

## **BELLEFONTE AREA SCHOOL DISTRICT**

### **Custodial Procedures Manual**

**April 2021**

**The goal of the Physical Plant Department is to provide support for Administrators, Directors, Teachers and Coaches as they perform their educational tasks in a safe, clean, comfortable and healthy environment. This support must be reasonable, within budget and completed knowing that manpower limitations exist.**

**It is the mission of every custodian to clean and prepare the facilities for school, activities, and sporting events to the best of our abilities and to be proud of each of our facilities.**



Physical Plant Department  
Prepared by Aaron Barto  
Director of Physical Plant

BELLEFONTE AREA SCHOOL DISTRICT

**Bellefonte Area School District**  
Office of the Physical Plant

*INTEROFFICE MEMO*

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**DATE:** July 13, 2020 / April 1, 2021  
**TO:** Physical Plant Staff  
**FROM:** Aaron Barto  
**SUBJECT:** Disinfection Protocols (update)

To help curb the spread of any infectious disease, we will implement new disinfecting protocols. While following current cleaning procedures from the Custodial Procedures Manual, using Suprox to clean dirt from surfaces and **Vindicator, Maxim Facility +, disinfectant wipes or Bleach Solution (1/3 cup bleach to a gallon of water)** to disinfect surfaces.

After cleaning an area, with **Suprox**, disinfect all door knobs, crash bars, table tops, desk tops and handrails with **Vindicator, Maxim Facility +, disinfectant wipes or Bleach Solution (1/3 cup bleach to a gallon of water)** using a spray bottle, backpack sprayer or Clorox 360 system.

As per the Custodial Procedures Manual, restrooms will be thoroughly cleaned in the evenings by spraying all fixtures (sinks, toilets, urinals) with pre-mixed **Vindicator** and allow dwelling for 10 minutes to ensure proper disinfection. During the school day, the restrooms will be disinfected twice daily using **Maxim Facility +** to disinfect restroom surfaces.

Mid-day disinfecting of door knobs, crash bars, table tops and handrails using **Vindicator, Maxim Facility +, Clorox wipes or Bleach Solution (1/3 cup bleach to a gallon of water)**.

Please contact me if you have any questions, thank you.

BELLEFONTE AREA SCHOOL DISTRICT

***CUSTODIAL TIME STANDARDS***

| <b>AREA</b>          | <b>MINUTES</b>  |
|----------------------|-----------------|
|                      |                 |
| Classroom/carpet     | 20              |
| Classroom/tile       | 15              |
| Bathroom             | 3/fixtures      |
| Art room             | 30              |
| Conference/seminar   | 16/1000 sq. ft. |
| Corridor             | 10/1000 sq. ft. |
| Library              | 20/1000 sq. ft. |
| Gymnasium            | 6/1000 sq. ft.  |
| Stage                | 8/1000 sq. ft.  |
| Cafeteria            | 25/1000 sq. ft. |
| Kitchen              | 30/1000 sq. ft. |
| Dish room            | 30/1000 sq. ft. |
| Elevator             | 12              |
| Auditorium           | 18/1000 sq. ft. |
| Lobbies              | 18/1000 sq. ft. |
| Music classroom      | 15/1000 sq. ft. |
| Stairs               | 10/flight       |
| Dust library shelves | 10/2000 sq. ft. |
| Locker room          | 30/1000 sq. ft. |
| Office               | 15/1000 sq. ft. |
| Dining area          | 25/1000 sq. ft. |
| Lab storage          | 5               |
| Nurse/health room    | 20/1000 sq. ft. |
| Dark room            | 10/1000 sq. ft. |
| Shower Area          | 30/1000 sq. ft. |
| Storage              | 7/1000 sq. ft.  |
| Lounge               | 18/1000 sq. ft. |
| Computer room        | 15/1000 sq. ft. |
| Shop                 | 10/1000 sq. ft. |

\* Source PASBO

## BELLEFONTE AREA SCHOOL DISTRICT

### CLASSROOM CLEANING – DAILY DUTIES

- Check lights – if any are out, replace bulbs.
- Empty trash receptacles (do not change liners unless there is liquid or food in the receptacle)
- Empty pencil sharpeners.
- Clean sinks using pre-mixed **Vindicator** or **Maxim Facility** + counters, and restock paper towels.
- Clean black boards using plain water and sponge or rags
- Clean white boards using pre-mixed **Green Select glass cleaner**
- Straighten desks & chairs – repair any that are broken
- Clean desk tops using pre-mixed **Suprox** or **Maxim Facility** + and micro-fiber cloths or rags
- Dust mop entire room (use mop oil on dust mops).
- Spot mop floors using pre-mixed **Top Clean** when needed
- Vacuum entire floor if carpeted.
- Spot clean carpets using pre-mixed **Suprox** as needed
- Clean classroom door glass with pre-mixed **Green Select glass cleaner** on your way out, turn off lights, & lock door

\*Each room should be cleaned completely before going to the next room.

### WEEKLY CLASSROOM DUTIES

- Dust all computers, bookshelves, windowsills & HVAC vents and return grills.
- Clean marks off of walls using pre-mixed **Suprox** or **Maxim Facility** +.
- All desks should be cleaned with pre-mixed **Suprox** or **Maxim Facility** +.
- Clean classroom windows with pre-mixed **Green Select glass cleaner**.
- Dust blinds.
- Disinfect trash receptacles with pre-mixed **Vindicator** or **Maxim Facility** +.

### SINKS

When cleaning sinks use the appropriate cleaner;

- Clean sinks using pre-mixed **Vindicator/Suprox** or **Maxim Facility** +
- Clean water fountains pre-mixed **Vindicator** or **Maxim Facility** +

\*Always wear rubber gloves

BELLEFONTE AREA SCHOOL DISTRICT

**RESTROOM CLEANING DAILY DUTIES**

- Check lights, replace burned out bulbs
- Restock paper towels, toilet tissue, and soap dispensers
- Empty all trash receptacles
- Girls restrooms – replace bags in sanitary napkin receptacles
- Dust HVAC vents and return grills.
- Clean mirrors using pre-mixed **Green Select glass cleaner**.
- Spray all fixtures (sinks, toilets, urinals) with **Maxim Facility** + (**allow 1 minute**) or pre-mixed **Vindicator** and allow dwelling for 10 minutes to ensure proper disinfection.
- Clean sinks using: bucket, swab, & **Maxim Facility** + or use pre-mixed **Vindicator**.
- Clean toilets and urinals using bucket, swab & either **Maxim Facility** + or pre-mixed **Vindicator** flush afterwards.
- Wipe all chrome with micro-fiber cloth.
- Clean any marks off of wall using **Maxim Facility** + or pre-mixed **Suprox**.
- Mop entire floor using pre-mixed **Top Clean**. Once per week use **Suprox**.

**\*Always wear rubber gloves**

**CLEAN UP BEFORE ACTIVITIES**  
**Activities, Banquets, Sporting Events, Drama**

- Touch-up & disinfect restrooms with **Maxim Facility** + or pre-mixed **Vindicator** in affected areas.
- Hallways – dust mop – empty trash
- Disinfect water fountains using **Maxim Facility** + or pre-mixed **Vindicator**.
- Touch-up rooms needed for event.
- Make sure all doors are opened at least ½ hour prior to event.
- Sporting events – walkie-talkie should be given to person in charge.
- Lock building after event.

\*This should be done as a team - All individuals on each shift should get ready for events.

**If Gymnasium is used**

- Pull out bleachers- Clean tops & underneath.
- Dust mop floor- spot mop with pre-mixed **Top Clean**.
- Dump trash.
- Disinfect water fountains using **Maxim Facility** + or pre-mixed **Vindicator**.
- Assist in setting up of events.

**If Auditorium is used**

- Open doors and touch-up classrooms.
- Set-up additional chairs if needed.

\*\* Refer to your time management memo about touching-up your normal scheduled areas so that you can fully clean the effected areas.

BELLEFONTE AREA SCHOOL DISTRICT

**CLEAN UP AFTER ACTIVITIES**  
**Activities, Banquets, Sporting Events, Drama**

- Clean & disinfect restrooms in affected areas (refer to restroom cleaning duties).
- Hallways – dust mop – empty trash – Clean & disinfect water fountains using **Maxim Facility** + or pre-mixed **Vindicator**.
- Clean rooms affected by event.
- Sporting events – walkie-talkie should be returned.
- Lock building after event.

\*This should be done as a team - All individuals on each shift should help clean up after events.

**If Gymnasium is used**

- Pull out bleachers- Clean tops & underneath.
- Dust mop floor- spot mop using pre-mixed **Top Clean**.
- Dump trash.
- Disinfect water fountains using **Maxim Facility** + or pre-mixed **Vindicator**.
- Assist in tearing down after events.

**If Auditorium is used**

- Close doors and clean classrooms.
- Take down and put away additional chairs.

\*\* Refer to your time management memo about touching-up your normal scheduled areas so that you can fully clean the effected areas.

## BELLEFONTE AREA SCHOOL DISTRICT

### GYMNASIUM CLEANING

- Check all lighting including exit signs, replace burned out bulbs
- Empty trash
- Clean mirrors using pre-mixed **Green Select glass cleaner**
- Dust mop floors
- Spot mop when needed using pre-mixed **Top Clean**
- Scrub when needed using pre-mixed **Top Clean**
- Clean & disinfect water fountains using **Maxim Facility** + or pre-mixed **Vindicator**
- Dust HVAC return grills.

### POST EVENT DUTIES

- Dust mop bleachers & under bleachers before putting back
- Empty trash
- Dust mop floors – Use mop oil
- Spot mop or scrub as needed using pre-mixed **Top Clean**
- Clean mirrors – water fountains & disinfect with **Maxim Facility** + or pre-mixed **Green Select glass cleaner** & pre-mixed **Vindicator**



BELLEFONTE AREA SCHOOL DISTRICT

**HALLWAYS**

**Daily**

- Walls - Clean Marks off of walls - Remove papers that are out dated
- Clean – windows, window sills – show cases using pre-mixed **Green Select glass cleaner.**
- Dump trash
- Clean water fountains / disinfect using **Maxim Facility** + or pre-mixed **Vindicator.**
- Remove all black marks on floors.
- Check lights if any out – Replace – burned out bulbs
- Dust mop all halls – apply mop oil to dust mops prior to using
- Spot mop or scrub using **Top Clean** or **Suprox** when needed
- Check all exit lights – make sure they are working

**Weekly**

- Dust front & tops of all lockers
- Dust HVAC vents and return grills.

## BELLEFONTE AREA SCHOOL DISTRICT

### LOCKER ROOM CLEANING DAILY DUTIES

- Check lights – replaced burned out bulbs
- Restock toilet tissue, paper towels, and soap dispensers
- Empty trash receptacles
- Girls locker room replace bags in sanitary napkin receptacles
- Clean mirrors.
- Spray all fixtures (sinks, toilets, urinals, shower stalls) with **Maxim Facility** + or pre-mixed **Vindicator** and allow dwelling for 10 minutes to ensure proper sanitation.
- Clean sinks using bucket, swab, & **Maxim Facility** + or pre-mixed **Vindicator/Suprox**
- Clean toilets and urinals using bucket, swab, & **Maxim Facility** + or pre-mixed **Vindicator/Suprox**
- Wipe all chrome with micro-fiber cloth.
- Clean marks from walls
- Mop all floors using pre-mixed **Vindicator** or **Suprox**.

### WEEKLY DUTIES

- Disinfect complete shower area using **Maxim Facility** + or **Vindicator** and bug sprayer
- Clean out drains in shower area
- Dust tops of lockers using dust mop
- Dust HVAC vents and return grills.

**\*Always wear rubber gloves**

## BELLEFONTE AREA SCHOOL DISTRICT

### **MAIN ENTRANCES & EXITS**

- Check lighting – including exit signs (replace burned out bulbs)
- Clean all doors & windows using pre-mixed **Green Select glass cleaner**
- Sweep all edges – with broom
- Clean all show case glass if appropriate using pre-mixed **Green Select glass cleaner**
- Sweep all rugs & mats
- Mop all floors as needed

### **WEEKLY**

- Dust tops of show cases if appropriate
- Dust all heaters & vents

## BELLEFONTE AREA SCHOOL DISTRICT

### OFFICES

- Check lights – replace burned out bulbs if needed
- Empty trash including paper shredder can
- Dust areas as needed including – mini blinds, at least weekly
- Dust HVAC vents and return grills weekly.
- Clean counters & sinks/disinfect with **Maxim Facility** + or pre-mixed **Vindicator**
- Clean windows, window sills using pre-mixed **Green Select glass cleaner**
- Sweep & vacuum all areas
- Clean restrooms – disinfect all fixtures using **Maxim Facility** + or pre-mixed **Vindicator**.

### WEIGHT ROOM

- Check lighting
- Empty trash
- Clean mirrors using pre-mixed **Green Select glass cleaner**
- Spray disinfectant **Maxim Facility** + or (pre-mixed **Vindicator**) on weight benches daily
- Sweep floors

### WEEKLY

- Dust all areas.
- Dust HVAC vents and return grills.

## **JANITORIAL CARTS**

**These items should be on your cart at all times**

- Dust mop
- Broom
- Dust pan/Wisk broom
- Rubber gloves
- Micro fiber towels & Rags
- 1 Spray bottle labeled- **WINDOW CLEANER** - Mark bottle clearly with proper label or magic marker
- 1 Spray Bottle labeled- **Maxim Facility +** - Mark bottle clearly with proper label or magic marker.
- 1 Spray Bottle labeled- **VINDICATOR** - Mark bottle clearly with proper label or magic marker
- 1 Spray Bottle labeled – **SUPROX** - Mark bottle clearly with proper label or magic marker
- Garbage bags
- 1-Bucket & swab labeled- **SINKS ONLY** - Mark bucket clearly with magic marker
- 1-Bucket & swab labeled – **TOILETS & URINALS ONLY** - Mark bucket with magic marker
- 1 Bucket for black boards only
- Duster
- Plunger

**\*Make sure cart is restocked each night at the end of your shift-in the event you are off the next day**

**\*Make sure all buckets & spray bottles are marked clearly of their contents**

## **LIGHT BULBS**

- If you are working alone in the building, extra caution must be taken when using ladders and changing light bulbs.

## **RADIOS / CELL PHONE**

- Radios and the Cell phones are to be worn at all times by all shifts at all schools.
- Cell phones must be worn by a custodian during all shifts as this is the way that I can contact you during the evening hours. You can contact all other schools and second shift maintenance technicians also. This is the first number the security company calls when they receive an alarm in the building. Please make sure the cell phone is always charged. Turn phone off when building is unoccupied.

## BELLEFONTE AREA SCHOOL DISTRICT

### TIME MANAGEMENT

One of the important facets of managing an area is to understand and use time management to properly clean your areas. I know that in the past I have said numerous times that you need to prioritize your duties and spread them out over the work week. If you are unable to do all your duties in each area every night, then you complete certain duties maybe once or twice each week. For instance; dusting may be done once a week, vacuuming certain areas daily, other areas vacuum every other day, touch up rooms on nights of major events, etc. It is very important to use your time wisely, if not, you will improperly clean some areas while thoroughly cleaning others, and running out of time which is improper use of time.

On nights of sporting events (games), drama's (plays), or snow events, it would be common practice to touch up the area that is to be used for the event prior to the event. The rule of thumb then for the evening of an event would be to also touch up classrooms knowing that you will need to spend more time cleaning up the event area after the event or for snow removal. One other point that I have always spoken to is that regardless of the situation, the minimum requirements for an area is that all the trash be emptied and that restrooms are thoroughly cleaned. Under no circumstances should you skimp on restroom cleanliness. Every day the toilets/urinals/sinks must be properly sanitized and swabbed. Mirrors need to be cleaned and the floor sanitized by thorough mopping. The health and safety of each individual is to be strived for and the most important part of this equation starts with restroom cleanliness and sanitation.

One other function of time management is to make the least amount of extra trips through your area. Plan your shift by making sure you have enough supplies on your cart, all of the equipment you need should be with you, and start your area at the point farthest away from the area that should be completed last. The least amount of time that you spend making trips back and forth, the more time you can spend getting tasks accomplished. Also, on event nights, the extra time can be spent on the event areas just by limiting the amount of trips taken through the building.

## BELLEFONTE AREA SCHOOL DISTRICT

### **AED**

Automatic External Defibrillators (AED) have been installed in all buildings, they will be checked monthly by the nurses, however, it is our task is to do a daily battery check of these units during all shifts. The handle of the defibrillators will have an OK symbol if the battery is good or a wrench symbol if the battery is bad. All you need to do is look in the case at the handle and visually see if the battery is good. The OK indicator will be lite. If the battery is bad, turn off the alarm and take the AED out of the box and put in a secure location. Inform the nurse (or principal if the nurse is not available), that the unit is out of service and then call me immediately. I will have extra batteries available for replacement.

Please contact me if you have any questions, thank you.

### **UNIFORMS**

Uniforms are provided by the District to each member of the Physical Plant for immediate employee recognition by staff members, students, parents, police, or any other community member. The intent of the uniforms came from the Safety Committee as a measure for safety and security and a way for students and law enforcement to identify employees of the school district. Also, in the Collective Bargaining Agreement there is a uniform category that states which categories of the union are to wear uniforms.

Uniforms are to be worn in its entirety. This means that both shirts and pants must be worn together, shirts buttoned and tucked in; remember you represent the school district to the public. The uniforms are not to be worn other than for work at your building(s) or your areas of responsibility. You are not to be wearing uniforms on your days off, holidays etc. outside the work duties.



## BELLEFONTE AREA SCHOOL DISTRICT

### **COVERAGE**

When you start your shift at your building and you discover that a fellow employee has failed to report to work, or there is no sub coverage for an individual who is off you must:

1. Contact the Custodial Supervisor or Director of Physical Plant.
2. The Custodial Supervisor or Director of Physical Plant will inform you as to whether or not arrangements have been made to cover the area, if not; he will contact me as to how to split the shift up for overtime between the individuals present.
3. If no one is available for overtime to cover the area, then you must cover all areas normally cleaned during that shift and at a minimum empty the trash, clean and stock the restrooms and dust mop the halls in all areas.

### **REPORTING OFF PROCEDURES**

This is a brief reminder of reporting off procedures for sub-calling system and for proper recording of planned absences (i.e. vacation, personal days, and compensatory days). You must use the on-line AESOP system or call Kelly Services at 866-535-5998 for time off as early as possible (minimum 5 business days per contract).

There has been a problem with people waiting until the last minute to call off for a week's vacation, and no subs can be located, or they fail to call it in at all. There are a limited number of substitutes, but the more time given to schedule them, the more success we have. It is your responsibility to record into the system each day that you are scheduled off.

If you must call off sick, you must report off on-line at AESOP or call Kelly Services system no later than one hour before you shift starts. The system will not accept on-line after 6:45 am of the same day so you will need to call Kelly Services. You also need to call your immediate supervisor and speak to them personally. You cannot leave a message on a voice mail; you must talk to them directly. You must report to the AESOP system for proper reporting off procedures at all times. Again, the later you call the harder it is to locate substitutes to cover your areas.

## BELLEFONTE AREA SCHOOL DISTRICT

# CHEMICALS

All chemicals that the District uses have an MSDS (Material Safety Data Sheet) in the binder and an HSSF (Hazardous Substance Survey Form) in the same binder. Please make sure that you review these documents as they are very important to you as far as what each chemical contains.

Please read and follow all directions. As a general rule; you **NEVER** mix chemicals together, keep all containers labeled, and if you are unsure, ask.

## Ice Melter Procedures

When applying ice melter products be especially careful around entrances to keep the material away from door thresholds and hinges because this causes rust and door failures. Ice melter needs to be applied per the directions on the bag and too often spreader applications in certain areas waste more product than if a few handfuls were applied to the walkways or steps. Remember, the more product that is applied, the more product that needs to be cleaned up afterwards!

After ice melter has been applied for a snow/ice event and the weather allows for snow or ice melt and/or sidewalks and entrances to dry up, then the remains of ice melter **MUST** be swept up and cleaned up! Too often ice melter is left on steps, entrances and sidewalks and it is constantly being brought into the buildings on shoes and causes issues with the floor finishes and walk off mats.

## Fire Alarm Procedures

When the fire alarm sounds at anytime you are on duty in a school district building, the first thing that you do is investigate to see what has caused the alarm. **DO NOT reset the alarm until emergency personnel arrive and give the all clear signal.** You can silence the alarm until you have discovered if the alarm was an accidental pull or there is an actual emergency. Everyone must vacate the building when the alarm is sounded.

## Roof Drain Procedures

If there is heavy rain forecasted then a Custodian needs to go to the roof to check that the roof drains are open and free of debris.

Every two weeks on payday throughout the year, a custodian is to go to the roof and check that all roof drains are open and free of debris.