

Custodial Standards 2017



***“Working together to maintain a clean, safe teaching and learning environment
of the entire Portsmouth Public Schools Facilities”***

Operations/Building Services

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STRUCTURE

DIRECTOR OF OPERATIONS



COORDINATOR OF OPERATIONS



ZONE SUPERVISORS



BUILDING HEAD CUSTODIAN



BUILDING CUSTODIAL STAFF

General Procedures

Work Orders Procedure

1. Head Custodian will log and follow-up their school related work orders.
2. Head Custodians will be the primary source of initiation of work orders for entire facility.
3. Head Custodian is responsible for any W/O with no action for 60 days and report to Zone Supervisor.
4. Head Custodian will participate in monthly walk through with the Principal and Zone Supervisor.

Inspections Requirements

The Head Custodian will be responsible for:

1. Exit lights/batteries to be inspected monthly and inspection tag marked accordingly with date and initials of person performing inspection. Operations Facility Coordinator will provide the tags.
2. Fire Extinguishers to be inspected monthly and inspection tag marked accordingly with date and initials of person performing inspection. Operation Facility Coordinator will provide the tags.
3. Emergency and Exterior Lighting to be inspected monthly and inspection forms dated and initialed by person performing inspection. Inspection tags to be provided by Operation Facility Coordinator.
4. Fire alarm systems to be tested monthly. (PM SHEET)
5. Conduct and Complete monthly inspections forms random cleaning locations of each custodian staff.
6. Any necessary cleaning needed to facilitate and promote a healthy building environment.

Special Safety Precautions (Bodily Fluids)

- Always wear protective gloves. Do not use gloves that have holes or tears.
- 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, contain location and use disinfectant chemical as required for proper 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 properly after use.
- Treat all body fluid spills as if they were contaminated.

Classrooms

Floor Coverings

1. The floor will be free of all debris including corners.
2. Carpeted floors will be vacuumed daily.
3. Vinyl, ceramic and terrazzo floors will be dust mopped several times daily.
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 or auto-scrubbed 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 quarterly)
8. Vinyl and terrazzo floors will be burnished weekly.
9. Marble tile will be swept daily and cleaned according to manufactures recommendations.
10. Walk off mats will be cleaned daily and free from sand and debris. Mats should be inspected and reported to Zone Supervisors 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. Wall Vent Covers will be wiped down daily so large accumulations of dust are not present.
Damaged or rusty vents will be reported via work-order via Head Custodian
4. White boards 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.
8. Head Custodian will take measures to assure chipped or peeled paint is removed until such service is provided.
9. Graffiti will be removed from walls daily. Obscenity and gang related material immediately upon discovery. (Exterior within 24 hours).

Ceilings

1. Remove cobwebs daily. (High, Low and Corners).
2. Replace burned out light bulbs within five working days and/or submit work orders for ballast replacements within one working day.
3. Replace damaged ceiling tile or submit work order for technical tile replacements.
4. Water stained or spotted tiles will be replaced as found to prevent mold and mildew problems.
5. Submit work orders for damaged light covers immediately when discovered.
6. Clean all light covers/globes when dirt or debris reduce the amount of light needed for the area.
(Minimum once-quarterly)
7. Return ceiling vents and discharge vents will be dust free. Damaged or rusty vents will be reported via work-order via Head Custodian.

Windows/Window Sills

1. Windows will be free of fingerprints and smudges, tape, debris, etc.
2. Cobwebs removed daily.
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 sent to Maintenance via work-order within five by the Head Custodian for repair or replacement. (Immediately if poses a security breach).

Furniture

1. All flat surfaces will be dusted daily.
2. All classroom furnishings will be cleaned (*student desks disinfect*) & free of graffiti, gum & dusted daily.
3. Teacher desks will be dusted daily without disturbing instructional material.
4. All shelves, bookcases and covers will be dusted daily without disturbing material.

Trash Receptacles

1. Emptied daily and replace liners daily. (No exceptions)
2. Sanitize receptacle weekly when liner are used. Daily without liner.
3. Damaged/unusable receptacles will be removed from service and replaced immediately (Notify Ops)

Periodic Cleaning

1. Vinyl finishes will be maintained, as finish wears allowing damage to floor covering. (Twice Annually, except offices and cafeterias, which are maintained monthly.)
2. Carpet will be vacuumed daily & extracted annually, unless causing environmental concerns.
3. Light fixtures will be cleaned when fixtures do not allow sufficient light. (Minimum semi-annually)
4. Gum removed from under furniture annually.
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 stops sufficient light due to build up of dirt and debris. (Minimum quarterly). Cleaned and dusted weekly while in place.
7. Computers will be maintained clean and dust free in accordance with manufacturers guidelines.

Fixtures

1. Free of dust and graffiti.
2. Telephones will be cleaned daily 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 and 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 semi-annually. Bacteria eating enzymes will be introduced during this process.

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 disinfectant cleaner.
5. Plumbing fixtures will be cleaned daily.

Urinals

1. Bowls will be free of soap scum.
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 disinfectant.

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.
5. Toilet seat will be maintained in a safe condition including safe mounting of toilet seat.

Restroom 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 removed daily unless profanity or gang related and then it shall be removed immediately upon report.
8. Toilet/urinal bowls will be cleaned using bowl cleaner.
9. Walls will be washed daily in their entirety.
10. Restrooms will be monitored by custodial staff, for cleanliness during student use throughout the day.

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)

Gymnasiums

Bleachers

1. Will be maintained free of debris, dust and gum.
2. Will be maintained free of graffiti.
3. Bench seating will be cleaned monthly during off-season, before each even during season.
4. Damaged or missing seats will be inspected & reported for repair by Head Custodian before any use.
5. Perform monthly inspection of stadium seating.
6. Area beneath the bleachers will be cleaned and inspected, weekly.

Floor Coverings

1. Gym floor surrounding areas:
 - Dust mopped daily using dust.
 - Spots and gum will be removed daily.
2. Gym floor
 - Floor will be dust mopped daily.
 - Spots and gum will be removed daily.
 - During normal usage periods, damp mop and/Auto-Scrubbed weekly with neutral cleaner.
 - Floor should be scrubbed semi-annually and Auto-scrubbed with clear water after an event.

Locker Area

Lockers

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

Benches

1. Will be maintained free of graffiti.
2. Will be wiped down daily with germicidal disinfectant cleaner.

Floor Coverings

1. Will be swept daily.
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 disinfectant cleaner.
4. Floors will be scrubbed twice weekly.
5. Ceramic tile will be swept daily and cleaned daily.
6. Floors will be free of mold and mildew in tile grout.

Shower Areas

1. Walls will be free of soap film.
2. Floors will be free of mold and mildew in the grout.
3. Showerheads will be operational and mildew free. (Report when repair is needed)
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 disinfectant cleaner.
7. Floors will be scrubbed with be pressure washed monthly.
8. Floors will be free of mold and mildew in tile grout.

Administrative Offices/Libraries/Auditoriums/Clinic

Floor Coverings

1. The floor will be free of all debris including corners.
2. Carpeted floors will be vacuumed daily.*
3. Vinyl floors will be dust mopped daily.
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 mopped daily.

Corridors/Stairwell

Floor Covering

1. The floor will be free of all debris including corners. Stairs and Landings included.
2. Stair Railings & Tread grids shall be cleaned and maintained daily.
3. Vinyl, ceramic and terrazzo floors will be dust mopped daily.
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. Sweep/vacuum interior stairways daily.
7. Vinyl floors will be mopped daily with germicidal.
8. Ceramic tile will be swept daily and cleaned. Including between classroom changing during the day.

Drinking Fountains

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

Entrances

Floor Covering

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

Doors

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

Cafeteria

Floor Coverings

1. The floor will be free of all debris including corners.
2. Carpeted floors will be vacuumed daily.
3. Vinyl, ceramic and terrazzo floors will be dust mopped daily.
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 cleaner.
7. Vinyl and terrazzo floors will be scrubbed monthly.
8. Vinyl 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 from service when tattered or torn, causing trip or other type hazards.

Exterior Grounds

1. Sidewalks will be inspected for dangerous conditions monthly.
2. Planters will be maintained in an aesthetic condition by removing trash and unwanted vegetation.
3. Fence lines will be weed eaten to maintain an aesthetic condition. (Report to Ops if not maintained).
4. Tree limbs will not hang below a height of 7 feet in student travel areas.(Report to Ops if not maintained).
5. Backstops will be maintained in a state of good repair.
6. Exterior surfaces will be washed annually.
7. Exterior painted surfaces will be maintained in an aesthetic condition free of Graffiti.
10. Remove all tree limb debris to the proper disposal area (Place in a pile for pickup of larger limbs).
11. Grounds will be free of trash and associated debris.

Do not create a harborage for pest and rodents by having an accumulation of debris. This should be disposed of immediately.

Sports Complexes/Stadiums

Restrooms

1. Will be swept and mopped with a germicidal bacteriostatic cleaner before events during the season, weekly during non-use 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 disinfectant.
5. Toilets and urinals will be free of deposits, wiped down with germicidal disinfectant.
6. Toilets and urinals will be cleaned using bowl cleaner.
7. Towel paper and toilet paper holds will be 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 creates a safety hazard which will be repaired in one working day. (Report or submit work order)
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.

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 THAT WOULD PREVENT ACCESS TO EQUIPMENT**

Maintenance Rooms

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

Custodial Storage Area

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 labeled in accordance with Federal, State and Local, and School requirements.

Operations/Building 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 inspection, contact your Zone Supervisor and submit work order immediately for a replacement extinguisher.

Custodial Service Cleanliness Evaluation

Room # _____

Your room was **PROFESSIONALLY** cleaned on _____. Please take the time to inspect your room, workstation, and restroom areas for cleanliness. The Facilities department would appreciate any comments or recommendations that you make. Feedback will assist us in providing you with excellent customer services.

- ❖ 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? _____

❖ Ledges cleaned and dusted? _____

**PLEASE INPUT (N/A) IF NOT APPLICABLE.

Comments: _____

_____ Name Date

Room Numbers	CLASSROOM			RESTROOM			CORRIDOR		
	S	A	COMMENTS	S	A	COMMENTS	S	A	COMMENTS
BASEBOARDS									
BOOKSHELVES									
BLACKBOARDS									
CABINETS									
CEILING									
CHAIRS									
CLOCK									
COMPUTER									
CORNERS									
DESK									
DISPENSER									
DOORS									
DRAINS									
EMER. LIGHT									
EXHAUST FAN									
EXIT LIGHTS									
FILE CABINET									
FIRE EXT.									
FIXTURES									
FLOOR MATS									
FLOORS									
FOUNTAIN									
LEDGES									

LIGHTS								
LOCKERS								
PANIC HW								
PHONES								
SHARPENER								
SINKS								
TABLES								
TOILETS								
TV'S								
URINALS								
VENTS								
WALLS								
WASTE CAN								
WINDOWS								

S = SATISFACTORY A = ATTENTION REQUIRED CHECK ALL THAT APPLY

Room Numbers	ADMINISTRATION			MEDIA CENTER			CAFETERIA		
	S	A	COMMENTS	S	A	COMMENTS	S	A	COMMENTS
BASEBOARDS									
BOOKSHELVES									
BLACKBOARDS									
CABINETS									
CEILING									
CAHIRS									
CLOCK									
COMPUTER									
CORNERS									
DESK									
DISPENSER									
DOORS									
DRAINS									
EMER. LIGHT									
EXHAUST FAN									
EXIT LIGHTS									
FILE CABINET									
FIRE EXT.									
FIXTURES									
FLOOR MATS									
FLOORS									
FOUNTAIN									
LEDGES									
LIGHTS									

LOCKERS								
PANIC HW								
PHONES								
SHARPENER								
SINKS								
TABLES								
TOILETS								
TV'S								
URINALS								
VENTS								
WALLS								
WASTE CAN								
WINDOWS								

S = SATISFACTORY A = ATTENTION REQUIRED CHECK ALL THAT APPLY

Room Numbers	GYM			LOCKERROOM			RESTROOM		
	S	A	COMMENTS	S	A	COMMENTS	S	A	COMMENTS
BASEBOARDS									
BOOKSHELVES									
BLACKBOARDS									
CABINETS									
CEILING									
CAHIRS									
CLOCK									
COMPUTER									
CORNERS									
DESK									
DISPENSER									
DOORS									
DRAINS									
EMER. LIGHT									
EXHAUST FAN									
EXIT LIGHTS									
FILE CABINET									
FIRE EXT.									
FIXTURES									
FLOOR MATS									
FLOORS									
FOUNTAIN									
LEDGES									

LIGHTS									
LOCKERS									
PANIC HW									
PHONES									
SHARPENER									
SINKS									
TABLES									
TOILETS									
TV'S									
URINALS									
VENTS									
WALLS									
WASTE CAN									
WINDOWS									

S = SATISFACTORY A = ATTENTION REQUIRED CHECK ALL THAT APPLY