



# USD 259 Custodial STANDARD OPERATING PROCEDURES (SOP)



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The Mission of Custodial Services is to provide a safe and clean environment for students and staff in order to create a climate that provides the optimum educational opportunity for every student.



**Providing Cleaning Standards for a healthy clean environment.**

**For chemical usage standards please visit our website at [USD259.org](http://USD259.org) ,  
Departments, Facilities, Custodial Services.**



**USD 259 Custodial  
Standard Operating Procedures (SOP)**

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# **Custodial Standard Operating Procedures (SOP)**

## **Standard Operating Procedure for Classroom Cleaning** **(Approximately 12 minutes cleaning time)**

### **MAINTAIN AT LEVEL 2**

#### **Daily**

1. Remove large pieces of litter from floor, empty pencil sharpeners, and empty trash. Replace liners as needed. Liners contaminated with food or liquid waste should always be replaced.
2. Clean / remove obvious soiled areas from vertical surfaces.
3. Clean horizontal surfaces.
4. Clear floor of obstructions.
5. Dust mop or sweep, and wet mop hard surface floors.
6. Vacuum and spot clean carpeted floors.
7. Clean up and return classroom to acceptable condition for students and staff to occupy.

#### **Weekly:**

1. Dust all vents, tops of doors, light fixtures, blinds and partitions weekly.

# Custodial Standard Operating Procedures (SOP)

## Standard Operating Procedure for Restroom Care and Maintenance

(Cleaning time approximately 20 minutes)

### **Restroom Closed Sign:**

Always place a “Restroom Closed” sign in the entry.

1. **Fill Dispensers:**  
Fill all dispensers, starting with the toilet paper dispensers. Flush all toilets and urinals as you check each stall for paper products. This will prevent you from putting chemicals into a toilet or urinal that will not flush properly.
2. **Dust weekly:**  
Dust all horizontal and vertical surfaces with a lambswool duster or microfiber cloth. Clean all vents, tops of doors and partitions with cloth dampened with disinfectant solution, working top to bottom.
3. **Sweep Floor:**  
Sweep the floor with a broom, not a dust mop, to remove all dry soil, paper and foreign material.
4. **Empty Trash:**  
Empty all trash containers and sanitary napkin receptacles. Clean these containers and receptacles with a disinfectant cleaner. Replace soiled liners and bags in the trash containers and sanitary napkin receptacles.
5. **Clean Interior of Toilets and Urinals:**  
If needed, use a brush on the toilets and urinals to remove any soil. **Use Touchless Cleaning System Disinfectant on the interior of the toilets and urinals daily.** Allow manufacturers recommended dwell time for the chemicals to work. Disinfectant should be sprayed on exterior surfaces of toilets and urinals. Be sure to disinfect the entire fixture, including the flush handle. If restroom will be placed back in service immediately after cleaning, dry exterior surfaces with microfiber cloth. Otherwise, you may allow disinfectant to air dry.
6. **Clean Mirrors and Exterior of Dispensers:**  
Clean the mirrors with glass cleaner only. Clean dispensers with disinfectant cleaner and a microfiber cloth.
7. **Sinks and Counter Tops:**  
For general cleaning use Touchless Cleaning System with Disinfectant. Wipe chrome fixtures dry with microfiber cloth to prevent spotting.  
  
Stubborn stains may require general purpose cleaner with microfiber cloth ONLY – **DO NOT USE SCRUBBING PADS.**
8. **Remove Chemicals from Toilets and Urinals**  
Return to toilets and urinals after recommended dwell time. Rinse and flush to remove all chemicals. Leave toilet seats up.

## Standard Operating Procedures for Restroom Care and Maintenance (Continued)

9. Clean Door Knobs and Partitions

Clean partitions and fixtures with microfiber cloth using the 8 fold system.

Remove all graffiti before disinfecting partitions and walls with dispensing system general cleaner.

Using Touchless Cleaning System, disinfect all touchpoints such as dispensers, doorknobs, partitions, walls and light switches. Special attention should be given to disinfecting wall surface immediately below air hand dryers.

10. Make Final Inspection

Make a final inspection looking for anything that might have been missed.

11. Mop Floor

Option 1 (Preferred): Using touchless cleaning system, spray floor with general cleaner. Squeegee and vacuum floors using Touchless Vac.

Option 2: For non-touchless cleaning, wet mop floor using dispensing system general cleaner with **Red mop head only.**

**To limit the possible spreading of germs, this mop, wringer and bucket should be used in restrooms only.**

12. When all restrooms are complete, drain and rinse mop bucket. Clean touchless wand system by spraying clean water through the sprayer.

**NEVER USE BLEACH. Bleach is not a substitute for disinfectant. Bleach does not clean, is corrosive, and can be extremely hazardous to use. When mixed with, or coming into contact with, other chemicals it can be extremely dangerous and even fatal.**

# **Custodial Standard Operating Procedures (SOP)**

## **Custodial Standard Operating Procedure for Office Cleaning** **(Up to 12 minutes cleaning time)**

### **MAINTAIN AT LEVEL 2**

#### **Daily**

1. Empty trash. Replace liners as needed. Liners contaminated with food or liquid waste should always be replaced.
2. Vacuum carpeted or dust mop or sweep hard surface floors.
3. Organize furniture
4. Spot clean carpet if needed.
5. Clean and disinfect touchpoints.
6. Clean office door windows.
7. *NEVER clean desk surfaces unless requested by office staff and all papers have been removed.*

#### **Weekly:**

1. Dust all vertical and horizontal surfaces.

# Custodial Standard Operating Procedures (SOP)

## Standard Operating Procedure for Carpet Care

**Vacuum:** Vacuuming is the first and most important step to maintaining your carpet. This must be done on a regular basis in order to maintain the cleanliness of your carpet.

### **Types of vacuums used in USD 259 for carpet:**

1. **Upright**- This vacuum is better used for entry mats and areas that have a heavier amount of traffic. An upright vacuum is not as efficient as a vac pack but has a beater bar that allows a brush to have direct contact with the carpet.
2. **Vac Pack**- This vacuum is worn on your back similar to a back pack. It allows for more efficient cleaning. The vac pack can be used on all different surfaces; VCT, wood, carpet tile, etc. Its wand allows for access to hard to reach places that upright vacuums do not. The down side is, there is no beater bar. This vacuum is an overall better option for a better more productive vacuuming program.

The proper procedure for vacuuming is to start from the farthest point of the room and work your way out of the room, being mindful of areas under desks, counters and corners. In a classroom that has partial tile, a vac pack can be utilized in that area to save time.

**Spotting Carpets:** This is a very important part of maintaining a carpeted room. It is important to get all spills and spots up as soon as they happen. Ask staff to notify you as soon as something is spilled as time is of the essence. Recent spills should be **blotted** first starting on the outside of the spill and applying pressure with a white cloth or rag. The goal is to absorb as much material from the floor as possible without spreading it. The next step is to treat the area with a carpet spotter. Allow time for the chemical to work per the manufacturers recommendation, then extract. When spotting is done regularly you can prevent permanent stains from occurring.

### **Regular carpet cleaning:**

1. Remove as many objects as possible from the carpeted surface; Desks, tables, cabinets, etc.
2. Vacuum entire floor from furthest point of the room toward the door, removing all dirt and debris from the carpet.
3. Spot carpet. Use a carpet spotter and be sure to **read all directions** before using any chemical. Remove all gum; for best possible results use a citrus based gel to break down gum and a plastic gum removing tool. Utilizing a putty knife can possibly damage carpet fibers. Utilize a carpet brush to agitate any tough spots. Be sure to work both with the nap as well as against the nap of the carpet when agitating a spot.
4. Prepare the extractor with a neutral floor cleaner. Be sure to read all directions and dilute properly. The goal in this process is to use as little water as possible when utilizing the extractor. Starting from the furthest point of the room, work in a straight line from wall to wall. While extracting you will also be putting down chemical and water. For every wet pass you will want to be sure to do a dry pass, meaning picking up water and not adding any additional water to the carpet on the second pass. This is in an effort to get as much water up as possible.
5. Once all carpet is extracted, starting from the furthest part of the room and working in an overlapping Figure 8 pattern, utilize a clean, dry bonnet on your low speed floor machine. This process is called blending and it aids in the drying process.
6. The final step is to utilize fans to allow for a speedy drying process. The goal is to create a vortex within the room with air moving in a circular motion toward the door. An adequate amount of floor fans should be utilized in the room to insure air movement is sufficient. Remember the room size is important and the more fans the better. Door(s) should always be propped open to provide sufficient air movement and allow air to escape.



# Custodial Standard Operating Procedures (SOP)

## Standard Operating Procedure for Scrubbing a Floor

For safety reasons, always wear non-slip shoes or shoe covers.

### **Preliminary Preparations**

1. Move furniture to door side of the room or remove it completely from the room.
2. Sweep the floor area thoroughly.
3. Prepare equipment and materials.

1 mop bucket, wringer neutralizer/water solution – use neutralizer per manufacturer’s recommended dilution ratio.

1 mop bucket, wringer with cool rinse water

1 Mop bucket, wringer with general purpose floor cleaner and water solution – use manufacturer’s recommended dilution ratio.

Remember for scrubbing floors, use only enough general purpose floor cleaner to remove the soil – and not the wax or finish from the floor.

4. Gather remaining equipment and materials and take to work site area.
  - Low speed machine.
  - Green / blue scrubbing pad.
  - Wet/dry vac.

### **Procedures for Scrubbing a Floor**

1. Apply cleaning solution liberally to the floor. When applying, Do not flood the floor.

Border edges with solution first to prevent splashing baseboards and walls. Wet an area to be scrubbed approximately 10 ft. by 10 ft.

2. Let solution soak per manufacturer’s recommendation.
3. Hand scrub corners and along baseboards where the floor machine can’t reach.
  - Use your doodle bug pad holder with brown pad to remove dirt buildup and excess finish along edges.
  - Remove dirt, gum and other sticky deposits from corners and floor of the room with your putty knife.

## Standard Operating Procedure for Scrubbing a Floor (Continued)

4. Use low speed floor machine or auto scrubber and **green pad only** to scrub floor. **Never** use Black or Red pad to scrub floors.

Scrub around edges first before beginning to scrub the center portion of the floor in a figure “S” pattern. Make two to three passes over each area. Overlap scrubbing path to make sure entire floor area is scrubbed.

5. Pick up soil and cleaning solution using a wet/dry vacuum or auto scrubber (using 2 oz. of defoamer in recovery tank).

To avoid rework, **Do Not** allow floor to dry between scrubbing and pickup operation.

6. Rinse floor area twice:
  - First rinse – neutralizer solution and a fairly wet mop.
  - Second rinse – Clear rinse water solution, slightly damp mop.

Remember to change water frequently as it becomes dirty. Dirty rinse water leaves a dirty floor.

7. Apply cleaning solution to a second 10 ft. by 10 ft. area.
8. Repeat procedure steps 1-6 on remaining floor sections.
9. Continue until floor area is completely scrubbed, covering one section at a time.
10. Wipe splattered baseboards and walls with a damp cloth or the edge of the mop to remove splattered solution or soil.
11. Allow floor to dry completely.
  - Do not move furniture onto a wet floor.
  - Do not apply finish to a wet floor.
12. Inspect floor area for cleanliness – if necessary, repeat scrubbing procedure on the same floor area.

13. Drain and clean all equipment – floor machine, wet/dry vacuum, mop buckets, mops, pads, etc.

## **Procedure for Applying Floor Finish to a Bare, Scrubbed Floor**

### Classroom Floors (VCT Only):

1. Using flat mop system, apply floor finish only.
2. District Standard is to apply no more than a maximum of **3 coats**. Allow sufficient curing time between each coat before applying next coat.

## Standard Operating Procedure for Scrubbing a Floor (Continued)

### **Note:**

- Remember to first apply only **2 coats** in the 6" – 8" area next to the wall.
- Avoid applying finish to vertical surfaces such as baseboards, walls and doors.

### Hallway Procedures:

1. Apply Finish only. District standard is to apply **no more than 3 coats**.
2. Allow sufficient cure time between coats.

### **Note:**

- Remember to first apply only **2 coats** in the 6" – 8" area next to the wall.
- Avoid applying finish to vertical surfaces such as baseboards, walls and doors.

**District Standard requires a regular Burnishing program of twice weekly in order to maintain a high performance floor.**

# Custodial Standard Operating Procedures (SOP)

## Standard Operating Procedure for Floor Stripping

### Preliminary Preparations

1. Move furniture to door side of the room or remove it completely from the room.
2. Sweep the floor area thoroughly.
3. Prepare equipment and materials:
  - Container for stripper solution.
  - 1 mop bucket, wringer with neutralizer/water solution – use neutralizer per manufacturer’s recommended dilution ratio.
  - 1 mop bucket, wringer with cool rinse water

Use Stripper (with **COLD WATER ONLY**).

- Heavy Duty Cleaning – use according to manufacturer’s recommended dilution ratio.
  - Light Duty Cleaning – use according to manufacturer’s recommended dilution ratio.
4. Gather remaining equipment and materials and take to work site area.
    - Low Speed Machine
    - Wet/Dry Vac

### Procedures for Stripping a Floor

1. For safety reasons wear stripper shoes or shoe covers when applying stripper.
2. Let solution soak according to manufacturer’s recommended duration.
3. Use low speed floor machine with black stripper pad only to strip the floor. (Never use auto scrubber during this process.)
4. Pick up stripper solution using wet/dry vac with 2 oz. of defoamer in recovery tank.
5. Rinse floor in 2 steps (neutralizer solution and cool water rinse).

### Applying Floor Finish to a Bare, Stripped Floor

#### Classroom Floors (VCT Only):

1. Apply floor finish only.
2. **District Standard is, using flat mop system only, apply 5 coats for a bare stripped floor.** Apply no more than **3 coats** in one day to allow sufficient curing time for each coat.

#### **Note:**

- Remember to first apply only **2 coats** in the 6” – 8” area next to the wall.
- Avoid applying finish to vertical surfaces such as baseboards, walls and doors.

Standard Operating Procedure for Floor Stripping (Continued)

**Hallway Procedures:**

1. Apply floor finish only on hallways.
2. **District Standard is, using flat mop system only, apply 5 coats for a bare stripped floor.** Apply no more than **3 coats** in one day to allow sufficient curing time for each coat.

**Note:**

- Remember to first apply only **2 coats** in the 6" – 8" area next to the wall.
- Avoid applying finish to vertical surfaces such as baseboards, walls and doors.

**District Standard requires a regular burnishing program of twice weekly in order to maintain a high performance floor.**

# **Custodial Standard Operating Procedures (SOP)**

## **Standard Operating Procedure for Wood Floors**

**For safety reasons, always wear 3M dust mask and safety glasses while screen-baking wood floors.**

### **Preliminary Preparations**

1. Move furniture completely from the room to prevent getting wood dust on it.
2. Sweep the floor area thoroughly. Remove all gum, tape and tape residue. Make sure to remove all dirt and debris from baseboards and from corners.
3. Check floor for nails or screws. Drive all nails and screws flush with the floor. Raised nails or screws will tear the screen-bak.
  - a. If nail or screw cannot be driven flush with the floor, it should be removed.
4. Make sure the low speed machine is in good working condition. Check drive block, off on power handles, handle locking system, electric cord for splits or cuts and make sure the ground plug is still intact.
5. Prepare the following equipment and materials.
  - Eye protection.
  - 3M mask.
  - Lambs' Wool and applicator.
  - Tacking solution and rags
  - 1 untreated dust mop with frame.
  - 1 Low speed floor machine.
  - Large paint tray for wood floor finish.
  - Wood floor finish.
  - Putty knife or scraper razor blade to remove floor finish next to baseboards, from corners and in low spots.
  - 20 inch screen-baks; 100 grit or 80 grit depending on the amount of floor finish build up on wood floor.
  - White buff pad to hold the screen-bak onto the drive block.
  - Hepa vac pack to remove fine dust from the floor.

Use the proper grit to screen-bak floors to avoid digging through finish into the wood surface. The lower the number of grit the more aggressive the screen-bak will be and it may dig into the wood floor.

6. Gather all equipment and materials and take to the work area.

### **Procedures for Screen-baking Wood Floors**

1. Remove all furniture and other items from the room.
2. Remove all tape, tape residue, gum and all dirt and debris from wood floor.
3. Tape off baseboards with two inch masking tape to prevent scraping and damaging the baseboards.
4. Hand scrape corners and along the floor next to the baseboards where the floor machine can't reach. This will prevent the low speed machine from bumping into the baseboards.
5. Sweep the floor with the untreated dust mop removing the debris from the floor, baseboards and corners.
6. With machine unplugged, place white buff pad onto drive block and lower drive block and mount the screen-bak on the base of the white buff pad. Adjust the floor machine handle to mid waist level and lock into place for easy control.
7. Begin slowly screen-baking the floor using long smooth motions in the same direction as the wood's grain. Completely screen-bak the entire floor. Do not tilt floor machine as it will grind into the floor.
8. Get rid of all the dust and debris by sweeping the floor with an untreated dust mop. Vacuum the floor with a vac pack to remove fine dust. Vacuum window ledges, baseboards and walls. Wipe window ledges, baseboards and walls with a moist rag to remove dust.
9. Check manufacturers recommended ventilation and drying time for use of tacking solution. Clean floor with tacking solution; use mop frame with rags clipped to frame to mop the floor removing all fine dust. **Remove dust mask before application, and remember to always follow manufacturers ventilation recommendations when using tacking solution.**
10. Once floor is properly cleaned and tacking solution is dry you may apply the wood floor finish. At this time you will need to follow the manufacturers recommendation for application of the wood floor finish, dry time and ventilation requirements. Remember to always start from the furthest point from the door so that you can have easy exit from the room when you have completed covering the floor with wood finish.
11. Prepare the finish by pouring it into the paint tray and waiting until the air bubbles settle. Dunk the lambs' wool applicator into the finish and begin coating the floor by using long strokes with the grain of the wood. Remember not to apply finish too thick or too thin. A thick layer will take more time for the drying process and will leave the floor tacky if not cured properly.
12. If possible, ventilate the room to accelerate the drying process and get rid of strong odors. Allow the floor to dry completely for at least 24 hours and check to make sure it is completely dry before stepping on it or moving furniture back into the room.

# **Custodial Standard Operating Procedures (SOP)**

## **Standard Operating Procedure for Gyms, Locker Rooms and P.E. Facilities**

The Cleaning, Disinfecting and Deodorizing procedures are to ensure a safe and clean environment.

### **Preliminary areas include:**

1. Restrooms, locker rooms and showers
2. Hallways, lobbies and common areas with Panel Glass windows
3. Gymnasium and bleacher seating including upper level indoor track
4. Swimming pool with bleacher seating
5. Weight lifting room
6. Concession service room
7. Classrooms
8. Trainer and coaching offices

### **Preliminary cleaning and maintenance floor surfaces include:**

1. Gymnasium wood floor (maple).
2. Stone: Concrete (polished and unsealed).
3. Tile: VCT, quarry, ceramic and mosaic.
4. Foam matting pads (weight lifting room).
5. Textured rubber (indoor track).

### **Cleaning Supplies and Equipment include:**

1. Full service custodial cart.
  - a. Trash liners: large and small, sanitary disposal liners.
  - b. Towels: microfiber cloths, paper towels and toilet tissue.
  - c. Daily chemicals.
  - d. Hand soap.
  - e. Mop bucket and wringer.
  - f. Disposable gloves and eye glasses.
  - g. Putty knife and high duster.
  - h. Emergency blood clean up kit.
  - i. Strip mop and squeegee.
2. Floor dust mops 24" or 42" and 60" with clip handle.
3. Broom and lobby dust pan.



Standard Operating Procedure for Gyms, Locker Rooms & P.E. Facilities (Continued)

4. Auto scrubber with pads or brushes.
6. High speed floor machine – burnisher.
7. Low speed floor machine.
8. Touchless Cleaning System.
9. Vacuum and wet-dry vacuum .
10. Wide area floor sweeper.

**Daily Cleaning Chemicals include:**

1. Neutral general cleaner.
2. Peroxide cleaner.
3. Disinfectant.
4. Graffiti remover.
5. Enzyme deodorizer.
6. Glass cleaner.

**Restroom, Locker Room and Showers Cleaning Procedures:**

Refer to Standard Operating Procedure for “**Restroom Care and Maintenance**”

**Hallway, Lobby and Common Area Cleaning Procedures:**

**Procedure for Sweeping and Mopping:**

1. Sweep out corners and behind doors with a broom.
2. Under dry conditions sweep the floor in the hallways, lobby and common areas with a 60” floor dust mop walking back and forth from one end of area to the other, overlapping by 6” for coverage to remove dust and dirt from hard floor surfaces.
3. Frequently shake the dust mop and brush it occasionally to remove excess dust and dirt.
4. Under wet conditions due to snow or rainy weather, a floor broom is needed to remove heavy soil near entrances and other problem areas.
5. **Always use “Wet Floor” signs** and prepare floor auto-scrubber to clean unobstructed areas with a neutral/water floor chemical solution. Scrub back and forth from one end to the other with a 6” overlap for complete coverage. Avoid using auto-scrubber against the wall or over floor transition plates as this may cause damage to the wall or auto-scrubber.
6. Use a mop bucket and wringer with large mop head with neutral/water solution to mop next to the wall, behind doors and in obstructed areas. Rinse mop frequently. Use only chemicals from chemical dispenser system.
7. Use putty knife to remove gum and other sticky deposits on floor.
8. Sweep stairways starting from top stair. Sweep dirt away from both sides and towards center of stairs. Keep sweeping to the next stair. Pick up dirt and debris and place in trash. Do not push dirt over sides of open stairways.
9. Always follow slip safety by not walking on wet floor until dry.

**Procedure for Dusting, Windows and Drinking Fountains:**

1. Dust window ledges and railings from top to bottom with a lambswool or microfiber duster. Avoid spreading dust. In some cases use a duster attachment with a backpack vacuum.
2. Clean windows on a regular basis with a glass cleaner from the chemical dispenser system. Do not wash windows in the sun. Dry window ledges with a dry cloth.
3. For a large area window panel use a strip mop and a squeegee. Use the squeegee to clean and dry the window with a top to bottom process. Spot clean streaks with a microfiber towel.
4. Spot clean door and glass areas with glass cleaner and microfiber towel. Spray the glass area with a labeled bottle of glass cleaner from about 12” and use a microfiber towel to clean and dry.
5. Clean and disinfect drinking fountains in common areas with a chemical dispenser system neutral cleaner and disinfectant. Clean sides and top areas. Use stainless steel surface cleaner to clean and leave a protective polish coating.
6. Clean door handles with a neutral peroxide cleaner to remove oils and dirt with a spray bottle and microfiber towel.
7. Disinfect touch points such as door handles, light switches and frequently touched areas with a disinfectant from the chemical dispensing system.
8. Avoid leaving spots of water on floor.

**Procedure for Gymnasium and Indoor Track:**

1. Sweep out corners and behind doors with a broom.
2. Sweep the wood gym floor with a 60” floor dust mop walking back and forth from one end of area to the other, overlapping by 6” for coverage to remove dust and dirt from the floor.
  - a. Do not use a floor sweeping compound as this will cause the surface to become oily and slippery.
3. Frequently shake the floor dust mop and brush it, or vacuum with wand or vac pack, occasionally to remove excess dust. Prepare equipment and materials.
4. Daily sweeping is important to a long lasting floor finish and to prevent a slippery surface.
5. Gym floor will become soiled by mud and liquids and requires mopping. Wet mopping should be done carefully with a damp towel mop only to avoid spotting and water accumulation. **Do not use autoscrubber to clean wood floors.** Too much water will damage wood floors.
6. Sweep the Indoor Track textured surface with a broom and/or a wide area battery floor sweeper. Carefully damp mop spills and mud. Always use a neutral floor cleaner with a mop and wringer. Do not use a scrubbing pad as this will damage the surface texture.
7. Clean bleachers with 24” dust mop in the aisles of the seating areas. Start sweeping stairs from top stair. Push dirt to center of stairs. Pick up dirt with a dust pan and put in trash.
8. Mop bleachers with a damp mop and neutral cleaner. Avoid spilling excess water onto wood gym floor. Water on floor will damage the floor finish and surface.
9. Clean other surfaces and walls with the cleaning procedures of the hallway, lobby and common areas. Clean wall surfaces working from bottom to top using a microfiber towel and a neutral cleaner. Avoid excessive water because it will streak the surface.

**Procedure for Swimming Pool and Bleachers:**

1. Sweep out corners and behind doors with a broom.
2. Sweep the main open areas around pool with a broom if area is wet. If area is dry, a 42” floor dust mop can be used. Avoid getting too close to the pool edges to avoid dirt and dust going into pool. Stay away from drains and open floor areas because dirt can clog the drains.
  - a. Do not use a floor sweeping compound as this will cause the surface to become oily and is difficult to remove from crevice areas on floor.
3. Frequently shake the floor dust mop and brush it occasionally to remove excess dust.
4. Use **“Wet Floor”** signs. Use an auto scrubber with a disinfectant in unobstructed areas. KEEP 3 FEET AWAY from pool. Use a damp mop and wringer with a disinfectant cleaner next to pool edges.
5. Clean touch points and door handles with a disinfectant cleaner or a peroxide cleaner to remove oil and dirt.
6. Use glass cleaning procedures using a glass cleaner and a microfiber towel or a squeegee.
7. Clean pool bleachers with gymnasium procedures but may use a broom if surface is wet.
8. Do not leave puddles of water on area around pool since this will damage the floor seal over time.

**Procedure for Weight Lifting Room:**

1. Vacuum out corners and behind doors with a backpack.
2. Spray and clean weightlifting equipment with a cleaner and disinfectant. Wipe after dwell time according to manufacturer’s instructions.
3. **Use “Wet Floor” signs** when mopping area.
4. Use a damp mop and wringer with a disinfectant.
5. Avoid excess water because it will go below rubber mat area and damage wood floor or cement below mats.
6. Clean touch points and door handles with a disinfectant cleaner or a peroxide cleaner to remove oil and dirt.
7. Use glass cleaning procedures using a glass cleaner and a microfiber towel or a squeegee.

**Procedure for Concession Stand Areas:**

1. Sweep out corners and behind doors with a broom.
2. Sweep the main open areas around kitchen equipment with a broom. If area is dry, a 24” floor dust mop can be used.
3. Frequently shake the floor dust mop and brush it occasionally to remove excess dust.
4. **Use “Wet Floor” signs**. Mop quarry or tile floor with a neutral floor cleaner from the chemical dispenser system.
5. Clean touch points and door handles with a disinfectant cleaner or a peroxide cleaner to remove oil and dirt.

Standard Operating Procedure for Gyms, Locker Rooms & P.E. Facilities (Continued)

6. Use glass cleaning procedures using a glass cleaner and a microfiber towel or a squeegee.
7. Empty trash containers that may have food or wet waste; replace with a new liner.
8. Clean food splatters from walls working from bottom to top with a neutral cleaner and microfiber towel. Avoid using a scratch pad because it will damage the surface.

**Procedure for Classrooms:**

**Daily:**

1. Remove large pieces of litter from floor, empty pencil sharpeners, and empty trash. Replace liners as needed. Liners contaminated with food or liquid waste should always be replaced.
2. Clean / remove obvious soiled areas from vertical surfaces.
3. Clean horizontal surfaces.
4. Clear floor of obstructions.
5. Dust mop or sweep, and wet mop hard surface floors.
6. Vacuum and spot clean carpeted floors.
7. Clean up and return classroom to acceptable condition for students and staff to occupy.

**Weekly:**

8. Dust all vents and tops of doors, light fixtures and partitions weekly.

**Procedure for Coaches Office and Training Office:**

1. Vacuum carpeted or dust mop or sweep hard surface floors.
2. Organize furniture
3. Spot clean carpet if needed.
4. Clean office door windows.
5. Dust all vertical and horizontal surfaces.
6. Remove trash and replace liner as needed. Liners contaminated with food or liquid waste should always be replaced.
7. Lock office door.

**USD 259 Custodial Services**  
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