

THOMPSON PUBLIC SCHOOLS
Standard Cleaning Procedures
August 6, 2014

Cleaning Procedures for Facilities Staff

1. Green Cleaning Solutions/Materials:

- a. All of the chemicals used are dispensed with Genesan dispensers. Solutions are automatically mixed in the equipment or are pre mixed by the manufacturer. Facilities staff will not mix any cleaning chemicals on site. The chemicals used on site are as follows.

Pollet Delta Mild 2000 Neutral floor soap
Pollet PolBio Enzysan 2000 Restroom Cleaner
Delta Ultra Heavy Duty Cleaner
Gensan Genefect Disinfectant Cleaner
Linpol organic floor cleaner
Speedball 2000 heavy duty cleaner
Nacecare bathroom cleaner
Green Shield floor finish

- b. Disposable wipers are used for daily cleaning. Wipers will be supplied to teachers and other staff by the custodial staff for cleaning purposes. Classrooms will be supplied with Delta Ultra heavy duty cleaner and Genefect disinfectant cleaner in labeled spray bottles.

- 2. Restrooms:** All bathrooms are cleaned with Enzysan and disinfected with Genefect disinfectant cleaner. All sinks, toilets, urinals and fixtures are cleaned and disinfected daily. Floors are cleaned daily. Once each week in addition to the above, high dusting will be done, heating and exhaust vents will be vacuumed walls and partitions will be cleaned and disinfected. During school breaks all bathrooms and locker rooms will be thoroughly cleaned using the Nace bathroom cleaning machine. All trash is emptied daily and fresh liners placed in receptacles.

- 3. Hallways:** All hallways are swept and spot mopped using Delta Mild Neutral floor soap daily. An automatic scrubber is used with Linpol Organic cleaner to scrub and clean floors in hallways and gymnasiums in there entirety. This is done on a weekly basis or more often as necessary. During school breaks, areas are scrubbed and re-coated or stripped and recoated with green seal certified products.

4. Classrooms/Office Areas:

- a. Classrooms with tile floors are dust-mopped on a daily basis and wet-mopped as needed (at minimum once weekly).
- b. Carpeted areas are vacuumed daily.

- c. Spot cleaning of carpets is an ongoing process. It is accomplished at night when no students or staff members are in the building, except when there is an urgent need for cleaning, for example, when a student vomits.
- d. Trash and recyclable items are removed on a daily basis.
- e. All hard surfaces, i.e., desk, counter tops, sinks, etc., are wiped down two (2) times per week and dusting is an ongoing process. This can only be done if areas are free of clutter.
- f. Door glass is cleaned as necessary.
- g. Windows and glass throughout the schools are cleaned on an ongoing basis.
- h. Carpets are shampooed and vacuum extracted during vacations when the schools are shutdown, as needed. Carpets are shampooed and vacuum extracted during summer break.
- i. See also *Green Cleaning Solutions/Materials*, #1, above.

5. Health Office

- a. On a daily basis, the countertops, sinks, faucets, all doorknobs, cots, any hard surfaces, such as cabinet handles, window ledges, push/grab bars, etc. will be cleaned with Genefect disinfectant cleaner.
- b. On a daily basis, floors will be cleaned with Genefect Disinfectant cleaner.
- c. Trash is emptied daily.

6. High contact points and high risk areas

- a. High contact points, such as door knobs and stairway railings, are cleaned daily with Genefect disinfectant cleaner.
- b. High risk areas, such as surfaces in the health office and certain science labs are cleaned and disinfected daily with Genefect disinfectant cleaner

7. Curtain cleaning is done on a request basis.

8. Exhaust grills and supply grills are inspected and cleaned on a monthly basis.

9. Summer Break and Summer Shutdown Cleaning: During summer break and shutdown times, classrooms and office areas are thoroughly cleaned, including light fixtures, walls, floors, cabinets, and kick plates. Hallway and area floors are stripped of all old wax and re-coated and carpets are shampooed if necessary wet carpet cleaning is kept to a minimum to reduce the risk of organic growth. Window sills and shelving units are cleaned when items are removed from the classroom leaving clear surfaces.

10. Material Safety Data Sheets (MSDS): All cleaners used in the school district will have an MSDS sheet on file in the health office and maintenance office of each school.

Cleaning Procedures for Teachers and Other Non-Facilities Staff

- 1. Only cleaning products supplied by the TPS Facilities Department** will be used for cleaning by staff, and they will be used uniformly across the district. Products used in TPS will be chosen based on current information that establishes them to be safe and, to the extent possible, Green. Currently, staff may use Delta Ultra cleaner and Genefect disinfectant in bottles provided by our Facilities Department to clean in the classroom, cafeteria, offices, and so on. General cleaning, for example, desk tops, should be cleaned with wipers provided. These “Green” products are effective; they are also as odorless and colorless as possible for IAQ reasons.
- 2. Cleaning of computers and Smart Boards** is the responsibility of the teaching staff, including keyboards, mouse, etc...
- 3. No other cleaning products may be brought into school from home.** This ban includes such items as: Clorox Wipes, 409, Fantastic, Windex, and Lysol spray, scented air fresheners in aerosol cans, air freshener plug-ins, Oust, any cleaners with bleach, Tide with bleach, hand soaps, etc. These items bring chemicals and fragrances into the environment that can negatively affect IAQ and the health of sensitive individuals. Furthermore, if a student should ingest or otherwise come into contact with a chemical in one of these products, there would be no Material Safety Data Sheet (MSDS) information to share with poison control.
- 4.** Teachers, staff and administrators may request cleaning products for use in their classrooms or offices from the custodial staff.
- 5.** The district is committed to identifying and employing the best available Green products and processes for cleaning in order to enhance indoor air quality and help protect the environment.

Rev. 08/06/2014