

Cedar Catholic Jr. – Sr. High School

Custodial Cleaning Standards

Work Plan (Daily, Weekly, As Needed)

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CLEANING STANDARDS

The following standards shall be used in evaluating custodial services:

Dusting

A properly dusted surface is free of dirt and dust streaks, lint and cobwebs.

Plumbing Fixtures and Dispenser Cleaning

Plumbing fixtures and dispensers are clean when free of deposits and stains so that the item is left without dust streaks, film, odor, or stains.

Sweeping

A properly swept floor is free of dirt, dust, grit, lint, and debris, except imbedded dirt and grit. Corners and edges shall be clean.

Spot Cleaning

A surface adequately spot cleaned is free of stains, deposits and is substantially free of cleaning marks.

Damp Mopping

A satisfactorily damp mopped floor is without dirt, dust, marks, film, streaks, debris or standing water.

Metal Cleaning

Cleaned metal surfaces are without deposits or tarnish, and with a uniformly bright appearance. Cleaner is to be removed from adjacent surfaces.

Glass Cleaning

Glass is clean when glass surfaces are without streaks, film, deposits, and stains, and has a uniformly bright appearance and adjacent surfaces have been wiped clean.

Floor Finish Removal (Stripping)

Finish removal is accomplished when surfaces have finish removed down to the flooring material, are free of dirt, stains, deposits, debris, cleaning solution and standing water and the floor has a uniform appearance when dry. Plain water rinse and pickup must follow finish removal operation immediately.

Work Plan

Scrubbing

Scrubbing is satisfactorily performed when surfaces are without imbedded dirt, cleaning solution, film, debris, stains, marks, and standing water, and the floor has a uniformly clean appearance. A plain water rinse will follow the scrubbing process.

Buffing of Finished Floor Surfaces

Finished floor areas will be buffed sufficiently for maximum gloss, removal of surface dirt and have a uniform appearance.

Carpet Cleaning

Periodic cleaning of carpets, sometimes referred to as "shampooing" shall be accomplished by steam cleaning or any other method now in use, or which may be developed in the future.

Floor Finishing

Undertaken normally by powered machines. Finishing and sealing includes:

- a. Proper cleaning and preparation of surface including removal of residue of previous washing.
- b. Proper rinsing of floors to remove soap residue.
- c. Application of two evenly distributed coats of slip proof floor finish.

CLEANING SPECIFICATIONS

CORRIDORS, MAIN LOBBY AND ENTRANCE

Daily

- Empty wastebaskets and other designated receptacles, and dispose of in proper receptacle provided by building.
- Remove fingermarks and smudges from light switches, walls and doors.
- Spot clean interior door and partition glass.
- Clean and sanitize drinking fountains.
- Dust and spot mop floors.
- Spot clean or vacuum furniture.
- Vacuum carpets.

Weekly

- Damp mop hard floors.
- Dust horizontal surfaces.
- Machine polish finished hard surfaced floors.
- Sanitize phones.

Monthly

- Vacuum carpet edges.
- Dust vertical surfaces.

Work Plan

SANITIZING LOCKERS, SHOWERS AND RESTROOMS

Daily

- Empty wastebaskets, sanitize and spot clean.
- Empty sanitary napkin receptacles.
- Replace liners in wastebaskets, if dirty or torn.
- Clean and refill restroom dispensers.
- Clean mirrors and chrome fittings.
- Clean and sanitize sinks and fixtures.
- Clean and sanitize toilets.
- Clean and sanitize urinals.
- Sweep floors.
- Wet mop floor with disinfectant.
- Spot wash walls, partitions, and doors.
- Clean shower doors and fixtures.
- Clean hand dryers.

Monthly

- Spot clean face of lockers as needed.
- Clean tops of lockers.
- Clean ceiling and wall vents.
- Dust horizontal surfaces.

ADMINISTRATIVE OFFICES

Daily

- Empty wastebaskets and other designated receptacles and dispose of in proper receptacle provided by building.
- Remove fingermarks and smudges from light switches, walls, and doors.
- Clean and sanitize drinking fountains.
- Dust and spot mop floors.
- Spot clean desktops.
- Dust horizontal surfaces. No working papers will be disturbed.
- Vacuum carpets.

Weekly

- Damp mop hard floors.
- Sanitize phones.

Monthly

- Edge vacuum carpet and upholstered furniture.
- Machine polish hard surfaced floors.
- Dust surfaces above 70" and below 30".

Work Plan

CAFETERIA AND KITCHEN

Daily

- Empty wastebaskets and other designated receptacles and dispose of in proper receptacle provided by building.
- Remove fingermarks and smudges from light switches, walls, and doors.
- Spot clean interior door and partition glass.
- Clean and sanitize drinking fountains.
- Vacuum carpets, if applicable.
- Dust mop hard floors.
- Damp mop hard floors.
- Wash counters.
- Clean table tops.
- Damp wipe chairs.

Weekly

- Dust horizontal and vertical surfaces.

As Needed

- Set up and remove tables.

Work Plan

LOUNGE

Daily

- Empty wastebaskets.
- Remove fingermarks and smudges from light switches, walls, and doors.
- Spot clean interior door and partition glass.
- Clean and sanitize drinking fountains.
- Dust and spot mop hard surfaced floors.
- Spot clean desk tops.
- Dust horizontal surfaces. No working papers will be disturbed.
- Vacuum carpets.

Weekly

- Damp mop hard floors.
- Dust horizontal and vertical surfaces.
- Sanitize phones.

Monthly

- Edge vacuum carpet. Vacuum upholstered furniture.
- Spot clean woodwork, doors, door knobs, and glass partitions.

CLASSROOMS/INSTRUCTIONAL AREAS

Daily

- Dust mop floors/vacuum carpets.
- Spot mop floors/spot clean carpets.
- Clean chalk trays and erase chalk boards.
- Dust furniture, ledges, etc.
- Empty pencil sharpeners.
- Empty waste baskets.

Weekly

- Vacuum erasers.
- Damp wipe chalk boards.
- Damp mop hard floors complete.
- Dust horizontal and vertical surfaces.

Monthly

- Spot clean woodwork, doors, door knobs and glass partitions.
- Spot clean desks and table tops.

Note: Instructional areas are defined to include special subject areas, such as music, art, industrial arts, science labs, home economics and business education, etc.

FACILITY AREAS THAT REQUIRE SPECIAL ATTENTION

LIBRARY

Daily

- Vacuum carpets.
- Empty wastebaskets and pencil sharpeners.
- Clean table tops.
- Dust bookcases.
- Clean glass.

GYMNASIUM

Daily

- Dust mop floor.
- Spot mop floor.
- Help set up and clean up before and after activities held in gym, as needed.
- Empty trash containers.
- Spot clean doors, walls and glass.
- Vacuum carpet runners.

Weekly

- Dust bleachers.

CLEANING AND REFINISHING SCHEDULE

Our crews will work during Christmas and Spring breaks. We will plan to complete as many cleaning projects as possible, depending upon the length of the break taken, and the events or activities scheduled by the school that would conflict with cleaning projects. Our efforts will be concentrated in the following areas.

CHRISTMAS BREAK

Hallways

- Hard surface hallways will be scrubbed and recoated.
- Carpeted hallways will be surface cleaned.

Restrooms/Locker Rooms

- Machine scrub and disinfect floors.

Administrative Offices

- Scrub and recoat hard floors.
- Surface clean carpets.

Classrooms

- Scrub and recoat hard floors.
- Surface clean carpets.

EASTER BREAK

Hallways

- Hard surface hallways will be scrubbed and recoated.
- Carpeted hallways will be surface cleaned.

Work Plan

Restroom/Locker Rooms

-- Machine scrub and disinfect floors.

Administrative Offices

-- Scrub and recoat hard floors.

-- Surface clean carpets.

SCHEDULE OF DUTIES - SUMMER CLEANUP

The following guidelines will be utilized for summer clean-up.

Classrooms and Instructional Areas

- Floors are to be stripped as needed, to remove build up and ground in soil.
- Refinish tile and terrazzo floors, applying necessary seal and anti-slip, black mark resistant, metal interlock floor finish.
- Shampoo carpets.
- Walls cleaned free of pencil, ink and other type marks and dirt.
- Desks washed inside and out. Remove gum.
- Desk tops cleaned and free of pencil and ink marks.
- Ledges, window sills, light fixtures, chalkboards, bookcases, coat racks, and other flat surfaces washed and cleaned.
- Partition glass cleaned.
- Sinks, sink fixtures, and mirrors to be cleaned and disinfected.
- Trash containers to be washed and disinfected.
- Classroom toilets:
 - 1) Mirrors cleaned and polished.
 - 2) Sinks cleaned and polished.
 - 3) Toilets cleaned and disinfected thoroughly.
 - 4) Floor scrubbed and dirt and wax build up removed.
 - 5) Dirt, marks removed from walls, doors and woodwork.
 - 6) Supplies replenished.

NOTE: Summer cleaning will be performed during the recognized school summer vacation and will be completed prior to the fall opening.

Work Plan

Hallways, Stairways, and Landings

- Floors to be stripped as needed, to remove build up and ground in soil.
- Refinish tile and terrazzo floors, applying necessary seal and anti-slip, black mark resistant, metal interlock floor finish.
- Entry windows and door glass to be cleaned and polished.
- Hand prints, marks and dirt to be removed from walls.
- Rails, ledges, light fixtures to be washed and cleaned.
- Clean and polish drinking fountains.
- Clean and shampoo entrance carpets.
- Scrub stairs and landings.
- Refinish tile and terrazzo stairs and landings, applying necessary seal and anti-slip black mark resistant, metal interlock floor finish.
- Wash lockers inside and out.

Offices

- Strip floors, removing build up and ground in soil.
- Refinish tile and terrazzo floors, applying necessary seal and anti-slip, black mark resistant, metal interlock floor finish.
- Clean and polish desks.
- Ledges, light fixtures, partitions, walls, doors to be cleaned.
- Clean door and partition glass.
- Clean and shampoo carpets.
- Clean and disinfect trash containers.

Work Plan

Library

- Clean and shampoo carpets.
- Clean and polish desks.
- Clean and polish exposed areas of bookshelves. Books will not be removed.
- Clean free of dust and dirt window sills, ledges, flat surfaces, light fixtures.
- Clean door and partition glass.
- Strip hard surface floors as needed to remove build up and ground in soil.
- Refinish tile and terrazzo floors, applying necessary seal and anti-slip, black mark resistant metal interlock floor finish.

Restrooms

- Clean and polish mirrors.
- Clean and polish sinks.
- Clean and disinfect toilets, toilet seats, and toilet tanks.
- Clean and disinfect urinals.
- Wash and disinfect walls, partitions, doors, and heating units.
- Clean light fixtures.
- Scrub floors - strip down to bare tile or terrazzo if a wax has been applied - reseal with a high quality terrazzo floor sealer (DO NOT USE A WAX).
- Replenish supplies.

Gymnasium

- Wash bleachers, seats, footboards, and faceboards.
- Machine scrub and refinish wood floors (gym seal to be furnished by the Board of Education).

Work Plan

- Spot clean walls to hand height.
- Wet mop steps and floor (bleacher area).

Locker and Shower Rooms

- Wash lockers inside and out.
- Wash walls.
- Machine scrub floors with disinfectant.

Special Notes - Summer Cleaning

The owner will expect the contractor to clean rooms during summer school as per the cleaning specification stated herein. In addition, the contractor will undertake a major cleaning of the owner's buildings. This will include the spot cleaning of interior walls; wash desks, tables, chairs, baseboards, etc.; wash exterior of wall heaters; shampoo carpeting; strip and reseal and/or wax floors, including stairways, corridors, and vestibules; toilet and shower rooms will be washed and sanitized completely. School closes for summer vacation.

Light diffusers and light tubes will be cleaned.

Additional Tasks

In addition to the Schedule of Duties listed, FBG will perform any tasks normally required by the District of its custodians beyond the scope of the contract. These tasks will be charged at the rate shown on the Agreement page.