

# Annual Deep Cleaning

## Performed by Operations Dept

The square footage cost for deep cleaning can be estimated using the following formula for a 2 year budget.

$$\text{Deep Cleaning sq ft} \times \text{unit cost/sq ft} = \text{budgetary costs}$$

**Deep Cleaning \$0.60 per sq ft**

### Preparing rooms:

1. Before you start:
  - (a) Bulletin board materials will either need to be taken down or covered.
  - (b) All materials will need to be removed from walls, closet doors, closet tops, and doors.
2. In order to move furniture to clean the floors:
  - (a). The tops and inside of all desks, bookcases and file cabinets must be clear.
  - (b). Boxes and other materials should be removed from floors. This includes floors in walk-in closets.
3. Provisions should be made for secure and appropriate storage for equipment and supplies used by cleaning crews.
4. The supervisors of the cleaning crew will need to be supplied with a set of keys to use during their visit if they do not already have keys to the location.
5. Clean off lunch tables, yard benches, and wastebaskets,

### Furniture:

Thoroughly wash, scrub and/or scrape gum, glue, tape, paint, dirt, etc. from tops, sides, bottoms and inside of furniture including all types of desks, chairs, tables and bookcases.

### Floors and surfaces:

1. Strip and remove all excessive build-up from floors.
2. Thoroughly wet, rinse, dry and apply four (4) coats of finish to floors.
3. Remove wood finish by scrubbing and/or screening. Tack and/or rinse floors thoroughly. Apply two (2) coats of gym finish -three (3) coats in key areas.
4. Vacuum and Extract and/or Shampoo carpet and area rugs. Bonnet-clean, if necessary.
5. Disinfect.
  
6. Wash all painted surfaces (walls Ceiling, partitions, ceiling, windows, frames, vents, light fixtures).
7. Replace burned-out lamps with new (school provided) lamps.
8. Clean all tile and grout, fixtures, dispensers and scrub floors.

9. Disinfect.
10. Wash Windows (Inside)
11. Wash Venetian Blinds
12. Clean All Inside Glass

**Deep Clean Restrooms:**

1. Fixtures
2. Walls
3. Lights
4. All surfaces and fixtures are to be disinfected and free of all soil and litter.
5. Smudges, fingerprints, and graffiti are to be removed from dispensers.
6. All paper and soap dispensers are to be stocked.
7. Mirrors are to be cleaned and graffiti removed.
8. All trash receptacles are to be emptied, relined, and disinfected.
9. Floors are to be swept and mopped.
10. Walls, partitions, doors, and door handles are to be cleaned, disinfected and graffiti removed.
11. All chrome and metal work will be cleaned, disinfected, and dried.
12. Vents, light fixtures and tops of partitions and doors shall be dusted.
13. Unpleasant odor source must be eliminated.
14. All other graffiti shall be removed. If graffiti is etched into dispensers, partitions, mirrors, etc., or if the volume of graffiti is extensive, place a service call for assistance from the maintenance and operations specialists.
15. All repair needs shall be reported to the facility manager to place appropriate service calls.

**Sample strategies to keep school campus clean and safe:**

**Daily Cleaning:**

1. Flush Drinking Fountains
2. Place an Urgent Trouble Call if Unusual Water Conditions are Noticed
3. Each Evening -Ensure Dumpster Lids are Kept Closed & Surrounding Area is Clean
4. Random Monitoring of Student Restroom Cleanliness & Functionality
  1. Track Operations Staff Attendance & Verify Time Cards
  2. Clean & Disinfect Exterior Tables & Benches for Meals
  3. Set-Up for Meals- including Trash Cans
  4. Damp/Spot Mop Auditorium if there are Spots
  5. Pick-Up after Meals
  6. Clean Tables & Empty and Re-Line Waste bins after Meals
  7. Clean Student Restrooms
  8. Clean & Disinfect all Surfaces
  9. Service & Clean all Dispensers
  10. Mop Floor with Cleaning Agent
  11. Empty all Waste Bins

12. Clean & Disinfect Mirror
13. Classroom Sweeping, Vacuuming & Pick-Up - On a Rotating Basis per Work Schedule
14. Clean Chalk Trays
15. Clean & Disinfect Sinks in Classrooms
16. Clean & Service Classroom Dispensers
17. Classroom Pick-Up
18. Pick-Up Paper and Debris
19. Empty Pencil sharpeners
20. Empty Waste Bins -Replace Liners & Disinfect as Needed
21. Align Furniture
22. Spot Mop Floor
23. Turn Off Heat
24. Adjust Venetian Blinds
25. Secure Windows and Lock Doors

**Kitchen Cleaning:**

**Elementary School:**

1. Clean and Service Restroom/Locker Room
2. Sweep & Mop Floor
3. Clean Sink
4. Service and Disinfect Dispensers

**Secondary School:**

1. Clean and Service Restroom/Locker Room
2. Clean Sink
3. Service and Disinfect Dispensers
4. Clean Floors on BOTH Sides of the Serving Line Daily
5. Sweep & Mop Hopper Rooms
6. Monitor Buildings& Grounds for Vandalism, Break-Ins, Hazards & Repairs
7. Grounds Cleaning - Rotating Basis
8. Sweep Curb around School
9. Pick-Up Litter in all Planted Areas, Faculty Parking Lot, Trash Bin Area
10. Sweep Corners of Grounds
11. Pick-Up/Parker Vac/Sweep Arcades, Sidewalks & Parking Lots
12. General Cleaning of Grounds and Yards
13. Sweep & Perform all Essential Cleaning Duties in Faculty Lounge
14. Dust Horizontal Surfaces (Bookcases, File Cabinets, etc.) on a Rotating Basis
15. Staff Restroom -Cleaning
16. Clean & Disinfect all Surfaces
17. Clean & Service all Dispensers
18. Mop Floor with Cleaning Agent
19. Empty Waste Bin
20. Clean & Disinfect Mirror
21. Inspect all lighted EXIT signs for Proper Function—Look for ¼ gaps under door.

### **Clean Within Two Working Days:**

1. Maintain Completely Functional Student Restroom Fixtures - Place & Log Trouble Calls
2. Remove Obscene or Gang-Related Graffiti

### **Weekly:**

3. Inspect & Tidy Auditorium - Secure Doors & Windows
4. Inspect Containers in the Hazardous Waste Storage Area
5. Grounds Maintenance - Rotating Basis
6. Water Plants/Lawn as Needed
7. Mow Lawns
8. Prune Landscape
9. Clean-Up Leaves
10. Trim Shrubs, etc.
11. Clean Sandbox
12. Check Oil & Drain Water From Air Compressor Tanks
13. Damp Mop Faculty Lounge at least Once per Week
14. Conduct and Document Weekly Inspections of Fire Alarm Systems
15. Clean Sinks and Add Water to P-Traps
16. Flush Unused Toilets & Urinals in Closed Restrooms

### **Clean Monthly:**

1. Address Maintenance Problems other than those that would Prevent Students From using one or more Restroom Fixtures
2. Clean Stationary Facilities Equipment Air Intake Screens & Louvers
3. Check for Dirty Air Filters in HVAC Units Commonly Exposed to Dust and Debris
4. Visual Inspection of Fire Extinguishers
5. Test Special Access Lifts - Auditorium, Pool, Wheelchair, etc.
6. Deep Clean Staff Restrooms
7. Monthly Performance Inspection and Feedback to Staff
8. Clean Kitchen Exhaust Hoods/Filters (Monthly when Kitchen is in Use)
9. Check Personal Protective Equipment (PPE) for all Staff - In-Use? In Good Condition?
10. Review and Revise Project Cleaning Schedule - Inspect Tasks and Record Progress
11. Furniture
12. Venetian Blinds
13. Walls - Spot Cleaning
14. Floor Stripping
15. Wood Floor Refinishing

### **Clean Yearly:**

1. Clean Rain Gutters & Storm Drains
2. Ensure Operations Staff are Trained in Blood-borne Pathogen and Aware of Asbestos, TMO & IPM .

3. Upon 1<sup>st</sup> Assignment and Yearly Thereafter –Maintain Record of this Training for Each Employee
4. Equipment Inventory
5. Review Cleaning Chemicals and Replace with Lower Toxicity Products if Possible.

**Clean Periodic:**

1. Deep Clean Student Restrooms -Three Times per Year
2. Deep Clean Kitchens - Two Times per Year
3. Supply Inventory/Order Supplies - Four Times per Year
4. Answer Bell Calls & Teacher Requests
5. Cut-Back on Watering Landscape Prior to Scheduled Gardener's Visits
6. Operations Staff Performance Development
7. Clean and Service Plant Manager's Office
8. Maintain Current MSDS for each Hazardous Substance used on Site
9. Examine Ladders for Damage/Non-Slip Safety Feet/Safety Warning Labels
10. Insure that Flammable Materials are Stored in Approved Safety Cans and Cabinets/Bunkers
12. Examine Power Equipment for Frayed Electrical Cords, Leaking Fittings, Damaged Hoses, and Missing or Damaged Safety Devices
14. Dispose of Hazardous Waste Accumulated at a School Site at least every 180 Days
15. Replace Emergency Water in Barrels
16. Physical Plant Mechanical Equipment - Preventative Maintenance
17. Compressors
18. HV AC Controls
19. HV AC Pumps
20. Motorized Gates
21. Automatic Doors
22. Elevators
23. Wheel Chair Lifts
24. Folding Wall Tables
25. Water Circulation Pumps
26. Gym Equipment
27. Folding Bleachers
28. Window Operation Systems
29. Trash Compactor
30. Operations Equipment -Preventative Maintenance
31. Ride-On Yard Sweeper
32. Utility Cart
33. Other Power Equipment
34. Mophead Replacement
35. Sweep Boiler Room as Needed

**Clean When Changes Happen:**

1. Create/Update Work Schedules

2. Orientation of New Site-Based Operations Staff
3. Crew/Area Operations Crew
4. Report Work Related Injuries
5. Arrange Rubbish Bins for Easy Pick-Up/Close Lids after Dumping
6. Read & Study New Bulletins and Information - Share with Staff about specific posting items
7. Report Broken Window Glass and Confirm Repairs within 72 Hours
8. Contact Truck Operations - for Pick-Up of Salvage
9. Ensure Walking Surfaces are in Good Repair and Free of Tripping Hazards
10. Ensure Self-Closing Fire Door Function is not Impaired
11. Maintain 3 Foot Clearance around Heater/Furnace
12. Maintain 3 Foot Clearance around Fire Extinguishers, Fire Hoses & Pull Stations
13. Maintain 18 Inch Clearance below Fire Sprinklers
14. Maintain Exit Doors, Electrical Panels, Light Fixtures & Fire Sprinklers Free of
15. Combustible Obstructions
16. Remove Damaged/Broken Ladders from Service
17. Place a Trouble Call for Peeling or Flaking Paint
18. Notify Pest Control of Evidence of Insect, Rodent and Bird Infestation
19. Maintain Operations Staff Personnel Files
20. Train Staff on the proper use of Tools, Equipment, and Chemicals, and Safe and Healthy

**Deep Clean Equipment periodically:**

1. All Kitchen Appliances Should be Dismantled and Components be Thoroughly Cleaned.
2. All Appliances/Electrical Items Unplugged from Electrical Outlets—Checked for Damage, Signs of Insect or Other Potential Problems. Outlets Should be Covered Over with Waterproof Tape or Polythene Cover Before Next Step is Attempted.
3. Power Wash or Spray Walls, Racks, and Other Stationary Items, Removing Dust, Grease and Other Debris. (Diptank for Parts that have Grease/Dirt Build-up. Use a large container with Warm/Hot water with a degreaser agent added.)
4. Replace Cleaned Equipment to Normal Position. Sanitize all Food Preparation Areas. Steam Clean, Wet-Vac all Floor Areas.
5. Check for any Exposed Open Areas Around Kitchen Shelving, Stationary Equipment that Could Harbor Cockroaches. Seal with Silicon or Other Waterproof Sealant.
6. Check Ceiling Tiles for Dust, Debris, Grease Build-up. Replace any Broken or Cracked Tiles. (Pay Close Attention to Tiles Located in Wet Areas such as the Dishwashing Area.)

**HEPA vacuuming:**

1. HEPA Vacuuming: High Efficiency Particulate Air (HEPA) filters are filters that have a 99.97 percent removal efficiency using a standard aerosol with a diameter of 0.3 microns. The areas that should be HEPA vacuumed are:

2. Upholstery: Office Chairs, Couches, Wall Hangings, Drapes, Mini-blinds
3. Furniture: Tops of Filing Cabinets, Bookshelves and Other Tall Fixtures
4. Architectural Features: These features usually consist of flat shelves/surfaces above eye level that give the room a sense of depth.
5. Baseboards: All baseboards and first 2 inches of carpet should be vacuumed where typical vacuums cannot reach.
6. Vents: All HVAC vents (supply and returns) should be vacuumed. The vents do not have to be removed. These are collection areas of dust due to the decrease of air velocity. The dust does not typically collect in the ductwork because of the design of constant air velocity and only collects at the entrance and exit points.
7. Computer Cables: Typical office setups have numerous telecommunication cables that limit the ability of the general janitorial service to vacuum due to them being disconnected or damaged by the vacuum. These areas should be vacuumed.