Mission Statement

The goal of the facilities department is to provide a safe, clean, and comfortable environment for the staff and students of Sachem Central School District. We strive to meet these goals through ensuring the proper cleaning, sanitizing, and maintenance of all district properties. Our facilities staff will provide and maintain a safe environment conducive for learning. Our goal of providing healthy buildings will be met through the culmination of the following procedures. We aim to provide a sanitary environment.

Custodial Section Evaluation Criteria

The following areas and metrics will be considered during section evaluations.

- High touch Disinfecting
- High Dusting
- Whiteboards
- Waste Containers
- Walls
- Floor Condition
- Corners
- Dust Mopping
- Wet Mopping
- Sinks and Fountains
- Toilet Bowls
- Urinals
- Dispensers
- Lighting
- Doors
- Entrance well and walk off mats
- Maintenance of floor machines.
- Custodial Closets
Appearance and Behavior

As representatives of the school district, all facilities employees are expected to meet the following guidelines regarding appearance and behavior. While on duty employees will be in full district provided uniform. Uniforms should be neat, clean and in good condition. Employees in need of new or replacement uniforms should contact the facilities office. Facilities employees are often expected to interact with other staff, Contractors, and community members during their daily duties. PPE must be worn during any interactions. It is expected that all interactions be dealt with a professional and courteous attitude.

Safety

All employees should report any unsafe working conditions to their immediate supervisor. These reports should be made immediately even if their supervisor is off shift. If the employee’s supervisor is unavailable and an unsafe working condition exist, employees should contact the Director of Facilities.

All employees will be provided PPE (personal protective equipment) according to the duties they are required to perform. No employees should perform any hazardous duties without proper PPE. Employees in need of PPE should first ask their immediate supervisor. If not provided employees should contact the facilities office.

The following PPE is available if required. Anything not listed can be specifically requested.

- Skin protection (gloves)
- Eye protection (safety, glasses)
- Hearing protection (earmuffs, ear plugs)
- Respiratory protection (masks) *some may require physical & fit test.
CLEANING

PROCEDURES
CLASSROOM CLEANING PROCEDURES

1. Put on Personal Protective equipment (Gloves, safety, glasses, face mask)
2. Assemble Equipment
   - Blue Microfiber Cloths and Mops
   - Yellow Microfiber Cloths
3. Mix/Dispense cleaning solutions
   - Glance (Glass)
   - Alpha HP Disinfectant/Oxivir (Disinfect frequent points of touch)
   - Speed Ball (Spot removal, Graffiti)
   - Stride (Citrus Neutral cleaner)
4. Empty trash & recyclables (replace with new liner)
5. Perform high dusting (Yellow Microfiber Cloths)
6. Clean and disinfect frequently touch surfaces (Alpha HP Disinfectant /Oxivir) (Blue Microfiber Cloths)
7. If applicable apply products to sinks and countertops (Alpha HP Disinfectant /Oxivir)
8. If applicable, fill soap dispensers
9. If applicable, fill Hand sanitizer dispensers
10. Clean Chalkboards(water), or white boards (glance)
11. Clean All hard, high touch surfaces (Alpha HP Disinfectant/Oxivir) (Blue Microfiber Cloths)
12. Post wet floor signs
13. Dust mop hard surfaces (Blue Dry Mops)
14. Damp mop floor, or vacuum floors if carpeted (Blue Microfiber mop) (stride)
15. Remove wet floor sign only when floor is dry
CORRIDOR CLEANING PROCEDURES

Daily:
1. Put on personal protective equipment (Gloves, safety, glasses, face mask)
2. Vacuum Matting in both directions
3. Dust mop/broom or vacuum entryway flooring (Blue dry/wet mop) (stride)
4. Post wet floor signs
5. Run auto scrubber If not available then use a damp mop (Blue wet mop) (stride)
6. Repeat more if heavy soil is present
7. Empty and clean trash cans (replace with new liner)
8. If applicable, fill Hand sanitizer dispensers
9. Remove wet floor sign only when floor is dry

Weekly:
1. Roll up and remove Matting if possible
2. Sweep under matting
3. Clean washable entryway matting with high-pressure washer, or extraction machine
4. Place wet floor signs
5. Run auto scrubber, if not available damp mop (Blue wet mop) (stride)
6. Remove wet floor sign only when floor is dry
GYM CLEANING PROCEDURE

1. Put on personal protective equipment (Gloves, safety, glasses, face mask)
2. Assemble equipment
   - Blue Microfiber Cloths
   - Yellow Microfiber Cloths
   - Yellow dry mop
3. Mix/dispense cleaning solutions
   - Alpha HP Disinfectant /Oxivir
   - Glance
   - Stride
   - Speed Ball (Spot removal, Graffiti)
4. Empty trash & recyclables (replace with new liner)
5. Preform high dusting (Yellow Microfiber Cloths)
6. Disinfect all fitness equipment (weight benches, stretch mats, etc.)
   (Alpha HP Disinfectant /Oxivir) (Blue Microfiber Cloths)
7. Disinfect all frequently touch surfaces (Take note of your disinfectants dwell time) (Alpha HP Disinfectant /Oxivir Blue Microfiber Cloths)
8. Clean mirrors and windows (Glance)
9. Post wet floor signs
10. Dry mop floors (Yellow dry mop)
11. Damp mop hard floors with Neutral cleaner (stride)
    (Blue Wet mop)
12. Remove the “wet floor” sign only when floor is dry
13. If applicable, fill Hand sanitizer dispensers
LOCKER ROOM CLEANING PROCEDURE

1. Put on personal protective equipment (Gloves, safety, glasses, face mask)
2. Assemble equipment
   - Red Microfiber cloths / Red Mop
   - Yellow Microfiber Cloth
   - Blue Microfiber Cloths
   - Johnny mop
3. Mix/dispense cleaning solutions
   - Alpha HP Disinfectant / Oxivir
   - Glance
   - Stride
   - Speed Ball (Spot removal, Graffiti)
   - Breakdown (Enzyme Cleaner) (weekly for drains and floor around urinals)
4. Knock, announce yourself, and prop door open
5. Post “wet floor” signs
6. Remove large debris from the area
7. Move portable equipment – benches, bins, etc.
8. Perform high dusting as needed (Yellow Microfiber Cloths)
9. Clean all lockers and benches (Alpha HP Disinfectant / Oxivir)
10. Clean showers/shower rooms (Alpha HP Disinfectant / Oxivir) (Breakdown)
11. Apply product to INTERIOR of toilets and urinals (Alpha HP Disinfectant / Oxivir) (Breakdown)
12. Apply Product to EXTERIOR of toilets and urinals (Alpha HP Disinfectant / Oxivir) (Breakdown) (Red Microfiber cloths)
13. Apply product to sinks and countertops (Alfa HP Disinfectant / Oxivir)
   (Breakdown)
14. Fill soap dispensers
15. Fill hand sanitizers
16. Empty trash & recyclables (replace with new liner)
17. Clean mirrors (Glance)
18. Wipe sinks and countertops (Alpha HP Disinfectant / Oxivir) (Red Microfiber cloths)
19. Clean INTERIORS of toilets and urinals (Alpha HP Disinfectant / Oxivir)
   (Johnny mop)
20. Wipe EXTERIORS or toilets and urinals (Red Microfiber cloths)
21. Disinfect frequently touched surfaces (take note of your disinfectants dwell time) (Alpha HP Disinfectant / Oxivir)
22. Sweep floor push broom or blue dry mop
   23. Damp mop floor with a disinfectant cleaner
      (Alpha HP Disinfectant)
24. Remove the “wet floor” signs only after the floor is dry
25. Return objects to original locations

CAFETERIA CLEANING PROCEDURE

1. Put on personal protective equipment (Gloves, safety, glasses, face mask)
2. Assemble equipment
   • **Green Microfiber cloths / Floor Mops**
   • **Green table Mops**
   • **Yellow Microfiber cloths for Peanut tables**
   • **Yellow table Mops for Peanut allergy tables**
3. Mix/Dispense cleaning solution
   • **Alpha HP Disinfectant / Oxivir** (For tabletops)
• **Stride (Floors)**
  4. Remove large debris from floor and tabletops
  5. Empty trash & recyclables *(replace with new liner)*
  6. Preform high dusting *(Yellow Microfiber Cloths)*
  7. Damp wipe surfaces with designated cleaner *(Alpha HP Disinfectant / Oxivir)* *(Green Microfiber cloths)* *(yellow Microfiber cloths peanut allergy)*
  8. Fold up tables, or put chairs on top of tables
  9. Post wet floor signs
  10. Dust mop hard surfaces *(Green dry Mop)*
  11. Damp mop hard floors with all-purpose cleaner *(Green wet Mop)* *(Stride)* *(Auto Scrubber)*
  12. Remove “wet floor” sign only after the floor is dry
  13. Return objects to original location

**REST ROOM CLEANING**

1. Put on personal protective equipment *(Gloves, safety, glasses, face mask)*
2. Assemble equipment
   • **Red Microfiber cloth/ red mop and Bucket**
   • Johnny Mop *(bowl urinals)*
3. Mix/dispense cleaning solutions
   • **Alpha HP Disinfectant /Oxivir**
   • **Glance**
   • **Speedball** *(for spot cleaning and graffiti)*
   • **Breakdown (Enzyme cleaner)** *(for drains and areas around urinals)*
4. Knock to announce yourself, and prop open door
   • Apply product to Interior of toilets and urinals *(Alpha HP Disinfectant / Oxivir)* *(Breakdown)* *(Johnny mop)*
5. Apply Product to Exterior of toilets and urinals (Alpha HP Disinfectant / Oxivir) (Breakdown) (Red Microfiber cloths)

6. Apply products to sinks and countertops (Alpha HP Disinfectant / Oxivir) (Breakdown) (Red Microfiber cloths)

7. Fill dispensers (Paper towels, hand soap, toilet paper)
8. Empty trash (replace with new liner)
9. Clean mirrors (Glance)
10. Clean and wipe dispensers (Alpha HP Disinfectant / Oxivir) (Red Microfiber cloths)
11. Clean walls (Alpha HP Disinfectant / Oxivir) (Red Microfiber cloth)
12. Sweep and mop floors (Alpha HP Disinfectant) (Red mop and Bucket)
13. Remove wet floor signs and close door

**OFFICE CLEANING (DAILY)**

1. Put on personal protective equipment (Gloves, safety, glasses, face mask)
2. Assemble equipment
   - Yellow Microfiber Cloth
   - Blue Microfiber Cloths and Mops
   - Vacuum
3. Mix/dispense cleaning solution
4. Remove trash and recyclables (replace with new liner)
5. High dust and normal dusting (Yellow Microfiber Cloths)
6. Cleaning using hard surfaces (Alpha HP Disinfectant /Oxivir) (Blue Microfiber Cloths)
7. Pick up large debris
8. Use an “m” or “w” vacuum pattern

**STRIPPING PROCEDURE**

1. Put on personal protective equipment (Gloves, safety, glasses, face mask non- slip shoe’s)
2. Prep area by placing “wet floor” signs, “caution” tape or other blockades
3. Assemble equipment and supplies
   - Mop/Bucket’s
   - **Pro strip Floor Stripper**
   - Swing Floor Machine
   - Black Pads
   - Scrapper
   - Doodle pad
   - Wet Vac
   - Edging tool
4. Remove free standing objects, vacuum and remove walk off mats
5. Dust mop or vacuum the area. Remove all gum and other sticky residue from floor with a putty knife
6. Apply stripper to floor. Dip “strip” mop into “Strip” bucket. Lift mop allowing excess to drip into bucket. Apply to floor. Apply sufficient solution but be sure not to over wet which may lead to solution traveling under doors or onto carpet. Outline a manageable area and fill in using an overlapping pattern. Let solution dwell for 10 minutes. Do not allow solution to dry. Re-apply as necessary to keep floor wet.

7. Use edging tool to loosen finish close to baseboards and corners

8. Scrub the floor with a rotary floor machine after the stripping solution has had time to work. Scrub across the work area and retreat as necessary.

9. Check your progress. If any floor finish remains, apply more stripper and increase dwell time. Do not let floor dry. Use a floor squeegee to manage the slurry.

10. Pick up slurry with a wet vac.

11. Rinse the floor using a Neutralizer “rinse” mop and bucket

12. Rise floor again with clean cold water and clean rise mop

13. When the floor dries, rub your hand over it. If there is residue on your hand, you must rinse again

14. Once the floor is dry and free of residue and glossy areas (sign of finish or sealer), it is ready to be recoated
FLOOR FINISHING / SEALING PROCEDURE

1. Put on personal protective equipment (Gloves, safety, glasses, face mask)
2. Assemble equipment and supplies
   - Finish Mop/Bucket with can liner
   - Vectra Floor finish
3. Put on appropriate personal protective equipment
4. Post “wet floor” signs and blockades
5. Prepare mop and bucket
6. Place a liner in the bucket and pour enough sealer or finish into the bucket for the area
7. Dip mop head into finish; tamper mop head in the wringer. DO NOT WRING OUT
8. Apply finish or sealer (stay 6 inches off the edge of a wall & corner for the first 3 coats, and carefully apply the last coats to edge / corner)
9. Allow each coat to dry
10. Apply additional finish or sealer coats until desired appearance is achieved. Do not apply more than 4 coats in a 24 hour period
11. Remove and discharge the liner and remove leftover finish. Thoroughly clean the mop head, bucket and wringer
12. Remove “wet floor” signs and other blockades after floor is completely dry
SCRUB AND RECOATING

1. Put on personal protective equipment (Gloves, safety, glasses, face mask)
2. Assemble equipment
3. Put on appropriate personal protective equipment
4. Post “wet floor” signs and blockades
5. Mix/ Dispense General purpose cleaner
6. Apply product to floor with mop and bucket or through auto scrubber
7. Scrub with more aggressive pad
8. Pick up solution with we vac
9. Rinse floor with cold water
10. Apply desired amount of coats of finish
11. Remove “wet floor” signs and blockades
All Custodial Staff will be Applying a disinfectant (ALFA HP Disinfectant cleaner and or Oxivir Disinfectant) to all high touch areas throughout the buildings during and after the students and staff are present. This will be logged daily. that provides a Name, Date and Time when these tasks where met.

REST ROOM CLEANING PROCEDURE

CAFETERIA CLEANING
Copy Room CLEANING
Faculty Lounge CLEANING

All Custodial Staff will be Applying a disinfectant (ALFA HP Disinfectant cleaner and or Oxivir Disinfectant), to all high touch areas. They will be directed to clean and disinfect bathrooms multiple time throughout a day to complete this they will be a Daily sanitizing log that provides a Name, Date and Time when these tasks where met.