



**Clean Healthy Educational Environments (CHEE)
Carson City School District Process Cleaning Work Instructions**

1.0 SCOPE:

- 1.1 This work instruction describes the process in which the custodial staff of Custodial Services and Operations Services performs Process Cleaning for Clean Healthy Educational Environments (CHEE). In schools/sites at the Carson City School District.

2.0 RESPONSIBILITY:

- 2.1 Director of Operation Services

3.0 APPROVAL AUTHORITY:

- 3.1 Operations Coordinator

4.0 DEFINITIONS:

- 4.1 Process Cleaning – Four steps to Process Cleaning: (1) Primary 1st step (2) Vacuuming (3) Sanitation (4) X Cleaning
- 4.2 CHEE – Clean Healthy Educational Environments
- 4.3 5th Night – One night a week that the cleaning process varies.
- 4.4 CCSD - Carson City School District
- 4.5 Loop vacuuming method – vacuum to the right in a loop effect if left-handed; vacuum to the left if right-handed.
- 4.6 X Cleaning – A cleaning method in which the site is divided into four (4) cleaning areas, which allows the custodial staff to ensure that the entire site has been cleaned in a four-day period
- 4.7 Breaks – Breaks are scheduled as follows –
- Two (2) hours into a shift, a fifteen (15) minute mandatory paid break is to be used.
 - Four (4) hours into the shift, a thirty (30) minute mandatory non-paid lunch break is to be used.
 - Two (2) hours after the lunch break ends, a fifteen (15) minute mandatory paid break is to be used.

5.0 PROCEDURE:

- 5.1 The Process Cleaning program has been organized into tasks that are to be completed during the course of an eight (8) hour work day.
- 5.2 Custodial staff is required to wear disposable latex gloves when performing sanitation cleaning and safety glasses are recommended, it is recommended to use gloves when performing non-sanitization cleaning.



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5.3 X Cleaning and Primary 1st Step work is normally completed within a two and a half to three hour time period. Vacuuming is normally completed in a two in a two and a half to three hour period. Sanitation cleaning is normally completed within a one and a half hour time period.

START OF WORK:

5.4 Custodial staff will meet with the Supervisor at the beginning of every shift, so they can be informed of the events and projects of the day.

5.4..1 If the Day Lead has not assembled your 18" rectangular mop bucket with 9 and 18" mops and rags, do so at this time and place on the Can/Car. The cloth and pad are saturated at this time to ensure that the custodian has adequate disinfectant on the can/carts at the end of the shift

5.4..2 The Primary 1st Step Can/Car is checked to ensure that it is stocked with the proper equipment and materials. If the cart is not adequately stocked, it will be completed at the end of the evening, time permitting.

5.4..3 The Communication Log is checked for any messages, assignments, or projects that need to be accomplished for the day. This gives mops and rags time to soak.

5.4..4 Primary 1st Step Can/Carts are **only** used for primary cleaning duties. Can/Carts consist of a 32 or 44 gallon trash bucket on rollers, a yellow vinyl caddy with pockets, check holds a spray bottle filled with disinfectant, a spray bottle of water or window cleaner, a feather duster, extra 18qt waste basket trash bags, window trowel, a razor blade knife, and various tools, scraper, squeegees (issued by the Lead Custodian). 9" or 18" Micro-fiber Mob, and Micro-fiber rectangular bucket with appropriate 9" or 18" Micro-fiber mops and rags.

5.4..5 Sanitation Carts are **only** to be used for sanitizing restrooms. Carts are blue or gray and are supplied with:

5.4..5.1 On the **top** shelf, a gray Micro-fiber bucket filled with disinfectant and 9" or 18" Micro-fiber mops, spray bottle with disinfectant in it, window cleaner, and a toilet brush (Johnny Mop) hanging on the side;

5.4..5.2 On the **middle** shelf, toilet paper, plastic throw away gloves, scouring powder, bladder soap, scouring pads (fabric cut, pumice);

5.4..5.3 On the **bottom** shelf, Four (4) rolls of paper towels, graffiti remover and a mop in the front of the cart.



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- 5.4..5.4 On the handle, a 32-gallon trash bag placed in the trash receptacle.
- 5.4..5.5 TO PREVENT CROSS-CONTAMINATION, SANITATION CARTS ARE **ONLY** TO BE USED IN THE RESTROOMS.
- 5.4..6 Check the Map to determine rooms that require Cleaning. Maps should be located on the back of the custodial door. Maps illustrate in color-coding the rooms that are required to be cleaned.

PRIMARY CLEANING:

- 5.4..7 The following duties/tasks are to be completed in order in each room until the entire station is completed. The custodian is to begin with the first room of the station. **Please note**, as part of and during Primary 1st Step Cleaning, custodians are responsible to perform Cleaning in the rooms that have been designated to be cleaned on the Map. Cleaning is described under Cleaning, in section 5.4..9
 - 5.4..7.1 **Doors:** Close doors or prop doors open, be sure doors are closed and locked when you leave.
 - 5.4..7.2 **Clean Door Glass:** Use window cloth or window trowel. Only a minimum amount of cleaning agent should be used on the cloth or trowel—do not saturate. Door glass should be cleaned, including but not limited to removing fingerprints, smudges, dirt, etc.
 - 5.4..7.3 **Disinfect Door/Door Handle(s):** Do not use the Door Glass cloth. Use the saturated disinfecting cloth to wipe door around doorknob and leading edge of door and normal touch points on doors. This is to be done on both sides of the door.
 - 5.4..7.4 **Disinfect Light Switch/Phone:** Use disinfecting cloth to wipe the light switch plate and receiver of the phone. The light switch and phone should be cleaned, including but not limited to removing fingerprints, smudges, dirt, etc.
 - 5.4..7.5 **Rinse cloth thoroughly** in the sink and ring out the cloth. Additional disinfectant does not need to be applied to the cloth at this time.



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- 5.4..7.6 **Disinfect sink and counter tops** and all soap and paper towel dispenser(s): Using disinfecting cloth, wipe down the sink, then the counter top, paper towel dispenser(s) and soap dispenser. **Note:** Check the level of the paper towel and soap dispenser and make a note if the room dispensers still need to be filled. Write it down if need be. The refilling should be accomplished during sanitation process. Place dirty cloth in waste basket on can/cart.
- 5.4..7.7 **Disinfect All Desktops:** Using a 9" or 18" blue micro-fiber mop (clip-on mop from blue bucket) to disinfect all desktops using two or three swiped with the mop.
- 5.4..7.8 **Floor:** After desks are sanitized, use mop on hard floor pad in front of sink. Spray water on floor 1st. Place dirty mop in waste basket on can/cart.
- 5.4..7.9 **Empty all trash cans and all pencil sharpeners**, while policing the floor in the room: All trash in trashcans and pencil sharpeners are emptied into the trashcan on the Primary 1st Step can/cart. Take the can/cart to the trash, not the trash to the can/cart. Change bags only if needed (wet trash).
- 5.4..7.10 **Police** entire room floor and pick up any large trash items (erasers, pencils, crayons, papers, etc.) off the floor that a vacuum will not remove. Place in the trashcan on Primary 1st step can/cart.
- 5.4..7.11 **X Cleaning** is the next step (**Note: Only Clean rooms that are in area, as described on map**). Feather dusting is mandatory. The custodian shall pick one or more of the following area to be cleaned: scour desk tops, remove glue and pencil marks from the desk tops, polish chrome on the faucets, vacuum and dust intake vent, wipe down cabinets, wipe down cubbies, scour classroom sinks, dust blinds with a feather duster, etc. You will record the X Cleaning in the Assessment Log when all for steps are completed daily. (see section 5.11)
- 5.4..7.12 Move to next room in workstation until all rooms are completed.
- 5.4..7.13 Clean and disinfect the drinking fountains in the hallways when moving between classrooms. Using the disinfectant cloth, wipe entire fountain. Fountain should be cleaned, including but not limited to removing fingerprints, smudges, dirt, etc.



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- 5.4..7.14 When proceeding to the next classroom, if there are any trashcans in the hallway, they are to be emptied into the barrel; place new liner in trashcan, *if needed*.
- 5.4..8 Hallways are to be spot cleaned when moving from room to room. Pick up large pieces of trash and other items, including but not limited to pencils, papers, pens, etc.

PRIMARY RESTROOMS:

- 5.4..9 When the next room to be cleaned is a restroom, then Primary 1st Step clean the restroom by completing the following tasks:
- 5.4..9.1 Flush all toilets and urinals. This is performed since flushing aerosolizes the urine and feces and CCSD does not want custodians exposed to such,
 - 5.4..9.2 Pick-up large trash items off the floor.
 - 5.4..9.3 Empty sanitary napkin boxes
 - 5.4..9.4 Empty trash receptacles. Remove plastic liner and place on trash barrel of the can/cart. Replace the liner.
- 5.4..10 Return can/cart to the custodial closet.
- 5.4..11 Fill out the Service Assessment Log Form Elementary Schools. Log what has been accomplished in cleaning. Log any comments for the Lead Custodian, i.e. leaky faucet, burned out lights, damaged carpet, etc.

X CLEANING

- 5.4..12 Perform Cleaning in designated area (4 to 6) rooms as indicated on Map for the particular evening. **Please note**, as stated above, Cleaning is to be performed as a part of and during Primary Cleaning.
- 5.4..13 Custodians have two (2) mandatory tasks that must be completed and are as follows:
- 5.4..13.1 **Feather Dust (Mandatory):** Dust all areas of the classroom, including tops of bookshelves, windowsills, light fixtures, cabinets, cubbies, and keyboards. Start at the front door working to the right until completely around the room and finish at the entry door. *Feather dusting must be completed prior to vacuuming*. This will allow the dust to settle back onto the floor and be removed during the vacuuming sequence.



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- 5.4..13.2 **Scour Sinks and Remove Rings from Toilets and Urinals (Mandatory):** Use a Pumice Stone, fabric cut or a green pad with scouring powder to remove water rings. Soak the pumice stone in clean water. Please be aware that a dry pumice stone will scratch porcelain and enamel surfaces. While wearing disposable gloves, scrub the ring with the pumice stone until the ring disappears, and flush the toilet and/or urinal to remove the grit from the pumice stone.

Custodians must select one (1) or two of the following X Cleaning tasks to complete as part of their X Cleaning:

- 5.4..13.3 **Scrub Desktops:** Scrape any gum/glue etc. off the desk. Use a cloth to scrub desktops. Fold the cloth into fourths and saturate with degreaser. Desks should be cleaned, including but not limited to removing pencil, pen and permanent marker marks, smudges, dirt, etc.
- 5.4..13.4 **Chrome polish:** Follow the directions on the bottle of polish. Utilize a new clean cloth. This cloth is to be used **only** for Chrome polishing.
- 5.4..13.5 **Intake Vents:** Vacuum intake vents with the wand on the backpack vacuum or take a feather duster taped to a handle to reach vents that are not accessible with the vacuum wand.
- 5.4..13.6 **Cabinets:** Using a cloth saturated with disinfectant, wipe all cabinet surfaces. Cabinets should be cleaned and free from fingerprints, smudges, dirt, etc.
- 5.4..13.7 **Cubbies:** Using a cloth saturated with disinfectant, wipe all cubbies' surfaces. Cubbies should be cleaned and free from fingerprints, smudges, dirt, etc.
- 5.4..13.8 **Scour Sink:** Stainless steel sinks should be cleaned with stainless steel cleaner. All other sinks should be cleaned by using a scouring agent. Wet the sink, add a small amount of the scouring agent, and use the green scouring pad to scour to sink. Rinse and wipe the sink using a cloth. White sinks should be white, and stainless steel sinks should shine.
- 5.4..13.9 **Dust Blinds:** Using a feather duster, dust the blinds using a back and forth wrist motion across the blind. Blinds should be free of most dust.



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- 5.4..13.10 **Wash Windows:** Use micro-fiber window cloth or micro-fiber trowel. Windows should be cleaned, including but not limited to removing fingerprints, smudges, dirt, etc.
- 5.4..13.11 **Counter Tops:** Using a cloth saturated with disinfectant, wipe all counter top surfaces. Counter tops should be cleaned and free from fingerprints, smudges, dirt, etc.
- 5.4..13.12 **Other:** Any areas not listed above. Example: Remove gum, remove black marks from tile, unclog toilets, etc.

VACUUMING:

- 5.5 Return to the first classroom/room of the workstation with the vacuum. Use ONLY one (1) 50 foot extension cord for the vacuum – vacuums are not designed for more than a 50 foot extension cord and failure to comply can result in injury or equipment destruction.
 - 5.5..1 Begin in the first room of the station and complete the following tasks/duties until the room is completed. Chairs are to remain down on the floor, under the desk for standard vacuuming nights and stacked or on desk top for 5th Night Cleaning.
 - 5.5..1.1 Close doors or prop doors open, be sure doors are closed and locked when you leave.
 - 5.5..1.2 Loop vacuum the rooms/restrooms. Hold the wand with both hands using a windshield wipe motion with your body and arms, using the correct ergonomic motion to the right in a loop effect, if left-handed, and to the left, if right-handed. The vacuum backpack should be harnessed to the body with some straps, and should be primarily resting on your waist/hip area.
 - 5.5..1.3 Vacuum white and chalk board trays and erasers. Use vacuum extensions hose if applicable. Vacuum erasers, Teachers appreciate clean erasers, and clean erasers leave cleaner boards, resulting in less work when cleaning the boards.
 - 5.5..1.4 Vacuum carpet and floor in the room or restrooms as staged in the workstation.



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- 5.5..1.5 When unplugging the cord, **DO NOT** pull the cord to dislodge the plug. Pull the plug by hand to dislodge from the socket. Failure to comply may result in injury and will reduce the operating life of the extension cord.
- 5.5..1.6 Quick vacuum hall floors between rooms and entryways.
- 5.5..1.7 When vacuuming hallways, and while walking to the custodial closet, allow cord to stretch out in a straight line (no knots) and loosely loop cord, 1 ½ feet long, using one hand to hold the loops while the other hand rotates the cord into the loose loops. Cord must be wrapped according to the natural memory of the cord. Failure to comply may result in injury and will reduce the operating life of the extension cord.
- 5.5..1.8 Extension cord is to be stored on the back of the shoulder harness.
 - 5.5..1.8.1 On a weekly basis, wipe and clean the extension cord and vacuum. This will keep the cord and unit free from debris and will allow the cord to move smoothly when going around posts and chairs.
- 5.5..1.9 Empty net and paper vacuum bag and replace bag, if necessary. Vacuum bags will typically need to be replaced once a week.
 - 5.5..1.9.1 On weekly basis, wipe the cloth vacuum bag seal using a damp cloth and wipe the lid inside the seat of the seal to make sure it is clear of dirt. Take rubber seal and place on a doorknob and stretch by holding with both hands and using body weight to apply pressure to stretch the seal.
 - 5.5..1.9.2 Replace cloth bag, paper bag, and net in vacuum.
 - 5.5..1.9.3 Vacuum filters should be rinsed out with water and set out to dry every Friday.

5.5..2 Return vacuum to custodial closet.

SANITATION CLEANING:

5.6 Using the properly equipped restroom Sanitation cart, begin with the first restroom in the workstation.



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- 5.7 Perform Restroom X Cleaning in designated area as indicated on the Map. Scour Sinks – interior and exterior, and scrub rings from toilet/urinals.
- 5.8 The following Sanitation tasks/duties for the restroom are to be completed in order until the restroom has been sanitized.
- 5.8..1 **Flush toilets and urinals** – Flush all urinals and toilets. This is done to start out with clean water in toilets and urinals.
 - 5.8..2 **Check toilet paper** and toilet seat liners by opening the receptacle(s). Restock, if necessary.
 - 5.8..3 **Spray disinfectant liberally** on and in all toilets and urinals. Allow the disinfectant to dwell for approximately ten (10) minutes. This dwell time will allow the disinfectant time to kill any germs that may be present.
 - 5.8..4 **Brush toilet bowls and urinals.** Place toilet brush in toilet bowl/urinal and push brush into opening and scrub in a circular motion from the bottom up to the rim, paying close attention to scrubbing the water line ring. Tap brush on rim to shake off excess water from brush and place on cart. This will keep rings from the water line and clean feces and debris from the bowl.
 - 5.8..5 **Take a new cloth** from red restroom rectangular bucket and ring out rag until it is saturated. Start at restroom entry door and disinfect door and doorknob, pay special attention to touch points following the wall where the sinks are mounted, disinfecting needed areas on the wall. If dirt and marks are observed on the wall, it is to be cleaned. If nothing is observed, it is not necessary to clean the walls.
 - 5.8..6 **Disinfect sinks, fixtures, paper towel dispensers, and soap dispenser.** Wipe by using the disinfectant cloth leaving no dirt, grime, fingerprints, smudges, etc.
 - 5.8..7 **Disinfecting toilets.** Using the disinfectant cloth, begin by wiping the handle, the top of the seat, lift the seat and wipe the bottom of the seat, leaving in the up position, and wipe the top rim of the toilet and the outside bottom of the bowl. Leaving the seat up indicates that the toilet has been disinfected. Toilets should be free of dirt, urine, feces and water spots.
 - 5.8..8 **Disinfecting urinals.** Using the disinfectant cloth, start by wiping the handle, and wiping the side of the urinal and the bowl underneath. Urinals should be free of dirt, urine, feces and water spots. Let the handle air dry from the disinfectant.



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- 5.8..9 **Place disinfecting cloth into the dirty cloth bag.**

- 5.8..10 **Remove a Red 9” or 18” mop from mop bucket**, privacy or partition panels are to be completely and quickly disinfected inside and outside by wiping all areas of the panel/partition with mop. **Do no** disinfect toilets and urinals with mop paying special attention to touch points.

- 5.8..11 **Continue disinfecting the restroom** by following the wall, circling the restroom wall until reaching the entry door.

- 5.8..12 **Clean mirrors:** Use micro-fiber window cloth or trowel. Only a minimum amount of cleaning agent should be used on the cloth (this will minimize streaking) – do not saturate the cloth. Mirror should be cleaned, including but not limited to removing fingerprints, smudges, dirt, etc.

- 5.8..13 **Buff chrome.** Using the same cloth from mirrors, buff chrome so that all water spots and disinfectant residue is eliminated from sight. Chrome should sparkle. Place cloth into the dirty bucket.

- 5.8..14 **Mop and disinfect restroom floors.** Use same red mop and starting at the back of the restroom, using a figure eight motion, mop the entire floor, including behind the toilets, under sinks, and in the corners. Spray additional water or cleaning solution on the floor if need be Floor should be free of dirt, footprints, urine and other stains.

- 5.8..15 Move to the next restroom following the same steps as above.

- 5.8..16 When moving to the next restroom, if there is an entry/vestibule door, clean the entry door glass by folding a new cloth in half, lightly squirt cleaning agent onto ¼ of the cloth, glass cleaning procedure.

- 5.9 Return cart to the custodial closet and stock for the next day. See step 5.4..2 for stocking Sanitation Cart.

MISCELLANEOUS CLEANING:

- 5.10 Take trash to the school dumpster. Before or after breaks/lunch.

- 5.11 Walk the interior and exterior of the building, checking doors to ensure that they are locked and secure. If is essential that **ALL** doors are that are to be locked, are locked at the end of the shift.

- 5.11..1 Complete the Service Assessment Log Book for the Lead Custodian, noting any unusual events of the evening, reasons certain assigned duties/tasks were not completed, and/or status of



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request projects discussed with or assigned by the Lead. Fill out the Service Assessment Form for Elementary schools. Log what has been accomplished in X Cleaning. Log any comments for the Lead, i.e. leaky faucet, burned out lights, damaged carpet, etc. Lead is to review daily.

5.11..2 A copy of the Service Assessment Log is forwarded to the Operations Coordinator at the end of each month.

5.12 Prior to leaving the building, load microfiber mops and rags into the washing machine and turn on, ensure that all interior lights are turned off except for safety/security lights. Set the alarm for the building. Exit the building and re-check exit doors to ensure they have been secured.

6.0 5th Night Cleaning (NO X Cleaning tonight)

6.1 Complete Primary 1st Step cleaning as assigned, including cleaning the whiteboards

6.2 Chairs should be on the desktops. Wipe chairs and clean under desks and tables

6.3 Dust locker tops and upper hallway areas

6.4 Spot clean hallway walls

6.5 Vacuum hallways with 32" hall vacuum.

6.6 Vacuum entries and clean upper and lower glass.

6.7 Spray and vacuum restrooms and kitchens

6.8 Perform weekly cleanup and maintenance of equipment.

6.9 Fill all custodial and sanitation carts with supplies

6.10 Turn in weekly X Cleaning log

7.0 ASSOCIATED DOCUMENTS:

7.1 Service Assessment Log Form Elementary

7.2 Service Assessment Log Form High School/Middle School

7.3 X Cleaning Log

7.4 Lead Day Custodial Duties

7.5 Daily CHEE checklist