KCSOS

Kern County Superintendent of Schools

Custodial HANDBOOK

Purpose

KCSOS Custodial operations are dedicated to delivering exceptional customer service, ensuring the safety, and maintaining the cleanliness of our educational environment. We commit to fostering a welcoming atmosphere conducive to learning by prioritizing the needs of our students, staff, and visitors. Through proactive measures and attention to detail, we uphold the highest standards of cleanliness, promoting health and well-being. Our mission is to provide a safe, comfortable, and inspiring space where everyone can thrive academically and socially.

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Section 1: Safety

GENERAL SAFETY GUIDELINES

Read Labels and SDS (Safety Data Sheets): Always read the labels of the chemicals you are using and follow the instructions for proper usage. Read the SDS sheets to familiarize yourself with potential hazards and more importantly what first-aid measures are needed in the event of exposure.

Wear Proper Personal Protective Equipment (PPE): Always wear gloves when using chemicals. Reference the SDS sheet of the chemical being used for proper PPE usage. Wear safety glasses when changing light bulbs and working above your head.

Chemical Safety: Always store chemicals in locked custodial closets or cabinets. Never leave your chemicals unattended. For example, chemicals kept on trash can aprons. Do not store chemicals (or paper products) next to hot water heaters or near electrical panels due to the potential fire risk.

Sharps: When encountering broken glass or other sharps, use caution to avoid injury. Place the sharps in a cardboard box, tape the box and label the contents, then place in the dumpster. When dealing with needles, please contact your supervisor and they will make sure they are disposed of properly. NEVER reach your hand into a trash can to remove debris. There may be unreported sharps inside.

Slip, Trip and Fall Prevention: Always place wet floor signs when an area is wet/slippery. Clean up spills immediately after they occur. Use a push broom (deck brush if necessary) to remove standing water on concrete that may result in slippery algae if not addressed. Keep all walkways, clean, dry and unobstructed. Check the conditions of floors, stairs, walkways, and ladders. Report any issues to the site supervisor and your immediate supervisor for repairs.

Ladder Safety: When using ladders, be sure to do the following; read and follow the instructions on the ladder, inspect ladder before use for any damage, make sure the ladder is on solid ground, maintain three points of contact, do not overreach the side of the ladder, climb down and reposition the ladder when necessary, do not lean ladder up against a wall to use, face the ladder when climbing up and down, do not use in front of obscured doors, NEVER use the top two rungs.

Electrical Safety: Be sure your hands are completely dry before using any electrical equipment. Before use of equipment, inspect all electrical cords and outlets for defects. Report any issues immediately so a work order can be generated for repairs. Make sure equipment is off before unplugging it. Unplug equipment from the plug, never yank on the cord. Once unplugged, gently lasso the cord to prevent damage to the cord.

Fire Extinguisher Inspection: Familiarize yourself with site fire extinguishers. During the first week of every month, inspect every extinguisher and initial the attached card. If the extinguisher is out of the green zone, contact your supervisor for replacement. Please make sure all exit signs are properly lit while conducting your monthly extinguisher check. Report if repairs/replacement is needed. Coordinate with site supervisors regarding fire drills and emergency plans.

Fire Extinguisher Use: To use the fire extinguisher, use the P.A.S.S. technique (pull, aim, squeeze, sweep). Standing at a safe distance, pull the extinguisher pin, aim at the base of the fire and use a sweeping motion. ALWAYS use the golden rule of fire extinguishers- "if in doubt, get out, stay out and call 911". Your safety and wellbeing is top priority. Property can be replaced, you can't.

First Aid/Accident Reporting: Speak with site supervisor to determine what first aid is available on site. If you are injured, immediately let the site supervisor and your supervisor know. They will provide proper direction related to treatment. DO NOT wait to report any accidents or injuries that you may have sustained, regardless how minor they are.

Security Procedures: Speak with site supervisor to determine site specific security procedures and your role within those procedures. Depending on your work schedule, you may be required to unarm/unlock the site or arm/lock the site. Both of which are top priorities. Please be thorough and consistent in this area. Immediately report any issues with locks (including lost or broken keys) or alarm systems so repairs can be made. Do not open doors for unauthorized persons.

Emergency Control Valves and Switches: Refer to your site-specific emergency shut off map for location of water, gas and electrical shut-off valves/switches. Let your supervisor know if you need any necessary shut off tools. Consult with site supervisor regarding shut off protocols.

Section 2: Equipment Care

PROPER MAINTENANCE AND USE OF EQUIPMENT

Vacuum Cleaners: Thoroughly clean the hose (making sure it is unobstructed), exterior, and brushes (removing any hair that may be caught in the rollers) every Friday. Check the vacuum bag and filter at that time. Inspect cords and plugs. Please contact your supervisor if you need assistance on how to properly maintain your vacuum.

Scrubbers/Wet Dry Machines: Inspect equipment upon delivery/before each use. Thoroughly rinse out wet/dry machines, remembering to dry out the recovery tank with cleaning towels as well as drying off the squeegee. Remove the pad drive when finished using scrubbers. Failure to do so will damage the equipment.

Mops and Buckets: rinse and wring out mops after each use. Store mops in an upright position so they dry properly. DO NOT leave water in buckets after you are finished mopping for the day.

All Equipment: It is your responsibility to keep your equipment clean and well maintained. Doing so prolongs the life of the equipment. Report any equipment issues immediately to your supervisor. DO NOT use it if your equipment has frayed or exposed wiring.

Section 3: Workday and Leave Policies

Please refer to the KCSOS Classified Employee Handbook for any updates

WORK HOURS

Hours of Work: Employees are expected to adhere to their work schedule as assigned by arriving at their assigned work site at the beginning of their workday and promptly after assigned meal and break periods meal periods. Any employee who works more than five hours must have a meal period of not less than 30 minutes. Office policy states that an eight-hour employee will have a meal period of one hour, unless they have requested, and been granted, the ability to have a 30-minute lunch break. A classified employee working six hours per day may waive their meal period by mutual written agreement of both employee and employer (Labor Code 512). Waiver forms are available in the Human Resources Department Waivers must be renewed each fiscal year.

Breaks: Employees are permitted to take a rest period in the middle of each work period (as practical). The rest period is based on total hours worked daily at the rate of 15-minutes rest time per four hours or main fraction thereof. For employees whose daily work time is less than three and one-half hours, a rest period need not be authorized. Break times may be assigned by supervisors. Rest periods may not be used to lengthen the meal period or shorten the workday, nor may they be combined to create a longer rest period. This period may not be used to make up for time taken off or tardiness. Depending on the work location, employees may be unable to leave their worksite during meal and rest periods.

Overtime/Compensatory Time: It is the policy of KCSOS that work assigned should be completed during regularly scheduled hours whenever possible. When, in the judgment of the direct supervisor, a nonexempt employee's periodic duties require additional hours, up to 30 hours may be approved in advance by the direct supervisor or department director with the concurrence of the assigned administrator. Any hours over the designated limit may only be authorized by the Superintendent/Designee. Compensatory time is earned at the rate of one-hour overtime equal to one and one-half hours "comp" time after an employee has worked more than eight hours a day or more than 40 hours during the week. The earned time must be used within 30 calendar days unless prior arrangement has been made with the division administrator or Superintendent/Designee. Exceptions to the above policy are granted at the discretion of the Superintendent/Designee. These provisions do not apply to positions designated overtime exempt.

School Closures: The decision to delay or close school campuses because of severe weather, natural disasters, or other extenuating circumstances is made separately by each school district and KCSOS. Decisions are announced to the general public and are available at alertline.kern.org. Unless otherwise announced, classes operated by KCSOS remain open and operable. When the opening of classes is delayed, all employees will report on their regular work schedule. If an employee is unable to report to work due to inclement weather, road conditions, or other circumstances, the employee can request to use their personal leave time. The school day will end at the normal time. Bus transportation will be on the normal schedule. When classes are closed for the day, assignments will be adjusted according to the circumstances If it is necessary to schedule a make-up day to provide the required school term for students, employees will be notified.

After-Hours Worksite: Access If it is necessary to enter or leave a work site at times other than regular working hours, security procedures must be strictly observed. For non-management employees, authorization should be obtained from the direct supervisor.

LEAVES OF ABSENCE PROVISIONS

Procedures for Documenting Leave: All leaves and absences must be requested and approved on an Absence Tracking Report Form. The employee shall submit the Absence Tracking Report Form to the appropriate supervisor for prior approval. Leaves for illness, injury, or emergency situations may not allow for prior approval to be obtained. In those situations when an employee returns from a leave due to illness, injury, or emergency, the employee shall submit the Absence Tracking Report Form upon returning to work. Leave time will be rounded to the nearest quarter of an hour. Failure to follow the procedures for requesting and reporting leaves and absences may result in disciplinary action.

Sick Leave: Regular Employees All regular classified employees employed five days a week, 12 months a year, are entitled to 12 days of fully paid sick leave per fiscal year. A regular classified employee who is employed for less than a full fiscal year is entitled to a prorated amount of the 12 days of fully paid sick leave based upon his or her regular work schedule. A regular classified employee employed less than full-time will also be entitled to a prorated amount of the 12 days of fully paid sick leave, based upon their percentage of a full-time equivalent. Unused fully paid sick leave will accumulate from year to year and can be reported to CalPERS or CalSTRS upon retirement. Reported hours will be applied towards service credit based upon the conversion formula established by the appropriate retirement system. A new employee serving a six-month probationary period shall be credited with six days of fully paid sick leave until the completion of their probationary period. A new employee serving a one-year probationary period shall be credited with 12 days of fully paid sick leave until the completion of their probationary period. Verification of illness or inability to work due to a medical condition may be required for lengthy or frequent absences. A medical release to return to work may be required prior to returning to work after a prolonged or serious illness/injury. The medical documentation must indicate the date the employee is released to return to work and work restrictions, if any.

Extended Sick Leave: Classified employees are entitled to up to 100 days per fiscal year of sick leave compensated at not less than 50%. When an employee has exhausted all fully paid sick leave as described above and is unable to work due to illness or injury, he or she shall be entitled to “extended sick leave” benefits for the remainder of the 100 days, paid at 50%. Extended sick leave benefits shall run concurrently with Family and Medical Leave Act/California Family Rights Act leave, but exclusively of paid leave such as the 60 days of workers’ compensation, holidays, vacation, or compensating time to which the employee might be entitled. Medical appointments are not covered under extended sick leave.

Family Sick Leave: All regular classified employees are entitled to use one-half of their annual sick leave for the purpose of attending to the illness or hospitalization of a child, parent, parents-in-law, spouse/ registered domestic partner, grandparents, grandchildren, and siblings of the employee. An employee’s child or parent covered under this provision includes biological, foster, adoptive, and step relations. It also includes the child of someone living with the employee. An employee requesting leave under Family Sick Leave must complete an Absence Tracking Report Form and indicate the relation of the family member covered under Family Sick Leave.

Family and Medical Leave Act (FMLA): Any regular employee who has been employed by the Superintendent for at least 12 months and who has worked at least 1,250 hours during the prior 12 months is eligible for family and medical leave. FMLA runs concurrently with all other authorized leaves, including Pregnancy Disability Leave (PDL), and California Family Rights Act (CFRA). FMLA leave shall be granted without pay, unless the employee has paid leave available, in which case the FMLA leave will run concurrently with paid leave. This leave can be taken intermittently when medically necessary. Employees covered by KCSOS's paid health benefits will continue coverage while on FMLA. Employees required to pay a portion of their insurance premiums must continue to pay their portion to continue health benefits. Leave taken under FMLA shall not be considered as a break in service for seniority or longevity purposes. Employees who qualify for FMLA leave are eligible for up to 12 workweeks of unpaid leave during a 12 month period (measured forward from the date of the employee's first FMLA leave usage) for one or more of the following reasons:

1. To take medical leave when the employee is unable to work because of a serious health problem.
2. To care for an immediate family member (spouse, registered domestic partner, parent, or child, including biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom the employee stands in loco-parentis, under the age of 18, or over the age of 18 when incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.
3. For the birth and care of the newborn child of the employee, or the placement with the employee of a child for adoption or foster care
4. A qualifying exigency relating to an immediate family member's active-duty status, or notification of an impending call or order to active-duty status in support of a contingency operation.
5. To care for an immediate family member or "next of kin" who sustained a serious illness or injury in the line of active duty and is a covered service member (Employees utilizing FMLA leave for this purpose can be granted an additional 14 workweeks for a total of 26 workweeks per 12 month period).

California Family Rights Act (CFRA): CFRA also allows for up to 12 workweeks of unpaid leave during a 12-month period (measured forward from the date of the employee's first CFRA leave usage) running concurrently with FMLA for all the qualifying reasons listed above, with the exception of pregnancy or related disabilities CFRA does not include an employee's pregnancy or related disabilities as qualifying reasons for CFRA leave, therefore, leave taken for the employee's pregnancy does not run concurrently with FMLA. Based on this, employees are eligible for up to 12 workweeks of leave within the first 12 months of the birth of a newborn child of the employee, or the placement with the employee of a child for adoption or foster care. This 12 week period of time, often called "baby bonding", begins when the mother is no longer disabled due to pregnancy All regular employees who have been employed by KCSOS for at least 12 months are eligible for "baby bonding/parental" leave. Employees utilizing baby bonding/parental leave will receive 50% pay after exhausting all fully paid sick leave for the remainder of the 12 weeks.

Pregnancy Disability Leave (PDL): Classified employees are entitled to four months of unpaid pregnancy disability leave for the period of time during which the employee is disabled on account of pregnancy, childbirth, or related medical conditions. Employees can utilize all personal leave banks to remain in a paid status. This leave will run concurrently with all paid leaves (sick leave, extended sick leave, and vacation) and FMLA. Employees covered by KCSOS paid health benefits will continue coverage while on Pregnancy Disability Leave. Employees required to pay a portion of their insurance premiums must continue to pay their portion to continue health benefits. Leave taken under Pregnancy Disability Leave shall not be considered as a break in service for seniority or longevity purposes.

Personal Necessity Leave: All regular classified employees can use up to their annual allotment of sick leave each fiscal year as personal necessity. Personal necessity leave is deducted from the employee's accumulated sick leave and may be used by the employee, at his or her election, in case(s) of personal necessity. A request for prior approval shall be made at least 48 hours in advance of the leave, except in emergency situations as defined in the Rules of the Personnel Commission. An employee who separates from employment prior to completing the fiscal year shall have personal necessity/sick leave prorated. Any unearned use of personal necessity/sick leave will be subject to repayment at separation.

SUBSTITUTES AND TEMPORARY EMPLOYEES

Paid Sick Leave: All temporary and substitute employees who work for 30 or more days within a year of their employment will be credited with 40 hours of paid sick leave for that year. Initial hires must be employed for 90 days prior to taking paid sick leave. The sick leave under this section must be taken in increments of at least two hours and will not carry over to the following year if unused. The complete Substitute and Temporary Employees Paid Sick Leave policy (SP 4121) is available at (https://internal.kern.org/wp-content/uploads/2024/01/SP-4121-Substitute-Temp-Sick-Leave-Revised-1-1-24.pdf)

Section 4: KCSOS Policies

CODE OF ETHICS

The Superintendent believes that an effective county office of education requires the services of persons of integrity, high ideals, and human understanding in its programs and services. All employees are expected to maintain high standards in their working relationships. These standards include the following:

1. Maintain courteous professional relationships with districts, students, fellow staff, and the public.
2. Maintain efficiency and knowledge of the developments in assigned areas of responsibility.
3. Conduct all county office of education related professional activities properly and within established protocol.
4. Establish and maintain cooperative working relationships with districts, other agencies and the community.
5. Place the welfare of the students as the first concern of the county office of education.
6. Restrain from using county office of education, school contacts and privileges to promote partisan politics, sectarian religious views or propaganda of any kind.
7. Protect and properly use county office of education properties, equipment and materials.

The Superintendent expects professional education to follow the rules of conduct as outlined in the Code of Regulations, Title V, Section 80331-80338.

The Code of Ethics can be found in internal.kern.org or the link below:

http://internal.kern.org/wp-content/uploads/2013/09/SP4260CodeofEthics1211.pdf

EXPECTATIONS OF EXCELLENCE

On many occasions, custodial personnel are the first and possibly the only KCSOS employees in the building encountering the public. To promote good public relations, custodians should possess the following characteristics:

1. KCSOS believes that all employees and guests should be treated with dignity and respect
2. Neatness in dress and personal appearance
3. Timeliness
4. Reliability and dependability
5. Exemplary customer service and willingness to be obliging to visitors

6. Initiative
7. Willingness to follow directions to the best of his/her ability
8. Ability to communicate with his/her supervisor and all Stakeholders openly and professionally.

INTERACTING WITH STAFF

1. Be courteous and impartial with all staff members. Custodians are to focus on their work assignment(s) during their work period to improve efficiency, engagement and performance levels while performing their custodial duties.
2. No verbal altercations should occur with staff or guests.
3. Staff requests for extra help from the custodian should come through the site administrator, site designee, M&O Director, Operations Manager, or Lead Custodian. This will help to prioritize requests and inquiries to meet customer needs and provide essential custodial duties on schedule.
4. Likewise, the custodian should report concerns or room conditions to the site administrator/ designee and/or the M&O Director, Operations Manager or Lead Custodian.
5. Whenever possible, the custodian should be able to get into a classroom no later than twenty minutes after class has been dismissed. There will be exceptions that will require you to return to the classroom at a later time (i.e. parent/teacher conferences, activities).

EMPLOYEE ASSISTANCE PROGRAM

Employees covered under Office health insurance have access to an Employee Assistance Program (EAP). The purpose of the EAP is to provide short-term counseling for health and behavioral problems which affect work performance or personal life. Through a self-referral process, the employee may discuss, in strict confidence with a professional, personal issues they may be facing. The Human Resources Department can provide the information to access this program. There is no charge to the employee for the allowed short-term counseling. The attached flyer is listed at Employee Assistance Program. Additional resources and benefits can be found through SISC's Benefit Highlights Value Added Flyer.

REPORTING

The M&O Department staff are responsible for all major repairs and maintenance of buildings and grounds. Any need for the service of the Maintenance and Operations Department will be reported to the site Administrator, Operations Manager/M&O Director and office personnel when they are available. During hours when office personnel are not on duty, the custodian will report emergency maintenance problems to the Operations Manager, M&O Director, or site administrator/designee. Emergencies occurring after hours will be reported to the Operations Manager, M&O Director, or site administrator/designee.

EMPLOYEE IDENTIFICATION BADGES

In an effort to ensure KCSOS facilities are safe and secure for all employees, students, and visiting members of the public, Employee Identification (ID) Badges will be utilized to provide additional means to identify authorized staff members on KCSOS premises and worksites. Human Resources will provide all KCSOS employees an ID badge and a KCSOS lanyard during the new hire process. Employees who have been issued an ID Badge specific to one of the Joint Power Authorities (SISC, FCMAT, or Schools Legal Service), are permitted to wear those badges in place of the KCSOS ID Badge. Personal lanyards may be utilized, but must meet the professional standards of the Office. Since opinions of professional standards can differ, administration reserves the right to serve as the final authority. For each employee's safety and the well-being of all KCSOS employees, each employee must wear his or her ID badge at all times while on KCSOS property and/or school district property while on duty as a KCSOS employee. The complete Employee Identification Badges policy (SP 4355) is available for review at: Employee Identification Badges.

USE OF PERSONAL VEHICLES

As per employee job descriptions and Administrative Policies and Regulations, employees of the Kern County Superintendent of Schools Office must provide the following information if employed in a position which necessitates the use of a personal vehicle to conduct official duties. An employee who uses a personal vehicle in the course of official duties shall possess a valid California driver's license and maintain in force valid automobile insurance with at least minimum limits for public liability and property damage. California's Compulsory Financial Responsibility Law requires every driver and owner of a motor vehicle to maintain financial responsibility. There are four forms of financial responsibility:

- Coverage by a motor vehicle or automobile liability insurance policy
- A deposit of $35,000 with the Department of Motor Vehicles
- A surety bond for $35,000 obtained from a company licensed to do business in California
- Department of Motor Vehicles approved self-insurance

An employee who operates a personal vehicle in violation of the above insurance requirements will be subject to disciplinary actions by the Kern County Superintendent of Schools Office.

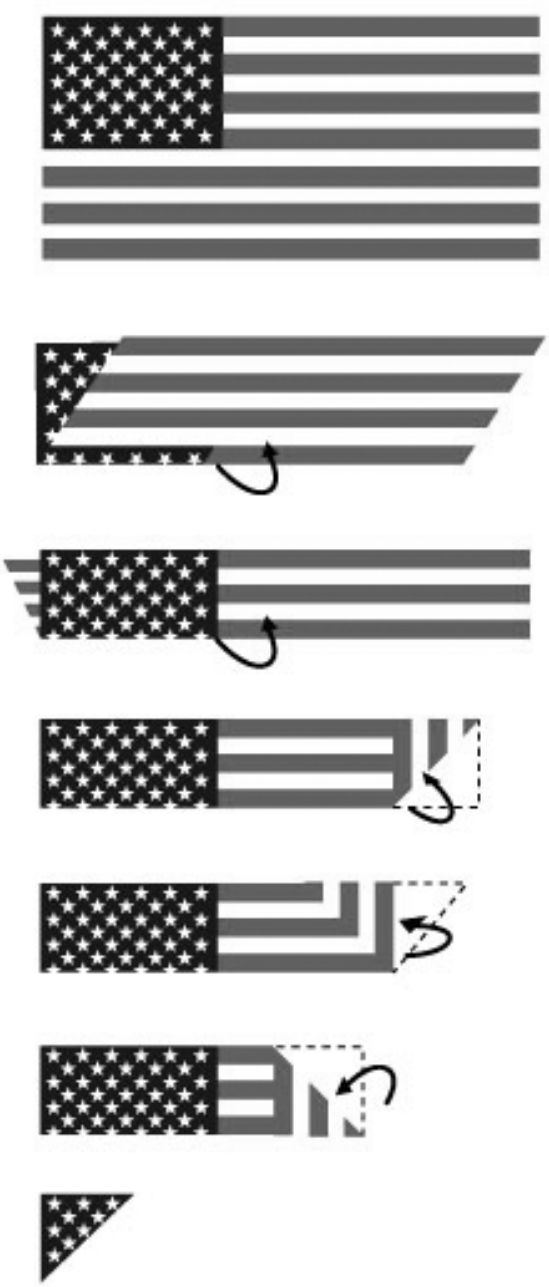
https://internal.kern.org/wp-content/uploads/2013/09/UsePersonalVehicle042208.pdf

FLAG ETIQUETTE

The United States National Flag and the California State Flag should be displayed from the flagpole during business hours.

- It is the universal custom to display the flag only from sunrise to sunset on stationary flagstaffs.
- The flag should be hoisted briskly and lowered ceremoniously.
- The flag should not be displayed on days when the weather is inclement.

- The flag should never touch anything beneath it, such as the ground, floor or water.
- The flag, when flown at half-staff, should be hoisted to the peak for an instant and then lowered to half-staff position. The flag should be again raised to the peak before it is lowered for the day.
- When the flag of the United States of America is used on stands, the flag should be placed on the right as he/she faces the audience and should hold the position of superior prominence. Any other flag displayed should be placed on the left of the speaker or to the right of the audience.
- The custodian has the responsibility for the general care of the flags and should properly display the flags and fold and secure the flags after each day of service.



EMERGENCY CONTROL VALVES AND SWITCHES

Refer to your site-specific emergency shut off map for location of water, gas and electrical shut-off valves/switches. Let your supervisor know if you need any necessary shut off tools. Consult with the site supervisor regarding shut off protocols and follow emergency preparedness protocols. If the KCSOS site is in another district, please familiarize yourself with that district's emergency response plans.

CARE OF KEYS

Protection of the site and school property depends upon the careful use of keys.

- Do not loan keys to anyone, especially to students.
- Do not open doors for unauthorized persons.
- Do not duplicate keys under any circumstances.
- Report the loss or theft of keys immediately to your site administrator and/or the Operations Manager or M&O Director.
- Night custodians are required to secure their keys at the end of each shift.
- Ensure all doors are locked.
- If a lock is not working properly, notify the site administrator/designee, the Operations Manager, Maintenance Supervisor/Manager, or M&O Director immediately to have the lock fixed.

REPORTING ACCIDENTS

Vehicle Accident Report Form - https://internal.kern.org/wp-content/uploads/2018/10/Vehicle-accident-report.pdf

- Any accident or injuries must be reported immediately, no matter how insignificant it may seem at the time.
- Report all accidents and or injuries to the site administrator/designee and Operations Manager or M&O director.
- After hours accidents should be reported to the Operations Manager or M&O Director who will provide guidance.
- Any accident involving damage to District property, or the property of another person, should be reported to the Operations Manager or M&O Director.
- Fill out the accident report form at your earliest convenience and send the completed form to management.

Employee Report of Injury - https://kern.org/occupational-health-safety/wp-content/uploads/sites/52/2023/07/EmployeeReportofInjury.pdf

Triage Hotline (855) 812-2778

FIRE CARE

It is the responsibility of each custodian to maintain the following:

- Maintain “break glass” stations by replacing broken glass immediately. For new glass, send in a work order for the glass, allowing a reasonable amount of time for completion.
- Clean custodial rooms to help in fire prevention.
- Electrical panels should be kept clean and free of items a minimum of three feet on all sides. This rule must be always obeyed. Failure to keep electrical panels clear will result in a citation, issued by the local Fire Marshall
- Exit lights in multi-purpose rooms and classrooms should be on when rooms are occupied.
- If the exit lights are not working, please have the site submit a work order for maintenance to repair or replace.

In case of fire, notify the Fire Department by calling 911. Try to extinguish the fire with the fire extinguisher by sweeping back and forth, beginning at the bottom of the fire, and working up.

Section 5: School Facilities Cleaning Standards, Procedures, And Methods

PROCEDURES AND SPECIFIC DUTIES

Dusting: Using a microfiber towel to dust from high to low. Dust all surfaces. When dusting workstations use the lift and wipe technique as to not disturb the employee's workspace. Alternate hands to avoid fatigue. Wear safety glasses for high dusting. Stand at an angle, not directly below the surface being dusted. Doing so improves body posture, reducing fatigue and stress on the body. Alternate hands and use a relaxed grip on the dusting pole. Remember to keep your elbows close to your body. Alternate high dusting with other duties to prevent fatigue. Check work upon completion.

Vacuuming: Inspect the cord, brush and bag before each use. Alternate between both hands to reduce fatigue. Stand upright and use a relaxed grip while vacuuming to minimize lower back pain. Do not twist your back. Minimize hunching over and use your legs as often as possible to avoid overextending your reach. Do not vacuum up large items or paper clips as it may limit suction and cause damage to your vacuum. Check work upon completion.

Trash removal: Wear gloves. Test the weight of the trash bag before lifting. If it is too heavy, ask for assistance, do not reach into trash cans. It is better to use additional bags to ensure the load is manageable. Keep your back straight and bend at the knees when removing trash bags. Do not sling the trash bags over your shoulder. Keep them in the safe lifting zone, above your knees but below your shoulders, making sure not to twist your waist while placing in the dumpster. Position the desk trash can on the edge of your barrel rim for emptying the contents and replacing the liner. Tie all bags before placing in the dumpster. Make sure all your daily trash is placed in the dumpster and not left in your barrel or Custodial closet. Doing so is a fire hazard and may cause pests. Any recycling you may have collected is to be brought home daily. No exceptions. Check work upon completion.

Sweeping/Mopping: Sweep, picks up debris, scrubs, dusts and otherwise cleans areas such as offices, hallways, workshops, lavatories, classrooms, cafeterias, libraries, multi-purpose rooms, gymnasiums, school grounds, walkways, and other areas adjacent to the school facilities. Use BLUE mop handles for Restrooms, ORANGE for all other areas.

CLASSROOMS

It is the responsibility of each custodian to carry out the following:

- A properly cleaned classroom will not have any foul odors.
- Dust horizontal surfaces.
- The whiteboard, whiteboard tray and track should be free of residue. If requested, the whiteboard should be free of writing and marks.
- Empty trash can and replace liner. The outside area of the wastepaper basket should be free of dirt, stains, and marks.
- Replenish soap, hand sanitizer, and paper towel dispensers if applicable.

- Clean sinks, faucet, drinking fountain and surrounding countertop.
- Spot clean doors, door frames, door glass, door hardware and light switch plates,
- Place chairs on desks if necessary for cleaning the floor.
- Pick up any large debris such as crayons, pencils, or large pieces of paper.
- Vacuum carpets or hard floors as needed.
- Straighten furniture while cleaning the floor.
- Remove carpet stains and gum.
- Sweep and mop hard floors daily.
- Replace vacuum bags regularly for better efficiency. Never operate a vacuum when the bag is more than 3/4 full. (see equipment care)
- Clean and maintain vacuum HEPA filters on a weekly basis.
- Secure any open windows.
- Check for and replace burned out lights daily. Return spent tubes to their original box, not the trash dumpster.
- Sweep outside entries, sidewalks, and ramps.
- Ensure all classroom doors are locked and secure.
- Check work upon completion.

CLASSROOM, LIBRARY, AND COMPUTER LAB

After a classroom, library or computer lab has been cleaned, practicing the prescribed procedure. it should meet the following standards:

- All trash cans to be emptied and liners should be clean and without tears. The outside area of the wastepaper basket should be free of dirt, stains, and marks.
- The countertops, sinks, faucets, and easily accessible surrounding areas should be reasonably shiny and free of water spots or stains.
- The towel and soap, and hand sanitizer dispensers should be reasonably full, with at least enough supply for the next school day. Dispenser should be free of dirt, dust, and marks.
- All easily accessible horizontal surfaces should be reasonably dust free (including blinds).
- All accessible carpet and/or areas to be free of dirt and debris including corners and edges. Areas under roll-away cabinets and “clustered” student desks should be reasonably free of debris and dirt.
- All floor surfaces should be free of chewing gum.
- All floor surfaces should be free of spills and spots.
- All carpets should be reasonably free of stains.

- Doors, door frames, light switch plates, and cabinets should be free of dirt, and marks.
- The whiteboard, whiteboard tray and track should be free of residue. If requested, the whiteboard should be free of writing and marks.
- The thresholds and entry areas should be free of dirt, dust, and debris.
- All air vents, grills and registers should be reasonably dust free (weekly)
- All lights should be working. There should be no flickering lights.
- The tops of student desks should be reasonably free of dirt and marks.
- All lower, easily accessible windows and windowsills should be reasonably clean, free of dust, dirt, and insects.
- High or difficult to reach areas should be reasonably free of dust (weekly)
- If the area is too high to reach, contact the Operations Manager to assess the work.
- Check work upon completion.

Daily (After Breakfast)

- Spot clean doors, door frames, light switch plates and walls.
- Vacuum carpets.
- Dust mop floors.
- Remove gum from floors.
- Spot mop floors.
- Clean doorway and thresholds.
- Secure windows and doors.
- Check work upon completion.

Once a Week

- Dust horizontal surfaces (blinds).
- Vacuum window ledges if necessary.
- Clean corners and edges of carpeted areas.
- The whiteboard, whiteboard tray and track should be free of residue. If requested, the whiteboard should be free of writing and marks.
- Check work upon completion.

Twice a Month

- Apply approved furniture polish.
- Perform high dusting.

Periodically

- Remove gum from carpet.
- Remove stains and spots from carpet.

CAFETERIA / MULTI – PURPOSE ROOM (MPR)

After a cafeteria/MPR has been cleaned, practicing the prescribed procedure, it should meet the following standards for cleanliness:

- The trash cans should be empty, relined with new liners and free of stains, liquid, and debris inside and out.
- Cafeteria tabletops should be free of food, liquid and debris. The table frames should be reasonably free of dust, stains, and marks.
- The walls should be free of food, liquid, stains, handprints and marks.
- All accessible floor areas should be free of food, liquid, debris, and dirt.
- Floors should be free of haze and mop stroke marks. There should be a reasonable shine to the floor.
- The edges and corners of floors should be free of any dust, dirt or build up.
- The drinking fountains, fixtures and surrounding wall area should be free of dust, dirt, stains marks and debris. Drinking fountains and fixtures should be reasonably shiny.
- The stage floors, steps and handicap lift should be free of dirt, food, trash, debris, and liquid.
- The doors, door frames, light switch plates and surrounding areas should be free of handprints, marks, and dirt.
- The partitions and door glass should be free of handprints, marks, smudges, food and liquid.
- All lights should be working. There should be no flickering lights.
- All exit lights should be operational.
- The thresholds and entry areas should be free of dirt, dust, and stains. There should not be any gum or build up in these areas.
- Supply and return air conditioning vents should be reasonably dust free.
- Check work upon completion.

A cafeteria must be thoroughly cleaned after a day's use. One of the tasks in the cleaning process is sweeping the floor.

- Using a dust mop and beginning in one corner of the cafeteria, sweep trash, food, and debris in one direction making a path.

- Move all debris towards a wall.
- When the first path is complete, begin another path and continue to do this until all debris is along one wall.
- Sweep the row of debris together until there is a pile.
- Pick up the pile with a broom and dustpan, or lobby pan, and deposit it into a trash can.
- Check work upon completion.

Daily (After Breakfast)

- Empty all trash cans and reline.
- Sweep the entire floor.
- Spot mop as necessary.

Daily (After Lunch)

- Empty all trash cans.
- Check and clean inside and outside of trash cans.
- Reline trash cans.
- Remove all trash and place it in the appropriate dumpster.
- Fold tables, stack chairs and move as needed.
- Sweep the floor.
- Spot clean walls, doors, and windows.
- Mop the floor.
- Set up tables and chairs.
- Check and clean table frames.
- Check work upon completion.

Weekly

- Replace light bulbs in the multi-purpose room as required. Submit work order to Maintenance & Operations to change fluorescent bulbs if they are over twelve feet high.
- Restock hand sanitizer.

Monthly

- Clean air vents, grills, and registers.
- Perform high dusting.

Periodically

- Wax floor.

GYMNASIUM

After a gymnasium has been cleaned, practicing the prescribed procedure, it should meet the following standards:

- All trash cans should be emptied, and liners should be clean and without tears.
- The walls, doors, door frames and door glass should be reasonably free of dirt, marks, smudges, and graffiti.
- The floor under the folding bleachers should be somewhat free of trash, dirt, dust, stains, gum, and debris. There should not be large pieces of trash such as cups and cans.
- The floors of permanent bleachers should be reasonably free of dust, dirt, stains, liquid, trash, debris, and gum.
- Gymnasium floors should be free of dirt, dust, spills, stains, gum, marks, and debris.
- Corners and edges of floors should be free of dirt, dust and debris.
- Bleachers seats should be free of dust, graffiti, stains, and gum.
- Exit lights should be lit with all lamps burning.
- Entryways and thresholds should be free of dirt, debris, and stains
- Check work upon completion.

KITCHEN

After a kitchen has been cleaned, practicing the prescribed procedure, it should meet the following standards for cleanliness:

- All empty boxes and other disposable containers should be removed.
- All trash cans should be empty, relined with new liners and free of stains, liquid, and debris, inside and out.
- All accessible floor areas, including areas under equipment and rollways should be free of food, liquid, debris, and dirt. Floors should be free of haze and mop stroke marks. Floors should be reasonably shiny if composition allows.
- The edges and corners of floors should be free of debris and build up.
- The walls, doors, door frames and light switches should be free of food, liquid, stains, handprints, and marks.
- The floor mats should be free of food and dirt.
- The threshold and entryways should be free of dirt, debris, gum, stains, and build up.
- All lights should be working. There should not be any flickering lights.
- The floor drains should be free of debris and stains.

- Supply and return air conditioning vents should be reasonably dust free.
- The ceilings should be reasonably free of dust and stains.
- Check work upon completion.

Daily

- Empty trash cans and reline. The trash cans should be placed out of the way for cleaning of the floor but not placed on counter tops.
- Remove boxes and other recyclable items.
- Transport and deposit trash in the appropriate dumpster.
- Check and replenish hand soap and paper towel dispenser.
- Sweep and mop the entire floor.
- Clean mats, remove and hose down.
- Spot clean walls, doors, and windows.
- Mop floor.
- Clean adjacent support facilities as prescribed.
- Replace burned out lights.
- Check and clean floor drains.
- Ensure hand sanitizer dispensers are full.
- Check work upon completion.

Cleaning Kitchen Floors

- **Daily**, it will be necessary to clean the kitchen floors.
- The floor should be swept, removing all debris from the floor and under equipment. Remove floor mats prior to sweeping.
- Next, if the surface of the floor is vinyl, tile, or linoleum, it must be mopped using a neutral cleaner solution.
- Change the mopping solution often, depending on the conditions.
- Always thoroughly rinse out the mop and mopping equipment. Return equipment to the storage area.
- Check work upon completion.

Cleaning Kitchen Floor Mats

- **Daily**, kitchen floor mats should be cleaned along with the rest of the floor if water or liquid has not seeped under the mat. In this case, the mat would need to be removed, the floor dried, and the mat cleaned and dried.
- **Weekly**, kitchen floor mats will need to be removed and cleaned outdoors.

Cleaning Kitchen Floor Drains

- **Daily**, kitchen floor drains must be checked.
- Using a scrub sponge or scrub pad, remove all stains and debris from the floor drain.
- Use a solution of disinfectant to wipe and residual from the drain.
- Pour a solution of liquid enzyme and water into floor drains.
- Check work upon completion.

OUTSIDE LUNCH AREAS

After an outside lunch area has been cleaned, practicing the prescribed procedure, it should meet the following standards:

- All trash cans should be empty. The inside of the trash cans should be free of food and liquids. The outside of the trash cans should be reasonably free of stains, dirty, marks, and spots.
- All trash cans should have new liners noting that liners may not be installed until just prior to use. If not in use trash cans should be stacked and stored.
- The tabletops and benches should be reasonably free of dirt, food, gum, and liquids.
- The concrete area should be free of food, liquid, trash, dirt, spills, grease, stains, gum, and debris.
- The walls adjacent to the outside lunch area should be free of food, liquid, dirt, stains, gum, and grease.
- There should not be any debris adjacent to the outside area leftover from sweeping or hosing down
- Check work upon completion.

Daily

- Check and spot sweep areas.
- Remove trash and debris.
- Remove gum.
- Check for and clean significant stains and spills.
- Sweep steps.
- Check work upon completion.

Weekly

- Sweep all areas indicated above.
- Sweep out edges, corners, and seams.

Monthly

- Hose down indicated areas as needed.
- Remove excessive water.

OFFICE, CONFERENCE, AND STAFF ROOM

After an outside, conference or staff room has been cleaned, practicing the prescribed procedure, it should meet the following standards:

- Trash cans and paper shredder receptacles should be empty.
- Trash cans liners should be clean and tear free.
- Easily accessible tops of desks, shelves and other furnishings should be dust free. Difficult areas should be reasonably or somewhat dust free.
- Telephones should be free of hand marks and oil.
- Reception or service counter tops should be free of marks, handprints and dust.
- Doors, door frames, door glass, partition glass and light switch plates should be free of handprints, dirt, and smudges.
- Windowsills should be reasonably free of dust and debris.
- All carpet and/or floor areas should be free of dust, dirt, debris, gum, and stains.
- Air vents, grills and registers should be reasonably free of dust.
- All lights should be in working order.
- All drinking fountains and sinks should be free of dirt, debris, calcium spots, build up, and disinfected.
- Thresholds and entry areas should be free of dirt and dust.
- Conference tables should be free of marks and smudges.
- High or difficult to dust areas should be reasonably free of dirt and spots
- Accessible windows and window blinds should be reasonably free of dirt and spots.
- Upholstered furniture should be free of dust and stains.
- Coffee stocked, pots cleaned, and burners are shut off when not in use.
- Verify hand sanitizer stations are full and cleaned.
- Check work upon completion.

Daily

- Replace trash can and paper shredder liners if torn. The interior and exterior of the trash can should be soil free.

- Dust horizontal surfaces, blinds, behind computers.
- Clean telephones.
- Clean reception and service counters.
- Clean conference tables.
- Spot clean doors, door frames, door glass, partition glass and light switch plates.
- Spot clean lower windows.
- Clean drinking fountains and sinks.
- Clean carpeted areas.
- Clean tile areas.
- Clean doorways and thresholds.
- Remove gum from floors.
- Remove stains from carpets.
- Replace burned out lights.
- Ensure hand sanitizer dispensers are full.
- Check work upon completion.
- Mop floors.

Weekly

- Scrub floor with a floor machine.
- Dust blinds.
- Vacuum upholstery.
- Dust under equipment and fixtures placed on horizontal surfaces.
- Dust window ledges.
- Clean under rollaway and easily movable furniture.
- On drinking fountains, apply stainless steel polish if applicable.
- Apply furniture polish to horizontal surfaces.
- Perform high dusting.
- Clean lower windows.
- Clean air vents, grills and registers.
- Check work upon completion.

Monthly

- Dust blinds.
- Vacuum upholstery

Periodically

- Scrub floor with a floor machine

RESTROOMS

After a restroom has been cleaned, practicing the prescribed procedure, it should meet the following standards:

- Restroom air should be odor free.
- Restroom lights should be in working order and well illuminated.
- All trash receptacles should be and the liners clean and without tears. The interior and exterior of the trash can should be cleaned.
- All sanitary napkin receptacles should be empty and relined.
- Tops, sides, and undersides of sinks should be free of dirt, soap, stains, hair, and other debris.
- Sinks should not have any disinfectant or cleaner residue. Sinks should shine. Age and condition of the sink must be considered when evaluating sinks.
- Chrome sink faucets should be free of dirt, grease and lime or calcium deposits. Faucets should shine.
- Toilets, toilet seats, bases, fronts, undersides, and flush valves should be free of dirt, grease, hair, urine, and feces. All ceramic and chrome should shine.
- There should not be any waste or debris in the toilet bowl. There should not be any water rings or stains inside the toilet bowl or under the toilet rim. Age and condition of the toilet must be considered when evaluating toilets.
- Urinal tops, sides, fronts, undersides, inner edges, and rims should be free of dirt, grease, hair, and urine stains. There should not be any trash or debris in the base of the urinal.
- All soap, paper towel, hand sanitizer, toilet paper, toilet seat and sanitary napkin dispensers should be replenished to meet daily needs. All modesty panels, partitions, doors, and walls shall be free of dust, dirt, stains, and graffiti.
- The ceilings shall be free of paper wads and other items.
- The exhaust vent grills shall be reasonably free of dust.
- The floor, including edges, corners, behind toilets and around partition standards should be free of dirt, gum, stains, smears, trash, and debris. Floor should not be sticky.
- The thresholds and entryways shall be dirt and stain free.
- The mirrors should be free of spots, smears, smudges and dirt.

- Check work upon completion.
- It will be necessary to use calcium cleaner on the porcelain sink and the chrome faucets to prevent calcium build up and keep the sink shiny.
- Always thoroughly rinse all acid bowls cleaner from fixtures.
- Dry with a clean rag.

OFFICE / STAFF KITCHEN AND BREAK ROOMS

Countertops & Work Surfaces

- Remove all visible food particles, crumbs, crumbs under small appliances, and food residue from countertops.
- Remove food debris from counter edges, corners, seams, backsplash areas, and areas where the countertop meets the wall.
- Move approved countertop appliances as necessary to remove crumbs and food particles underneath and behind the appliance.
- Wipe up and remove dried food, grease, coffee residue, beverage spills, and sticky substances.
- Do not simply wipe around objects or leave food debris underneath items remaining on the countertop.
- Clean and disinfect the entire countertop after visible food debris has been removed.
- tables
- Remove all crumbs, food particles, napkins, wrappers, and other food-related debris from table surfaces.
- Check the underside and edges of tables for food residue.
- Clean food spills and dried food from table surfaces.
- Check the area underneath and immediately around tables for dropped food.
- Move tables when necessary to remove food debris from underneath them.
- Chairs
- Remove visible food particles from chair seats, backs, arms, and crevices.
- Wipe away food, grease, and beverage residue.
- Check underneath chairs for dropped food and debris.
- Clean around chair legs and other areas where food particles accumulate.

Sink Area

- Remove food particles, coffee grounds, crumbs, and other debris from the sink.
- Remove food debris from the drain strainer and drain area.

- Do not push food debris down the drain.
- Clean food residue from the faucet, handles, surrounding countertop, and backsplash.
- Report clogged or slow-draining sinks.

Microwave

- Remove all food particles and food residue from the interior.
- Remove dried or baked-on food from the microwave floor, walls, ceiling, and door.
- Clean the turntable and underneath the turntable.
- Clean food splatter from the inside of the microwave door.
- Clean the exterior, handle, and control panel.
- Leave the microwave free of visible food debris, grease, and food residue.

Refrigerator – Exterior

- Remove visible food spills and residue from refrigerator doors.
- Clean refrigerator handles of food residue, grease, and sticky substances.
- Clean the floor and surrounding area for dropped food, crumbs, and spills.
- Note: Custodial staff should not discard food or personal belongings from inside the refrigerator unless specifically authorized under the facility's established procedure.

Floors

- Sweep/vacuum all floors to remove crumbs, food particles, wrappers, napkins, and other debris.
- Check under tables, chairs, cabinets, appliances, and other accessible furniture/equipment for dropped food.
- Pay particular attention to areas around the refrigerator, microwave, sink, trash cans, coffee station, and eating areas.
- Remove food debris from corners and along baseboards.
- Do not push food debris underneath cabinets, appliances, or furniture.
- Mop the floor after loose food debris has been removed.
- Remove sticky food and beverage residue from the floor.

Trash & Recycling Areas

Remove all trash containing food waste.

- Check around trash containers for dropped food, crumbs, liquids, food wrappers, and other debris.
- Clean and disinfect the inside and outside of trash containers when soiled.

- Clean spills and food residue from the floor surrounding trash containers.
- Replace trash liners.

FINAL FOOD-DEBRIS INSPECTION

- Before leaving the room, the custodian should visually inspect the entire breakroom/kitchen.
- No visible crumbs on countertops.
- No food particles underneath or behind accessible countertop appliances.
- No food debris on tables or chairs.
- No dropped food on the floor.
- No food debris underneath tables or chairs.
- No food particles around the sink or drain.
- No visible food residue inside the microwave.
- No food debris around trash containers.
- No dried food or sticky food residue on surfaces.
- No food debris has been pushed into corners, underneath equipment, or into inaccessible areas.
- All visible food debris has been removed from the area, not simply relocated.

WORKSHOPS/WOODSHOPS/AUTO SHOPS

After a shop or art room has been cleaned, practicing the prescribed procedure; it should meet the following standards:

- The trash cans should be empty, and the trash liners should be soil free. The liners should be without tears. The area of the trash cans should be free of dirt, grease, paint, and marks.
- The sinks, faucets and easily accessible surrounding areas should be free of dirt, stains, grease, paint, and debris. Sinks and faucets should be reasonably shiny.
- The towel, hand sanitizer, and soap dispensers should be reasonably full, with at least enough supply for the next school day. Dispensers should be free of dirt, dust, prints, grease, paint, and marks.
- All easily accessible horizontal surfaces should be reasonably dust free. It should be noted that students and teaching staff maintain shop equipment.
- All accessible floor areas should be free of dirt, grease, paint, and debris, including the edges, corners and areas around desks, chairs, and benches.
- All floor areas should be free of chewing gum.
- All floor areas should be free of spills and spots.

- Doors, door frames, light switch plates, and cabinets should be free of dirt, prints, marks, grease, and paint.
- The whiteboard, whiteboard tray and track should be free of residue. If requested, the whiteboard should be free of writing and marks.
- The thresholds and entryways should be free of dirt, dust, and debris.
- All air vents, grills and registers should be reasonably free of dust.
- All lights should be working. There should be no flickering lights.
- All lower easily accessible window ledges should be free of dust, dirt, and dead insects (including blinds).
- All lower, easily reachable windows and windowsills should be reasonably clean.
- High or difficult to reach areas should be somewhat dust free.
- Check work upon completion.

Daily

- Empty trashcan and reline.
- Check and clean inside and outside of trash cans.
- Sweep the floor and remove gum.
- Clean doorways and thresholds.
- Clean drinking fountains and sinks and the surrounding area.
- Replenish hand soap and paper towels.
- Clean hand soap and paper towel dispensers.
- Spot clean walls, doors, door frames, cabinets, and switch plates.
- Clean adjacent support facilities as prescribed.
- Spot mop floor.
- Replace burned out lights.
- Spot clean lower windows.
- Check work upon completion.

Weekly

- Perform high dusting.
- Dust horizontal surfaces.
- Clean air vents, grills and registers.
- The whiteboard, whiteboard tray and track should be free of residue. If requested, the whiteboard should be free of writing and marks.

- Dust window ledges.
- Clean lower windows.
- Mop the entire floor.
- Check work upon completion.

Monthly

- Perform high dusting

SIDEWALK, WALKWAYS, RAMPS, STEPS, AND OTHER AREAS

After sidewalks, walkways, ramps, steps/stairs, and other outside areas have been cleaned, practicing the prescribed procedure, it should meet the following standards:

- The above areas should be free of trash and debris.
- The above areas should be reasonably free of gum.
- The above areas should be reasonably free of stains and spills.
- The edges and corners of buildings and raised walkways should be reasonably free of dirt, sand, dead grass, and debris.
- The areas under open ramps should be free of trash and debris.
- Areas adjacent to closed ramps should be free of trash and debris.
- Steps should be free of trash and debris. Corners and edges of steps should be free of buildup. Remove litter from grounds.
- Check work upon completion.

Sidewalks can be swept using a medium bristle push broom of appropriate width and an angle or corn broom.

- Use the angle or corn broom to sweep along the edges and corners of the building, sweeping the debris onto the open area of the sidewalk.
- When this is complete, use the push broom to sweep the entire sidewalk using short strokes.
- Sweep all debris into a pile and pick up using a broom and dustpan, or lobby pan.
- Deposit debris in a trash can.

Patios and lunch areas can be swept in the same manner except it may be desirable to form several piles of debris rather than a single pile.

- Large areas can be cleaned by sweeping a path in one direction until the path is complete, leaving the debris at the end of the path.
- After that, start another path along the side of the completed one, but moving in the opposite direction.

- Using this procedure, there will be two rows of debris at each end of the large area.
- Then the two rows are swept into two piles and discarded.

Daily

- Check and spot sweep areas indicated above.
- Remove trash and debris.
- Remove gum.
- Check for and clean significant stains and spills.
- Sweep steps.
- Check work upon completion.

Weekly

- Sweep all areas indicated above.
- Sweep out edges, corners, and seams

Monthly

- Hose down indicated areas as needed.
- Remove excessive water

CLEANING METHODS

Emptying Trash Cans

- **Daily**, empty all trash cans into a large enough liner. Use caution and good lifting practices.
    - Test the weight of the trash can. The size of the trash can be deceiving. The small receptacle can hold over 50 pounds of paper, books, or other material.
- Use this large liner to empty trash from all other assigned areas.
- Check trash can liners for tears or soil and replace them if they appear to be in poor condition.
- The trash can should be checked for soil or liquid, inside and out, and wiped clean with a rag dampened with a disinfectant solution. Damaged trash cans should be replaced.
- Check work upon completion.

Trash Can Liner Replacement

- Open the new liner and tie a knot on its top so the liner will fit snugly around the top of the trash can.
- When placing the new liner into the trash can, allow air to escape so the liner forms to the sides and bottom of the trash can.

Emptying Large Trash Cans

- **Daily**, empty all large trash cans. Use caution and good lifting practices.
  - Test the weight of the large trash cans. A large trash can hold over two hundred pounds of paper, books, or other material. Get help if necessary.
- Check trash can liners for tears or soil and replace them if in poor conditions.
- Trash can liners used in cafeterias, outside lunch areas or other areas where liquids are used must be changed daily.
- Liners full of trash can be pulled from trash cans and tied off by grasping opposing sections of the top edge of the liner and tying the section together twice.
- Trash cans should be checked for soil or liquid inside and out and wiped clean with a rag dampened with a disinfectant solution if excessive liner leakage has occurred and the inside of the trash can have been soiled. Damaged trash cans should be replaced.

Large Trash Can Liner Replacement

- Open the new liner and tie a knot on its top so the liner will fit snugly around the top of the trash can.
- When placing the new liner into the trash can, allow the air to escape so the liner forms to the sides and bottom of the trash can.

CLEANING SINKS AND SURROUNDING AREAS

- Using a scrub sponge (yellow side) and disinfectant, scrub all surfaces of the sink including the faucets.
- If tough stains are encountered, use a small amount of cleanser to remove the stain.
- Rinse all cleanser thoroughly.
- Dry with a clean rag.
- Using the wet sponge or rag, wipe all counter areas adjacent to the sink to clean up anything that may have been splashed. Also wipe the splash board behind the sink.
- With the wet sponge or rag, wipe off the soap and paper towel dispenser to remove all dirt and finger marks.

Check and Replenish Paper Towel Dispensers

- **Daily**, unlock and open paper towel dispensers to determine if there are enough paper towels for the next day's usage.
- Dispensers less than half full or empty will need to be replenished.
- If the dispenser is empty, simply fill it by holding the paper towel pack in one hand, removing the outer wrapper with the other place the unwrapped pack of towels in the dispenser while sliding the first sheet of towels through the dispenser slot.
- If the dispenser still has paper towels in it, slip the bottom first sheet of the pack in the dispenser. This will allow for continuous dispensing.

Check and Replenish Hand Soap and Sanitizer Dispensers

- If there appears to be enough foam soap or sanitizer in the bladder for the next day's usage, replacement is not necessary.
- Should the cartridge need replacement, simply pull the bladder from the dispenser and install a new one.
- Installation of a new bladder is accomplished by first removing the bladder from the box, then place the cartridge in the dispenser and insert the plastic tabs. It should be felt when the tabs "click" into position. This will indicate that the bladder has been installed properly, otherwise the soap will not dispense properly.

Spot Cleaning Doors, Door Frames, Light Switch Plates and Walls

- **Daily**, using a microfiber towel and a spray bottle of disinfectant solution, wipe clean the door frames and light switch plates to remove any handprints, smudges, or marks.
- Look around at the other wall to see if they need attention also. If so, wipe the areas clean.
- Check work upon completion.

Dusting Horizontal Surfaces

- **Twice a week**, dust should be removed from window ledges, counter tops, and furniture such as file cabinets, bookshelves, cabinets, blinds, and other furniture which have any horizontal surfaces.
- Using a feather duster, damp rag or dust cloth, wipe these areas to remove all dust.
- Check work upon completion.

Vacuuming Window Ledges

- **As needed**, after the wind has blown and depending on the age and design of a school, it may be necessary to vacuum the window ledges and window tracks. To do this, use a small portable vacuum.
- Use the brush attachment and use a back-and-forth motion until all dirt has been removed.
- Pay special attention to corners.
- Check work upon completion.

Cleaning of Tables and Desktops

- Tables and desktops need to be monitored on a regular basis - a few tables and desktops can be cleaned every day to better maintain them.
- Using a microfiber towel and a bottle of disinfectant solution, wipe the desktop clean.
- Glue or tape can be removed using a putty knife or razor scraper. Be careful when using either one of these tools so as not to gouge or scratch the surface.
- Check work upon completion.

Application of Furniture Polish

- **Twice a month**, apply to help keep top of furniture clean and dust free, apply furniture polish.
- Furniture polish cannot be sprayed directly onto the furniture, because over spray onto the carpet or floor will cause a dangerously slippery condition.
- Spray the amount of polish into a clean rag and apply to furniture.
- Turn the cloth over a wipe area to shine.
- Check work upon completion.

Wet Wiping Whiteboard and Trays

- **Daily**, using a damp cloth, wipe the whiteboard trays, by removing and replacing whiteboard and erasers one at a time until the entire tray is clean. This task cannot be performed if the tray is heavily obstructed by books and other items.

High Dusting

- **Monthly**, it will be necessary to do some high dusting.
- Using a high dusting tool, dust areas such as high windows ledges, clocks, hanging lights and top of cabinets or high corners where spider webs might be.
- Always perform this task before cleaning the rest of the room.
- Check work upon completion.

Dust Mopping Floors

- **Daily**, floors will have to be cleaned using a dust mop.
- Use a broom to remove dirt and debris from corners, pushing to an area to be picked up by the dust mop.
- From the far corner of the room, move up and down the rows of decks to remove dirt and dust.
- At the front of the room, it will be necessary to lightly shake the dust mop to remove dirt that has been picked up.
- Student chairs and one side of student desks can be lifted for easy access to the floor.
- Desks and chairs need to be straightened into a position as the floor is cleaned.
- When dust mopping unobstructed areas, starting from the corner of the room farthest from the door, floors can be cleaned using the back-and-forth motion, overlapping each stroke and working towards the door.
- Dust-mop all dirt and debris into a pile and pick up and dispose of by using a broom, dustpan, or lobby pan. The doorway and the threshold should be cleaned at this time.
- Check work upon completion.

Cleaning Doorways and Thresholds

- Doorways and thresholds of a given room are to be cleaned as part of the daily cleaning of that room.
- Using an upright or corn broom, sweep dirt and debris away from edges and corners of the entry.
- Sweep the threshold out at the same time. This can be accomplished using a broom.
- Sweep all dirt and debris into a pile and pick up using a broom, dustpan, or lobby pan.
- Sometimes, the deeply grooved thresholds can be a little more difficult to clean. It may be necessary to use a hand scrub brush and an all-purpose cleaner to clean these from time to time.
- Gum may also be encountered and should be removed using a putty knife. The result is worth the effect, for it can only enhance the job done in the rest of the room.
- Check work upon completion.

Removing Gum from Floors, Sidewalks, and Other Hard Surfaces

- **Daily**, using a putty knife or scraper, lightly scrape gum from the floor, sidewalk or other surface as the area is being dust moped or swept.
- Gum can also be removed from tables, chairs and benches with a putty knife or scraper.
- Always use caution when using a putty knife or scraper. Scrape away from the body not towards the body. This will prevent injury, as these tools can be very sharp.
- You may also use a pressure washer if available.
- Check work upon completion.

Removing Gum from Carpets

- **Daily**, if needed, chewing gum must be removed from carpeted areas prior to the regular vacuuming procedure.
- Spray the approved product on the piece of gum for approximately 30 seconds.
- This will freeze the gum so it can be broken up and vacuumed.
- Use the putty knife to hit and scrape the gum until it breaks up.
- Vacuum up removed gum particles during the regular vacuuming routine.

Vacuuming Carpets

- Before vacuuming, each day the vacuum cleaner should be inspected for safety or maintenance concerns.
    - Check the cord for cuts or frays.
    - Check the plug for loose or missing prongs.
    - Check the brush, bag, and filter for excessive wear or breakage.

  - Replace parts, as necessary. Electrical parts such as cords, plugs, switches, or motors are to be reported to the Operations Manager. The custodian should not attempt to replace these parts themselves.

- It is not always necessary to vacuum every square inch of carpet daily in a room, but it is important to vacuum high traffic areas, pathways and areas under desks and tables.
- Commercial vacuums are designed to allow the operator to move at a moderate pace, covering large areas of carpet in a short period of time. If sand or damp grass is encountered, several motions over the same area with the vacuum cleaner may be necessary.
- Do not vacuum over spills or wet carpet.
- When vacuuming obstructed areas of carpet, start at the corner of the room farthest away from the door and work towards the door.
- When vacuuming rows of combination students' desks/chairs, merely lift one side of the desk and vacuum underneath. Then move to the next desk.
- After a row has been completed, move to the next row.
- Follow this pattern until all rows are complete. Then vacuum the surrounding area and then the vacuuming job can be considered complete.
- Remember to vacuum the area by the doorway where most dirt and debris build up.
- In classrooms where the students' desks are in a "cluster," once a week it will be necessary to vacuum the area where the legs of the desk stand.
  - This can be accomplished by moving the entire cluster just a few inches to gain access to the carpet.
  - Since the desks are being moved only a few inches, it is not necessary to move them back. The move will not be noticed. Next time the desks need to be moved for cleaning, *simply move them the other direction.*
- Do not allow the vacuum cleaner to become over full. Empty the bag often, over-filling the bag will decrease the efficiency of the vacuum cleaner and fatigue the user.
- Unobstructed carpeted areas can be vacuumed by beginning in the corner farthest from the door.
- Using a back-and-forth motion, overlapping each stroke, work towards the doorway. Give special attention to the areas by the doorway where dirt and debris build up.
- Vacuum bags must be emptied outdoors into a small liner. The liner should be tied off and disposed of in the dumpster.
- When all vacuuming is complete:
  - Empty the bag.
  - Loosely roll up the cord.
  - Wipe off the machine and store it in the custodial storage room.

  - Vacuum bags should be replaced weekly
  - Thoroughly clean the hose (making sure it is unobstructed), exterior, and brushes (removing any hair that may be caught in the rollers) every week.
  - Check the vacuum bag and filter at that time. Inspect cords and plugs.
- Please contact the Operations Manager if you need assistance on how to properly maintain your vacuum.
- Check work upon completion.

Mopping up Spills

Caution must be used when mopping up spills.

- All areas with spills must be posted with wet floor signs or blocked off to prevent people from walking through the spill.
- In case of chemical spills, the safety data sheet for the chemical must be consulted. The safety data sheets can be found in custodial rooms at each site. There also should be a copy of SDS in the main office of each school.
- In the case of a major blood or other fluid spill, certain precautions must be adhered to in accordance with the regulations concerning blood borne pathogens. Only trained personnel can clean up a regulated body fluid spill.
- A general spill can be mopped up by using a general-purpose mop and a solution of neutral floor cleaner and water in a mop drip bucket.
  - Begin by encircling the outside edges of the spill with a mop.
  - Wring out the mop and rinse the mop in the solution.
  - Encircle the spill again, wring out and rinse again.
  - Do this until the entire spill has been cleaned. Then, wring out the mop one last time.
  - Rinse and mop over the entire area again.
  - Do not remove wet floor signs until the floor is completely dry.
  - Clean and store the mop, mop bucket and wringer.
- Check work upon completion.

Safe Movement of Folding Cafeteria Tables

Extreme caution must be used when folding, up or down, and moving the cafeteria tables in our school. Only adults and preferably the custodian should move these large and heavy tables. Children should never be allowed to move the tables even with supervision. Injuries and even deaths have been attributed to children moving folding cafeteria tables.

- When ready to fold a table, the custodian should face the side of the table where the foot lock is located.
- Just prior to lifting the table, the foot lock must be pushed up.

- Face the table squarely, grasp each section of the table's bench and squat next to the table as if lifting a heavy object.
- When the table is in the upright position, make sure the upright locks are in place, so the table does not unfold.
- Grasping the table by the same side as it was lifted from, the table can be guided to any place in the room.
- Never push or pull a folding table from the side of the table. The table could easily be pushed over. If for some reason a table gets out of control, let it fall. It is heavier than the average adult and it is very unlikely that the fall can be stopped, but very likely that injury will occur.
- When moving folding cafeteria tables back into position, pull the table from the side, not from the flat table side.
- Move into the approximate position needed.
- From the locking side of the table, unlock the upright locks and pull the top of the table down until it is in place and the feet lock snaps into a new locking position.
- The table can be maneuvered into the exact position needed for this point

Sweeping the Cafeteria Floor

A cafeteria must be thoroughly cleaned after a day's use. One of the tasks in the cleaning process is sweeping the floor.

- Using a dust mop and beginning in one corner of the cafeteria, sweep trash, food, and debris in one direction making a path.
- Move all debris towards a wall.
- When the first path is complete, begin another path and continue to do this until all debris is along one wall.
- Sweep the row of debris together until there is a pile.
- Pick up the pile with a broom and dustpan, or lobby pan, and deposit it into a trash can.
- Check work upon completion.

Mopping a Cafeteria Floor

- Position the wet floor signs near all entrances so that they may be easily read by someone entering the cafeteria.
- Fill the bucket approximately 3/4 full of neutral floor cleaner.
- Place the wringer in the bucket and be sure there is a clean mop on the mop handle.
- Begin at the corner of the cafeteria opposite the door used for existing after the moping is complete.
- Dip the mop into the mopping solution. Wring it out, leave it damp.

- Begin to mop a path using an overlapping figure eight motion. Mop about a ten foot section. When that section is complete, begin another 4'x10' section and repeat the process.
- Clean and store the mopping equipment in designated area.
- Remove and store wet floor signs only after the entire floor has dried. Rinse and wring out mops after each use. Store mops in an upright position so they dry properly. DO NOT leave water in buckets after you are finished mopping for the day.
- Check work upon completion.

Use and Care of Wet Mops

- Soak a new mop in warm water for at least twenty minutes before use to remove excess oils and expel entrapped air to provide better absorbency.'
- Always rinse the mop and squeeze it dry.
- The mop should be stored in a warm, dry area where air circulates freely.
- The mop should be stored, hung with the yarn away from the wall, strands down.
- Do not allow mops to contact each other, equipment, or with the walls.
- If mop strands become loosened, they should be removed or cut off with scissors to prevent snagging and splattering.
- IMPORTANT – In addition to rinsing the mop whenever the mop water is changed, the mop should be carefully washed daily.
- The mops should be rinsed and stored before each weekend.
- Do not store mops submerged in liquid for any period of time-this breaks down the mop and shortens its life span.

Section 6: Responsibilities of the Operations Manager and M&O Director

The basic responsibilities of the Operations Manager and M&O Director are:

- Lead, mentor, and manage a large team of custodial employees across Kern County, including recruitment, training, and performance evaluations.
- Develop and implement operational procedures, quality assurance programs, schedules, and guidelines to ensure the cleanliness and maintenance of educational facilities.
- Monitor and assess the quality and efficiency of custodial services, making continuous improvements as needed.
- Analyze and resolve emergent issues and assist workers in solving work related problems; assist in the preparation and management of the annual budget for custodial services, ensuring optimal resource allocation and cost control.
- Procure necessary cleaning supplies, equipment, and services while adhering to budget constraints.
- Coordinate with other departments and external vendors to support facility maintenance.
- Communicate and interact with administration at KCSOS worksites regarding needs at the sites and schedules of custodial staff.
- Ensure compliance with all safety, health, and environmental regulations, including proper handling of hazardous materials and waste disposal.
- Assist with the development of safety protocols and procedures, including emergency response plans.
- Helping to screen prospective custodial applicants.
- Pre-service and in-service orientation for newly employed custodians including training.
- Ongoing spot inspections of facilities.
- Coordination of substitute custodian scheduling.
- Research and standardization of products and equipment utilized by KCSOS.
- Updating custodial handbook.

Section 7: Resources

- Internal KCSOS Website
  - https://internal.kern.org/
- KCSOS Classified Employee Handbook
  - https://internal.kern.org/wp-content/uploads/2024/05/HANDBOOK24_ClassifiedEmployees-1.pdf
- SOSCA
  - https://sites.google.com/joinsosca.org/joinsosca/home/
- Employee Assistance Program
  - https://internal.kern.org/wp-content/uploads/2021/03/EAP_General_Program_flyer_w_phone_number_and_website.pdf
- Job Descriptions - Custodian I
  - https://kern.org/human-resources/wp-content/uploads/sites/2/2014/01/Custodian-I.pdf
- Job Description - Custodian II
  - https://kern.org/human-resources/wp-content/uploads/sites/2/2014/01/Custodian-I.pdf
- Job Description – Lead Custodian
  - https://kern.org/human-resources/wp-content/uploads/sites/2/2014/01/Lead-Custodian.pdf
- Job Description – Floor Care Technician
  - https://kern.org/human-resources/wp-content/uploads/sites/2/2014/01/Floor-Care-Technician.pdf
- Job Description – Operations Manager
  - https://kern.org/human-resources/wp-content/uploads/sites/2/2014/01/Lead-Custodian.pdf
- Vehicle Accident Report Form
  - https://internal.kern.org/wp-content/uploads/2018/10/Vehicle-accident-report.pdf

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