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## Summer Clean-Up Work Instruction (CUS-W001)

Milford Public School District

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### 1.0 SCOPE:

- 1.1 This procedure describes the method in which the Maintenance and Custodial office performs summer clean up of the 16 sites in a step by step process at the Milford Public School District.

The on-line version of this work instruction is official. All printed versions are uncontrolled copies.

### 2.0 RESPONSIBILITY:

- 2.1 Custodial Supervisor

### 3.0 APPROVAL AUTHORITY:

- 3.1 Custodial Supervisor

*Approval Signature on File*

Signature

Date

### 4.0 DEFINITIONS:

- 4.1 None

### 5.0 PROCEDURE: -

- 5.1 Starting the last day of the school year, the entire school at each site needs to be cleaned from top to bottom.
  - 5.1.1 Maintenance / Custodial has approximately 45 working days to accomplish this.
  - 5.1.2 High use areas need to be completed prior to the scheduled Professional Development Days.
- 5.2 The Custodial staff are to wear eye protection, work gloves and a back support as required.
- 5.3 Heating unit covers are to be removed in all odd numbered rooms during odd numbered years. Even number rooms will be removed on even numbered years i.e. 2004, 2006, 2008.
  - 5.3.1 Rooms without numbers and offices, heating unit covers will be removed every year.
  - 5.3.2 Heating covers in hallways will be cleaned every year.
- 5.4 Ceilings – dust and clean completely. Replace ceiling tiles as needed.
- 5.5 Ceiling lights – turn on the lights to check bulbs and/or that ballasts are working.
  - 5.5.1 Wash the translucent light cover or grate.
- 5.6 Exhaust and intake vents are to be taken down, soaked and washed completely.
- 5.7 Walls – dust and clean, wash as needed.
- 5.8 Venetian blinds – need to be washed completely. Take down as required.
- 5.9 Windows and screens are to be washed and cleaned thoroughly inside and out, where practical.

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- 5.10 Blackboards and chalk rails are to be washed thoroughly.
- 5.11 Tops of lockers and shelves are to be dusted and washed completely.
- 5.12 Sinks and countertops are to be washed and cleaned thoroughly.
- 5.13 Air condition portable units are to be checked.
  - 5.13.1 Filters are to be soaked and cleaned.
- 5.14 All heating units are to be vacuumed completely.
  - 5.14.1 Covers are to be removed in all odd numbered rooms during odd numbered years whenever possible.
- 5.15 Change Filters on all units that require them, this will be done three (3) times per year.
- 5.16 Gum and graffiti residue is to be removed from all floor, furniture and wall surfaces.
- 5.17 Furniture is to be thoroughly washed, top, bottom and inside of desks, chairs, tables, wall cabinets.
  - 5.17.1 Glides on desks and chairs are to be checked, and replaced if necessary.
  - 5.17.2 Furniture is to be washed before removing from the room, whenever possible.
- 5.18 All Milford Board of Education supplied chemicals from all rooms are to be returned to the custodial room.
- 5.19 Doors are to be washed completely including frame, door jams and tops and sides of doors.
  - 5.19.1 Glass is to be cleaned on both sides.
  - 5.19.2 Hinges and doorknobs are to be cleaned.
- 5.20 Hanging maps, corkboards and projection screens are to be dusted and washed as required.
- 5.21 Some rooms may only need to be scrubbed with a blue pad and recoated with floor finish; no sealer is required.
- 5.22 All floors are to be stripped as required.
  - 5.22.1 All corners are to be cleaned thoroughly.
  - 5.22.2 Custodians are to read directions on stripper prior to using product and following the manufacturer's directions.
  - 5.22.3 Baseboards are to be cleaned with doodle pads and scrappers to remove all finish buildup.
  - 5.22.4 Strip floor in hallways in front of the room door to prevent bleed-back in the rooms when doing the floor in rooms.
  - 5.22.5 Floors are to be sealed with two (2) coats of Sealer (read directions).

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- 5.22.6 Apply two (2) to three (3) coats of classroom finish (read directions).
- 5.22.7 On heavy use rooms, art rooms use three (3) to four (4) coats of finish.
  - 5.22.7.1 No more than three (3) coats of finish are to be applied per day.
- 5.22.8 Gym and multi-purpose tile floors are to be stripped and baseboards cleaned.
  - 5.22.8.1 Two (2) coats of sealer are to be used. No finish is required.
  - 5.22.8.2 All café tables and benches are to be cleaned. Remove tables and benches prior to stripping these rooms. All table wells are to be cleaned.
- 5.22.9 Lavatories and locker rooms are to have ceiling vents, walls, partitions, doors, windows, bowls, urinals, sinks and lockers thoroughly washed and cleaned.
  - 5.22.9.1 Paper towel holders, soap dispensers, toilet tissue dispenser and handicap accessories are to be checked.
  - 5.22.9.2 All soap dispensers are to be removed and emptied.
  - 5.22.9.3 Do not refill soap dispensers until school is starting. Exception is if dispensers are used on a daily basis.
- 5.22.10 Halls are to be scrubbed and three to four (3-4) coats of hallway finish are to be applied.
- 5.22.11 Drinking fountains are to be cleaned and washed completely with disinfectant.
- 5.22.12 Radiators in halls are to have the grates removed and vacuumed. The radiator and cover are to be cleaned completely.
- 5.22.13 Exit lights are to be cleaned and washed and have bulbs replaced if required.
- 5.22.14 Ceiling lights in halls – same as in rooms.
- 5.22.15 Kitchen floors are to be cleaned completely. Walls and equipment are to be washed and all vents cleaned.
- 5.22.16 Rooms with rugs need to be completely vacuumed and cleaned. The rug extractor needs to be reserved by calling Warehouse Manager. Outside contractors will be used as required.
- 5.22.17 All entrance / exit doorways and panels need to be cleaned and washed inside and out. Walk off and rubber mats also need to be cleaned and washed.
- 5.22.18 Custodial closets – Slop sinks need to be thoroughly cleaned inside and out. Walls, floors and shelves need to be washed and cleaned as needed.
- 5.22.19 Custodial rooms – are to be cleaned the same as all other rooms in the school.
- 5.22.20 Boiler rooms – broom clean, walls ceilings and floors. Sweep the interior and exterior stairs.
- 5.22.21 All stairwells need to be cleaned and washed thoroughly.

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5.22.22 Outside grounds – lawns need to be mowed and trimmed. Weed wack all fence, curb, building trees and shrub areas to maintain a presentable appearance.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 CUS-P001 Summer School Clean-Up Procedure

6.2 CUS-F001 Room Cleaning Checklist

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
CUS-F001	School Site	2 years	Discard as Desired	N/A

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release

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