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Author: Mike Whitford	Revision No.: 05

CUSTODIAL CLEANING PROCEDURES

1.0 PURPOSE AND INTRODUCTION

This program establishes a uniform standard for custodial care of Pitt County Schools in order to provide for the long-term conservation of our facilities. All facilities are expected to be maintained in a satisfactory and attractive condition.

In addition to routine cleaning procedures, more extensive and thorough cleaning of buildings and equipment should be scheduled for vacation periods, particularly during the summer.

Maintaining a clean and orderly school building is not the sole responsibility of the custodian. Teachers and staff members need to be thoughtful and cooperative. Proper custodial work makes teaching and studying easier and healthier.

Personal Property – Watering of plants and dusting of personal property, such as trophies and desk pictures, is not the responsibility of custodians.

2.0 TRAINING

Participate in periodic technical training.

3.0 BASIC CUSTODIAL RESPONSIBILITIES

- 3.1** Perform all duties in accordance with applicable safety requirements. This primarily affects the operation of equipment and use of cleaning chemicals. If a question arises concerning the safe use of equipment or chemicals, it is the custodian's responsibility to seek assistance from the Principal or Facility Services prior to use.
- 3.2** Clean all classrooms, offices, corridors, and outside areas, as scheduled. Classroom cleaning will include a combination of the following: removing trash, dusting furniture and blinds, removing cobwebs, cleaning equipment after every use, emptying pencil sharpeners, cleaning marker boards and trays, and sweeping and mopping floors.
- 3.3** Follow proper procedures for scrubbing, stripping, waxing, and buffing of tile and terrazzo floors.
- 3.4** Follow proper procedures for vacuuming, spot cleaning, and shampooing carpeted areas.



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- 3.5** Clean all restrooms daily; including dining area restrooms. Each restroom should be checked multiple times daily to provide clean restroom facilities. All toilet fixtures, sinks, and floors will be cleaned and disinfected daily.
- 3.6** Refill dispensers for toilet tissue, paper towels, and soap.
- 3.7** Prior to leaving the school at night, check all sinks, urinals, and toilets to make sure water is not left running over night.
- 3.8** Check school grounds daily to remove trash, rocks, bottles, cans, and other items that could become a safety or environmental hazard or detract from the general appearance of the school. This includes checking playgrounds for obvious hazards.
- 3.9** Maintain grounds and grass around the school, mobile units, fence lines, playground equipment, plumbing valve boxes, and electrical poles.
- 3.10** Obscenities and graffiti should be removed as soon as possible, preferably before students arrive.
- 3.11** Remove snow and ice from steps and walkways prior to staff and student arrival.
- 3.12** Move or transport school furniture, such as chairs, file cabinets, desks, television monitors, etc. as requested by the Principal or Site Administrator.
- 3.13** Report excessive pest activity to the Principal or Site Administrator for evaluation.
- 3.14** Raise and lower the flag daily unless this is completed by students.
- 3.15** Troubleshoot basic problems, such as clogged toilets, before calling Facility Services or submitting a work order.
- 3.16** Clean bleachers after games/events using a broom or leaf blower and remove trash. At least annually remove trash and clean under bleachers.
- 3.17 Light Bulb Replacement**
 - 3.17.1** Custodians are responsible for routinely changing burned out light bulbs that are reachable from an 8-foot ladder.



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Note – Old light bulbs need to be placed in the designated recycling bin at each school for recycling. When the light bulb cylinder is full, submit a service request for Facility Services to pick up.

- 3.17.2** Light ballasts will be changed by Facility Services. However, when a bad ballast is discovered the custodian should submit a work order noting the light location.
- 3.17.3** Periodically check nighttime security lighting around the school. Submit a work order to Facility Services noting the light number or light location of lights that are not working.
- 3.17.4** Exit signs and emergency lights shall be checked monthly. Anything not functioning properly should be submitted as a work order to Facility Services for repair.

3.18 Ceiling Tile Replacement

- 3.18.1** It is the responsibility of the custodial staff to replace broken, water stained, or fallen ceiling tiles.
- 3.18.2** Custodians are responsible for replacing ceiling tiles that are reachable from an 8-foot ladder.

3.19 Maintain and clean entrance mats daily. Entrance mats perform four primary functions:

- Stop dirt and water at the door
- Store soil and water for removal
- Minimize the tracking of soil and water into a facility
- Provide a safe walking surface that is slip-resistant

The majority of all dirt enters a building on the feet of building occupants.

4.0 CUSTODIAL SUPPLIES

- 4.1** For safety reasons, custodians may not bring or use any cleaning chemicals other than those supplied by Facility Services.
- 4.2** All supplies and equipment are to be stored in custodial closets or supply rooms in a neat and orderly fashion.
- 4.3** Custodial closets/supply rooms must remain closed and locked at all times.



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4.4 Custodial supplies from Facility Services are for custodial use only. Cleaning chemicals are not to be placed or left in the classroom.

4.5 If classrooms are equipped with a towel dispenser, the custodial staff is responsible for stocking the dispenser on a daily basis.

4.6 Anticipate usage of supplies and reorder as needed.

4.7 Cardboard boxes should be removed as soon as possible and products stored on shelving in open view. Cardboard is an excellent home for roaches.

4.8 Chemical Disposal

4.8.1 Diluted cleaning chemicals may be poured down drains within the school.

4.8.2 Do not pour any cleaning chemicals in a storm water drain or on the ground.

5.0 CUSTODIAL CARTS

5.1 Before starting your work schedule, make sure that all supplies you will need are on your cart. Try to eliminate any unnecessary trips back for supplies. You need the proper equipment and supplies in the correct quantity and at the proper place and time in order to do your job effectively.

5.2 If you are called away from your work area, the custodial cart should be locked in a custodial closet or empty classroom.



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5.3 As an example, the following items should be stocked on custodial carts prior to beginning the work shift:

Cleaning Chemicals

Glass Cleaner
Cleanser Powder with Bleach
Disinfectant
Furniture Polish
Gum Remover
Neutral Floor Cleaner
Non-latex Gloves
Putty Knife
Large Trash Bags
Small Trash Bags

Cleaning Rags

Classroom Rag
Restroom Rags (2)

Wet Mops

Classroom Mop
Restroom Mop
Bucket
Mop Handle
Mop Wringer

Classroom Floors

Dust Mop
Stick Broom
Dust Pan
Vacuum Cleaner

Restroom Items

Bowl Brush
Jumbo Tissue Paper (2)
Jumbo Hand Towels (2)
Pumice Stick
Urinal Screens (6)

6.0 MAINTAINING CUSTODIAL EQUIPMENT

Custodial equipment can be expensive and for that reason it is not something that can or will be replaced on a routine basis. The most common reason for equipment failure is user abuse and lack of care and maintenance. If your equipment is being used properly and maintained, you can expect to use your equipment for years without problems. Listed below are some guidelines on caring for and maintaining your equipment.

6.1 Return damaged or faulty custodial equipment to Facility Services for repair. Empty any fluids and clean the equipment prior to bringing to Facility Services.

6.2 Custodial equipment will be repaired and continued to use until it is considered uneconomical to repair.

6.3 Mop and Mop Bucket

- 6.3.1** All custodians should have at least three mops – 1 for cleaning classrooms and corridors, 1 for cleaning restrooms, and 1 for waxing floors.
- 6.3.2** **Note:** Wet mops should be rinsed out well each time they are used with clean water, wrung as dry as possible, and then after shaking the strands apart, hung with the head up where they will dry. If stored very long in a damp place, wet mops will mildew and develop an odor that will render them unfit for use.
- 6.3.3** If a mop is used to pick up blood or potential blood borne pathogens, it should be disposed of immediately after the cleanup.
- 6.3.4** Mop heads should not be in service for more than a week without laundering.

6.4 Vacuum Cleaner

- 6.4.1** Check belts for fraying before each use and clean the beater bar brush regularly.
- 6.4.2** Vacuum cleaner bags need to be replaced regularly.

6.5 Floor Scrubbers

- 6.5.1** Use only Neutral Floor Cleaner in the detergent tank.
- 6.5.2** Empty the dirty tank each time you fill the detergent tank.
- 6.5.3** Rinse out and wipe off after each use to avoid building up in the detergent tank and dirty water tank of the machine, which could clog up hoses and suction parts of the machine.
- 6.5.4** Do not use bleach with this machine.

6.6 Floor Machine (Buffer) and Floor Burnisher

- 6.6.1** Change pads as needed.
- 6.6.2** Wipe off after each use. This includes the cord.



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- 6.6.3 The cord needs to be wound on the machine properly.
- 6.6.4 If storing upright, the block needs to be removed from the machine so that the pad driver/brush is not damaged.
- 6.6.5 Do not yank the machine's electrical cord from the wall. Please grab the plug to prevent bending and breaking the outlet prongs.

6.7 Carpet Shampooer (Blue Goose)

- 6.7.1 Use only the Carpet Shampoo supplied by Facility Services in the detergent tank.
- 6.7.2 Pour approximately 1-2 capfuls of defoamer in the dirty water tank prior to using.
- 6.7.3 Rinse out and wipe off after each use to avoid build up in the detergent tank and dirty water tank of the machine, which could clog up hoses and suction parts of the machine.
- 6.7.4 Remove spray heads, then rinse/clean out the spray heads, and re-attach to machine.
- 6.7.5 Wipe off the exterior of the machine including the cord.
- 6.7.6 Wrap the cord to the machine.

6.8 Wet/Dry Vacuum

- 6.8.1 Pour approximately 1-2 capfuls of Defoamer in the tank prior to using with any sudsy materials.
- 6.8.2 Rinse out and wipe off after each use to avoid buildup of wax in the machine, which could clog up hoses and suction parts of the machine.

6.9 Weed Eaters

- 6.9.1 Be sure to use the proper proportion of gas/oil mixture.
- 6.9.2 Clean the head off regularly.
- 6.9.3 Pitt County Schools will only maintain weed eaters purchased by Facility Services.

6.10 Lawn Mowers and Lawn Tractors

Before each use check:

- Look for any missing parts, screws, or bolts
- Look for signs of fluid leakage (oil, transmission fluid, anti-freeze)
- Check tires
- Check engine oil
- Check hydraulic oil (Hydrostatic lawn tractors only)
- Periodically grease fittings (Especially deck blade spindles)

After each use check:

- Clean deck thoroughly
- Check belts
- Open hood and rinse engine compartment (After engine is cool)

6.10.1 Pitt County Schools will only maintain lawn mowers purchased by Facility Services.



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CLASSROOM, OFFICE, AND MEDIA CENTER CLEANING PROCEDURES

7.1 Classroom, Office, and Media Center Cleaning Procedures

Daily Responsibilities

1. Empty pencil sharpeners and clean surrounding wall and floor area.
2. Empty trashcans.

Note – Do not use hands to pack down waste. Sharp objects or glass could cause injury.

3. If there was trash in the trashcan replace the liner.
4. Spot clean all entry windows and doors.
5. Clean and sanitize counters, sinks, and mirrors.
6. Resupply paper and soap dispensers.
7. If there are restrooms inside the classroom, clean per the restroom cleaning procedures.
8. Vacuum interior carpeted mats.
9. Remove any gum from the floors with the gum remover.
10. Vacuum carpet.

Note – Pick up all debris too large for the vacuum first.

11. Spot clean carpet stains.

Note – Spray with a carpet shampoo solution. Let the solution soak into the spot for 2 – 5 minutes, then attempt to remove it by rubbing it with a damp cloth. Always rub from the outside of the spot toward the center to prevent spreading. If the spot remains, repeat the procedure.

12. Dust mop tile and terrazzo floors.

Note – Be sure to keep the same side of the dust mop in the forward position at all times with the mop strands out in front to trap the dust. Try not to lift the mop unless it is absolutely necessary to remove collected dust.

Note – Sweep trash outside the classroom door for pickup.

Note – Dust mops should be taken outside daily for a good shaking out.

Weekly Responsibilities

1. Dust all horizontal surfaces to head height.
2. Spot clean desk tops using the glass cleaner or the disinfectant.
3. Remove spots, fingerprints, and stains from walls, doors, doorknobs, door frames, light switches, and windows.
4. Clean smudges and marks from glass with the glass cleaner.
5. Damp clean window ledges.
6. Damp wipe chalk and white board trays.
7. Weekly, or more often if needed, damp mop tile and terrazzo floors with the neutral floor cleaner.

Note – It is important to damp mop floors in order to keep them in good condition and to keep them looking good. Floors that are not spot mopped will not hold up, as the spots get tracked onto the rest of the floor and the surface soil cuts the finish. This can quickly result in a very dull and unsightly floor.

8. Spray buff tile and terrazzo floors.

Note – Floors must be maintained in good condition and thoroughly swept prior to being spray buffed.

Monthly Responsibilities

1. Dust areas above head height including shelves, ceiling, moldings, ducts, vents, air registers, etc.
2. Remove bugs, dust, and cobwebs from ceiling areas and light covers.



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3. Dust blinds.
4. Clean baseboards.

Semi-Annual Responsibilities

(Semi-annual services are to be performed during the summer and Christmas break or as needed)

1. Clean entire surfaces of students' desks and chairs using the glass cleaner or the disinfectant solution. This includes removing any gum.
2. Shampoo carpet as described in the carpet shampooing procedures.
3. Semi-annually, or more often if needed, scrub and refinish floor tile and terrazzo as described in floor scrubbing procedures.

Note – Make sure all the desks in the classroom are returned in the same order in which you found them.

Annual Responsibilities

(Annual services are to be performed during the summer)

1. Wash all windows and glass (inside and outside).
2. Diagram furniture placement and remove furniture from room.
3. Shampoo carpet as described in the carpet shampooing procedures.
4. Completely strip and refinish tile and terrazzo floors as described in the stripping and finishing procedures.

Note – Make sure all the desks in the classroom are returned in the same order in which you found them.

Miscellaneous

- An outside rubber mat and inside carpeted mat should be placed at each entrance door. Mats should be shaken or vacuumed daily.
- Sweep outside steps and sidewalks to keep soil away from the doors. This can also be done with a leaf blower.
- A proper daily cleaning schedule should be followed to keep classrooms clean at all times. You should make two loops around a classroom. The first loop will



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be to empty trash cans, pencil sharpeners, and clean all horizontal surfaces, tables, desks, sills, etc. The second loop will be to vacuum the carpet and/or dust mop the floor.

CORRIDOR CLEANING PROCEDURES

7.2 Corridor Cleaning Procedures

Daily Responsibilities

1. Clean all entry windows and doors.
2. Vacuum interior carpeted mats.
3. Clean drinking fountains with the disinfectant. Be sure to clean the mouthpiece as well. Dry with a clean cloth.
4. Remove any gum from the floors with the gum remover.
5. Dust mop tile and terrazzo floors.

Note – Be sure to keep the same side of the dust mop in the forward position at all times with the mop strands out in front to trap the dust. Try not to lift the mop unless it is absolutely necessary to remove collected dust.

Note – Dust mops should be taken outside daily for a good shaking out.

Weekly Responsibilities

1. Dust all horizontal surfaces to head height.
2. Remove spots, fingerprints, and stains from walls, doors, doorknobs, door frames, light switches, and windows.
3. Clean smudges and marks from glass with the glass cleaner.
4. Damp clean window ledges.
5. At the entrance doors, step outside to sweep the outside rubber mats and remove any cobwebs in the corners.
6. Clean corners and floors behind doors and fire doors.
7. Clean under inside carpeted entrance mats.
8. Weekly, or more often if needed, damp mop tile and terrazzo floors with the neutral floor cleaner.

Note – It is important to damp mop floors in order to keep them in good condition and to keep them looking good. Floors that are not spot mopped will not hold up, as the spots get tracked onto the rest of the floor and the surface soil cuts the finish. This can quickly result in a very dull and unsightly floor.

9. Spray buff tile and terrazzo floors.

Note – Floors must be maintained in good condition to be spray buffed.

Monthly Responsibilities

1. Dust areas above head height including ceiling, moldings, ducts, vents, air registers, etc.
2. Remove bugs, dust, and cobwebs from ceiling areas and light covers.
3. Damp clean baseboards.

Semi-Annual Responsibilities

(Semi-annual services are to be performed during the summer or Holidays) or as needed

Scrub and refinish all floor tile and terrazzo as described in floor scrubbing procedures.

Annual Responsibilities

(Annual services are to be performed during the summer)

1. Wash all windows and glass (inside and outside).
2. Completely strip and refinish all tile and terrazzo floors as described in the stripping and finishing procedures.

Miscellaneous

- Corridors should be dust mopped in the morning, after lunch, and at the end of the day. High traffic corridors should be dust mopped more frequently. Examples of high traffic areas include: entrances for students coming from mobile units, corridors leading to playgrounds, corridors at main entrances, etc.
- An outside rubber mat and an inside carpeted mat should be placed at each entrance door. Floor mats are your first defense to keep dirt from within a school. Both mats should be shaken or vacuumed daily.



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- Sweep outside steps and sidewalks to keep soil away from the doors. This can also be done with a leaf blower.

RESTROOM CLEANING PROCEDURES

7.3 Restroom Cleaning and Sanitation

The single, most important area to be cleaned is the restroom.

A common misconception about restroom cleaning is if it smells good, it must be clean and healthy. There are no shortcuts in cleaning a restroom. Plenty of water, disinfectant solution, and proper daily cleaning are the only solutions for clean and odor-free restrooms. Odors are caused by germs and bacteria that are breeding. Areas around pipes, underneath sinks, the outside of a toilet bowl or urinal, and the floor drain are favorite breeding places for germs and bacteria. If you kill the bacteria, you kill the odors.

Use only the disinfectant. No other cleaning products should be used as they do not kill viruses and disinfect.

Daily Responsibilities

1. Empty trashcans.

Note – Do not use hands to pack down waste. Sharp objects or glass could cause injury.

2. If there was trash in the trashcan replace the liner.
3. Resupply toilet paper, hand towels, and soap dispensers.
4. Remove any toilet tissue, spit balls, and cobwebs from the ceiling with a broom.
5. Remove any graffiti with the graffiti remover.
6. Using a cloth and glass cleaner, wash the mirrors.
7. Wipe the towel and soap dispensers and the wall around the sink.
8. Dip the sponge or cloth into the disinfectant; scrub the sink bowl, scrub around the faucets, and scrub underneath the sink. Be sure to clean the pipes and the wall around them.
9. Flush the toilets and urinals. Add 2 ounces of disinfectant to the bowl water. Swab the bowl with a bowl brush. Let stand for 10 minutes. After 10 minutes, flush the toilets and urinals.



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Note – The disinfectant should sit at least 10 minutes to be effective against germs.

10. Clean the pipes, the wall around the toilet/urinal, and outside of the toilet/urinal bowl and base.
11. Clean the top and bottom of the seat. The seat should be left up when finished to allow the disinfectant to run off.
12. Dry the toilet seat if it is to be used soon.
13. Use a cloth or scrub pad to clean the wall behind the toilet and around the base of the toilet.
14. Dry and polish the chrome.
15. Remove any gum from the floors with the gum remover.
16. Sweep floors.
17. Wet mop floor with disinfectant. Dip the mop in disinfectant solution; allow excess to run back into bucket; do not wring out; apply solution to floor. Start at the far end of the room and work toward the door. As the area around the toilet fixtures is reached, wash thoroughly.

Some neglected areas around the toilets may require the use of a brush for heavy scrubbing. Starting at the farthest corner from the door, lay the solution on the floor. Be careful not to splash the baseboards. Go back to the bucket as necessary for more solution. When the entire floor is covered, wring out the mop and pick up the excess solution.

18. Pour the remainder of the disinfectant down the floor drain, a favorite breeding place for bacteria and a source of odors.

Note – If liquid is not occasionally poured down the floor drain, the water in the drain trap will evaporate allowing sewer gas to come back up the drain.

Weekly Responsibilities

1. Dust all horizontal surfaces to head height.
2. Remove stains from stall partitions, walls, doors, door frames, and light switches using the disinfectant solution.

3. Damp clean baseboards using the disinfectant solution.
4. Every Friday, spray the toilets, urinals, sinks, and floors with a water hose. This should be done after everything has been cleaned and disinfected. Use a squeegee to pull the water to the floor drain.

Monthly Responsibilities

1. Dust areas above head height including ceiling, moldings, ducts, vents, air registers, exhaust fans, etc.
2. Remove bugs, dust, and cobwebs from ceiling areas and light covers.

Annual Responsibilities

(Annual services are to be performed during the summer or Holidays)

Pressure wash the restroom walls and floors. Use a squeegee to pull the water to the floor drain.

Miscellaneous

- Restrooms should be checked between every classroom change during the day. This includes flushing toilets and urinals, filling dispensers for toilet paper, hand towels, and soap, and sweeping the floor.
- Prior to leaving at the end of the day, custodians should thoroughly clean the rest room in preparation for the next school day.
- Sinks, toilets, urinals, and associated chrome that are cleaned each day as instructed above should not need cleaning with abrasive cleaners. However, when needed, Cleanser Powder with Bleach can be used on chrome. A pumice stick can be used on sinks, toilets, and urinals. Be very careful as both can cause damage and leave scratches.
- Cold water should always be used with a disinfectant as hot water weakens its ability to kill germs. Be sure to wear non-latex gloves.
- Do not damp mop a restroom floor. You need a lot of disinfectant solution on the floor long enough to kill the germs and bacteria and leave the restroom odor-free.
- Do not wax restroom floors.



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- Glass and chrome are the only items you dry. Allow the rest to air dry. This allows time for the disinfectant to kill the germs and bacteria.

CAFETERIA CLEANING PROCEDURES

7.4 Cafeteria Cleaning Procedures

Child Nutrition employees are responsible for the Kitchen during the school year. They are graded by the Pitt County Health Department for cleanliness and upkeep.

Child Nutrition is responsible for cleaning all food preparation equipment and surfaces, walls, and floors in the Kitchen. They are also responsible for sweeping and mopping the floors and cleaning tables in the Dining Room.

The following are custodial responsibilities:

Daily Responsibilities

1. Clean all entry windows and doors.
2. If there are restrooms inside the Dining Room, clean per the restroom cleaning procedures.

Weekly Responsibilities

1. Dust all horizontal surfaces including ceiling, moldings, ducts, vents, air registers, etc.
2. Remove fingerprints and stains from walls, doors, door frames, and light switches.
3. Damp clean window ledges.

Monthly Responsibilities

1. Dust blinds.
2. Remove bugs, dust, and cobwebs from ceiling areas and light covers
3. Damp clean baseboards
4. Periodically buff the dining room floors as needed. The frequency of buffing will be dependent upon the school's usage.



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Semi-Annual Responsibilities

(Semi-annual services are to be performed during the summer and Holidays) or as needed

Scrub and refinish all floor tile and terrazzo as described in floor scrubbing procedures.

Annual Responsibilities

(Annual services are to be performed during the summer or Holidays)

1. Wash all windows and glass (inside and outside).
2. Completely strip and refinish tile and terrazzo floors as described in the stripping and finishing procedures.

Miscellaneous

- An outside rubber mat and an inside carpeted mat should be placed at each entrance door. Floor mats are your first defense to keep dirt from within a school. Both mats should be shaken or vacuumed daily.
- Custodians should periodically assist cafeteria staff with cleaning around dumpsters.
- Child Nutrition is responsible for cleaning restrooms found in the Kitchen. Any restrooms found in the Dining Room are a custodial responsibility.

Bloodborne Pathogens Cleanup

- Pitt County Schools employs part-time child nutrition employees that also work as part-time custodians. If an incident occurs requiring bodily fluids cleanup while an employee is working as a cafeteria employee, the school shall contact another custodian to cleanup in order to prevent any possible food contamination.
- In addition, cafeteria equipment such as brooms, mops, buckets, and dishtowels should not be used for cleaning up areas where a child has been sick. If cafeteria equipment is mistakenly used, it must be discarded. Only custodial equipment shall be used.

MULTIPURPOSE ROOM CLEANING PROCEDURES

7.5 Multipurpose Room Cleaning Procedures

Daily Responsibilities

1. Empty trashcans.

Note – Do not use hands to pack down waste. Sharp objects or glass could cause injury.

2. If there was trash in the trashcan replace the liner.
3. Clean all entry windows and doors.
4. Vacuum interior carpeted mats.

Weekly Responsibilities

1. Dust all horizontal surfaces to head height.
2. Remove spots, fingerprints, and stains from walls, doors, doorknobs, door frames, light switches, and windows.
3. Clean smudges and marks from glass with the glass cleaner.
4. Damp clean window ledges.
5. Damp clean baseboards.

Monthly Responsibilities

1. Dust areas above head height including shelves, ceiling, moldings, ducts, vents, air registers, etc.
2. Remove bugs, dust, and cobwebs from ceiling areas and light covers.

Annual Responsibilities

(Annual services are to be performed during the summer)

1. Dust blinds (if applicable).
2. Wash all windows and glass (inside and outside).



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Cleaning Multipurpose Rooms with Synthetic Rubber Sports Flooring

Daily Responsibilities

1. Remove any gum from the floors with the gum remover.
2. Dust mop flooring.

Weekly Responsibilities

At least weekly, more often if needed, scrub the entire floor area with the floor scrubber using a scrubbing pad (red pad) and the neutral floor cleaner.

Note – Do not apply any type of floor stripper, floor sealer, or floor wax to the synthetic sports flooring.

Note – Do not place rubber mats on top of the synthetic sports flooring.

Miscellaneous

- An outside rubber mat and an inside carpeted mat should be placed at each entrance door. Floor mats are your first defense to keep dirt from within a school. Both mats should be shaken or vacuumed daily.
- Clean drinking fountains with the disinfectant. Pour a capful of the disinfectant in the drain when finished.

NURSE'S OFFICE CLEANING PROCEDURES

7.6 Nurse's Office Cleaning Procedures

Use only the disinfectant. No other cleaning products should be used as they do not kill viruses and disinfect.

Daily Responsibilities

1. Empty trashcans.

Note – Do not use hands to pack down waste. Sharp objects or glass could cause injury.

2. If there was trash in the trashcan replace the liner.
3. Clean all entry windows and doors.
4. Clean doorknobs and light switch plates with the disinfectant.
5. Clean sinks and counter tops with the disinfectant.
6. If there are restrooms inside the office clean per the restroom cleaning procedures.
7. Vacuum all carpet.

Note – Pick up all debris too large for the vacuum first.

8. Spot clean carpet stains.

Note – Spray with a carpet shampoo solution. Let the solution soak into the spot for 2 – 5 minutes, then attempt to remove it by rubbing it with a damp cloth. Always rub from the outside of the spot toward the center to prevent spreading. If the spot remains, repeat the procedure.

9. Dust mop tile and terrazzo floors.

Note – Be sure to keep the same side of the dust mop in the forward position at all times with the mop strands out in front to trap the dust. Try not to lift the mop unless it is absolutely necessary to remove collected dust.

Note – Sweep trash outside the office door for pickup.

10. Damp mop all tile and terrazzo floors with the neutral floor cleaner.

Weekly Responsibilities

1. Dust all horizontal surfaces to head height.
2. Remove spots, fingerprints, and stains from walls, doors, doorknobs, door frames, light switches, and windows using the disinfectant.
3. Clean smudges and marks from glass with the glass cleaner.
4. Damp clean window ledges.
5. Damp clean baseboards.

Monthly Responsibilities

1. Dust areas above head height including shelves, ceiling, moldings, ducts, vents, air registers, etc.
2. Remove bugs, dust, and cobwebs from ceiling areas and light covers.
3. Dust blinds.

Semi-Annual Responsibilities

(Semi-annual services are to be performed during the summer and Christmas break) or as needed

1. Shampoo carpet as described in the carpet shampooing procedures.
2. Scrub and refinish all floor tile and terrazzo as described in floor scrubbing procedures.

Annual Responsibilities

(Annual services are to be performed during the summer)

1. Wash all windows and glass (inside and outside).
2. Shampoo carpet as described in the carpet shampooing procedures.
3. Completely strip and refinish all tile and terrazzo floors as described in the stripping and finishing procedures.

AUDITORIUM CLEANING PROCEDURES

7.7 Auditorium Cleaning Procedures

Daily Responsibilities

1. Empty trashcans.

Note – Do not use hands to pack down waste. Sharp objects or glass could cause injury.

2. If there was trash in the trashcan replace the liner.
3. Remove any gum from the floors with the gum remover.

Weekly Responsibilities

(Check flooring daily and vacuum or mop if needed. Otherwise vacuum and mop weekly.)

1. Dust all horizontal surfaces to head height, including seats.
2. Remove spots, fingerprints, and stains from walls, doors, door frames, light switches, and windows.
3. Damp clean window ledges. (If applicable)
4. Sweep baseboards.
5. Vacuum carpet.

Note – Pick up all debris too large for the vacuum first.

6. Spot clean carpet stains.

Note – Spray with a carpet shampoo solution. Let the solution soak into the spot for 2 – 5 minutes, then attempt to remove it by rubbing it with a damp cloth. Always rub from the outside of the spot toward the center to prevent spreading. If the spot remains, repeat the procedure.

7. Dust mop tile and terrazzo floors.

Note – Be sure to keep the same side of the dust mop in the forward position at all times with the mop strands out in front to trap the dust. Try not to lift the mop unless it is absolutely necessary to remove collected dust.

Note – Sweep trash outside the auditorium door for pickup.

8. At least weekly, more often if needed, damp mop tile and terrazzo floors with the neutral floor cleaner.

Note – It is important to damp mop floors in order to keep them in good condition and to keep them looking good. Floors that are not spot mopped will not hold up, as the spots get tracked onto the rest of the floor and the surface soil cuts the finish. This can quickly result in a very dull and unsightly floor.

Monthly Responsibilities

1. Dust areas above head height including ceiling, moldings, ducts, vents, air registers, etc.
2. Remove bugs, dust, and cobwebs from ceiling areas.
3. Clean all entry windows and doors.

Annual Responsibilities

(Annual services are to be performed during the summer)

1. Wash all windows and glass (inside and outside).
2. Shampoo carpeted floors as described in the carpet shampooing procedures.
3. Completely strip and refinish all tile and terrazzo floors as described in the stripping and finishing procedures.

LOCKER ROOM AND SHOWER CLEANING PROCEDURES

7.8 Locker Room and Shower Cleaning Procedures

Daily Responsibilities

1. Empty trashcans.

Note – Do not use hands to pack down waste. Sharp objects or glass could cause injury.

2. If there was trash in the trashcan replace the liner.
3. Clean and sanitize counters, benches, sinks, and mirrors with the disinfectant.
4. Resupply paper, hand towel, and soap dispensers.
5. Clean the restrooms per the restroom cleaning procedures.

Note – Check all shower heads to make sure they are turned off.

6. Remove any gum from the floors with the gum remover.
7. Dust mop tile and terrazzo floors.

Note – Be sure to keep the same side of the dust mop in the forward position at all times with the mop strands out in front to trap the dust. Try not to lift the mop unless it is absolutely necessary to remove collected dust.

Note – Sweep trash outside the locker room door for pickup.

Weekly Responsibilities

1. Dust all horizontal surfaces to head height.
2. Remove spots, fingerprints, and stains from walls, doors, door frames, light switches, kick plates, and windows.
3. Damp clean window ledges.
4. Damp clean baseboards.
5. Damp mop floors with the neutral floor cleaner



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Note – Pour the remainder of the disinfectant down the floor drain, a favorite breeding place for bacteria and a source of odors.

Monthly Responsibilities

1. Dust areas above head height including shelves, ceiling, moldings, ducts, vents, air registers, etc.
2. Remove bugs, dust, and cobwebs from ceiling areas and light covers.

Annual Responsibilities

(Annual services are to be performed during the summer)

Wash all windows and glass (inside and outside).

Miscellaneous

- If water is not occasionally poured down the floor drains, the water in the drain trap will evaporate allowing sewer gas to come back up the drain.
- Do not wax locker room floors.

ATHLETIC FIELD RESTROOM CLEANING PROCEDURES

7.9 Athletic Field Restroom Cleaning Procedures

Refer to restroom cleaning procedures.

After Games/Events

1. Empty trashcans.

Note – Do not use hands to pack down waste. Sharp objects or glass could cause injury.

2. If there was trash in the trashcan replace the liner.
3. Resupply toilet paper, hand towel, and soap dispensers
4. Remove any gum from the floors with the gum remover.
5. Sweep floors.
6. Damp mop all tile and terrazzo floors with the neutral floor cleaner.

As Needed

1. Dust all horizontal surfaces, including vents and exhaust fans.
2. Remove spots, fingerprints, and stains from walls, doors, door frames, light switches, kick plates, and windows.
3. Damp clean window ledges.
4. Damp clean baseboards.
5. Remove bugs, dust, and cobwebs from ceiling areas and light covers.
6. Wash all windows and glass (inside and outside).

Miscellaneous

- Restrooms should remain locked when not in use.



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- At the conclusion of athletic events, custodians or coaches should flush toilets and urinals and pick up trash. A more thorough cleaning and disinfecting should occur the next day. After cleaning, the restrooms should be locked until the next event.
- Restrooms should remain locked during the winter months when the restrooms have been winterized.

DUST MOPPING

8.1 Dust Mopping

Dust mopping is recommended for the removal of dust, light soil, and litter from smooth finished floors as wood, linoleum, terrazzo, and vinyl tile. It should be done after the dusting of furniture and equipment so that the dust dropped on the floor will be removed.

The equipment and supplies that are needed for dust mopping are:

Dust Mop & Dust Pan
Broom
Putty Knife
Clean Cloths

1. A pattern is recommended for dust mopping procedures. In the case of office areas with a number of desks, it is important to dust mop not only the aisles, but also the areas between the desks and the kneehole area under them. Chairs and other wheeled furniture should be rolled aside, and then returned to their original positions after dust mopping the area they cover. Special care should be taken to mop closely around the legs of furniture where dust clings and along the baseboard and behind open doors. A broom may be needed for getting dust out of corners.
2. As much as possible, while dust mopping is in progress, avoid lifting the mop head from the floor surface. When it becomes necessary to shake the mop, keep it as close to the floor as possible to avoid unnecessary scattering of dust and litter into the air.
3. Try to keep dust piles to the side, out of the traffic lane, to avoid scattering. When emptying dustpans, make sure this is done well down in the cart to minimize the possibility of dust circulating back into the air.
4. Exterior rubber mats, interior carpeted mats, and dust mopping are your main line of defense against soil that will destroy your floor finish. Interior carpeted mats should be vacuumed each day.

WET MOPPING

8.2 Wet Mopping

The equipment and supplies that are needed for wet mopping are:

Wet Mop & Mop Bucket
Neutral Floor Cleaner
Disinfectant (Only for Restroom Floors)
Broom or Duster
Putty Knife
Wet Floor Signs
Clean Cloths

NOTE: The Neutral Floor Cleaner should be used on all floors except restrooms.

NOTE: The DISINFECTANT should be on restrooms floors.

Tip: A tennis ball attached to a broom handle can be used to remove black streaks from floors.

1. Remove any items stuck to the floor with the putty knife.
2. Place wet floor signs in the area you plan to mop.
3. Fill the mop bucket to the correct level with water and add 1 – 2 ounces of neutral floor cleaner for each 1 gallon of water.
4. After thoroughly dipping the mop head in the neutral floor cleaner, allow some of the excess liquid to pour back into the bucket. You do not want to flood the floor and harm the tile.
5. Lay the mop head on the floor, about 8 inches from the baseboard.
6. Make a figure “U” with the mop and, standing upright, mop a figure-eight stroke between the two lines. For best results, the mop should be turned over two to three times for every mop full of solution. As you mop, shift the weight of your body from foot to foot in the direction of the stroke. Use your whole body to move the mop, not just your arm muscles.
7. Rinse the mop often so that dirt is not redistributed over the floor. Change the mop water as needed.



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8. If you splash the baseboard or wall by accident, wipe it off immediately. Always carry a rag for this purpose. The reason the first border stroke is made away from the baseboard is to prevent splashing.

9. Mop over the entire area with a wrung out mop.

FLOOR SCRUBBING

8.3 Floor Scrubbing

When a floor is not dirty enough to need complete stripping, but it is soiled enough to need stronger action than mopping, it should be scrubbed.

The equipment and supplies that are needed for scrubbing are:

Floor Scrubber (Red Scrub Pads)	Buffing Machine (Blue Scrub Pads)
Neutral Floor Cleaner	Wet/Dry Vacuum & Two Buckets
Dust Mop & Dust Pan	Broom or Duster
Putty Knife	Wet Floor Signs
Clean Cloths	Mop and Mop Bucket

CAUTION – ASBESTOS FLOOR TILE

Prior to scrubbing tile floors, determine whether the tile contains asbestos. This information can be found below with more detailed information in the Asbestos Inventory located in the appendix of the Custodial Safety Program or in the facility's Asbestos Management Plan. If the tile contains asbestos, the following precautions must be taken:

- Use a less aggressive pad.
- Keep floor wet during the entire scrubbing process.
- Do not use a high-speed buffer or burnisher.

Exposed asbestos floor tile is found in various locations at the following schools:

A.G. Cox Middle	Farmville Middle
Ayden Grifton High	G.R. Whitfield
Belvoir Elementary	Grifton
Bethel	J.H. Rose High
C.M. Eppes Middle	North Pitt High
Chicod	Pactolus
D.H. Conley High	Sam D. Bundy
E.B. Aycock Middle	South Greenville Elementary
Elmhurst Elementary	W.H. Robinson Elementary
Falkland Elementary	Wahl Coates Elementary
Farmville Central High	Wellcome Middle

Automatic Floor Scrubber

1. Diagram furniture placement and remove furniture from room.
2. Go over the entire floor with a dust mop in order to remove all surface dirt and debris. Use the broom or duster and the dustpan to take care of any loose litter that you may find.
3. Place wet floor signs in the area you plan to scrub.
4. Fill the detergent tank with 4 gallons of water and 8 ounces of neutral floor cleaner.
5. Lower the squeegee using the lever.
6. Press the ON button.
7. Press the brush button to activate suction and water delivery. This will also activate the detergent.
8. Begin working.
9. The floor should now be clean and dry and ready for a coat of floor finish. If possible, wait until the next day to refinish floor.

Buffing Machine with Scrub Pad

1. Diagram furniture placement and remove furniture from room.
2. Go over the entire floor with a dust mop in order to remove all surface dirt and debris. Use the broom or duster and the dustpan to take care of any loose litter that you may find.
3. Place wet floor signs in the area you plan to scrub.
4. Mix a solution of neutral floor cleaner with water. Add 1-2 ounces of neutral floor cleaner to each 1 gallon of water.
5. One person should start laying the neutral floor cleaner in a corner away from the door. Be careful not to splash furniture or baseboards. If this occurs, wipe off immediately with a damp cloth.

6. After the neutral floor cleaner has been down a couple of minutes, the machine operator begins by scrubbing in a left to right motion while moving backwards.
7. After the scrubber moves on, the second person moves over the same area and picks up the soiled solution with the wet/dry vacuum. This person should carry an abrasive pad that can be used to remove any marks the scrubber missed. The dirty solution must be picked up quickly before it dries and has to be scrubbed again. If the water extraction machine leaves any residue behind, it should be mopped up as soon as possible.
8. The next step is rinsing. This is a critical step, because if it is not done properly the floor finish may not stick to the floor.
 - Fill the rinse bucket with warm water, lightly flood the area, and pick up the water with the wet/dry vacuum. When floors are flooded, be sure to remove the water as soon as possible to prevent floor damage.
 - Wring a clean mop head to a damp consistency before putting it on the floor.
 - Once again, rinse the same way for all mopping except change the water more often.
9. The floor should now be clean and dry and ready for a coat of floor finish. If possible, wait until the next day to refinish floor.

Note – If you have a very small area to refinish, you may want to pour the finish directly on the mop and apply.

Note – For large areas, you will need a clean mop bucket and wringer. Whatever the case, apply a thin coat of finish.

Note – In a scrubbing operation, you do not remove all of the original floor finish, so you only need to replace a thin coat of finish. A second coat in traffic lanes should be applied if time permits.

FLOOR STRIPPING

8.4 Floor Stripping

The purpose of stripping a floor is simple: to remove all the sealer, wax, and dirt and lay a new finish on to protect the surface. The procedure for stripping a floor is basically the same as for scrubbing. The same equipment and supplies are needed as in the scrubbing operation, with two exceptions: a stripping solution and using the black stripping pads.

The equipment and supplies that are needed for stripping are:

Buffing Machine	Wet/Dry Vacuum & Two buckets
Black Stripper Pads	Putty Knife
Floor Stripper	Clean Cloths
Defoamer	Mop and Mop Bucket
Dust Mop & Dust Pan	Wet Floor Signs
Broom or Duster	Pullover Stripping Shoes

There are six basic steps in a professional stripping and finishing job:

- (1) Dust mopping
- (2) Laying the stripping solution and letting it soak
- (3) Machine scrubbing
- (4) Picking up the slurry
- (5) Rinsing the floor three times; one light flood, two wet mop
- (6) Laying the floor wax

CAUTION – ASBESTOS FLOOR TILE

Prior to stripping tile floors, determine whether the tile contains asbestos. This information can be found below with more detailed information in the Asbestos Inventory located in the appendix of the Custodial Safety Program or in the facility's Asbestos Management Plan. If the tile contains asbestos, the following precautions must be taken:

- Strip infrequently.
- Use a less aggressive pad.
- Keep floor wet during the entire stripping process.
- Do not use a high-speed buffer or burnisher.

Exposed asbestos floor tile is found in various locations at the following schools:

A.G. Cox Middle	Farmville Middle
Ayden Grifton High	G.R. Whitfield
Belvoir Elementary	Grifton
Bethel	J.H. Rose High
C.M. Eppes Middle	North Pitt High
Chicod	Pactolus
D.H. Conley High	Sam D. Bundy
E.B. Aycock Middle	South Greenville Elementary
Elmhurst Elementary	W.H. Robinson Elementary
Falkland Elementary	Wahl Coates Elementary
Farmville Central High	Wellcome Middle

1. Diagram furniture placement and remove furniture from room.
2. Dust mop the floor thoroughly. Be sure to sweep all corners and edges.
3. Remove any gum from the floors with the gum remover.
4. Use towels or rags to protect the edges of carpet and under the doors to prevent the stripping solution from running onto floors that connect to the one you are stripping.
5. Place wet floor signs in the area you plan to strip.
6. Put on pullover stripping shoes.
7. Mix the stripper solution in a 1 – 4 ratio (1 gallon of stripper to 4 gallons of water) in one of the mop buckets.

Hot water (if available) should be used as it will soften the old finish and make it easier to remove.

8. Lay a full coat of floor stripper solution down.
9. After 10 minutes use the mop to agitate the stripper solution on the floors.
10. After 5 minutes agitate the floor using a black stripper pad on the buffing machine.

11. Most floors are slightly uneven, with small hills and valleys throughout. The buffing machine needs to be moved back and forth over the same area at different angles.
12. A floor scrapper or putty knife should be used to clean and remove buildup on the floor along the baseboards, edges, and corners.
13. Pick up the dirty stripper solution with the wet/dry vacuum and mop. Pour approximately 1-2 capfuls of defoamer in the wet/dry vacuum tank prior to picking up the stripper solutions.

Note – Do not allow the stripper to dry on the floor.

Important – Do not use an automatic scrubber machine to remove stripping solution.

14. Rinse the floor at least twice with clean mops and clean water. When floors are flooded, be sure to remove the water as soon as possible to prevent floor damage.

Note – Because you are using a stripping solution, the rinsing operation is the most important step. If any stripper stays on the floor, the finish will not stick, and the entire job will have to be redone.

Tip – Fans may be used to help dry the floors.

15. When the rinsing is complete, take a damp cloth or sponge and wipe any splashes off walls, woodwork, and baseboards.
16. When the floor is completely dry, run your hand across it to see if any residue is left. If there is, the floor will have to be rinsed again. This residue is stripper and the finish that has not been removed by a previous stripping.

If no residue appears on your hand and there is no visible evidence of unstripped finish or sealer, the floor is now ready for a new finish.

New Vinyl Floors

Newly laid vinyl floors require special care until they are “cured” and ready to finish. If they are not properly taken care of, the tile glue may begin to bleed up around the edges of the tile, and you will have a never-ending problem with your finish and the appearance of your floors.

For the first week:

The floor may be dust mopped and damp mopped only. Do not flood the floor with water; do not use floor stripper, any soap, or apply floor wax during the first 2 weeks.

After the first week:

Scrub the floor using the auto floor scrubber or a buffing machine with a scrubbing pad. Use the neutral floor cleaner.

Note – The floor must be scrubbed or the wax will not bond. The tile comes from the manufacturer with a protective coating that must be removed before applying the finish.

Asbestos Floor Tile Care

All remaining asbestos floor tile in Pitt County Schools is progressively being removed as needed and as funding is available.

Stripping Asbestos Floor Tile:

- The floor must be kept wet at all times while stripping.
- A high-speed buffing machine shall not be used in stripping floors.

FLOOR WAXING

8.5 Floor Waxing

The equipment and supplies that are needed for waxing are:

Buffing Machine
 White Buffing Pads
 Floor Wax
 Wax Mop and Mop Bucket
 Dust Mop & Dust Pan
 Clean Cloths
 Wet Floor Signs

CAUTION – ASBESTOS FLOOR TILE

Prior to buffing tile floors, determine whether the tile contains asbestos. This information can be found below with more detailed information in the Asbestos Inventory located in the appendix of the Custodial Safety Program or in the facility's Asbestos Management Plan. If the tile contains asbestos, the following precautions must be taken:

- Do not use a high-speed buffer or burnisher.

Exposed asbestos floor tile is found in various locations at the following schools:

A.G. Cox Middle	Farmville Middle
Ayden Grifton High	G.R. Whitfield
Belvoir Elementary	Grifton
Bethel	J.H. Rose High
C.M. Eppes Middle	North Pitt High
Chicod	Pactolus
D.H. Conley High	Sam D. Bundy
E.B. Aycock Middle	South Greenville Elementary
Elmhurst Elementary	W.H. Robinson Elementary
Falkland Elementary	Wahl Coates Elementary
Farmville Central High	Wellcome Middle

1. Apply four coats of wax

Note – Use only a clean wax mop head.

2. Dip the mop into the floor wax and gently press any excess back into the bucket. Always avoid agitating the wax because you may create bubbles that will appear on the floor once the finish is applied. This promotes quicker drying and prevents puddling and streaking.
3. Be careful to avoid getting wax on the baseboards. If you miss a spot, do not try to go back and cover it. It will be covered with the next coat. In addition, be careful to avoid floor receptacles.
4. Most wax will dry in 15 – 30 minutes. Always be sure the last coat is thoroughly dry before the next application is made.

Note – The temperature, humidity, and ventilation affect the speed in which the finish will dry. Try to schedule your waxing jobs on clear, low humidity days.

5. The second and remaining coats of wax should be laid down 6 – 8 inches from the baseboards, corners, and obstacles. These are areas that receive little or no traffic, so any additional coats will only cause a buildup.

Alternate the direction the wax is applied between each coat. This will eliminate the “streaked” look and will ensure that the entire floor will be covered. Remember, each time you buff you will be taking a very thin layer of finish off. The scratches and scuffs are buffed out this way.

6. After at least 48 hours, buff the floor to a shine with a white buffing pad.
7. Replace the furniture only after the final coat of finish is completely dry.
8. Do not return leftover wax to the original container.
9. Always keep a top on the container when storing. Floor wax will spoil if contaminated.

Asbestos Floor Tile Care

All remaining asbestos floor tile in Pitt County Schools is progressively being removed as needed and as funding is available.

Waxing Asbestos Floor Tile:

- Asbestos floor tile that has no finish on it will not be dry buffed or burnished.
- Make sure the floor is clean and damp mopped prior to buffing.



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- A high-speed buffing machine or burnisher shall not be used in waxing or buffing.
- Asbestos floor tile can be buffed with a standard speed machine as long as a minimum of four coats of wax is kept on the floor.

BURNISHING

8.6 Burnishing

The purpose of burnishing is to harden the floor finish. A floor finish hardened by burnishing will better protect the floor surface and will reflect an enhanced appearance.

The equipment and supplies that are needed for waxing are:

Burnishing Machine
 White Buffing Pads
 Dust Mop & Dust Pan
 Putty Knife

CAUTION – ASBESTOS FLOOR TILE

Prior to burnishing tile floors, determine whether the tile contains asbestos. This information can be found in the facility's Asbestos Management Plan or the Asbestos Inventory found in the appendix of the Custodial Safety program. If the tile contains asbestos, the following precautions must be taken:

- **Do not use a high-speed buffer or burnisher.**

Exposed asbestos floor tile is found in various locations at the following schools:

A.G. Cox Middle	Farmville Middle
Ayden Grifton High	G.R. Whitfield
Belvoir Elementary	Grifton
Bethel	J.H. Rose High
C.M. Eppes Middle	North Pitt High
Chicod	Pactolus
D.H. Conley High	Sam D. Bundy
E.B. Aycock Middle	South Greenville Elementary
Elmhurst Elementary	W.H. Robinson Elementary
Falkland Elementary	Wahl Coates Elementary
Farmville Central High	Wellcome Middle

Note – Never burnish an unfinished floor or a floor where the finish has been worn to the point that the tile is exposed.

Note – Burnishing finish that has not hardened may cause swirls in the finish and/or remove finish increasing the need for additional floor care.

1. Before burnishing the floor must be prepared. There are three options to prepare the floor:

Option 1 – Dust mop the floor

Option 2 – Scrub and refinish the floor

Option 3 – Strip and refinish the floor

2. Use the putty knife to remove gum and other deposits from the floor.
3. Pick up entrance mats and take them outside. Shake them vigorously or vacuum them to remove the grit and soil.
4. Burnish at a slow to moderate walking pace in a straight line, overlapping the previous pass as you proceed.

Note – Continuous burnishing in one spot will remove the finish and may damage the finish or tile.

Note – Do not burnish areas of the floor that contain chipped or loose floor tile.

5. When burnishing is complete, go over the entire floor with a dust mop again. Pick up any dust or debris you have created.

SPRAY BUFFING

8.7 Spray Buffing

The best way to keep an attractive floor is to regularly spray buff.

The equipment and supplies that are needed for waxing are:

Buffing Machine
White Buffing Pads
Spray Buff
Dust Mop & Dust Pan
Clean Cloths

1. Before spray buffing, the floor must first be dust mopped and damp mopped to remove all the surface soil.
2. Use the putty knife to remove gum and other deposits from the floor.
3. Pick up entrance mats and take them outside. Shake them vigorously or vacuum them to remove the grit and soil.
4. Follow the procedures given in the section on damp mopping.
5. Use a white buffing pad for spray buffing. Spray a small amount of spray buff on the floor to one side of the machine and begin to buff. Continue to buff until a shine is obtained.
6. Continue this procedure, moving the machine from side to side and overlapping each pass of the machine with the previous pass. Do not spray the spray buff close to the walls. This will help to prevent buildup around the edges.
7. When a heel mark or other hard to remove mark is encountered, spray the area and rub lightly with the centerpiece from a buffing pad. Use your foot to apply slight pressure. Do not rub too hard and do not "heel" the machine on such spots, as this will result in removing the finish, leaving a dull spot, which will soil rapidly and detract from the floor's overall appearance.
8. When one side of the pad becomes too loaded with soil and finish to do a good job, turn it over and use the other side. It is possible to go a long way on one pad.



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9. When spray buffing is complete, go over the entire floor with a dust mop again. Pick up any dust or debris you have created.

10. One very important thing to remember is to always dust mop and damp mop before spray buffing. If you do not, dirt is ground into the floor, causing browning and powdering of the finish.



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CARPET VACUUMING

8.8 Carpet Vacuuming

It is not foot traffic that wears a carpet out, but the dirt and grit that works its way down into the pile of the carpet. This grit works like sandpaper and cuts the carpet strands at the base of the carpet pile.

Daily vacuuming will remove most of the dirt while it is on or near the surface of the carpet.

- Vacuum cleaners must be kept in good repair in order to do a proper job. Check the vacuum cleaner after each use; check the belt, brush, and wheels for any strings and lint. The success of the job depends on the condition of the equipment used.
- Loose and frail carpet pile should be cut to prevent the loose ends from getting caught in the vacuum cleaner brush or the wet/dry vacuum.

CARPET SHAMPOOING

8.9 Carpet Shampooing

Carpet shampooing can effectively remove dirt and restore carpet appearance.

The equipment and supplies that are needed for carpet shampooing are:

Carpet Shampooer (Blue Goose)
Wet/Dry Vacuum & Two Buckets
Carpet Shampoo
Defoamer
Putty Knife
Gum Remover
Broom or Duster
Clean Cloths
Wet Floor Signs

1. Diagram furniture placement and remove furniture from room.
2. Thoroughly vacuum traffic areas.
3. Remove any gum from the floors with the gum remover.
4. Post wet floor signs.
5. Pour approximately 1-2 capfuls of defoamer in the recovery (dirty water) tank of the carpet shampooer.

Note – Do not over mix the solution. Using too much carpet shampoo can leave residue in the carpet that can quickly attract and hold dirt. Too much shampoo can also cause too much foam to develop.

6. Pour approximately 1-2 capfuls of defoamer in the tank of the wet/dry vacuum.
7. Extract the carpet shampoo thoroughly.

Note – Using too much water may/will:

- Increase drying time
- Increase the possibility for mold to develop
- Cause the carpet to separate from the floor
- Cause discoloration



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8. Follow each wet pass with at least three dry passes.
9. Use fans to help dry the carpet. Allow 3 hours of drying time after final extraction before allowing traffic on the carpet.

CARPET SPOT CLEANING

8.10 Carpet Spot Cleaning

Time is important in spot removal. The faster you remove a spot; the better chance you have of preventing it from becoming a stain. Spots are concentrated substances lying near the carpet surface. Carpet shampoo can often remove a spot. However, stains that have penetrated the carpet fibers are more difficult to remove.

1. Remove any solid soils by gently scraping with a dull knife or putty knife.
2. Remove liquid spillage by blotting with a clean cloth or paper towel.
3. Apply carpet shampoo to the stained area and allow it to work for 30 seconds.
4. Blot the treated area with a clean cloth or paper towel to remove the loosened stain and excess solution.
5. Repeat steps 3 and 4 until most of the spot has disappeared.
6. Add water to the area with a sponge, wet cloth, or spray bottle.
7. Agitate with a sponge or cloth to generate foam.
8. Blot to dampness with a cloth or paper towel.
9. Avoid rubbing or over wetting of stains that tend to spread.
10. Difficult or deep stains may be more effectively treated by working spot remover into stain with a soft brush or sponge. Avoid rubbing.

Note – Some stains may have to be treated over a period of four or five days before the stain disappears.

Note – For chewing gum removal, use the chewing gum remover to freeze the gum. When the gum becomes brittle, smash it with a blunt instrument.

BODILY FLUIDS CLEANUP

8.11 Bodily Fluids Cleanup

IF BLOOD IS VISIBLE – Follow the steps below

1. Use only the disinfectant for this cleaning procedure.
2. Put gloves on both hands. Do not touch anything unnecessarily while performing this procedure.
3. Prepare a red biohazard bag (usually available in the Nurse's Office or in the Blood borne Pathogen Kits) by folding bag top back. This will allow easy filling and expose the inside of the bag so that it is the only area that comes in contact with gloves, fluids, and clean up materials.
4. Spray a lot of disinfectant on the body fluids and the surrounding area.
5. Sprinkle Voban Absorbent on the area to contain and absorb the fluid. Allow time for the fluid to be absorbed.
6. Remove absorbent (if used) with a disposable scraper or broom and dustpan (do not use a vacuum cleaner). Place absorbent and scraper in red biohazard bag.
7. Remove remaining residue by blotting the area with paper towels or clean rags.
8. Place used paper towels and/or rags in the red biohazard bag.
9. Remove disposable gloves, place in the red biohazard bag and tie bag closed.
10. Put clean pair of gloves on both hands.
11. **CARPET** – Spray carpeted areas with disinfectant and extract. When complete, liberally spray carpeted areas again with disinfectant and allow to air dry.
12. **TILE** – Liberally spray tile and terrazzo floors with disinfectant and mop. Spray floor with disinfectant again and mop again.
13. Spray any items touched in the area with disinfectant and allow to air dry.



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14. Clean all equipment and tools used with disinfectant. Soak wet mop, if used, in disinfectant for at least 10 minutes and hang to dry. Dispose of cleaning solution in floor sink.
15. Wash hands using running water, soap, and friction.
16. Contact Facility Services for pickup and disposal.

IF BLOOD IS NOT VISIBLE – Follow the Steps Below

Follow steps from above with the following exceptions:

1. Do not use a red biohazard disposal bag. Use a standard trash bag.
2. Do not label the disposal bag(s). Dispose of materials in dumpster.

FLU DISINFECTION

8.12 Flu Disinfection

In addition to daily cleaning, the following steps should be taken during outbreaks of flu, norovirus, and other viral infections:

1. Put gloves on both hands.
2. Clean all frequently touched surfaces with the disinfectant.

Note – Only use the disinfectant. No other cleaning products should be used as they do not kill viruses and disinfect.

Note – Do not dilute the disinfectant.

Note – Frequently touched surfaces include:

- Doorknobs
- Computer keyboards and mice
- Phones
- Sinks
- Toilets
- Water fountains
- Student and teacher desks
- Hand rails
- Counters
- Light switches
- Vending machines
- Refrigerator handles
- Coffee pots
- Elevator buttons

3. Wash hands when complete using running water, soap, and friction.

9.0 DEFINITIONS

Abrasive – A substance that wears away or scratches another material.

Acidity – A measure of the acid strength of a chemical, which has a pH of less than 7.

Adhesive – A substance that causes materials to stick together, such as glue. Most commonly found in conjunction with floor tile, wall tile, and cove base. Floor tile glue is commonly called “mastic”.

Algae – Very small plants that cause green or brown "scum" on water or damp surfaces.

Alkalinity – A measure of the caustic or basic strength of a chemical, which has a pH of more than 7.

Asbestos – A general name given to naturally occurring minerals that possess a unique crystalline structure that is separable into fibers. When fibers are present in the air, they are normally invisible to the naked eye. Asbestos is heat resistant, chemical resistant (particularly to acids), bacterial resistant, pliable, very strong, is fire resistant, and has excellent insulating properties. Asbestos is used in many building products such as floor tile and pipe insulation. Asbestos in Pitt County Schools is found in facilities built before the mid 1980's.

Bacteria – Tiny, living organisms that can only be seen under a microscope. Bacteria often cause disease.

Black Marking – Marks on a floor surface, usually caused by the impact of the soles and heels of shoes.

Bloodborne Pathogens – Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV).

Carpet Browning – Change of carpet color caused by over wetting during cleaning, or flooding, followed by a slow dry.

Concentrate – An undiluted substance.

Corrosion – Eating or wearing away of a material by chemical action.

Defoamer – A chemical that prevents foam from forming.

Detergent – A cleaning agent that aids wetting, soil loosening, and suspending of soils.

Dilute – To thin liquid by adding something, usually water. It is done to reduce the strength of a concentrate.

Disinfectant – Any substance that kills bacteria. Usually the word "disinfectant" means the same thing as "germicide".

Efflorescence – A white, powdery, or crystalline substance found on concrete, masonry, and plaster. Efflorescence appears when water evaporates through a wall, floor, or ceiling bringing the salts to the surface. If found indoors it can indicate a potential moisture problem.

Extraction – The act of removing a substance, such as water, from a carpet.

Floor Stripper – A chemical product designed to remove floor finish and sealer.

Hazardous Chemical – Any chemical that presents a physical or health hazard to an employee.

Humidity – Moisture contained in the air. Most notable during the summer months.

Mold – Types of fungi that grow on almost any substance, providing that moisture is present, and can be found almost anywhere. Mold is unsightly, can cause odor, and can cause allergic reactions in susceptible individuals.

pH – A number describing the acidity or alkalinity of water. The scale ranges from 1 to 14, with 7 as the neutral point. pH 1 to 4 is strongly acidic, and pH 11 to 14 is highly alkaline.

Powdering – Partial or total disintegration of floor wax resulting in a fine, light-colored material.

SDS – Safety Data Sheet. A document which describes pertinent information related to the use of a chemical product, including its physical and health hazards, the permissible exposure level, precautions for safe handling, spill cleanup, emergency and first aid procedures, Personal Protective Equipment (PPE) needs, and the name and telephone number of who can be contacted to obtain emergency procedures or other related information.

Soluble – The ability to be dissolved. Ex. Salt is soluble in water.



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Terrazzo – A hard, smooth floor surface consisting of stone chips suspended in a binding material such as cement. Found in some hallways.

10.0 REFERENCE DOCUMENTS

Brevard County Schools – Viera, FL. (2010). **Custodial Procedures.**

Broward County Schools – Fort Lauderdale, FL. (2006). **Facilities Servicepersons Guidelines and Procedures Handbook.**

Jefferson County Public Schools – Louisville, KY. (2007). **Housekeeping Standard Operating Procedures.**

Pitt County Schools – Greenville, NC. **Facility Services Standard Operating Procedures.**

Seminole County Public Schools – Sanford, FL. **Custodial Handbook.**

Union County Public Schools – Monroe, NC. (2008). **Custodial Handbook.**

APPENDIX

1. Custodial Weekly Checklist
2. Head Custodian Weekly Checklist

CUSTODIAL WEEKLY CHECKLIST

LOCATION	
100 Wing	
200 Wing	
300 Wing	
400 Wing	
500 Wing	

LOCATION	
Offices	
Multipurpose Rm	
Media Center	
Mobile Units	

DATE:

CUSTODIAN:

Area	Task	Frequency	Check Off
Tile and Terrazzo Flooring	Sweep and remove gum	Daily	
	Mop floor	Daily	
	Buff floor	Weekly	
Carpeted Flooring	Vacuum carpet	Daily	
	Clean spots and remove gum	Daily	
Restrooms	Mop and disinfect floor	Daily	
	Clean and disinfect toilets, urinals, and chrome	Daily	
	Clean and disinfect sinks	Daily	
	Stock tissue, soap, and towel dispensers	Daily	
Glass	Clean entrance door glass	Daily	
	Clean hall and classroom glass <small>(as needed, but at least annually)</small>	Annually	
Walls	Clean and remove marks	Weekly	
Water Fountains	Clean and disinfect	Daily	
Dusting	Dust blinds, windows, vents, and flat surfaces	Monthly	
Desktops	Clean and remove marks	Weekly	
Countertops	Clean	Twice/Week	
Chalk/Dry Erase Boards	Clean and wipe trays	Daily	
Trash	Empty trash cans	Daily	
	Pick up litter	Daily	
Grass	Trim around buildings, playgrounds, fence lines, and signs	Weekly During Season	
Basic Repairs	Replace missing/water damaged ceiling tile	Weekly	
	Replace burned out light bulbs	Weekly	

COMMENTS:
