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.

2.0 RESPONSIBILITY:

2.1 Custodial Supervisor

3.0 APPROVAL AUTHORITY:

3.1 Custodial Supervisor

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.
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).
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.
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:

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<thead>
<tr>
<th>Identification</th>
<th>Storage</th>
<th>Retention</th>
<th>Disposition</th>
<th>Protection</th>
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</thead>
<tbody>
<tr>
<td>CUS-F001</td>
<td>School Site</td>
<td>2 years</td>
<td>Discard as Desired</td>
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</tbody>
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8.0 REVISION HISTORY:

<table>
<thead>
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<th>Date:</th>
<th>Rev.</th>
<th>Description of Revision:</th>
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<tbody>
<tr>
<td>08/25/2003</td>
<td>A</td>
<td>Initial Release</td>
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*** End of procedure ***