

ADMINISTRATIVE CLEANING GUIDE

A. Teacher Daily Responsibility:

1. Have all books, papers, etc. picked up from floor.
2. Have all movable chairs placed upside down on desks.
3. Leave windows closed and locked, shades or venetian blinds evenly drawn, lights out and door locked.
4. Teachers' desks will not be touched by custodians except to move for floor cleaning.
5. Chalkboards will not be erased by custodians; if teachers desire wet-cleaning of chalkboards, it will be worked into heavy-cleaning schedule by Head Custodian. Please use work order form.
6. File cabinets, bookshelves, and contents - teacher's responsibility.

B. Custodian Daily Responsibility:

1. Check all shades and windows.
2. Empty pencil sharpeners and wastebaskets.
3. Wipe all chalk trays.
4. Sweep classroom using treated dust mop. All furniture to be displaced daily while sweeping. All floors will be swept up and down the length of the room, giving double sweeping daily.
5. Set up classroom, leaving chairs on top of desks and maintaining a fire exit aisle around the perimeter of the room.
6. Clean porcelain sinks, drinking fountains and toilets where present.
7. Damp mop all toilets daily with disinfectant solution where present.
8. Inspect room for physical damage while cleaning. Test, inspect and replace all lighting as needed.
9. Report all damage to Head Custodian.
10. Secure room.

NOTE: Because of time available and workload, the Building Custodian is not authorized to deviate from his daily work schedule: therefore, any special problems must be handled by the Superintendent of Buildings and Grounds through the school principal. Your co-operation will mean a cleaner, more comfortable school. Please use work order forms.

EFFECTIVE: 1 September 1977