



**Responsible:** Office of Capital Projects/Facilities Management, Housekeeping Department

## **PURPOSE**

This administrative procedure describes the process in which custodial staff will perform Process Cleaning for Health in schools/sites of the Washoe County School District ("District" or "WCSD").

## **DEFINITIONS**

1. Process Cleaning for Health refers to the four (4) steps to Process Cleaning: (1) Primary (2) Sanitation (3) Vacuuming (4) Quad.
2. Quad Cleaning refers to a cleaning method in which each station is divided into four (4) cleaning areas, which allows the custodial staff to ensure that the entire site has been cleaned in a weeks' time.
3. Work shift and breaks are based on an eight (8) hour workday and are scheduled as follows:
  - a. Two (2) hours into a shift, a ten (10) minute mandatory paid break is to be taken; and
  - b. Four (4) hours into the shift, a thirty (30) minute mandatory non-paid lunch break is to be taken; and
  - c. Two (2) hours after the lunch break ends, a ten (10) minute mandatory paid break is to be taken.

## **PROCEDURE**

### **1. General**

- a. The Process Cleaning for Health program has been organized into tasks that are to be completed during the course of a workday.
- b. Custodial staff is required to wear disposable gloves when performing sanitation cleaning and are recommended to use gloves when performing non-sanitization cleaning.
- c. Primary work and Quad cleaning are normally completed within a two and a half to three-hour time period. Sanitation and Quad cleaning in the restrooms are normally completed within a one and a half hour time period. Vacuuming is normally completed in a two and a half to three-hour time period.

**Note:** Time(s) may vary based on square footage.

- d. Every Wednesday night during Primary, Process Cleaning for Health should be performed with degreaser instead of disinfectant.

**Note:** If the site is in a virus outbreak, use the approved bleach water solution for Process Cleaning for Health.

## 2. Start of Work:

- a. Custodial staff will meet with the supervisor at the beginning of the shift, so they can be informed of the events, safety issues and projects of the day.
  - i. The Service Assessment Log Forms (HKO-F211 or HKO-F212) are checked for any messages, assignments, or projects that need to be accomplished for the day.
  - ii. Check the Quad Map to determine the rooms that require Quad Cleaning. Maps should be located on the back of the custodial closet door. Maps illustrate in color-coding, the rooms/restrooms that are required to be quad cleaned.
  - iii. The custodial Primary Cart is checked to ensure that it is stocked with the proper equipment and materials. If the cart is not adequately stocked, it should be completed at this time. Custodial Primary Cart and Sanitation Cart are to be stocked at the end of custodial shift.
  - iv. Primary Cart is only used for primary cleaning duties. Cart consist of: 32-gallon trash can on rollers, vinyl caddie with pockets, which holds a minimum of one or more squeeze bottles (with a flip top cap) filled with disinfectant, water and window cleaner, with a minimum of four (4) different cloths, a duster, extra 32-gallon trash bags, and extra 15 gallon trash bags. Schools using a microfiber mop setup (doodlebug) should also have 2 mop pads.

**Note:** For Middle and High Schools with no sinks in the classrooms. Prepare your cart by stocking and saturating one microfiber mop pad and disinfecting cloth for every two (2) classrooms. Change out microfiber mop pad and disinfecting cloth every two (2) classrooms.
  - v. Saturate the disinfecting cloth and mop pad, (if using a microfiber mop for desktops) wring out cloth and pad and place on the vinyl Primary Caddie. This is to ensure that the custodian has adequate disinfectant on the Primary Cart to complete assigned area.
  - vi. Sanitation Carts are only to be used for sanitizing restrooms and are supplied with:
    - a. On the **top** shelf, a bucket filled with 1/3 disinfectant, a hand pump sprayer with disinfectant, bottle of window cleaner with a flip top cap, enough cloths/rags to complete all restrooms in area and a toilet brush hanging on the side.

- b. On the **middle** shelf, toilet paper, toilet seat covers, sanitary napkin box liners, disposable gloves and green pads (quarter the sheet by cutting the sheet in half, then cut the ½ sheet in half again, this leaves the green pad sheet in quarters).
- c. On the **bottom** shelf, two (2) rolls of paper towels, hand soap, scouring powder, pumice stone, graffiti remover with a flip top cap, a wet floor sign, a mop bucket filled half-way with disinfectant and a mop in the front of the cart.
- d. On the **handle**, place a 32-gallon trash bag in the trash receptacle.

**Note:** To prevent cross-contamination, sanitation carts are **only** to be used in the restrooms.

### 3. Primary Cleaning:

- a. 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.

**Note:** As a part of and during Primary Cleaning, custodians are responsible to perform Quad Cleaning in the rooms that are designated to be cleaned on the Quad Map.

- i. Lock Doors: **Do not** use wedges to prop doors open, since this is a violation of fire code and it will damage the door and hinges.
- ii. Clean Door Glass: Fold door glass microfiber/cloth in half, lightly squirt cleaning agent onto ¼ of the cloth, and crunch cloth to absorb cleaning agent throughout the cloth. Only a minimum amount of cleaning agent should be used on the cloth; do not saturate the cloth (this will minimize streaking). Door glass should be cleaned, including but not limited to removing fingerprints, smudges, dirt, etc.
- iii. Disinfect Door/Door Handle(s): **Do not** use the door glass cloth for disinfecting. Fold disinfectant cloth into fourths and saturate with disinfectant. Use the saturated disinfecting cloth to wipe door around doorknob and leading edge of door. This is to be done on both sides of the door.
- iv. Disinfect Light Switch/Phone: Use disinfecting cloth to wipe the light switch plate and phone. The light switch and phone should be disinfected, including but not limited to removing fingerprints, smudges, dirt, etc.
- v. Disinfect All Desktops/Tabletops: Saturate microfiber mop pad or cloth with enough disinfectant to maintain dwell time, place bottle back on the caddy and disinfect all desktops and tabletops. Remove pad and place in the sink or if at a HS/MS place on cart.

**Note:** To maintain dwell time keep pad or cloth saturated.

- vi. Disinfect sinks and counters, using disinfectant cloth, wipe down counter, drinking fountain, if applicable, and all soap, paper towel dispenser(s) and sink.

**Note:** Check the level of the paper towel and soap dispensers and make a note if the room dispensers still need to be filled. The filling of dispensers will be completed during the sanitation process.

- vii. Rinse and wring out microfiber mop pad and cloth thoroughly in the sink. Additional disinfectant does not need to be applied to the cloth at this time. Place mop pad and cloth back on cart.

**Note:** If you are at a Middle or High School, change out your microfiber mop pad and disinfecting cloth every two (2) classrooms.

- viii. Empty all trash cans, pencil sharpeners, pickup large pieces of debris/trash and put into the primary cart. While going from trash can to trash can, empty pencil sharpener, and police floor for large items that cannot be vacuumed. Replace trash can liners as needed.
- ix. Clean Blackboards/Whiteboards: Use a clean microfiber pad or clean cloth. If using a microfiber pad lightly squirt water onto pad and crunch pad to absorb water throughout the pad. If using a cloth, fold cloth in half, lightly squirt water onto  $\frac{1}{4}$  of the cloth, and crunch cloth to absorb water throughout the cloth. Only a minimal amount of water should be used on microfiber pad or cloth. Do not saturate the pad or cloth (this will minimize streaking). Clean boards, but do not erase writing.
- x. Quad Cleaning in Primary Cleaning: Perform Quad Cleaning in designated area (approximately 4 to 6) rooms as indicated on the Quad Map for that shift and are as followed:
  - a. (Mandatory in Primary) Dust: Dust all areas of the classroom, including bookshelves, windowsills, cabinets, cubbies, and keyboards, etc. Start at the front door, working to the right or left until you go completely around the room, and finish at the entry door. 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.

**Note:** Only the rooms that are described on the Quad Map are to be quad cleaned at this time. Dusting is mandatory when quad cleaning in primary. Move to next room in workstation until all rooms are completed.

- xi. Clean and disinfect the drinking fountains in the hallways when moving between classrooms. Using the disinfectant cloth, wipe the entire drinking fountain, including but not limited to removing fingerprints, smudges, dirt, etc.
- xii. When proceeding to the next classroom, if there are any trash cans in the hallways, wipe trash can lid or swing top. Trash cans are to be emptied into the primary cart; place new liner in trash can, if needed.
- xiii. Hallways are to be spot cleaned when moving from room to room. Pick up large pieces of debris/trash and other items, including but not limited to pencils, papers, pens, etc.

#### 4. **Primary Restrooms:**

- a. When the next room to be cleaned is a restroom, then Primary Clean the restroom by completing the following tasks:
  - i. Pick-up large trash items and toilet paper off the floor.
  - ii. Empty trash receptacles. Remove plastic liner and place in primary cart. Replace the liner.
  - iii. Flush all toilets and urinals at this time.
  - iv. Continue to the next room.

**Note:** When all rooms are completed, return primary cart to the custodial closet and re-stock for the next day. Place soiled cloths and mop pads in designated area to be laundered. Fill disinfectant bottles, window cleaner, water bottle, and place new cloths on primary cart.

**Note:** Take trash to the school dumpster, **ensure the top is closed and locked after you throw the trash away.**

#### 5. **Sanitation Cleaning:**

- a. The following duties/tasks are to be completed in order in each restroom until all restrooms are completed in the entire station.
- b. You must wear disposable or rubber gloves when doing Sanitation.
- c. Prior to starting Sanitation in the Restrooms: Mop/spot mop all hard surface floors in classrooms and hallways. Using the Sanitation Cart, wring out the mop, and by using a figure eight motion, mop/spot mop floors in all areas that can be reached. It is not necessary to move the desks. Floors in classrooms and hallways are to be mopped/spot mopped before restrooms in order to avoid the cross-contamination of classrooms.

**Note:** Mop all hard surface floors in nightly designated Quad, Pre-K and Kinder rooms. Spot mop all other hard surface floors.

- i. Using the properly equipped restroom Sanitation Cart, begin with the first restroom in the workstation.
- ii. Sanitation Quad cleaning is performed in designated area as indicated on the Quad Map. Scour sinks, interior and exterior, and scrub rings from toilets/urinals.
  - a. (Mandatory in Sanitation) Scour Sinks: Remove rings from toilets and urinals. Use a wet pumice stone or a green pad with scouring powder to remove water rings. Soak the pumice stone in clean water until saturated. **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, then flush the toilet and/or urinal to remove the grit from the pumice stone.

**Note:** Scouring sinks and removing rings from toilets and urinals is mandatory in Sanitation Quad cleaning. Check with SFC on what scouring procedure should be followed due to surface material.
- iii. The following tasks/duties for the restrooms are to be completed in order until the restrooms have been sanitized.
- iv. Flush all toilets and urinals. This is performed to start out with clean water in toilets and urinals.
- v. Check toilet paper and toilet seat liners by opening the receptacle(s) and restock, if necessary. (use key if applicable)
- vi. Empty sanitary napkin boxes and replace liner each time box is emptied.
- vii. Pump and spray disinfectant liberally on and in all toilets and urinals.
- viii. 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.
- ix. Take a new cloth and dip in the bucket filled with disinfectant and wring out cloth. Start at restroom entry door following the wall where the sinks are mounted.

**Note:** If rag becomes dry or unable to maintain dwell time, saturate rag with pump sprayer. Do not re-dip rag into disinfectant bucket.
- x. Disinfect door, doorknob, light switch, sinks, fixtures, paper towel dispensers, and soap dispensers as you come across them. Wipe by

using the disinfectant cloth, leaving no dirt, grime, fingerprints, smudges, etc. Continue around the restroom checking and wiping walls as needed removing smudges, grime, fingerprints, etc.

- xi. Continue disinfecting by following the wall until reaching a privacy or partition/panel, wipe the top edge of the panels/partitions, stall door, door handle, lock, toilet paper dispensers and any smudges, grime, fingerprints, etc. Disinfect toilet and urinal flush handles, **Do Not** disinfect the toilets or urinals at this time.
- xii. Continue to disinfect the restroom by following the wall, circling the restroom wall until reaching the entry door.
- xiii. Disinfecting toilets: Using the disinfectant cloth, begin by wiping the back of toilet, then 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. Wipe the bottom one (1) foot of the panels/partitions removing all urine and water spots. Leaving the seat up indicates that the toilet has been disinfected. Toilets should be free of dirt, urine, feces, and water spots.
- xiv. Disinfecting urinals: Using the disinfectant cloth, start by wiping the top side of the urinal and the bowl underneath. Urinals should be free of dirt, urine, feces, and water spots. Wipe the urinal panels/partitions removing all urine and water spots. Place disinfecting cloth into the dirty cloth bag.
- xv. Clean mirrors: Fold new cloth in half, lightly squirt window cleaner onto  $\frac{1}{4}$  of the cloth, and crunch cloth to absorb window cleaner throughout the cloth. Only a minimum amount of window cleaner should be used on the cloth, do not saturate the cloth (this will minimize streaking). Mirror should be cleaned, including but not limited to removing fingerprints, smudges, dirt, etc. Place cloth in the disinfectant bucket, to be used in next restroom.
- xvi. Mop and disinfect restroom floors: Place wet floor sign out and then wring out the disinfectant from the mop. Starting at the back of the restroom, using a figure eight motion, mop the entire floor, including behind toilets, under sinks, and in the corners. Floor should be free of dirt, footprints, urine, and other stains.

**Note:** Change mop head as needed.

- xvii. Move to the next restroom, following the same steps as above.
- xviii. When moving to the next restroom, if there is a hallway entry door, clean the entry door glass by folding a new cloth in half, lightly squirt window cleaner onto  $\frac{1}{4}$  of the cloth, and crunch cloth to absorb window cleaner throughout the cloth. Only a minimum amount of window

cleaner should be used on the cloth, do not saturate the cloth (this will minimize streaking). Door glass should be cleaned, including but not limited to removing fingerprints, smudges, dirt, etc. Door glass is cleaned during this time frame to ensure student traffic is at a minimum and the sun is not heating the door glass. Disinfect door handles, crash bars and the edge of all the doors.

**Note:** Cloth should be changed often to prevent streaking.

- xix. Return cart to the custodial closet and stock for the next day. Clean and rinse out mop bucket and mop.

## 6. Vacuuming:

- a. Return to the first classroom/room of the workstation with the vacuum. Use only **one** (1), 50-foot extension cord for the vacuum. Check the extension cord plug end to make sure the plug has three (3) before plugging into the wall. Vacuums are not designed for more than a 50-foot extension cord. Failure to comply can result in injury, failure of equipment, and/or longer vacuuming time.
  - i. Begin in the first room of the station and complete the following tasks/duties until the room is completed.
  - ii. Lock door. **Do not** use a wedge to prop doors open, since this is a violation of fire code.
  - iii. Loop vacuum the room, hold the wand with both hands using a windshield wiping motion with your body and arms, moving in a loop effect. If left-handed, vacuum to the right; if right-handed vacuum to the left. The vacuum backpack should be harnessed to the body with straps and should be primarily resting on your waist/hip area.
  - iv. Use vacuum hose to vacuum white/chalk board trays and erasers. Vacuum erasers and stack erasers one on top of another, with eraser side up to show that they have been vacuumed.
  - v. Vacuum all floors and stairwells in assigned station.

**Note:** Do not vacuum GYM floors.

- vi. When unplugging the cord, **do not** pull the cord to dislodge the plug. Unplug by grabbing the plug itself to dislodge from the socket. Failure to comply may result in injury and will reduce the operating life of the extension cord. Always turn the power switch off before unplugging.

**Note:** Not turning the power off first could result in an electrical shock.

- vii. After vacuuming hallways, and while walking to the custodial closet, allow cord to stretch out in a straight line (no knots) and loosely loop

cord. Cord must be wrapped according to the natural memory of the cord. Failure to comply may result in reducing the operating life of the extension cord.

- viii. Extension cord is to be stored on the back of the shoulder harness.
  - a. On a weekly basis, wipe and clean the extension cord. This will keep the cord free of dirt and will allow the cord to move smoothly when going around posts and furniture.
- ix. Empty net and paper vacuum bag: replace bag as needed.
  - a. 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.
  - b. Vacuum cloth filters should be rinsed out with cold water and set out to dry if needed.
- x. Return vacuum to custodial closet.

#### **7. Miscellaneous Duties:**

- i. Walk the interior and exterior of the building, checking doors and windows to ensure that they are locked and secure. It is essential that ALL doors and windows are locked at the **end of the shift**.
  - a. Complete the Service Assessment Form Elementary (HKO-F211), or Service Assessment Form High School / Middle School (HKO-F212). Noting any unusual events of the evening, reasons certain assigned duties/tasks were not completed, and/or status of requested projects discussed with or assigned by the supervisor. Log what has been accomplished in Quad cleaning. Log any comments for the SFC, for example: leaky faucet, burned out lights, damaged carpet, etc.
- ii. Prior to leaving the building, ensure that all interior lights are turned off except for safety/security lights. Set the burglar alarm for the building. Exit the building and check the exit doors you used to ensure they have been secured.

#### **LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns to and complies with the governing documents of the District, to include:

- a. HKO-F209 – Site Building Interior- Cleanliness Performance Evaluation (Master) Form
  - b. HKO-F211 – Service Assessment Log Form Elementary
  - c. HKO-F212 – Service Assessment Log Form High School / Middle School
2. This Administrative procedure complies with the requirements of Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC).

**REVISION HISTORY**

Date	Revision	Modification
1/31/2007	A	Initial Release as CSI Procedure
10/7/2014	B	Revised: Instructions
11/2/2020	1.0	Revised: Converted to Administrative Procedure;