

GUIDELINES FOR WORK PROCEDURES - CUSTODIAL

Work Rule/Procedure: Equipment Needed for Daily Custodial Cleaning

Effective Date: January 3, 2006 (Revised December 17, 2007)

Number of Pages: 1

Purpose: The purpose for the Equipment Needed for Daily Custodial Cleaning is to provide employees with a checklist of equipment needed to perform their duties.

Work Rule/Procedure:

- A. Mobile cart for carrying equipment, supplies and waste removal.
- B. Supplies and equipment as follows:
 - 1 – 18” or 24” swivel headed, treated dust mop for wood, tile, smooth concrete or terrazzo.
 - 1 – 16 oz. or 24 oz wet mop
 - 1 – Dustpan
 - 1 – Counter Brush
 - 1 – Vacuum Cleaner for carpeted floors
 - 1 – Dust Cloth dampened in disinfectant detergent
 - 1 – Squeegee
 - 1 – Bowl Swab
 - 1 – Putty Knife
 - 1 – Complete mopping outfit with disinfectant detergent
 - Supplies for all dispensers: Hand soap, towels, tissues, sanibags, sanitary napkins, etc.
 - Bowl cleaner – preferably bowl tabs

Head Custodians will be responsible for the care and custody of their tools. A semi-annual inventory and report of lost or broken tools will be submitted to the Facilities Services Department for replacement. If negligence in the care or custody of the tools is occurring, the employee may be subject to progressive discipline.

III. 1

Work Rule/Procedure: Cleaning Frequencies

Effective Date: January 3, 2006

Number of Pages: 3

Purpose: The purpose of the Cleaning Frequencies is to provide a schedule of when specific areas/items should be cleaned.

Work Rule/Procedure:

For Maintenance area see Preventive Maintenance Schedule (Attachment 23) to determine equipment that needs maintenance and how frequent the maintenance should occur.

- Office Routine
- Dust – Daily
- Empty wastebaskets – Daily
- Disinfect phone – Daily
- Sweep floor – Daily
- Clean glass and counters – Daily

- Auditorium, stage and wings – Daily (as necessary)
- Outside entrances – Daily (weather permitting)

- Entrances and Multi-Purpose Room
 - Strip, seal and refinish – 1 x per year
 - Scrub refinish – 2 x per year
 - Shampoo carpets – 1 x per year
 - Sweep – 2 x per day
 - Vacuum/mop – Daily

Floors of Classrooms/Offices

- Strip, seal and refinish all rooms – 1 x per year
- Wet mop – spray buff – as necessary
- Shampoo carpets – 1 x per year
- Sweep – Daily
- Mop/sweep restrooms – Daily
- Vacuum carpet – as necessary
- Spot carpet – as necessary

Chalkboards

- Clean chalk trays – Daily
- Wash boards – 1 x per week or as otherwise directed

Furniture

- Wash – polish – 1 x per year
- Vacuum – 1 x per year

Clean drinking fountain – Daily
Wash waste containers – 1 x per year or as necessary

Walls – spot clean as needed

Clean windows

- Entrance areas – Weekly
- Interior – low – Weekly
- Interior – high – 1 x per year
- Classroom door – interior – Weekly
- Classroom door – exterior – Weekly
- Clean drapes and blinds – 1 x per year

Classroom routine

- Dust sills – Weekly
- Sweep floor – Daily
- Empty sharpener – Daily

- Empty wastebasket – Daily
- Clean desktops – as necessary to remove graffiti

Clean sinks – Daily

Restrooms

- Re-supply – Daily
- Sweep – Daily
- Clean fixtures – Daily
- Clean mirrors – Daily
- Mop floors – Daily
- Mop walls – as needed
- Clean blinds – 1 x per year
- Clean drapes – 1 x per year
- Clean uni-vents – 2 x per year

Restroom – Locker Room Routine

- Sweep floor – Daily
- Re-supply – Daily
- Clean mirrors – Daily
- Clean fixtures – Daily
- Mop floor – Daily
- Dust locker tops – Daily
- Clean lockers – inside – 1 x per year
- Wash partitions – as needed
- Wash shower stalls – as needed

III. 2b

EQUIPMENT NEEDED FOR STANDARD WASHROOM CLEANING

1 – 24” swivel-headed, treated dust mop for wood, tile, smooth concrete or terrazzo

1 – 16 or 24 oz. Wet mop

1 – Dustpan

1 – Counter brush

1 – Dust cloth dampened with disinfectant detergent

1 – Spray bottle filled with glass cleaner

1 – Squeegee

1 – Bowl swab (Johnny mop)

1 – Complete mopping outfit with disinfectant detergent

1 – Putty knife

Supplies for all dispensers i.e. hand soap, towels, tissues, sanibags, sanitary napkins, etc.

Bowl cleaner – preferably disinfectant detergent

Mobile cart for carrying equipment and for waste removal

III. 2c

Work Rule/Procedure:	Daily Classroom Custodial Cleaning Duties
Effective Date:	January 3, 2006 (Revised December 17, 2007)
Number of Pages:	1

Purpose: The purpose of the Daily Classroom Custodial Cleaning Duties Procedures is to provide Service Employees with an outline of how to clean a classroom on a daily basis.

Work Rule/Procedure: The following procedures should be completed each day:

- Empty pencil sharpener shavings into wastebasket.
- Empty wastebasket(s) into waste container on cart.

- Empty recycle wastebasket(s) in the recycle container on cart.
- Change wastebasket bags as needed.
- Remove all gum, food, etc. from floors, halls, and steps.
- Sweep and/or vacuum entire classroom.
- Wipe out all chalk and/or white board trays.
- Spot mop or damp mop floor as required.
- Spot clean door glass.
- Spot wash walls.
- Spot wash any marks or graffiti on desks and tables.
- Kindergarten, Library, Art Room, and Early Childhood tables should be sanitized completely.
- Clean and sanitize any accompanying sink, washbasin, drinking fountains, and/or restrooms.
- Lock all windows, turn off lights and lock all doors, even in rooms that are cleaned every other day.
- At this point, commence cleaning of all other classrooms.
- Sweep and spot mop assigned halls and stairs.
- Graffiti (writing, drawings, etc.) needs to be removed from desks, walls, and partitions whenever such markings are noted. It is extremely important that graffiti be removed immediately. Failure to do so tends to “telegraph” to students “we really don’t care what happens to school property.” No school district can tolerate delay in graffiti removal – it is bad public relations and implies careless use of tax monies by neglecting to improve the school image. If custodians are not able to remove the graffiti, they must contact their Facilities Services supervisor so they can inform maintenance staff of the problem.

NOTE: Middle school classrooms get cleaned every other day. On the nights that the classroom is not cleaned, if needed, classrooms are required to set their garbage bags in the hall to be emptied.

Work Rule/Procedure: Weekly Classroom Custodial Cleaning Duties

Effective Date: January 3, 2006 (Revised December 17, 2007)

Number of Pages: 1

Purpose: The purpose of the Weekly Classroom Custodial Cleaning Duties Procedures is to provide Service Employees with an outline of how to clean a classroom on a weekly basis.

Work Rule/Procedure: The following procedures should be completed each week.

Weekly cleaning must be completed even when highlighting is occurring. The weekly cleaning must be adjusted to a different day of the week to be completed. These weekly tasks must not be skipped.

- Dust all tabletops, bookcases, ledges, and any other surfaces that have been emptied with a note on it requesting to be cleaned.
- Damp wipe thoroughly all surfaces such as desks, counters, ledges, and shelves.
- Dust down and wash chalk/white boards and their rails. Math room's chalk/white boards must be washed twice a week.
- All floors including assigned halls and stairs must be completely mopped.
- Graffiti (writing, drawings, etc.) needs to be removed from desks, walls, and partitions whenever such markings are noted. It is extremely important that graffiti be removed immediately. Failure to do so tends to "telegraph" to students "we really don't care what happens to school property." No school district can tolerate delay in graffiti removal – it is bad public relations and implies careless use of tax monies by neglecting to improve the school image. If custodians are not able to remove the graffiti, they must contact their Facilities Services supervisor so they can inform maintenance staff of the problem.

Work Rule/Procedure: Highlighting Classroom Custodial Cleaning Duties

Effective Date: January 3, 2006 (Revised December 17, 2007)

Number of Pages: 1

Purpose: The purpose of the Highlighting Classroom Custodial Cleaning Duties Procedures is to provide Service Employees with an outline of how to clean a classroom on a highlighting basis.

Work Rule/Procedure: The following procedures should be completed during a highlighted day:

- Empty pencil sharpener shavings into wastebasket.
- Pick-up all garbage from the floor and throw into wastebasket.
- Empty wastebasket(s) into custodial cart waste container and return them to their places.
- Empty recycle wastebasket(s) in recycle container on cart.
- Completely clean any accompanying sink and/or washbasin, including restrooms.
- Immediately clean any graffiti on any surface.
- All hallways and stairways must be swept.
- Lock all windows, turn off lights and lock all doors, even in rooms that are cleaned every other day.
- Graffiti (writing, drawings, etc.) needs to be removed from desks, walls, and partitions whenever such markings are noted. It is extremely important that graffiti be removed immediately. Failure to do so tends to “telegraph” to students “we really don’t care what happens to school property.” No school district can tolerate delay in graffiti removal – it is bad public relations and implies careless use of tax monies by neglecting to improve the school image. If custodians are not able to remove the graffiti, they must contact their Facilities Services supervisor so they can inform maintenance staff of the problem.

In addition to the bullets listed above, the term “Highlighting” means: To remove garbage and inspect the rooms for gross spills and ensure security of rooms (i.e., lights, windows, doors, and HVAC condition have been inspected.)

Work Rule/Procedure: Daily Restroom Custodial Cleaning Duties
Effective Date: January 3, 2006 (Revised December 17, 2007)
Number of Pages: 1

Purpose: The purpose of the Daily Restroom Custodial Cleaning Duties Procedures is to provide Service Employees with an outline of how to clean a restroom on a daily basis.

Work Rule/Procedure: The following procedures should be completed each day:

- Eye protection and gloves must be worn before starting.
- Sweep floors. Remove all gum, food, etc.
- Empty waste containers and sanitary containers.
- Fill all dispensers: soap, toweling, toilet tissue, sanitary napkins, etc.
- Clean washbasin interior, exterior, and hardware using disinfectant cleaning solution from solution center. Sponge on and allow to air dry. Rinse all metal hardware with clear water. If necessary use only white abrasive pad as required to remove mineral deposits. Do not use abrasive powders, as they will damage the finish.
- Clean urinal interiors, exteriors, and hardware using disinfectant cleaning solution from solution center. Agitate all interior surfaces with a swab. Clean exterior and hardware surfaces with a towel, paying attention to underside areas. Allow to air dry. Rinse all metal hardware with clear water and wipe down with a dry towel.
- Wipe down all soap dispensers with a damp cloth using disinfectant cleaning solutions, rinse and wipe dry.
- Clean toilet bowls using the toilet swab soaked in the Virex solution from the solution center. Agitate interior surfaces with a swab.
- Graffiti (writing, drawings, etc.) needs to be removed from desks, walls, and partitions whenever such markings are noted. It is extremely important that graffiti be removed immediately. Failure to do so tends to “telegraph” to students “we really don’t care what happens to school property.” No school district can tolerate delay in graffiti removal – it is bad public relations and implies careless use of tax monies by neglecting to improve the school image. If custodians are not able to remove the graffiti, they must contact their Facilities Services supervisor so they can inform maintenance staff of the problem.

Work Rule/Procedure: Daily Locker Room Custodial Cleaning Duties

Effective Date: January 3, 2006 (Revised December 17, 2007)

Number of Pages: 1

Purpose: The purpose of the Daily Locker Room Custodial Cleaning Duties Procedures is to provide Service Employees with an outline of how to clean the locker room on a daily basis.

Work Rule/Procedure: The following procedures should be completed each day:

- Eye protection must be worn at all times.
- Dust all sills, ledges and flat surfaces starting at the top and working down.
- Sweep all floors.
- Fill all dispensers: soap, toilet paper, towels, seat covers, sanitary napkins, sanitary bags, etc.
- Clean all mirrors with glass cleaner.
- Clean all dispensers, receptacles, partitions door handles, and spots on walls with damp cloth soaked in disinfectant detergent solution. Let air-dry.
- Empty all waste and sanitary receptacles and replace can liners.
- Apply disinfectant to urinals and toilets.
- Clean toilet bowls using the toilet swab soaked in the Virex solution from the solution center. Agitate interior surfaces with a swab.
- Mop all floors with disinfectant detergent and make sure the corners are not missed.
- All partitions and shower stalls should be cleaned with disinfectant detergent. Wash down with damp cloth, starting at the top and work down to the bottom.
- Graffiti (writing, drawings, etc.) needs to be removed from desks, walls, and partitions whenever such markings are noted. It is extremely important that graffiti be removed immediately. Failure to do so tends to “telegraph” to students “we really don’t care what happens to school property.” No school district can tolerate delay in graffiti removal – it is bad public relations and implies careless use of tax monies by neglecting to improve the school image. If custodians are not able to remove the graffiti, they must contact their Facilities Services supervisor so they can inform maintenance staff of the problem.

Work Rule/Procedure: Daily Office Cleaning Duties
Effective Date: January 3, 2006 (Revised December 17, 2006)
Number of Pages: 1

Purpose: The purpose of the Daily Office Routine Procedure is to provide an outline for cleaning the offices on a daily basis.

Work Rule/Procedure:

- Enter office, leaving cart outside of office door. Take hand duster, treated dust cloth and damp dust cloth into office.
- Dust sills and ledges with treated hand duster.
- Clean chalk-rail of chalkboard and push debris into wastebasket.
- If scheduled, wipe blackboard.
- Dust off desktops, chairs, tables, bookcases, etc. in room.
- Empty wastebaskets into waste container on cart.
- Empty recycle wastebasket(s) in recycle container on cart.
- If wood, tile or terrazzo floor take sweeping mop into office.
- Sweep floor or vacuum carpeting from inside office wall to the door. If resilient tile, sweep debris into corridor.
- Pick up accumulated dust and debris with counter brush and dustpan when last office is completed.
- Using spray bottle with detergent solution, remove spotted conditions on walls and doors. Clean glass in door partitions with glass cleaner and squeegee.
- Graffiti (writing, drawings, etc.) needs to be removed from desks, walls, and partitions whenever such markings are noted. It is extremely important that graffiti be removed immediately. Failure to do so tends to “telegraph” to students “we really don’t care what happens to school property.” No school district can tolerate delay in graffiti removal – it is bad public relations and implies careless use of tax monies by neglecting to improve the school image. If custodians are not able to remove the graffiti, they must contact their Facilities Services supervisor so they can inform maintenance staff of the problem.

Work Rule/Procedure: Daily Cleaning Duties for Terraced and Sloping Floored Classrooms

Effective Date: January 3, 2006 (Revised December 17, 2007)

Number of Pages: 1

Purpose: The purpose of the Daily Cleaning Duties for Terraced and Sloping Floored Classrooms is to provide an outline for how the terraced and sloping floored classrooms should be cleaned.

Work Rule/Procedure:

The cleaning routine for a NORMAL CLASSROOM applies in Type A, B, C and D terraced classrooms with changes in sweeping techniques as follows:

Type A:

Type A is a classroom that has permanent seats. This classroom is cleaned in the following manner: Starting at the highest terrace, the following operations are carried out by terrace. The chairs are dusted with a treated hand duster. The floor is swept down to the next terrace with the sweeping mop. These steps are repeated until the floor level is reached. The floor level is swept last.

Type B:

Type B is the movable-desk type without aisles on either side of the classroom or any provision made for movement of desks. In a classroom of this type, the basic procedure of Type A terraced classroom is followed. The desks are dusted and moved to the front edge of the terrace. The floor is then swept behind the desks with the sweeping mop and the desks are then moved to the rear edge of the terrace. After the desks have been moved to the rear edge of the terrace, the floor in front of these desks is swept with the sweeping mop. This procedure is repetitive until the floor level is reached. When the floor level is reached, sweep debris into the corridor.

Type C:

Type C is the movable desk type with aisles that can be adjusted. The basic procedure for sweeping and cleaning this type of classroom is a combination of the normal classroom and the terraced type classroom. In effect, this means the aisles change daily with the sweeping and dusting procedures for terraced classroom to be followed.

Type D:

Type D is the sloping floor or auditorium type area. This classroom is essentially treated the same as a terraced classroom with permanent seats. The same procedures for emptying, dusting and sweeping are followed from rear to stage.

GRAFFITI – Graffiti (writing, drawings, etc.) needs to be removed from desks, walls, and partitions whenever such markings are noted. It is extremely important that graffiti be removed immediately. Failure to do so tends to “telegraph” to students “we really don’t care what happens to school property.” No school district can tolerate delay in graffiti removal – it is bad public relations and implies careless use of tax monies by neglecting to improve the school image.

Work Rule/Procedure: Daily Washroom Cleaning Duties

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Daily Washroom Cleaning Duties procedures is to provide an outline of how to clean the washrooms.

Work Rule/Procedure:

- Dust all sills, ledges and flat surfaces, starting at highest levels and working down, using a treated hand duster or treated cloth.
- Sweep floor.
- Fill all dispensers: Soap, towels, tissues, seat covers, sanitary napkins, sanibags, etc.
- Clean all mirrors with glass cleaner and wipe off with squeegee, starting at the top, working down. Clean soap dispensers, working from top down, using a damp cloth. Wash the basin and basin spigots with disinfectant cloth. **DO NOT WIPE OFF:** let drip-dry.
- Wipe down all other dispensers, receptacles, partitions, doors, door handles, walls and wainscoting with cloth dampened with disinfectant detergent solution. Remove heavy smudges and soil with glass cleaner as necessary.
- Empty all waste and sanitary receptacles.
- Apply disinfectant to urinals and toilets: use bowl swab on fixtures.
- Clean urinal interiors, exterior and hardware using disinfectant cleaning solution from solution center. Agitate all interior surfaces with a swab. Clean exterior and hardware surfaces with a towel, paying attention to underside areas. Allow to air dry. Rinse all metal hardware with clear water and wipe down with a dry towel.
- Damp mop floor with disinfectant detergent.
- Restroom partitions should be cleaned as needed with a solution of disinfectant detergent and warm water. Wipe down with a damp cloth, starting at the top and working toward the bottom. Use of disinfectant detergent or glass cleaner will remove almost all marks and/or graffiti found on partitions, etc.
- Note 1: Once per week, use bowl acid as part of toilet and urinal cleaning operation by placing bowl acid into toilet and agitating inside of unit with swab.
- Note 2: If above procedures are used daily, no drip machines, deodorant blocks, or other cover-up devices are required.
- Note 3: **DO NOT USE POWDER OR LIQUID CLEANER** on sinks or toilets as this will damage chrome and china finish and make it harder to clean.
- Note 4: Green discoloration on chrome will eventually come off after repeated cleaning with disinfectant detergents.
- Note 5: Hot water is not necessary for floors if disinfectant detergent is used.

Work Rule/Procedure: Cleaning Duties for Classrooms with Sink and/or Restroom
Effective Date: January 3, 2006
Number of Pages: 1

Purpose: The purpose of the Cleaning Duties for Classrooms with Sink and/or Restroom is to provide an outline for cleaning a classroom that has a sink or restroom in it.

Work Rule/Procedure:

Repeat steps 1 through 9 of NORMAL CLASSROOM and then do the following:

NOTE: Refer to detailed routine for standard washroom maintenance for complete washroom maintenance.

- Fill all dispensers: Soap, towels, tissues, etc.
- Clean mirrors with glass cleaner.
- Wipe inside and outside of sinks with cloth soaked in disinfectant. DO NOT WIPE OFF.
- If a restroom, wipe down all other dispensers, receptacles and partitions with disinfectant detergent from spray bottle.
- Empty all receptacles, waste and sanitary receivers.
- Use disinfectant on urinals and toilets. Use bowl swab on inside and a towel on the outside of toilets and urinals. DO NOT WIPE OFF: Let drip dry.
- Damp mop floor with disinfectant detergent.

Work Rule/Procedure: Daily Cleaning Duties for Gymnasiums and Locker Rooms

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Daily Cleaning Duties for Gymnasiums and Locker Rooms is to outline the procedures for cleaning the gymnasiums and locker rooms.

Work Rule/Procedure:

- Scrub the toilet bowls, urinals, shower heads and wash basins using liquid disinfectant detergent and Scotch-brite white pad.
- Dust locker tops, sweep locker rooms and coaches' locker area, and wet mop thoroughly using solution of liquid disinfectant detergent for all mopping.
- Remove all food, gum, etc., from all areas. Empty waste containers.
- Thoroughly clean behind bleachers.
- Sweep and damp mop the weight room with disinfectant detergent solution.
- Sweep hallways and foyers – spot mop as required.
- Keep the baskets raised at all times except during basketball season when in actual use.
- Give wrestling mats extra care by daily washing or damp mopping with a disinfectant detergent solution.
- Weekly: Hose down walls in shower rooms with disinfectant detergent solution. Allow to air dry, do not wipe down.

Work Rule/Procedure: Classroom Cleaning During Seasonal Breaks

Effective Date: January 3, 2006 (Revised December 17, 2007)

Number of Pages: 1

Purpose: The following represents an outline of the classroom cleaning sequence during seasonal and summer breaks.

Work Rule/Procedure:

Seasonal or summer breaks:

- Clean and repair drapes/shades
- Clean windows before blinds are put back
- Wash board, wipe tray
- Clean lights
- Clean garbage, recycle wastebasket and pencil sharpeners
- Dust
- Clean desks inside and outside – inside non-carpeted rooms
- Wash walls
- Put up drapes/shades
- Place all moveable furniture into hall
- Refinish floor or shampoo carpet
- Place furniture into classroom

In first two weeks of summer break:

- Student lockers cleaned inside and outside

In last two weeks of summer break:

- Hallways are finished
- Classrooms dusted and re-swept
- Gym is refinished as required by Operations Supervisor

In last two days of summer break:

- Custodians will begin the cleaning schedule used during the school year and complete any major cleaning needs in their assigned areas.

Work Rule/Procedure: Procedure for Washing Furniture

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Procedure for Washing Furniture is to provide an outline for how furniture should be washed.

Work Rule/Procedure:

Synthetic Covered

All synthetic covered furniture with the exception of those with a nap, can be washed with a solution of 2 oz. of disinfectant detergent to one gallon of hot water. After washing, wipe dry. The preceding procedure applies to surfaces covered with formica, vinyl and similar substances.

Wood Furniture

Wood furniture should not be washed with water because of the hazard of raising the grain. It should be cleaned with either a solvent or silicone-based furniture polish. The method of cleaning is to apply the furniture polish with a cloth using a circular motion thereby loosening the dirt and bringing it to the surface. Wipe dry with clean cheesecloth to remove the polish and bring out the luster of the wood.

Work Rule/Procedure: Washing Wastebaskets/Containers

Effective Date: January 3, 2006 (Revised December 17, 2007)

Number of Pages: 1

Purpose: The purpose of the Washing Wastebaskets/Containers procedures is to provide an outline for washing the wastebaskets and containers.

Work Rule/Procedure:

Note: The washing procedure applies only to metal or plastic wastebaskets.

1. Gather wastebaskets (garbage and recycle) and take to service area.
2. Prepare a solution of 2 oz. disinfectant detergent to one gallon of hot water. Dip bowl brush into the solution and apply it to the inner and outer surfaces of the basket, then rinse. After rinsing, allow wastebaskets to dry prior to returning to their respective areas.

Work Rule/Procedure: Carpet Care
Effective Date: January 3, 2006
Number of Pages: 2

Purpose: The purpose for Carpet Care procedures is to provide an outline for cleaning carpet.

Work Rule/Procedure:

Carpet care is composed of four basic functions.

1. Carpet Sweeping
2. Vacuuming
3. Spot cleaning
4. Shampooing

1. Carpet Sweeping

The function of a carpet sweeper is to pick up light dirt and lint from carpeting. It is by no means to be used as a replacement for an upright vacuum cleaner. When a Bissell-type carpet sweeper is used daily, vacuuming with an upright will have to be done at least once per week. This ratio of one to five will generally apply to all areas related to the use of a carpet sweeper and vacuum cleaner.

2a. Vacuuming with a Tank-Type Vacuum

Enter the room and vacuum with a back-and-forth motion, working either clockwise or counter-clockwise, ending up at the door. Drag the vacuum tank behind, rather than working back towards the tank. Particular attention should be paid to heavy traffic areas, such as the foot-well under the desk and the traffic pattern that develops from the door to the front of the desk and around the chairs or couches. In vacuuming corridors, start from the least traveled area, working toward the heaviest traveled area. While vacuuming corridors, do not work past a room that is being, or going to be, cleaned so that it will not be necessary to re-vacuum that area after depositing refuse from the room in the corridor.

Because a tank-type cleaner does not have a beating action, it will not remove the heavier grit and sand that is deposited in a carpet. Consequently, this builds up in the carpet and acts like small knives, cutting the threads of the carpeting, thus wearing out the carpet much faster than if this were removed. To preserve the life of carpet, it is necessary, on a three to four month interval in light traffic areas, to go over the carpet with a pile-lifting machine (an extremely heavy duty beating vacuum cleaner). This will remove all grit and sand from the carpet. The pile-lifting machine cannot be used on a regular basis because it has too strong an action for daily usage.

2b. Vacuuming With an Upright Vacuum

An upright beater-type vacuum cleaner is the most effective vacuum cleaner to use on carpet. The method for vacuuming the room in a clockwise or counter-clockwise motion, again paying particular attention to the heavy traffic areas and not moving furniture except on a once-per-month or once-every-two-weeks basis to clean underneath. It is particularly important that this type of equipment is used for vacuuming that is to be done on a periodic basis where a carpet sweeper is used.

An upright beater-type vacuum cleaner, such as the Hoover institutional model, is the best type of equipment to use in heavy traffic areas (corridors, hallways, public lounges, lobby areas). Also, the use of this type of equipment can extend the length of time between shampoos.

3. Spot Cleaning

Two types of stains are the principal ones found on carpeting. The first is the oily stain, usually made up of grease deposits from french fries or other foodstuffs, which have been dropped on the carpet; also, lipstick and other oil-based products. This type of stain has to be removed with a petroleum distillate dry-cleaning product, commercially available. The second type of stain, the water-based stain, can be removed with a rug shampoo or detergent cleaner. The choice between the two spot cleaners is normally determined by how heavy the stain is and also by the material the carpet is made of. Cotton and/or wool materials should not receive excessive water. The stain-resistant treated fibers and synthetic fibers are not affected by either water or other liquids such as soda pop, which very quickly stain cotton or wool yarns. Therefore, these types of carpeting can be cleaned with either type of spotting agent, and the choice is determined by the spot itself. Try either.

Work Rule/Procedure: Cleaning Light Fixtures

Effective Date: January 3, 2006

Number of Pages: 2

Purpose: The purpose of the Cleaning Light Fixtures procedure is to outline how the light fixtures should be cleaned.

Work Rule/Procedure:

Open Fluorescent Light Fixture

This is normally done with a two-person crew, one person on a ladder and the second person on the floor. The person on the ladder removes the bulbs and hands them down to the person on the floor who then takes them and if they are not burned out, puts them in a caddy. These bulbs are used at a later date to replace any prematurely burned out bulbs. The person on the ladder cleans the fixture with a mixture of 2 oz. disinfectant detergent solution and one gallon of hot water. The fixture should be dried before new bulbs are put in to eliminate any hazard of shock to the installer. If a safety ladder is available, it, of course, should be used.

Enclosed Fluorescent Fixture

This type of fixture is cleaned in much the same way as the open fluorescent light fixture. The difference is that a third person is required to handle the cleaning of the glass covers which are handed down by the person on the ladder to the second person, who in turn carries them over to the person who is washing them either in a tank or available sink. The solution is the same. The person on the ladder again cleans the fixture itself. The second person takes and handles the bulbs, giving the new bulbs to the person on the ladder and separating the bulbs that are handed down either to a caddy to be used as replacements at a later date or to a pile for the burned out bulbs.

Egg-crate Type Fluorescent Fixture

This type of fixture also requires a three-person crew. The method of cleaning this type of fixture varies greatly from the open fluorescent and enclosed fluorescent fixtures. A tank large enough to hold the entire egg-crate cover is required. The tank should also be deep enough to allow the cleaning solution to completely cover the egg-crate. The solution used should be a mixture of disinfectant detergent and warm water plus approximately 8 oz. of isopropyl alcohol (80-90% concentration) and 2 oz. of ammonia per gallon of warm water. This solution will do a thorough job of cleaning the egg-crates by immersing the egg-crate in the cleaning solution and agitating it briefly with a simple up-and-down motion movement in the liquid. It is suggested that the custodian handling the tank and the immersing of the egg-crate wear rubber gloves to avoid irritation to his/her skin by the solution.

The cleaning of the fixture and the handling of the bulbs is exactly the same as the aforementioned fixtures.

Covered Incandescent Lights

This type of fixture is normally cleaned by a two-person crew; one person on the ladder removing the bulbs, removing the covers, and cleaning the metal part of the fixture which remains on the ceiling or wall. The person on the floor takes the glass covers and cleans them in a tank or large plastic container.

This type of lamp will require replacing at more frequent intervals than the fluorescent lamps. The type of lamp, which is enclosed and recessed into the ceiling, will burn out at more frequent intervals than the type hung from the ceiling and enclosed in a glass globe because the heat generated by the lamp is retained in the enclosed fixture. Therefore, the cleaning of this type of fixture should be done when the bulbs burn out rather than trying to re-lamp on a group basis.

Work Rule/Procedure: Window Washing Procedures

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Window Washing Procedures is to outline procedures for washing the windows.

Work Rule/Procedure:

Exterior Procedures

Clean the interior of exterior windows as follows:

- a. Windows with a large area of glass: Clean with mixture of either ammonia and warm water, or glass cleaner and warm water.
- b. Brush the solution on the window and remove with a squeegee.
- c. Pick up any residue of solution left at the bottom of the window on the sill with a cloth.

Small Area Windows (12 Square Feet or Less)

This type of window is easiest cleaned with a spray bottle filled with a glass cleaning solution and paper towels. Clean the window from the top down, spraying the glass cleaner onto the window and agitating it with a paper towel; then drying it with another paper towel.

Entrance Glass

Clean large areas of entrance glass in the same way a large area of exterior glass is cleaned. Clean small areas of entrance glass in the same way as a small window. Care should be taken each day that any fingerprints, palm prints, etc. on the entrance glass of the building are removed promptly.

NOTE: On the second and third floors, a Tucker window washer is used.

Work Rule/Procedure: Wall Washing Procedures

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Wall Washing Procedures is to provide an outline for washing the walls.

Work Rule/Procedure:

Wall washing can be done with our general purpose cleaner.

Using a sponge, work from bottom to top covering a small area (no larger than four square feet) at a time. After washing, rinse well with plain water.

Work Rule/Procedure: Major Cleaning of Shower or Tub Walls

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Major Cleaning of Show or Tub Walls is to provide an outline for cleaning the showers or tub walls.

Work Rule/Procedure:

These procedures are for a major cleaning of a shower or tub wall as opposed to a simple wiping down, which is in the NORMAL BATHROOM procedure. One of two methods can be used in cleaning of shower walls.

1. If the shower is dry and can be cleaned before use, clean it with a plastic sponge made much like a scrubbing pad commonly used in household part cleaning. The ceramic wall can be gone over with these plastic scrubbing pads and the accumulated film from body oils and soap scum can be easily removed by simply rubbing the ceramic block with the pad. The accumulated material comes off the wall in powder form and then can be mopped up.
2. If the walls of the shower are wet and cannot be cleaned when dry, a solution of glass cleaner can be used in conjunction the plastic sponge or scrubbing pad to facilitate the removal of the body oils and soap scum. These walls should, of course, be cleaned from the top down.

NOTE: Scouring powder should NOT be used in either the washroom or the shower/tub area. This type of abrasive material, while effective in cleaning of these areas, is extremely harmful to the vitreous or ceramic tile. Over a period of time, it will remove the glossy surface, making these areas extremely hard to clean and also allowing them to stain easily.

Work Rule/Procedure: Sweeping Stairwells

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Sweeping Stairwells procedure is to provide an outline for sweeping stairwells.

Work Rule/Procedure:

Stairwells should be swept from the top to the bottom floor using a treated sweeping mop not over 24 inches wide. The swivel-headed mop is recommended because of the ease in getting into corners.

At the same time the stairs are swept, the custodian should carry a cloth dampened in disinfectant detergent and use this cloth to wash off the handrail and remove any dust buildup along the railing as he/she is sweeping the stairs down. This, of course, is done on a periodic basis and not on a daily basis. The spot cleaning of the walls in the stairwell should be carried out as required. A cloth and small spray bottle containing a mixture of one part detergent and ten parts water can be carried easily in the custodian's pocket so that when a spot is seen, it can be removed.

Work Rule/Procedure: Mopping Stairwells

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Mopping Stairwells procedures is to provide an outline for mopping the stairwells.

Work Rule/Procedure:

Mop stairwells from the top floor down to the bottom floor as follows:

1. Mix a solution of 2 oz. detergent per gallon of water in a small lightweight bucket and use a lightweight mop.
2. Carry the bucket to the mid-landing between floors, dip mop into the cleaning solution, wring out, and take the mop back up the stairs to the first stair.
3. Proceed to mop the top landing and the stairs down to the mid-level landing.
4. Repeat above procedures until the bottom landing has been reached.

Note: Sweep stairs before mopping to eliminate a heavy dirt accumulation on the mop and in the mop water.

Work Rule/Procedure: Refinishing Stairwells

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Refinishing Stairwells procedure is to provide an outline for refinishing the stairwells.

Work Rule/Procedure:

1. Resilient Tile Stairwells

Examples of these are asphalt, vinyl, or vinyl asbestos tile.

The only area scrubbed with a scrubbing machine is the floor landing. The stairs and the mid-landings should be scrubbed using a scrubbing pad attached to a stripper block. Stripper blocks are small squares of metal, which take a synthetic stripping pad and used with a long handle to scrub inaccessible areas such as stairs and landings.

2. Smooth Concrete, Terrazzo or Quarry Tile Stairwells

These stairwells are swept and mopped in the same fashion as the above-mentioned stairwells. Stairwells can be scrubbed, if necessary, as mentioned in the above.

Note: It is recommended that NO floor wax or synthetic floor finish be applied to any type of stairwell. This is to reduce any danger of falling or slipping (especially if water or snow are present), which could cause bodily injury.

Work Rule/Procedure: Cleaning Drinking Fountains

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of Cleaning Drinking Fountains procedures is to provide an outline for cleaning the drinking fountains.

Work Rule/Procedure:

Drinking fountains should be cleaned daily with disinfectant.

Occasionally minerals may accumulate on the surface of the fixture. This can be remedied by the careful use of an abrasive pad with the disinfectant.

Never use bowl cleaner when cleaning a drinking fountain.

Work Rule/Procedure: Care and Maintenance of Concrete Floors

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Care and Maintenance of Concrete Floors is to provide an outline for how to care and maintain concrete flows.

Work Rule/Procedure:

Smooth concrete floors should be swept with a treated sweeping mop of appropriate size for the open area involved. These mops range from 18 inches to 6 feet in width.

If the floor has a dust problem, it is recommended that the floor be sealed. The dust is caused by air passing over the surface of the concrete and oxidizing the lime content out of the floor. This is a never-ending process on an unsealed concrete surface and can be stopped only by sealing the concrete floor. The floor can be sealed either with a penetrating concrete seal, which is normally a chlorinated rubber material, or a surface type seal, which is an oil-modified polyurethane seal, or even a plain varnish, if necessary. The polyurethane seal is recommended because it will outlast almost any other type of seal by approximately four to five years. This seal can be applied by the custodial staff and requires very little specialized skills.

Before applying any seal, the floor should be cleaned with a solution of detergent and water. Allow floor to dry thoroughly, then sweep. Apply a fairly heavy coat of the polyurethane or penetrating seal with a squeegee or lambs wool applicator.

If the penetrating type seal is used, a gloss will appear on the floor after the material is applied, but this gloss will disappear within a couple of weeks after application. The reason for this is that the material is meant to fill the pores of the floor and not to provide a shiny surface.

The polyurethane seal will leave a very high gloss to the floor without making the floor slippery.

Work Rule/Procedure: Floor Preparation and Finishing Procedures

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: Floor preparation and finishing procedures for Johnson's "Complete" Floor Finish Asphalt and Vinyl Asbestos Tile Floors.

Work Rule/Procedure:

1. Dust mop to remove loose dirt and debris.
2. Apply wet coat of stripper, at an 8:1 dilution, with a mop. Allow to work for 3 to 5 minutes before machine scrubbing.
3. Machine scrub with stripping pad.
4. Pick up dirty stripper with a wet vacuum pick up.
5. Rinse the floor twice with wet coats of clear water. Change water frequently so that clean water is always used for rinsing. Pick up rinse water with wet vacuum. **Use a clean mop for rinse**, not a mop used for stripping or other mopping.
6. Give the floor a 3rd damp mopping with clean water and allow to air dry.
7. When floor is completely dry, apply first coat of Complete. Stay away from baseboards on tile width until last coat.
8. When applying finish, do not sling in a "figure 8" pattern but use a "trailing" mop technique; apply finish in a straight path allowing mop to "trail" the mop handle.
9. The first path should be parallel to the baseboard and one tile width away. Fill in the center of the floor by "trailing" the mop back and forth similar to a continuous letter "S".
10. Do not use wringer to press excess finish out of mop. Hand press excess finish out of mop.
11. Allow 45 minutes to 1 hour between coats. Do not force dry with fans.
12. Apply second coat up to baseboards. Allow to dry.
13. Use a clean, rayon mop for finishing floor.
14. Put a trash can liner in the finish bucket to prevent contamination of the finish.
15. Do not pour extra finish from bucket back into complete container. Excess finish should be discarded. **DO NOT WASTE COMPLETE FINISH.**
16. Rinse out finish mop in warm water and allow to air dry at the end of the day.

Work Rule/Procedure: Floor Maintenance – Spray Buffing

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Floor Maintenance – Spray Buffing procedures is to provide an outline for floor maintenance.

Work Rule/Procedure:

This method of floor care is popular with custodians who wish to keep their floors looking nice. Spray finishing is a good technique for keeping heavily used areas in good condition. It is fast and involves a minimum of equipment. The custodian needs only a small sprayer, preferably one that can be operated with one hand. (A spray waxing attachment may be purchased for use with floor machines.)

Spray finishing is not only a method of applying floor finishing to needed areas, it is a cleaning technique also, and is sometimes called spray cleaning. The spray mist softens the soil and existing finish, and the buffing pad removes soil as it spreads and buffs the newly applied floor finish.

This technique of floor care is especially good in such places as doorways, around heavy furniture in offices, walkways, and is especially used in large areas by experienced custodians.

A. Equipment and Materials Needed

1. Floor machine equipped with buffing pad sprayer.
2. Floor finish and water solution (usually 50-50).

B. Procedure

1. Dust mop the floor.
2. Spray a light mist over a small area of 5-10 square feet or less.
3. Buff the area.
 - Buff the area without waiting for the floor finish to dry. If the floor machine can be handled with one hand, the mist may be applied with the other.
 - Heel the machine to remove shoe marks.
 - The buffing pad should be turned over as it becomes loaded with wax and dirt.
4. Spray another small area and buff.
 - Continue the spray and buff operation until the job is finished.
5. Care for equipment.
 - Wipe the floor machine clean and store.
 - Wash the buffing pad and store.
 - Wipe the sprayer. The remaining finish need not be thrown away since it has not become contaminated.

Work Rule/Procedure: Boiler Opening and Closing Instructions

Effective Date: January 3, 2006

Number of Pages: 3

Purpose: The purpose of the Boiler and Closing Instructions is to provide Head Custodians with instructions for opening and closing the boilers. (Applies to Cleaver Brooks Fire Tube Boilers – other boilers are similar.)

Work Rule/Procedure: Only Steam Boilers will be drained after pressure test is completed. Water boilers will only do the pressure test and unless leaks are noted, water side will stay closed.

In May, as designated by Facilities: (One boiler at Tremper, Reuther, and Bradford will remain on line for the pools until later.)

1. With the boiler water at near operating temperature, shut off all boiler controls, feed pumps, vacuum pumps, gas valves, feed water valves, etc. and then open the front and back doors.
2. Carefully work the large stop valves (header valves) back and forth, gradually going to the fully closed position.
3. Pressurize the boiler by using fresh city water – 15 PSI for steam boilers, 30 PSI for hot water boilers. Look for leaks on the tube sheet, tubes, or Morrison tube (large tube). Any leaks or unusual conditions should be marked and reported to the Maintenance Department. **DO NOT OVER-PRESSURIZE THE BOILERS. IT COULD BE EXTREMELY DANGEROUS.**
4. Drain the boiler by opening up the blow down valves and then let air in on top. **SLOWLY DEPRESSURIZE THE BOILER BY SLOWLY OPENING THE DRAIN VALVES BEFORE YOU OPEN THE VENT ON TOP TO LET AIR IN.**
5. Open the manhole and flush with a high-pressure hose as the water drains out of the boiler. This washes out loose sediment and scale, which might remain in the boiler and prevents mud or loose scale from baking on to the heating surface. This is to be done when the boiler is still warm.
6. Carefully check the cone, dry oven, inner door, all gaskets, burner tip, diffuser, and any other unusual conditions so that proper personnel can be called in over the summer to do the necessary repairing and/or replacement. **THE MAINTENANCE DEPARTMENT WILL WAIT TWO WEEKS AFTER SCHOOL IS OUT FOR ALL WELDING REQUIREMENTS TO BE REPORTED.** Shortly after that, a welder will be called to repair all boilers in the District. Door gaskets should be replaced as needed.
7. Check and clean all breeching and the chimney.
8. Punch and vacuum all tubes. Clean the Morrison tube, burner, etc.
9. Clean the water gauge glass; clean the pressure gauge glass, open McDonnell Miller low water cut-offs and clean.

10. Check the brass “nuts” in the boiler to see that they are not stripped or cracked. Check the door bolts to see that they are the proper length (usually 4”) and that the treads are in good shape. You should have one longer bolt (usually 4 ½”) on hand to start getting the doors to close but then 4” bolts should be used once the door is closed far enough to reach the threads. (Most boilers take 4” bolts.) Order replacement brass nuts and bolts immediately.

Inspections:

11. The boiler chemical supplier will inspect all boilers before they are closed. The goal will be to have these inspections done before May 21. A special memo will come out with those particulars.
12. After the inspections are made, close the boilers immediately utilizing the following guidelines:

Closing the Boiler:

- a. Replace the hand-hole gaskets. Use “Bulldog” or “Topogee E” if the boiler surface is rough or corroded away at the point of contact. Be sure to clean the surface before installing the gasket. Lightly tighten the hand-hole cover at this time.
- b. Close the blowdown valves and vents. Open the city water make-up valve. Reassemble the McDonnell Miller low water cut-offs.
- c. Pressurize the boiler like in #3 above and re-check for tube leaks.
- d. Install the manhole cover and tighten lightly.
- e. Pressurize the boiler like in #3 above and re-check for tube leaks.
- f. Repair any cracks in the insulation on the rear doors, inner door, or dry oven area. A vee-groove and Sairbond will repair most cracks. Remove built-up cement from brickwork and then re-coat with a thinner mixture of Sairbond.
- g. Replace the door gaskets if necessary (3 years is about maximum life expectancy). Coat them with a 5-50 mixture of SAE #20 non-detergent oil and graphite.
- h. Using Super-Stik, pack the gasket on the inner door. Be sure that the packing is between the thickest part of the gasket and the inner door. Proper sealing does not take place by putting the Super-Stik on the thin part of the door gasket. The inner door should be packed at a 45-degree angle between the 2” insulating cement section and the thick part of the door gasket. The inner door “groove” should also be packed so that proper sealing with the shelf takes place when the door is closed.
- i. Using Super-Stik, put a coating on the cone area from the outside of the boiler to the smallest diameter of the cone. This is the area where the burner tip makes contact with the cone.
- j. Close and bolt the inner door.
- k. Pack the burner gasket with Super-Stik.
- l. Check the ignition tip. It should be ¼” back from the end and 3/16” away from the ignition tube. THERE SHOULD NOT BE PIPE DOPE ON THE THREADS BETWEEN THE IGNITION TUBE AND THE BURNER – IT WON’T PROVIDE PROPER GROUNDING.

- m. Close the front door using one 4 ½” bolt to reach the threads, but then replace it with a 4” bold for final assembly. The bolts should be dipped in a mixture of oil and graphite before installation. Draw up the bolts.
- n. Crawl into the Morrison tube and carefully remove the Super-Stik from closing off the “fuel slots”. The “fuel slots” are just outside of the diffuser. Super-Stik should be between the burner tip and the inner cone, but Super-Stik should not block off the fuel slots, eye or ignition tube.
- o. Clean the glass on the rear door. Make sure that the opening in the door is proper to see the fire once the door is closed.
- p. Pack the rear door gasket with Super-Stik. Put the Super-Stik between the boiler and the thickest part of the gasket. Pack the groove in the rear door. Install new 5/8” fiberglass rope or 1 ½” rope if you don’t have the bar welded to the boiler anymore. Close the door using the one 4 ½” bolt for stating purposes.
- q. Fill the crack between the doors and the boiler with Super-Stik. This does not prevent leakage but it may look better. This is optional.
- r. Connect the air line to the eye glass, connect the gas and oil lines, etc.
- s. Open the header valves.
- t. Turn on the electrical power and fire the boiler on low manual until the pressure is 3 PSI (steam) or 160 degrees F (hot water).
- u. NEVER FIRE THE BOILER ON AUTO OR HIGH MANUAL UNTIL THE BOILER IS AT OPERATING TEMPERATURE BECAUSE IT CAUSES THERMAL SHOCK (SWEATING) AND IT GREATLY REDUCES THE LIFE OF THE BOILER. DO NOT TURN ON AND WALK AWAY.
- v. Warm the boiler to full operating conditions to drive off the oxygen.
- w. For hot water boilers, the system should be ready for heating.
- x. For Steamers, open the vent on top and fill with city water until the boiler is full of water. This is called wet storage. For startup in the fall, first blow down the boiler until the water level is in the gauge glass before turning on the boiler.
- y. Retighten the door bolts several times. As the Super-Stik dries out, the bolts have to be tightened.

The boilers should be closed, refilled and fired to remove the oxygen in June as designated by Facilities. If you have any questions, please call the HVAC Department at 653-7385 for assistance.

Work Rule/Procedure: Snow Removal Procedures

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Snow Removal Procedures is to provide Head Custodians with instructions for removing snow.

Work Rule/Procedure: The following snow removal procedures are in effect for the winter season. While this plan is in effect, the actual start of snow removal at any given area is dictated by weather conditions, school activities, and equipment breakdowns.

1. The Maintenance Supervisor or Grounds Crew Leader will determine when sufficient snow is on hand for plowing and call all employees assigned to snow plowing to report to the Grounds Shop.
2. Snow plowing begins according to the maintenance Vehicle Snow Removal Assignment.
3. Before 5:00am, the Grounds Crew Leader reviews the status of the snow plowing effort with the Maintenance Supervisor.
4. At 5:00am the Transportation Supervisor contacts the Maintenance Supervisor for current snow plowing information. The Maintenance Supervisor then calls the Superintendent.
5. Prior to 5:15am the Superintendent then makes his decision.
6. Snow removal is considered **Top Priority**; therefore, all building custodians are assigned the responsibility of snow removal at their building entrances, sidewalks on school property, the area leading to and around all dumpsters with particular attention to keeping corner school crossing walks open. Fire hydrants must be kept free of snow at all times. Small touch-up areas that can be handled by shovel or snow blower are the responsibility of the custodial staff. Salt and sand supplies must be maintained at each school during the snow season. Custodians are expected to salt and sand any icy areas that may exist. Maintenance Crew personnel will go over large areas of ice after snow removal operations in the District are completed.
7. Drifting conditions, large amounts of snow dumped by city plows, or other areas needing additional snow removal, which are not able to be done by a snow blower, must be reported to the Principal or Maintenance Supervisor.
8. Maintenance workers will check for the conditions as noted in step 7, during their weekend checks.

It is imperative that the Head Custodians follow the above snow removal procedures in a timely manner so that all jobs are completed by the opening of the school day.

Notes:

1. After the driver has finished the assignment, other areas are re-assigned to assist where needed.
2. Fire lanes will be cut to all buildings during a holiday break when heavy snow occurs.
3. Playgrounds will be plowed as time permits and also salted as needed.

Work Rule/Procedure: Broken Mercury Vapor and Metal Halide Lamps

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Broken Mercury Vapor and Metal Halide Lamps procedures is to provide an outline for handling broken bulbs.

Work Rule/Procedure: High intensity discharge lamps that continue to work after their outer bulbs are damaged give off hazardous ultraviolet radiation. This radiation is invisible, but can cause severe skin burns and eye damage. Extensive or repeated exposure could increase the risk of skin cancer.

- Check the lamps regularly for missing, broken or punctured outer bulbs. This should be done with the lamps off.
- If a lamp is broken, turn the lamp off immediately.
- Replace lamps only when the lamps are off.
- Persons exposed to ultraviolet radiation from a damaged lamp should see a doctor if symptoms of skin burns or eye irritation occur.
- Report incidents of injuries to the Facilities Services Department.

Work Rule/Procedure: Inspection and Servicing of Fire Extinguishers and Fire Hoses

Effective Date: January 3, 2006

Number of Pages: 1

Purpose: The purpose of the Inspection and Servicing of Fire Extinguishers and Fire Hoses procedures is to provide instructions for inspecting and servicing fire extinguishers and fire hoses.

Work Rule/Procedure: It is the responsibility of the Head Custodian to make a yearly inspection of all fire extinguishers and hoses in the building according to the inspection procedure listed below. Each Head Custodian should establish an annual two-week period during which all extinguishers will be checked.

1. Inspection Procedure

- ii. Extinguisher Inspection Tag – All extinguishers and hose must have an inspection tag attached indicating the date of yearly inspection and the initials of the person performing the inspection. When inspection or servicing is completed, the person doing the work must date and initial the inspection tag.
- iii. Water and Dry Chemical Extinguishers – Check the pressure gage. If gage registers normal pressure (needle in white area), record the date and your initials on the inspection tag. Call for service as noted below if:
 - The gage needle shows **Under-charged** (needle is in red area).
 - If the gage needle is more than half way in the red **Over-charged** area.

2. Extinguisher Service

- A. If an extinguisher is partially or completely discharged or needs repair, call Facilities Services directly. We will call the Service Vendor and they will do all recharging and repairs on-site or at their shops and return extinguishers within 48 hours.

3. Extinguisher Replacement

- A. When an extinguisher is stolen or damaged beyond repair, send a Damage/Theft Report to the Business Services Office indicating the make, type, serial number, location and date of theft or damage.

4. Fire Hoses

- A. Unfold the hose and inspect the hose for wear, holes, cuts, etc. (Do not turn the **valve** on since once the valve seal is opened, the valve disc must be replaced). If repair is needed, call the Maintenance Shop.