



A GUIDE TO BUILDING CARE

**HOW BUILDING STAFF CAN WORK
TOGETHER TO CREATE A CLEAN,
SAFE AND HEALTHY LEARNING
AND WORKING ENVIRONMENT**

**Created by the Peninsula School District Facilities
Department**

This Guide contains information about the ways in which building staff and all building occupants can assist the District in maintaining a clean, safe, and healthy learning and working environment.

Thank you for your assistance.

The PSD Facilities Department



Parent/PTA/Staff Projects

Volunteer school improvement projects such as painting, landscaping, etc. need to be approved through the Facilities/Maintenance Department and Union prior to starting. Please submit the **Application for Approval of Volunteer Facility and Grounds Improvement Projects** (Volunteer Form) and have the approved form in hand prior to starting any project.



Maintenance Items

Maintenance items—leaking faucets, door and lock problems, broken furniture and other maintenance concerns need to be referred to your building custodian, who will send a work order to Maintenance.

Timeliness is a key factor with work orders. Delay in turning in a work order for a known problem may result in further or continuing damage to a building, a continued dangerous situation, or a space or system not being available for a scheduled event.



Grounds/Parking Lots

Please park in designated areas only. Please no parking on sidewalks, grass, or in fire lanes. Cars parked in marked fire lanes may be subject to towing.

Concerns about the condition of grounds, playgrounds or athletic fields should be reported to your building principal or custodian. Either of them can initiate a work order through the SchoolDude system.



Alterations. Mankind has evolved over millions of years by adapting to an ever-changing environment. Because teachers often change classrooms or schools, the Facilities Director will probably deny alteration requests that suit only a specific teacher's needs.



Security

Custodians do not unlock interior doors, due to safety and theft concerns. Teachers need to be responsible for unlocking and locking their own classrooms. Office Managers should have keys available for substitute teachers: Custodians should not manage the issuing of keys for their building.

Custodians will close and lock parking lot gates at the end of the day to prevent unauthorized access to the site. They will unlock the gates in the morning. Weekend users of fields are responsible for obtaining access through Community Use.



Restricted Spaces

Carts, tables, boxes or other items cannot be stored in front of any electrical panel or utility shut-offs. These areas are required to be clear at *all* times.

Storage in LAN, electrical or mechanical rooms is strictly regulated by Fire codes. Please consult with the Maintenance Department before placing items in any of these spaces.

Instructional use of hallways and exit corridors cannot block exit routes with tables or chairs—*all* pathways to exit doors must be kept clear at *all* times.



Indoor Air Quality

Room air fresheners can be like Kryptonite to people with allergies. Please leave them at home. Consult your building custodian about eliminating any odors.

Pets and other critters can also cause allergy problems. Only bring animals into the classroom that are for curriculum, and then take them home at the end of the day. The District has a specific policy and forms for bringing *any* animals into the school environment.

Close the Doors. Leaving doors wide open to a room or building may make it more inviting to come in, but it wastes energy and may be defeating heating/cooling systems or violating security and fire codes. Don't prop doors open but allow them to close after people walk through the doorway. Room heating and cooling will be preset by the maintenance department. Heat will be set to 68 degrees and cooling will be set at 75 degrees.

Close the windows. Air management within your building and classroom has been set to provide optimal air movement; opening windows and doors may prevent this system from operating correctly. The building air handling system is designed to filter out pollutants such as dust, pollen and mold spores—drawing air directly from the outside may result in a lessening of the air quality in your room. If you feel that there is a problem with the air quality in your room, please ask your custodian to submit a work order to the HVAC Department.

Keep it clear. The air grilles and diffusers in your room cannot work correctly if blocked. Please keep all grilles and diffusers unblocked by furniture, books, boxes, decorations or other items.



Furniture

Our classrooms are fully furnished and not large enough to accommodate additional furniture, which is difficult to clean around and under. Both the District and the Health Department do not allow non-standard, personally supplied furniture due to allergy issues. **Please keep such items as couches, fabric chairs, beanbag chairs, throw rugs or large pillows at home.**



Energy Management

Lighting is one of the largest users of energy in the classroom. By turning out the lights when a classroom is unoccupied, the school can save money. Please turn off lights at the end of the day, and if you are going to be out of the classroom for more than 10 minutes.

Please turn off computers and monitors before leaving your room (or office) for the day. (The exception to this is the computers in the custodial offices, which interface with the HVAC systems)



Did you know that many personal-size refrigerators consume more electricity than your full-sized refrigerator at home? Personal appliances are just that: *personal* appliances. Please keep personal microwaves, coffeemakers, refrigerators and space heaters at home. Please talk to your fellow staff members to create areas of *shared* appliances if designated staff rooms are too distant or overcrowded.

Stop the Drips. Hot water is another area that uses a great amount of energy. By fixing dripping hot water faucets, you can save water and save energy. If you have a dripping faucet in your room (hot or cold) please report it to your custodian so that it can be repaired.

Christmas-type or other strung decorative lighting is prohibited by both fire codes and our insurer. (During the winter holiday season you may display light's for a period of no longer than 90 days)



Reuse and Recycle

Reusing paper and recycling paper saves money and energy. Recycle aluminum cans and plastic bottles. Please observe the recycling programs in place at your school.



Food Sanitation/Food in Classrooms

All food should be stored in sealed Rubbermaid-type containers. These containers prevent food odors from reaching and attracting rodents, as well as preventing access to the food if it is discovered.

If you eat in classrooms, avoid carpeted areas.



General Care of The Building

It is recommended that gum not be allowed anywhere in or outside building. Gum is very hard (and time-consuming) to remove from surfaces. Actual policy can be set by each school.

Please do not use tape, staples, nails or tacks on painted walls or doors. "Fun tack" may be used to hang items on walls. If there is an area where displays always occur, request that a bulletin board be installed.

Please no tape on chalk or white boards, trays or painted surfaces. If you need to tape off areas on floors, please consult with your custodian as to the best product to use. Some types of tape will bond with some types of flooring and are nearly impossible to remove.

For student painting projects....proper protection, please. Sign painting should be done on tarps or drop cloths—please do not allow students to place painting projects directly on tile or carpet.

Please no personal pencil sharpeners or staplers on student desks—these create messes that are hard to vacuum up.

Please keep stickers and tape off student desks except for name tags.

Please keep items off and away from grilles of air and heat vents.



Lunch

Custodians are expected to be available to mop up large spills and to wipe tables/remove trash as needed between lunches. This does not require that they remain in the lunchroom throughout the lunch period—only that they be quickly available when and if needed.

Please do not allow students to pour or place partially empty containers of milk or other liquids directly in the trash bags—these will often leak through the bags and create an additional mess for the custodian to clean. Please have your students empty any remaining liquids into a sink or bucket first, and then dispose of the empty container in the trash. Your building custodian will assist you with determining what works best for your lunchroom.

Some sites, particularly elementary schools with a Multi-Purpose Room, have a very short turnaround time between lunch and P.E. classes. Finding ways to assist the custodian with raising and moving the tables would be of great help in expediting this turnaround.

Eating in classrooms should be kept to a minimum, and for most grades, should be allowed only for lunch and even then only if lunchroom space is not available. Policies regarding snacks and treats in rooms are up to the building administrator.



Special Events

Many people enjoy being involved in the planning and set up for fun events such as dances, parties, school fairs and seasonal events such as pumpkin carving. Please remember to include the after-event cleanup in your planning as well. Event participants should take down decorations, put away tables and chairs and pick up ribbon, straw, paper and other “project” debris. This will let your custodian focus on the final cleaning of the event area—taking out the collected trash, sweeping and mopping (or vacuuming) the floors—without taking away from the time needed for cleaning the rest of the school. Including the custodian in your planning can help ensure that event needs are anticipated and met.



End of School Day

For teachers:

Please have students stack chairs each night. This helps expedite vacuuming.

Please have students pick up crayons, pencils and large pieces of paper off the floor—these items can't be vacuumed up. Books should also not be left on the floor.

Keep student desks clean and well organized inside. (This prevents the contents from falling out when the desks are jostled or moved during room cleaning) Have students periodically clean desktops.

For all staff:

Close and lock windows at the end of the day.

Remove dishes, paint containers, brushes, etc. from sinks to expedite cleaning. Custodians may pass over sinks with items in them.

Please do not introduce cleaning and other chemical products from home into the school environment.

Move personal/collectable items from areas (shelves, etc) that you would like dusted, and coordinate with your custodian on a time for these areas to be dusted.

Your building custodians regularly check soap, paper towels, etc. If you need extra supplies or services—clean up following a special event, for instance, please email your building custodian. This way both you and the custodian have a record of your request. If it's an emergency, please call or contact your custodian directly.

If you plan on having extra heavy trash one day, please let your custodian know ahead of time so that they can have an appropriate number of bags/receptacles available for your use. This prevents a single container or bag becoming so packed with garbage that it is ergonomically dangerous to lift.

At the end of the school year, start purging files a month prior to the last day. This will ease stress and strain on dumpsters and the custodial staff.



BUILDING CLEANING EXPECTATIONS **FOR CUSTODIANS— NOVEMBER 2011**

Below are listed the recommended services and the frequency that they should be maintained at the school level. ***This section is intended to give you a picture of how the custodial staff prioritizes its work.***

PRIORITY AREAS

- Restrooms, showers/locker room, kitchens, cafeterias or other food-handling areas. Includes classrooms where students eat their lunch on daily basis and nurse's offices/health rooms
 - Instructional classrooms; interior corridors, building entries
 - Multi-purpose rooms/gyms/theaters
 - Libraries, office areas, workrooms
 - Windows at entrances and first impression areas
 - Storerooms, workrooms, mechanical and electrical rooms
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RESTROOMS

Daily Service

- Trash emptied, debris removed from floor
- All porcelain surfaces washed & disinfected (This includes base of toilet bowls and around floor areas)
- All dispensers (soap, toilet paper, paper towels, feminine hygiene products) serviced
- Mirrors cleaned, walls & partitions spot washed
- Change lamps/lights as needed
- Floor dry mopped & wet mopped
- Unplug sinks and toilets as needed (major work by Maintenance)

SHOWERS/LOCKER ROOMS (High Schools/Middle Schools)

Daily Service (Basic service same as restrooms)

- Trash emptied, debris removed from floor
- All porcelain surfaces washed & disinfected (This includes base of toilet bowls and around floor areas)
- All dispensers (soap, toilet paper, paper towels, feminine hygiene products) serviced
- Mirrors cleaned, walls & partitions spot washed
- Change lamps/lights as needed
- Floor dry mopped & wet mopped
- Unplug sinks and toilets as needed (major work by Maintenance)

Additional Daily Service

- Shower floors wet mopped with disinfectant (where showers in use)
- Wipe down drinking fountains

Weekly Services

- Exhaust vents, ledges, locker tops
- Clean and disinfect shower trees and heads. disinfectant (where showers in use)
- Clean out shower drains and disinfect. disinfectant (where showers in use)

NURSE'S OFFICE/HEALTH AREAS

Daily Service (Basic service same as restrooms)

- Trash emptied, debris removed from floor
- All porcelain surfaces washed & disinfected (This includes base of toilet bowls and around floor areas)
- All working surfaces washed & disinfected (This includes countertops & clinic beds)
- All dispensers (soap, toilet paper, paper towels, feminine hygiene products) serviced
- Mirrors cleaned, walls & partitions spot washed
- Change lamps/lights as needed
- Floor dry mopped & wet mopped

KITCHENS

- Kitchen cleaning is done by Food Services.
- Custodians need to replenish grease trap enzymes (preferably every Friday).

LUNCHROOMS

Daily Service

- Set up tables
- Clean spills during lunches
- Tables wiped down after each seating--use rags, not sponges. (May be done by student helpers)

Tables up and stored at end of lunch.
Floor swept & mopped
Walls cleaned of any food debris or splatters
Empty trash. Lunchroom trash cans should be cleaned once a week.

Note: Custodians are expected to be available to mop up large spills and to wipe tables/remove trash as needed between lunches. This does not require that they remain in the lunchroom throughout the lunch period—only that they be quickly available when and if needed.

CLASSROOMS-REGULAR

Daily Service

- All trash must be dumped (potential fire hazard)
- All floor surfaces swept or vacuumed & spot mopped
- Sinks washed & disinfected, dispensers serviced
- Pencil sharpeners dumped
- Windows properly closed & locked (security)
- Furniture straightened
- Lights changed if needed
- Doors locked, lights out
- Door glass washed.
- Kindergarten and First Grade classrooms need to be cleaned *daily*.

Weekly Service

- Dusting; window ledges, tops of chalkboards, filing cabinets, thermostats, dispensers, etc.
- Spot washing; light switches, doors, student desks
- Trash containers-wash & sanitize if unlined
- Carpets spotted

CLASSROOMS-INCLUSION/SPECIAL ED

It is important to keep the inclusion areas for our special needs students (medically fragile) especially clean/sanitized. This may necessitate quick response to cleanup concerns throughout the day, so plan accordingly if you have such areas and make sure supplies and equipment are staged for a quick response.

HALLWAYS & CORRIDORS

Daily Service

- Surfaces swept or vacuumed and spot mopped
- Trash dumped, recycling removed
- Windows properly closed & locked
- Exit routes not blocked by boxes, tables, chairs, etc.
- Wipe down drinking fountains

Weekly Service

- Ledges, baseboard molding, locker tops, etc., dusted
- Walls spot washed

ALL AREAS—LIFE SAFETY--MONTHLY

Inspect fire extinguishers and sign tag monthly.
Make sure all exit signs are lit, replace bulbs as needed.
Test all emergency lighting, replace batteries as needed

BUILDING ENTRANCES

Daily Service

- Swept—at least 15 feet out from doors
- Graffiti removed & clean glass
- Vacuum interior and exterior walk off mats
- Wash windows
- Exit routes not blocked by boxes, tables, chairs, etc.

Weekly Service

- Painted door surfaces washed

MULTI-PURPOSE ROOMS/GYMS/THEATERS

Daily Service

- Trash emptied
- Floors swept or dust mopped.
- Spot mopped as needed
- Drinking fountains washed & disinfected
- Sweep off and clean under bleachers after each use
- Clean entry glass

Weekly Service

- Ledges & grilles dusted

LIBRARIES/OFFICE

Daily Service

- Trash emptied/pencil sharpeners emptied
- Windows properly closed & locked
- Furniture straightened.
- Floors swept & vacuumed
- Sinks/dispensers in workrooms
- Entry door glass cleaned
- Lamps changed as needed

Weekly Service

- Ledges, cabinets dusted
- Table tops, walls adjacent to light switches spot washed
- Trash containers washed & disinfected if unlined

STOREROOMS, WORKROOMS, MECHANICAL & ELECTRICAL SPACES CLEANED AS NEEDED

Special Areas of Concern

Art Room All kilns turned off daily; drains & traps cleaned weekly

Science Labs All gas apparatus checked daily, all electrical appliance turned off daily

EXTERIOR

- Every morning—walk exterior to check for check for vandalism, graffiti and other problems.
- Close and lock gates each night; open in morning.
- Close and lock dumpster lids—prevent arson/unauthorized dumping
- Garbage and litter pick up
- Pick up garbage around trash and recycle dumpsters. (Pressure wash annually)
- Wash windows as needed
- Clear/de-ice walkways during snow/ice conditions

