custodial Storage Areas

1. Will be maintained neat, clean, and orderly.
2. Supplies will be stored appropriately.
3. Equipment will be stored, and maintained in a clean, safe, and functional state of repair.
4. **All** chemical containers will be properly labeled in accordance with Federal, State and Local requirements.
7. Storage of fluorescent bulbs for hazardous waste pick up will be neat and orderly. Bulbs will be properly stored and the company called for removal. Action will be logged for tracking time.

EXIT LIGHT AND EMERGENCY LIGHT INSPECTIONS

Custodial Services will provide stickers for exit and emergency light inspections to each facility. At the bottom of the page is an example of the sticker being issued.

EXIT LIGHTS

- Exit lights will be inspected monthly with the person performing the inspection initialing the exit light sticker provided.
- Stickers will be placed so that they are easily accessible to anyone checking the dates and status of the fixture.
- Logs and stickers will be kept current.** A list of work order numbers shall be maintained for all exit lights that are nonfunctioning. This list shall be made available upon request.

EMERGENCY LIGHT

- Emergency lights will be inspected monthly with the person performing the inspection initialing the emergency light sticker provided.
- Stickers will be placed so that they are easily accessible to anyone checking the dates and status of the fixture. The preferable placement of the stickers shall be on the battery pack of the emergency lights that are battery operated, in the diffuser or on the wall closest to the emergency lights in fluorescent fixtures that contain the emergency light.
- Logs and stickers will be kept current.** A list of work order numbers shall be maintained for all emergency lights that are nonfunctioning. This list shall be made available upon request.

2010-2012		<i>Exit & Emergency Light Test</i>			
2010	INITIALS	2011	INITIALS	2012	INITIALS
JAN		JAN		JAN	
FEB		FEB		FEB	
MAR		MAR		MAR	
APR		APR		APR	
MAY		MAY		MAY	
JUN		JUN		JUN	
JUL		JUL		JUL	
AUG		AUG		AUG	
SEP		SEP		SEP	
OCT		OCT		OCT	
NOV		NOV		NOV	
DEC		DEC		DEC	

Per 7.9.3 Life Safety Code Periodic Testing of Emergency Lighting Equipment
A functional test shall be conducted on every required emergency lighting system at 30-day intervals for not less than 30 seconds. Press and hold test button. Unit shall be fully operational for the full 30-second test.
Written records of visual inspections and tests shall be kept by the Head Custodian.

Fire Extinguisher Inspections

Custodial Services will provide tags for fire extinguisher inspections to each facility.

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:

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

If any of the above items are found deficient during your inspections, contact your Training Custodian or Environmental Specialist immediately for a replacement extinguisher.

Inspection Tags

1. Remove old tag. It is only necessary to keep current years' tag on extinguisher.
2. Attach new tag to extinguisher with a rubber band making sure not to cover up sight gauge.
3. Fill out tag using a fine point **permanent** marker (Sharpie) only. **Do Not** use a hole punch, or any other type of marker, pencil, etc.
4. The following information is required on the tag next to the month inspected. The exact date of inspection (12, 25, etc.) and the initials of the person performing the inspection. Please write legibly.

MONTHLY CUSTODIAL PREVENTIVE MAINTENANCE SHEET

Date _____ School _____
 Month of _____

	ADEQUATE	DEFICIENT
1. All air conditioning filters inspected and replaced within defined time.	_____	_____
2. All emergency lighting inspected and operational	_____	_____
3. All exit lighting inspected and operational	_____	_____
4. All playground equipment inspected and operational	_____	_____
5. All sidewalks inspected and free of cracks and/ or damage	_____	_____
6. All fence lines and trees inspected, free of hanging branches or hazards	_____	_____
7. All lawn equipment inspected and properly maintained and serviced	_____	_____
8. All driveways inspected and free of pot holes or damage	_____	_____
9. All door closures inspected and in proper working order	_____	_____
10. All door stops inspected and catch devices in proper working order	_____	_____
11. All panic hardware, hinges and door knobs inspected and in proper working order	_____	_____
12. All room numbers and emergency evacuation charts present	_____	_____
13. All lighting in proper working order	_____	_____
14. All ceiling tiles and t-bars in place and free of evidence of water damage	_____	_____
15. All time clocks with proper time settings	_____	_____
16. Roof free of debris and damage	_____	_____
17. All roof drains inspected and free of clogs and debris	_____	_____
18. All flooring inspected and properly maintained	_____	_____
19. All restroom fixtures inspected and in working order	_____	_____
20. Fire alarm system tested and in proper working order (pull station location _____)	_____	_____
21. All fire extinguishers in proper working order and present	_____	_____
22. All tools and equipment inspected for proper storage and working order	_____	_____
23. Floor drains and traps inspected and filled with water	_____	_____
24. Floor tile, ceramic tile and wall tile inspected and free of breakage	_____	_____
25. Gas shut offs, valves, water gate valves, pumps and cooling towers inspected and free of unusual damage or sounds	_____	_____
25. Electrical outlets inspected for loose receptacles and plates	_____	_____
26. Integrated Pest Management procedures accomplished	_____	_____
27. Energy Conservation measures taken this month	_____	_____

PROVIDE COMMENTS BELOW FOR EACH DEFICIENT ITEM WITH SPECIFIC LOCATION AND EXPECTED CORRECTION DATE:

SIGNATURE _____

Playground Safety Inspection List

Playground Surfaces				
	Yes	No	NA	Comments
Surface materials appropriate?				
Surface thickness correct?				
Other?				

Hardware				
	Yes	No	NA	Comments
Open "S" Hooks?				
Exposed screws, bolts?				
Protruding end bolts?				
exposed wires, broken fences?				
Any other unsafe condition?				

Grounds				
	Yes	No	NA	Comments
Any tripping hazards, exposed concrete footing, tree stumps, rocks, etc.?				
Any broken glass, cans, trash, nails, etc.?				
Any animal feces in the area?				

Equipment				
	Yes	No	NA	Comments
Any splintering on wood?				
Any sharp points or edges on equipment?				
Is equipment in good overall condition?				
Other?				

Custodial Service Cleanliness Evaluation

Your room was **PROFESSIONALLY** cleaned last night by _____. Please take the time and look around your room, workstation, and restroom areas. I would appreciate any comments or recommendations that you make.

- ❖ Trash receptacles empty and cleaned? _____
- ❖ Workstation (desk) dusted? _____
- ❖ Shelves cleaned and dusted? _____
- ❖ File cabinets dusted? _____
- ❖ Carpet vacuumed? _____
- ❖ Stains removed? _____
- ❖ Floor has luster? _____
- ❖ Floor cleaned? _____
- ❖ Restrooms cleaned and stocked? _____
- ❖ Baseboards cleaned? _____
- ❖ Windows cleaned and cobweb free? _____
- ❖ Ledges cleaned and dusted? _____

❖ **Comments:** _____

MONTHLY INTEGRATED PEST MANAGEMENT CHECK LIST

Outside structures

	ADEQUATE	DEFICIENT
1. Entry doors close tightly, sweeps and rubbers in good shape.	_____	_____
2. Entry doors have working door closers.	_____	_____
3. Exterior doors closed when not in use.	_____	_____
4. Conduit and piping free of holes and gaps where entering the building.	_____	_____
5. Exterior walls inspected for cracks and gaps in material.	_____	_____
6. All windows are intact, no broken or cracked panes.	_____	_____
7. Exterior windows are sealed tightly, no gaps in frames.	_____	_____
8. Items are not stored against or adjacent to structure.	_____	_____
9. Items stored outside for indefinite periods of time are placed on racks at least 12" above ground.	_____	_____
10. Food related garbage-removed daily from outside picnic areas or concessions areas.	_____	_____
11. Exterior garbage cans closed when not in use and emptied daily.	_____	_____
12. Garbage cans located at least 25 feet from entryways.	_____	_____
13. Litter/trash removed from school property daily.	_____	_____

Landscaping

1. Shrubs and trees are pruned to where they are not touching the building.	_____	_____
2. Plants are trimmed away from HVAC units and structure walls.	_____	_____
3. Irrigation system does not allow water to puddle near the foundation or contact the structure.	_____	_____
4. Shrub, tree leaves and grass clippings are removed from next to the building on a regular basis.	_____	_____

Refuse Areas

1. Exterior garbage dumpster located on a hard cleanable surface (concrete or asphalt).	_____	_____
2. Dumpster located at least 50 feet from doorways.	_____	_____
3. Lids on dumpsters kept closed except when adding trash.	_____	_____
4. Dumpster area cleaned by pressure washing at least quarterly.	_____	_____

MONTHLY INTEGRATED PEST MANAGEMENT CHECK LIST

Inside Structures	ADEQUATE	DEFICIENT
Cafeteria areas		
1. Food / drink spills cleaned up promptly.	_____	_____
2. Plastic liners used in refuse cans containing food substance	_____	_____
3. Food related garbage removed from facility daily.	_____	_____
4. Floor drains inspected and cleaned weekly.	_____	_____
5. Floor and water fountain traps maintained full of water.	_____	_____
Other Areas		
1. Building(s) are clean and free of litter	_____	_____
2. Garbage removed from structure daily.	_____	_____
3. Faucets in the facility are checked for leaks and drips with work orders submitted for problem faucets.	_____	_____
4. Classrooms checked for openings or holes around conduit, plumbing, toilet fixtures and other items that penetrate walls.	_____	_____

Energy Conservation Checklist

School/Facility _____ Completed By _____ Date _____

Daily checks

- _____ Lights off in unoccupied spaces (classroom, gym, cafeteria, office, workroom)
- _____ No unnecessary electric devices (lamps, coffee makers, toaster ovens, etc.)
- _____ Electronic equipment (TV, VCR, computer monitor) off when not needed
- _____ Computers OFF at the end of the day, not just sleep mode
(Contact teacher before turning off computer, to allow them to save/backup their work)
- _____ Window coverings closed to block afternoon sun where needed
- _____ Thermostats turned up after occupied hours (summer 80° F, winter 65° F) especially in portables, cafeteria
- _____ Hall lights off when not needed (except for emergency lights)
- _____ Internal gym doors closed
- _____ Exhaust fans off if not needed (gym, restrooms)
- _____ Trash compactor in use (where available)
- _____ Exterior doors and windows closed

Comments _____

Energy Conservation Checklist (Page 2)

Monthly Checks

Date of Check _____

Put in work orders for any needed work ASAP

- _____ Sinks, water fountains have no leaks (work order needed if leaking)
- _____ Dumpster size and collection frequency appropriate (garbage & recycling)
- _____ Security and athletic field lights off in daylight hour
- _____ Timers set appropriately for sprinklers, makeup/outside air units, 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

Quarterly Checks

Date of Check _____

- _____ Deciduous plants to shade southern & western sides of building
- _____ Corridor lighting turns off except for emergency lights
- _____ Low wattage lighting and electronic ballasts in fluorescent lights (With FAST Team Assistance)
- _____ Remove incandescent lighting, replace if needed with compact fluorescent
- _____ Hot water heater set at 110 °F for general use, 140 °F for dishwasher (With FAST Team Assistance)
- _____ Vendor misers on all drink machines (With FAST Team Assistance)

Pre-Holiday Shutdown Procedures

Date of Check _____

Use before Winter and Spring Breaks, Intercessions, and leaving for Summer

- _____ Clean out refrigerators
- _____ Back up computer files
- _____ Unplug all electrical devices in classrooms, work areas that will not be used
- _____ Set thermostats to auto, highest temperature possible (kitchen dry storage should not exceed 75)
- _____ Adjust time-clocks, timers on lights, etc. as needed
- _____ Inform district HVAC operations of building zones that will be shut down for holidays and the days they will be unused

Comments

Custodial Check List

Area/Item	Work Description	Frequency			
		Daily	Weekly	Monthly	Other
	√				
Restrooms					
Toilets-Sinks-Urinals	Clean-Sanitize-Polish				
Trash Containers	Empty-Liner-Clean-Sanitize				
Dispensers: Soap, Towel, Tissue, Napkin	Clean				
Dispensers: Soap, Towel, Tissue, Napkin	Fill-Sanitize				
Glass-Mirrors-Chrome-Hardware	Clean-Polish				
Floors	Sweep-Damp Mop-Sanitize				
Partitions-Doors	Dust-Damp-Mop-Spot Clean				
Walls by sinks/Urinals	Damp wipe-Sanitize				
Floor Drains	Seal-Clean				
Floors					
Resilient	Sweep				
Resilient	Automatic Floor Scrubber-Damp Mop				
Resilient	Wax				
Resilient	Buff				
Cement-Terrazzo-Tile-Other	Dust Mop-Sweep-Vacuum-Damp Mop				
Rugs-Carpets	Vacuum-Extract				
Exterior					
Entrance	Sweep-Blow-Off				
Paper-Debris	Pick Up				
Sidewalks	Blow-Off				
Parking Lots	Blow-Off				
Doors-Frames-Walls	Spot Clean				
Drinking Fountains	Clean-Polish-Sanitize				
Doors-Walls-Partitions					
Entrance Glass Doors	Clean				
Interior Glass	Clean				
Ledges-Window Sills	Dust				
Doors-Frames-Walls	Spot Clean				
Baseboards	Dust				
Miscellaneous					
Waste Cans	Empty				
Lights	Replace-Dust				
Chairs-Clocks-Pictures	Dust				
Chairs-Clocks-Pictures	Damp Wipe				
Vents-Louvers-Fans-Blinds	Clean-Vacuum				
Glass Windows/Doors	Clean				
Mats	Vacuum-Pick Up-Turn				
Drinking Fountains	Clean-Polish-Sanitize				
Kick plates-Thresholds	Clean-Polish				
Light Switches-Handles-Push Plates	Clean-Polish-Sanitize				
Desks-Tables-Phones	Dust-Damp Wipe-Sanitize				
Custodial Storage Areas	Clean-Organize-Restock				

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