



LAMOILLE NORTH MODIFIED UNIFIED UNION SCHOOL DISTRICT - DISTRICT CLEANING STANDARDS PROCEDURE

1.0 Scope:

- 1.1 The procedure outlines the recommended custodial cleaning standards for all spaces within the Lamoille North Modified Unified Union School District facilities.
- 1.2 All cleaning standards are based on the 2015 Association of Physical Plant Administrators (APPA)
- 1.3 All spaces outside of restrooms should receive level 3 APPA custodial standards with current staffing levels. Restrooms should receive a level 2 APPA custodial standard.

2.0 Responsibility:

- 2.1 All custodial staff
- 2.2 Custodial staff should report all broken or damaged items to maintenance
- 2.3 All lost or left behind items should be returned to the office or following your school lost and found procedures. At no time should items be discarded or taken.

3.0 Approval Authority:

- 3.1 Second Shift Work Group leader (LU campus only)
- 3.2 Maintenance Coordinators
- 3.3 Facility Director
- 3.4 Building principal
- 3.5 LNMUUSD Business Manager

4.0 Definitions:

- 4.1 Power Scrub – the use of a walk behind or ride on floor scrubber
- 4.2 High Speed Burnish – To use a hand or ride on auto burnisher
- 4.3 Floor cleaners suggested for wet mopping or power scrubbing: EnviroSolutions 72c hydrogen peroxide based multipurpose cleaner and disinfectant. EnviroSolutions 64H neutral disinfectant cleaner, Swish Winter rinse, and Swish clean and green all-purpose cleaner. Kitchen floors should be cleaned with a degreaser such as Swish Clean and Green Heavy Duty Degreaser.
- 4.4 Wall cleaner EnviroSolutions 74 spray and wipe, Miracle disinfectant spray and wipe, Clorox disinfecting bio stain and odor remover
- 4.5 Toilet bowl/urinal cleaner Husky 302
- 4.6 Heavy duty disinfectant blood born pathogen approved cleaners, Clorox Disinfecting Bio Stain and Odor, Custom Solutions AFBC disinfectant, fungicide, mildew stat-virucide, EnviroSolutions 64H disinfectant cleaner.

5.0 Procedure: **Restrooms**

- 5.1 Empty trash cans and sanitary napkin cans - daily
- 5.2 Inspect trash cans and napkin holders and clean as needed
- 5.3 Sweep/dust mop floors - daily



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- 5.4 With a toilet brush, bucket, and Huskey 302 bowl cleaner disinfectant, swab all urinals and toilets - daily. Flush toilet after cleaning.
- 5.5 Wipe down and disinfect all areas of sinks, toilets and urinals - daily
- 5.6 Spot clean/disinfect all stall and tile walls - daily
- 5.7 Clean mirrors - daily
- 5.8 Check and refill soap, paper towels, toilet paper - daily
- 5.9 Disinfect all entrance and exit door handles - daily
- 5.10 Wet Mop with disinfectant - daily changing pail water before any other spaces
- 5.11 Clean and disinfect all stall and tile walls- weekly
- 5.12 Wipe down all doors - weekly

6.0 Procedure: Locker room areas

- 6.1 Empty all trash - daily
- 6.2 Sweep all floors and shower area - daily
- 6.3 Clean all restroom areas per restroom cleaning standards
- 6.4 Clean and disinfect drinking fountains - daily
- 6.5 Mop or power scrub floors and shower area – daily
- 6.6 Shut and lock doors, windows and turn off lights when finished - daily
- 6.7 Clean locker tops - weekly
- 6.8 Clean all benches/seating area and disinfect - weekly
- 6.9 Clean and disinfect shower walls - monthly

7.0 Procedure: Gymnasium

- 7.1 Empty and clean all trash and recycling – daily
- 7.2 Dust mop the floor at least - twice daily, once after PE classes (or when conducive for daily programming) and once at the end of the night
- 7.3 Power scrub floors, (use Super-Shine –All for wood floors) - daily. White pads should be used until after basketball season
- 7.4 Clean and disinfect drinking fountains - daily
- 7.5 Sweep off and under the bleachers whenever they are pulled out, if bleachers are not wall mounted but mobile sweep under - weekly
- 7.6 Spot mop the bleachers whenever they are pulled out, if bleachers are not wall mounted but mobile spot mop - weekly
- 7.7 Hand mop the edges - weekly
- 7.8 Spot clean the walls – monthly

8.0 Procedure: Auditorium, stages, performing art centers, CEC

- 8.1 Empty all trashes and recycling - daily
- 8.2 Sweep or dust mop all hard surface floors - daily this includes around and under fixed seating



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- 8.3 Vacuum wall to wall all carpeted areas – daily this includes around and under fixed or set up furniture
- 8.4 Spot mop -daily
- 8.5 Power scrub or mop stage floors - daily
- 8.6 Spot clean walls - daily
- 8.7 Spot clean all dedicated furniture this includes both fixed and mobile chairs and tables – daily
- 8.8 Shut and lock doors, windows and turn off lights when finished - daily
- 8.9 Clean all mirrors - weekly
- 8.10 Clean and disinfect all dedicated furniture this includes both fixed and mobile chairs and tables. (LU should have the auditorium seat backs cleaned and disinfected in this schedule) – monthly
- 9.0 Procedure: **Foyers, Corridors, Hallways**
 - 9.1 Empty trash and recycling containers inspect and spot clean – daily
 - 9.2 Sweep and dust mop - daily, this includes the threshold plate of all entrance doors
 - 9.3 Vacuum all entrance matting/carpeting - daily
 - 9.4 Clean and disinfect all drinking fountains - daily
 - 9.5 Spot clean all entrance doors and door glass, disinfect all door handles panic bars or push plates - daily
 - 9.6 Power scrub floors - daily
 - 9.7 Hand mop edges (prior to power scrubbing) - weekly
 - 9.8 High speed burnish - weekly
 - 9.9 Clean all interior windows (door and corridor) - weekly
 - 9.10 Dust all hall way window sills - weekly or as needed
 - 9.11 Check for and remove cob webs, shut fire door and clean behind, remove all black marks – weekly
- 10.0 Procedure: **Stairs wells and Elevator**
 - 10.1 Vacuum/sweep stairs – daily
 - 10.2 Vacuum elevator – daily
 - 10.3 Remove all stored items from stairwells – daily
 - 10.4 Spot mop – daily
 - 10.5 Sport clean and disinfect walls and railings – daily
 - 10.6 Spot clean glass – daily
 - 10.7 Clean and disinfect walls and railings – weekly
 - 10.8 Clean glass - weekly
 - 10.9 Wet mop edges (prior to power scrub) – weekly
 - 10.10 Wet mop and/or power scrub - weekly



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11.0 Procedure: Classroom and Libraries

- 11.1 Empty all trash cans, inspect, and spot clean and place back where found – daily, classrooms should have no more than a maximum of 2 trash cans
- 11.2 Empty all recycle bins as needed (50% full or more) and place back where found – daily, classrooms should have no more than a maximum of 2 recycle bins
- 11.3 Sweep all hard surface floors, this includes moving student chairs and desks/tables - daily
- 11.4 Vacuum carpets wall to wall – daily, area rugs should be vacuumed - weekly
- 11.5 Spot mop - daily
- 11.6 Spot clean door glass - daily
- 11.7 Clean and disinfect door handles - daily
- 11.8 Check paper towel and soap dispensers - daily fill as needed
- 11.9 Shut and lock classroom doors, windows and turn off lights when finished - daily
- 11.10 Clean all glass – weekly
- 11.11 Clean and disinfect sinks and counter tops - weekly
- 11.12 Dust classrooms - monthly
- 11.13 Clean and disinfect tables and desks - monthly or as needed
- 11.14 Move furniture and power scrub - monthly

12.0 procedure: Office and Office Suite Areas

- 12.1 Empty all trash cans, inspect, and spot clean and place back where found – daily, offices should have no more than 1 trash can
- 12.2 Empty all recycle bin and place back where found – daily, offices should have no more than 1 recycle bin
- 12.3 Sweep hard surface floors including under desks and behind doors - daily
- 12.4 Vacuum all carpeted areas, wall to wall, including under desks and behind doors - daily
- 12.5 Spot clean doors, door glass and window glass – daily
- 12.6 Shut and lock office/suite doors, windows and turn off lights when finished - daily
- 12.7 Clean and disinfect doors, door glass and window glass - weekly, including window sills
- 12.8 Clean and disinfect exposed counter tops and tables - weekly or as needed

13.0 procedure: Cafeteria and Kitchen areas

- 13.1 Empty and clean all trash, recycling, and compost containers – daily
- 13.2 Clean and disinfect all tables - daily
- 13.3 Sweep/dust mop all floors - daily
- 13.4 Spot clean walls – daily



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- 13.5 Spot clean all glass – daily
- 13.6 Power scrub or wet mop all floors (kitchen floors should be cleaned with a degreaser) – daily
- 13.7 Shut and lock doors, windows and turn off lights when finished - daily
- 13.8 Wet mop edges (prior to power scrubbing) – weekly
- 13.9 Clean all glass – weekly
- 14.0 Associated Documents:
 - 14.1 2015 recommended APPA staffing standards
 - 14.2 Joint Support Staff Master Agreement
- 15.0 Revision History:

Date:	Description of revision:
5-Feb-2020	Original Release

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