



**Process Cleaning for Health Site Facility Coordinator
& Lead Custodial Work Instruction (HKO-W201)**

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

1.1 This procedure describes the process in which Site Facility Coordinators and Lead Custodians of the Housekeeping Department, within Capital Projects and Facilities Management, ensure that Process Cleaning for Health is being implemented, promoted and followed in the Washoe County School District.

2.0 RESPONSIBILITY:

2.1 Chief Facilities Management Officer

3.0 APPROVAL AUTHORITY:

(Approval signature on file)

3.1 Housekeeping Operations Manager _____
Signature Date

4.0 DEFINITIONS:

- 4.1 LC – Lead Custodian- Middle and High School only
- 4.2 Process Cleaning for Health- Four steps to Process Cleaning:
 - 4.2.1 Primary
 - 4.2.2 Quad Cleaning
 - 4.2.3 Sanitation
 - 4.2.4 Vacuuming
- 4.3 SFC – Site Facility Coordinator- All District sites
- 4.4 WCSD - Washoe County School District

5.0 PROCEDURE:

5.1 Process Cleaning for Health is WCSD mandated.

High School and Middle School SFC's

- 5.2 It is the responsibility of the SFC to promote, train, monitor, evaluate, and ensure that Process Cleaning for Health is being followed at his/her school/site.
 - 5.2.1 The SFC ensures the following:
 - Train the LC on Process Cleaning for Health Custodial Work Instruction (see HKO-W200).
 - Ensure that the LC is promoting and ensuring that night custodians are trained and following the Process Cleaning for Health program.
 - Ensure that all custodial stations have Quad Maps and that the maps are posted on the back of the custodial closet door.



Process Cleaning for Health Site Facility Coordinator & Lead Custodial Work Instruction (HKO-W201)

- Inspect school/site on a regular basis to ensure that Process Cleaning for Health is being utilized.
- Utilize the Service Assessment Log Form (HKO-F212) to ensure that Process Cleaning for Health is being followed and utilized.
- Ensure that Service Assessment Logs are completed nightly by night custodians, turned into the LC weekly and, on a monthly basis, those logs are forwarded to the Housekeeping Field Supervisor at Facilities Management.

5.2.2 The Service Assessment Log Form (HKO-F212) is to be utilized to monitor the cleanliness of a school/site, as well as what is being cleaned.

5.2.2.1 The SFC ensures the following:

- The Service Assessment Log Form (HKO-F212) is being completed on a nightly basis.
- Ensure that the two (2) mandatory quad areas have been completed on the Service Assessment Log Form (HKO-F212) and in the areas that were to be cleaned.
- Ensure one (1) or more of the remaining items have been completed on the log and in the areas that were to be cleaned.
- Review comments made in the comment section and process accordingly.
- At least once a week, inspect the quad areas that were checked off on the Service Assessment Log Form (HKO-F212) to ensure the cleaning meets process cleaning standards. Ensure that primary, vacuuming, sanitation, and quad process cleaning standards are being met.
- Ensure that custodial Primary Carts/Sanitation Carts are set-up properly and used correctly for Process Cleaning for Health. Primary Carts are **ONLY** to be used for primary cleaning duties and Sanitation Carts are **ONLY** to be used for sanitizing restrooms.
- Initial the Service Assessment Log Form (HKO-F212) to verify that the inspection has been completed. Include any necessary comments, positive and/or areas needing improvement. If comments are logged, the SFC must communicate comments to the LC.

5.2.2.2 If the above is not occurring and or not meeting the Process Cleaning for Health standards/expectations, the SFC and/or the LC will re-train and assist the custodian(s) in meeting the standards/expectations. It may also be necessary for the SFC to provide additional training/coaching to the LC on managing Process Cleaning for Health.

5.3 It is the responsibility of the LC to promote, train, monitor, evaluate, and ensure that Process Cleaning for Health is being followed at school sites.

5.3.1 The LC is required to:



Process Cleaning for Health Site Facility Coordinator & Lead Custodial Work Instruction (HKO-W201)

- Train night custodians on Process Cleaning for Health (see HKO-W200).
- Ensure that night custodians are trained in Process Cleaning for Health.
- Ensure that night custodians are following Process Cleaning for Health.
- Inspect school/site on a nightly basis to ensure that Process Cleaning for Health is being utilized/accomplished.
- Utilize the Service Assessment Log Form (HKO-F212) to ensure that Process Cleaning for Health is being followed.
- Ensure that Service Assessment Log Form (HKO-F212) are completed nightly and turned into the SFC weekly.

5.3.2 The Service Assessment Log Form (HKO-F212) is to be utilized to monitor the cleanliness of a school/site, as well as what is being cleaned.

5.3.2.1 The LC ensures the following:

- All custodial stations have Quad Maps developed and posted on the back of the custodial closet door.
- The Service Assessment Log Form (HKO-F212) is being completed on a nightly basis.
- Ensure the two (2) mandatory quad areas have been completed on the log and in the areas that were to be cleaned.
- Ensure one (1) or more of the remaining items have been completed on the log and in the areas that were to be cleaned.
- Review comments made in the comment section and process accordingly.
- On a daily basis, inspect the Quad areas that were checked off on the Service Assessment Log Form (HKO-F212) and inspect classrooms, to ensure that primary, vacuuming, sanitation, and quad process cleaning standards are being met.
- Inspect custodial Primary Carts/Sanitation Carts to ensure that the cart is set-up properly for Process Cleaning for Health. Primary Carts are **ONLY** to be used for primary cleaning duties and Sanitation Carts are **ONLY** to be used for sanitizing restrooms.
- Sign off on the Service Assessment Log Form (HKO-F212) to verify that areas have been inspected and completed. Include any necessary comments, positive and/or areas needing improvement. If comments are logged, LC must communicate comments to the night custodian.

5.3.2.2 If the above is not occurring and or not meeting the Process Cleaning for Health standards/expectations, the SFC and or LC will re-train and assist the night custodian(s) in meeting the standards/expectations.



Elementary School

5.4 It is the responsibility of the Elementary School SFC to promote, train, monitor and evaluate that Process Cleaning for Health is being followed at school/site.

5.4.1 The SFC ensures the following:

- Night custodians are trained in Process Cleaning for Health Custodial Work Instruction (see HKO-W200).
- Night custodians are following Process Cleaning for Health.
- Inspect school/site on a daily basis to ensure that Process Cleaning for Health is being utilized/accomplished.
- Utilize the Service Assessment Log Form (HKO-F211) to ensure that Process Cleaning for Health is being followed.
- Ensures that Service Assessment Log Form (HKO-F211) is completed nightly.

5.4.2 The Service Assessment Log Form (HKO-F211) is to be used to monitor how clean and what is being cleaned at the site.

5.4.2.1 SFC must ensure that the Service Assessment Log Form (HKO-F211) is being completed on a nightly basis

- Ensure that all custodial stations have Quad Maps made and that they are up on the back of custodial closet door.
- Ensure the two (2) mandatory Quad areas have been completed on the log and in the areas that were to be cleaned.
- Ensure one (1) or more of the remaining items have been completed on the log and in the areas that were to be cleaned.
- Review the comment sections and process accordingly.
- Inspect the quad area on a daily basis that are checked off on the Service Assessment Log Form (HKO-F211), and also inspect classrooms to ensure that primary, vacuuming, sanitation and quad process cleaning standards are met.
- Inspect custodial Primary Carts/Sanitation Carts to ensure that the cart is set-up properly for Process Cleaning for Health. Primary Carts are **ONLY** to be used for primary cleaning duties and Sanitation Carts are **ONLY** to be used for sanitizing restrooms.
- Sign off on the Service Assessment Log Form (HKO-F211) areas that have been inspected. Include any necessary comments, positive and/or areas needing improvement. If comments are logged, the SFC must communicate comments to the night custodian.



Process Cleaning for Health Site Facility Coordinator & Lead Custodial Work Instruction (HKO-W201)

5.4.2.2 If this is not taking place to the level of district expectations, the SFC is to re-train and/or assist with bringing the standard of the night custodian up to an acceptable level.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 HKO-F211 – Service Assessment Log for Elementary School
6.2 HKO-F212 – Service Assessment Log for High School and Middle School
6.3 HKO-W200 – Process Cleaning for Health Custodial Work Instruction

7.0 RECORD RETENTION TABLE:

Table with 5 columns: Identification, Storage, Retention, Disposition, Protection. Row 1: Service Assessment Database, Electronic, Permanent, Permanent, Electronic.

8.0 REVISION HISTORY:

Table with 3 columns: Date, Rev., Description of Revision. Rows include 1/31/07 (Initial Release), 04/23/09 (B, detailed changes), and 03/05/15 (C, organizational changes).

*** End of work instruction ***