

Stanfield School District Cleaning Standards

Universal Precautions

- Always wear protective gloves. Do not use gloves that have holes or tears.
- Treat all body fluid spills as if they were contaminated.
- Items that have been contaminated by body fluids should be discarded, if possible, by sealing in leak - proof plastic bags. If they cannot be discarded, use as strong a disinfectant as possible consistent with the proper use for the type of disinfectant protection of the surface being cleaned.
- Wash your hands carefully after finishing the task and removing the gloves. Never touch any other surface, ESPECIALLY your own face, with contaminated gloves.
- Discard gloves after use.

Classrooms

Floor Coverings

1. The floor, including corners, will be free of all debris.
2. Carpeted floors will be vacuumed every service day.
3. Vinyl floors will be dust mopped every service day with a dust inhibitor treated dust mop.
4. Spots and gum on all floor coverings will be removed upon discovery.
5. Floor moldings will be maintained in a dust free condition.
6. Vinyl floors will be wet mopped weekly. Spots and stains will be removed daily.
7. Vinyl floors will be scrubbed and recoated as finish wears, allowing damage to floor covering. (Minimum annually)

Walls/Wall Coverings

1. Dust and remove all smudges.
2. Wall coverings will be dust free.
3. Chalk trays will be wiped down so large accumulations of chalk dust are not present.
4. Pencil sharpeners will be emptied daily.
5. Any tape on walls will be removed weekly.
6. Walls will be inspected when cleaned for any peeling or chipped paint.
7. Graffiti will be removed from walls daily. Obscenity and gang related material will be removed immediately.

Windows/Window Sills

1. Windows will be cleaned as needed.
2. Remove cobwebs once a week.
3. Windowsills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. All broken or non-functioning hardware shall be reported to the Maintenance Supervisor.

Furniture

1. All desks will be cleaned once a week.
2. All classroom furnishings will be free of graffiti, gum and dust.
3. Teacher desks will be dusted once a week without disturbing instructional material.
4. All secondary exits shall be kept free of obstructions and accessible.

Trash Receptacles

1. Emptied daily and liner replaced when torn or dirty.
2. Sanitize receptacle once a week when liner is used. Daily without liner.
3. Damaged or unusable receptacles will be removed from service and replaced.
4. No more than 2 trash receptacles per room.

Restrooms

Floor Coverings

1. Will be swept as needed before mopping.
2. Floors will be mopped daily at a minimum with a germicidal cleaner.
3. Floor drains will be flushed daily with cleaner used in above standard.
4. Floor drain strainers will be replaced when broken or missing. Report to Maintenance supervisor.
5. Floors will be scrubbed with an auto scrubber or low speed scrubber annually. Bacteria eating enzymes will be introduced during this process.
6. Ceramic tile will be cleaned daily with a germicidal cleaner.

Sinks

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

Urinals

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

Toilets

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

Walls/Accessories

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

Sanitary Receptacles

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)

Trash Receptacles

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

Locker Rooms

Restrooms

Lavatories

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

Urinals

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

Toilets

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

Walls/Accessories

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

Sanitary Receptacles and Dispensers

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

Floor Coverings

1. Will be swept every service day.
2. Floors will be mopped three times weekly, at a minimum, with a germicidal bacteriostatic cleaner.
3. Floor drains will be flushed with bacteriostatic cleaner used in above standard.
4. Floors will be scrubbed with an auto scrubber or a low speed scrubber annually.
5. Ceramic tile will be cleaned daily with a germicidal cleaner.
6. Floors will be free of mold and mildew in tile grout.

Trash Receptacles

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

Periodic Cleaning

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

Lockers

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

Benches

1. Will be free of graffiti.
2. Will be wiped down with germicidal bacteriostatic cleaner.

Floor Coverings

1. Will be swept every service day.
2. Floors will be mopped daily at a minimum with a germicidal bacteriostatic cleaner
3. Floor drains will be flushed with germicidal bacteriostatic cleaner used in above standard.
4. Floors will be scrubbed with an auto scrubber or low speed scrubber annually.
5. Ceramic tile will be swept every service day and cleaned with a germicidal cleaner.
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 tile grout.
3. Showerheads will be operational and mildew free.
4. Fixtures will be cleaned and polished daily.
5. Floor drains will be in place and free of debris.
6. Floors will be mopped daily with germicidal bacteriostatic cleaner.
7. Floors will be scrubbed with a low speed scrubber twice annually.

Administrative Offices/Libraries/Auditoriums

Floor Coverings

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

Walls/Wall Coverings

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

Windows/Window Sills

1. Windows will be free of fingerprints and smudges.
2. Remove cobwebs weekly.
3. Windowsills will be free of dust and debris.
4. All windows are to be closed and locked nightly.
5. Broken or nonfunctional hardware will be reported to the Maintenance Supervisor.

Furniture

1. All flat surfaces will be dusted every other service day.
2. Administrative desks will be dusted daily without disturbing administrative materials.

Trash Receptacles

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

Telephones

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

Periodic Cleaning

1. Vinyl finishes will be maintained as finish wears. (Minimum quarterly)
2. Carpet will be extracted annually.
3. Light fixtures will be cleaned when dirt and debris cause the fixtures reduce sufficient lighting. (Minimum semiannually)
4. Gum removed from under furniture daily.
5. Exterior windows will be cleaned quarterly or when dirt and debris does not allow sufficient outside lighting.
6. Window coverings will be removed and cleaned quarterly or as dirt and debris block sufficient light.
7. Computer keyboards will be cleaned daily.

Corridors

Floor Covering

1. The floor, including corners, will be free of debris.
2. Carpeted floors will be vacuumed at least once per day.
3. Spots and gum on the floor covering will be removed upon discovery.
4. Floor moldings will be maintained in a dust free condition.
5. Sweep/vacuum interior stairways daily.

Walls/Wall Coverings/Trophy Cases/Fixtures

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

Drinking Fountains

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

Stairways

1. Stairways will be swept or vacuumed twice a week.

Periodic Cleaning

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