

E+ Custodial Services



Daily Cleaning Task # 1 Classroom

ALL CUSTODIAL STAFF MUST USE APPLICABLE PERSONAL PROTECTIVE EQUIPMENT: GLOVES, MASKS, FACE COVERINGS. SEE CAMPUS OPERATIONS PLAN.

Task	Responsibility
Trash	Empty trash containers - replace liner if needed. Damp wipe exterior if needed. Remove trash to exterior location. Remove recycle bin to exterior location every Wednesday night .
Light-Duty	Dust for cobwebs. Dust flat surfaces (eyes to knees). Pick up debris off floor. Damp wipe flat surfaces when needed and damp wipe at least ½ of desks (rotate desk cleaning nightly). Clean whiteboard or chalkboards, trays and replace disposable eraser when needed. Spot clean door(s), window(s) and door handle (crash bars) using germicidal solution. Spot clean windows and remove graffiti. Empty pencil sharpeners. Straighten furniture. Stock paper towels and hand soap where applicable. Clean sinks where applicable. Damp wipe drinking fountains where applicable. High dust monthly and dust vents weekly. Spot clean walls, display cases and dust windowsills weekly. Clean baseboards as needed.
Floor	Resilient Floor: Sweep/dust mop. Remove gum. Wet/spot mop. Change mop water daily and mop heads weekly. Carpeted floor: Remove debris that cannot be picked up using vacuum. Spot clean carpet/remove gum. Vacuum carpeted area. Check vacuum to assure it is clean and the beater bar is free from debris. Vacuum bag should be replaced when it becomes ¾ full.
Utility	Re-lamp as needed. Report any repairs needed.
NOTES:	<i>All surfaces touched by human hands MUST be cleaned with a SANITIZING solution.</i> Glass cleaner is suitable for glass only. <i>Secure all doors when leaving area.</i>

Daily Cleaning Task # 1 Classroom Supplies and Equipment Needed

- 1) *Mop bucket and wringer / wet mop / vacuum if needed*
- 2) *Broom / dust mop / dustpan / brush*
- 3) *Cellulose scrub sponge*
- 4) *Eraser refills*
- 5) *Graffiti remover*
- 6) *Putty knife*
- 7) *Pail or spray bottle of germicidal solution*
- 8) *Latex gloves*
- 9) *Feather duster*
- 10) *Terry cloth rags*
- 11) *Glass cleaner*
- 12) *Germicidal/Disinfectant/Sanitizer Cleaner*
- 13) *Specialty cleaner (if needed)*
- 14) *Poly liner(s)*
- 15) *Paper towel/hand soap (if needed)*