

CLEAN-UP OF CARPET AND RUGS

Before clean-up always air out room.

1. Have people and pets leave the room; don't let anyone walk through the breakage area on their way out.
2. Cover all A/C and/or heating vents or shut the system off.
3. Open window and leave the room for 15 minutes or more.
4. Put on gloves, dust mask, and goggles.
5. Carefully pick up glass fragments and place them in the plastic bag.
6. Use tape to pick up any remaining small glass fragments and powder.
7. Use flashlight to check for remaining small fragments and powder.
8. Place the broken pieces of glass and powder in plastic bag and seal with tape.
9. Place plastic bag with broken glass and powder in box with burned out bulbs.
10. If vacuuming is needed after all visible materials are removed, vacuum the area where the bulb was broken.
11. Remove the vacuum bag (or empty and wipe the canister), and put the bag or vacuum debris in a plastic bag and seal, and throw in regular trash.

FUTURE CLEANING OF CARPET AND RUGS

Air the room out during and after vacuuming. The next several times you vacuum, cover the vents or shut off the A/C or heating system and open windows before vacuuming. Keep central air conditioning /heating system off (or cover the vents) for at least 15 minutes after vacuuming is completed.

PROCEDURE FOR CHANGING FLUORESCENT LIGHT BULBS

Equipment and Supplies

Ladder

Safety Equipment

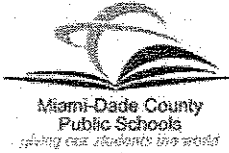
Goggles

Gloves

Dust Mask

1. Turn electrical power off.
2. Put on goggles, gloves, and mask.
3. Place ladder center of light fixture.
4. Remove light cover (if applicable).
5. Twist bulb from side-to-side (or pull from end-to-end) until one end slips from the holding clamp. (Lay bulb down while replacing new bulb).
6. Replace bulb by placing one end into clamp and then the other end.
7. Turn electrical power on.
8. Remove ladder and old light bulb.
9. Wash hands.

NOTE: Burned out light bulbs are to be stored in empty bulb boxes. When a minimum 150 bulbs have been accumulated, please complete the attached *Pick-Up Service Request* form and fax it to 305-371-3123.



FACSIMILE TRANSMITTAL

PICK UP SERVICE REQUEST FOR FLUORESCENT/MERCURY-CONTAINING LAMPS

Date: _____

TO: Mr. Alfredo Sardiñas, Supervisor
Recycling and Utilities Administration

FAX NO: 305-371-3123

FROM: _____
(Primary Contact Person)

FAX NO: _____

(Alternate Contact Person)

PHONE NO: _____

Please request pick-up of authorized materials by the district's lamp recycler from the location identified below. I understand that I am responsible for notifying the Division of Energy, Communications and Fiscal Management (DECFM), via fax, if the pick up is not made by the vendor within four weeks from the date of this request.

Note: 150 lamp minimum required for pick up!

PICK UP LOCATION: _____
(Name of School or Location)

ADDRESS: _____

ROOM NUMBER WHERE LAMPS ARE LOCATED: _____

LAMP TYPE	QUANTITY
4 ft. fluorescent lamp	
8 ft. fluorescent lamp	
2 ft. fluorescent u-lamp	
HID lamps	
U lamps	
Others	

FOR OFFICE USE ONLY:

Date faxed to vendor: _____ Initials: _____

FM-5573 Rev. (04-02)

AIR VENT/GRILL CLEANING PROCEDURES

Equipment/Supplies

Hand Brush
High Duster
Ladder
2.5 Gallon Bucket
Rags
Green Scrubbing Pad
Tools to remove vents

Chemicals

Germicidal detergent

Safety

Wet Floor signs
Rubber Gloves
Goggles

PROCEDURE

- 1. Prepare equipment** – Fill bucket with appropriate germicidal solution. (Read the label for proper dilution.)
- 2. Prepare area** – Set up caution signs. Move obstacles such as furniture away from the air vents or grill to be cleaned.
- 3. Set-up ladder**
- 4. Wash Grill** – Wash grill with germicidal solution.
- 5. Put area back in service** – Remove caution signs. Return furniture and other items removed from the area to their proper placement.

WINDOW CLEANING (SQUEEGEE)

Equipment/Supplies

Bucket
Clean Wipers
Extension Wand/Ladder
Squeegee with Fresh Rubber Blade
Strip Washer or Window Cleaning Brush
Window Scraper
Window Washer's Tool Holster

Chemicals

Window cleaner

Safety

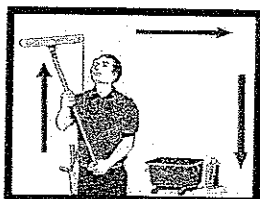
Caution Signs

PROCEDURE

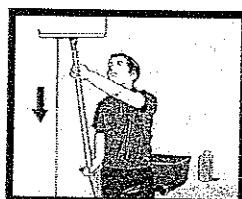
1. **Set up** – Window cleaning set-up includes assembling all necessary supplies and taking them to the area where windows are to be washed. Put out caution signs as needed.
2. **Apply solution** – Mix the window cleaning solution in the bucket. Apply solution to the window evenly with a window brush or strip washer. Be sure to cover the area completely.
3. **Squeegee window** – Start to squeegee the window by placing the squeegee at the top and gliding the squeegee to the corner of the window. Glide the squeegee downward to the corner of the window. Use consistent, even pressure on the squeegee all the way down to the bottom corner of the window. Repeat this across the window. Wipe off squeegee with a clean wiper and begin at the top of the window again. Slant the squeegee downward on the dry, cleaned side of the glass. Continue down the glass to the bottom of the window. Inspect for deposits and scrape if necessary. Repeat this until the window is cleaned completely.
4. **Wipe up drips** – When you finish the window, wipe the sills and corners clean with wipers. Remove caution signs.
5. **Clean up** – Wash out, rinse and dry the bucket. Rinse squeegees and wipe dry. Store squeegees in a cool, dry place. Do not store squeegees on their blades. Wash hands after performing cleaning.

Do not store squeegees on their blades. Wash hands after performing cleaning

The purpose of window cleaning is to provide clean windows and bright views.



APPLY SOLUTION



SQUEEGEE WINDOW
FROM
TOP-TO-BOTTOM



OR



SQUEEGEE GLASS
FROM SIDE-TO-SIDE



FINISH THE WINDOW
AND WIPE-UP SILLS

WATER FOUNTAIN CLEANING (WATER BUBBLER)

Equipment/Supplies

Custodian cart
Mop bucket, wringer and mop
2.5 gallon bucket
Cleaning rag or sponge for water fountains
Vacuum cleaner with
interchangeable attachments
Lobby pan
Lobby broom
Measuring cup or portion pump
Rubber gloves
Putty knife

Chemicals

Germicidal detergent
Liquid abrasive cleaner

Safety

Goggles
Disposable gloves
Wet floor sign

PROCEDURE

1. Prepare germicide – 1/2 oz. /gallon water, or 1 oz. /gallon water – **Read Label.**
 - a. **Master cleaning solution (prepare in two-gallon bucket)**
2. Dust ledges, pipes with a vacuum cleaner with interchangeable attachments.
3. Eliminate trash and liter from water fountain top.
4. Clean and sanitize tops using, some of master solution as needed. **Do not Contaminate Master Solution!**
5. Clean sides/back using some of master solution as needed. **Do not Contaminate Master Solution!**
6. Clean waters source (bubbler, water stream mechanism – water sprout) outside and inside using enough of master solution as needed. **Do not Contaminate Master Solution!**
7. Clean handlers, water button lever using balance of master solution.
8. Rinse bubbler, water stream mechanism (water sprout).
9. Run water continuously to flush water sprout.
10. Clean and mop floor by water fountain.
11. Inspect work, store tools appropriately.

Note

- Pour unused germicidal solution in floor drain to reduce odors.
- Germicide should remain on surface for 3 to 10 minutes.
- Separate containers may be used to clean the separate fixtures, or a single container is used, but separate germicide mixtures are made to clean the separate fixtures, cleaning the container for each product. (Separate cleaning tools must be used).
- Daytime cleaned surface using germicide must be rinsed and dried before the water fountain is reopened for use.
- Dry excess water

WALL WASHING (Interior)

Equipment/Supplies

Hand Pad or Sponge
Mop bucket with wall washing wringer
Wall washing brush

Chemicals

Germicidal detergent
Cleaner appropriate to surface
Spray & Wipe
Liquid Abrasive cleanser

Safety

Caution signs
Rubber Gloves
Goggles

PROCEDURE

1. **Prepare equipment** – Fill mop bucket with appropriate germicidal solution. Use cold water. Transport to worksite.
2. **Prepare area** – Set up caution signs. Move obstacles such as furniture away from wall. Remove articles such as pictures from wall to be cleaned.
3. **Pre-spotting** – Determine if area is color-fast by testing a small area first. Heavily soiled areas should be pre-spotted with an all-purpose cleaner. If badly soiled use crème cleanser.
4. **Wash wall** – Starting at bottom section of wall apply disinfectant solution. Wet wall; being careful not to squeeze too much solution onto the wall to prevent running. Do an area approximately 4' x 4' using overlapping movements until area is completed. Repeat sequence, this time apply pressure to clean off soil. Rinse mop and wipe area dry. Finish cleaning wall corner to corner without a break to prevent streaks.
5. **Put area back in service** – Remove caution signs. Return furniture, pictures and other items cleared from the area to their proper placement.

CLASSROOM CLEANING

Equipment/Supplies

Custodian Cart
Dust Mop
Cleaning Sponge or Cleaning Cloth
Lobby Dust Pan
Lobby Broom or Corn Broom
Mop Bucket
Mop Handle w/Mop Head
Vacuum Cleaner/Interchangeable Attachments
Large Trash Barrel
5 Gallon Red Bucket
Measuring Cup or Portion Pump
Putty Knife

Chemicals

Spray & Wipe
Germicidal
Liquid Abrasive cleanser

Safety

Dust Mask
Rubber Gloves
Floor Signs

Procedure

- Clean restroom if there is one in the classroom.
- Empty pencil sharpener.
- Damp wipe chalk tray or vacuum with a vacuum cleaner with interchangeable attachments.
- All classroom dusting done with a damp cloth.
- Empty trash containers.
- Dust mop floor – or –
- Broom sweep floor – or –
- Vacuum carpeted floor.
- Damp mop spots, stains or spills.
- Spot clean carpet.
- Check doors and windows [security].
- Inspect job
- Turn off lights.
- Lock doors.

RESTROOM CLEANING

EQUIPMENT/SUPPLIES

Custodial Cart
Mop Bucket, Wringer with Mop
Mop Handle and Mop
2.5 Gallon Bucket
Cleaning Rag or Sponge
Johnny Mop
Lobby Pan
Lobby Broom or Corn Broom
Tongs/Grabber
Measuring Cup or Portion Pump
Putty Knife
Pump Sprayer
Green Scrubbing Pad

CHEMICAL

Germicide Detergent
Liquid Abrasive Cleaner
Acid Type Bowl Cleaner
Neutral Soap

SAFETY

Wet Floor Sign
Protective Gloves
Goggles
Rain Gear
Protective Footwear

PROCEDURE

1. Eliminate litter from ceiling.
2. Eliminate trash and litter from floor. (Empty and clean trash container.)
3. Prepare germicide: 1/2 oz. per gallon of water or 1 oz. gallon water – **READ LABEL FOR DILUTION RATIO.**
 - a. Master cleaning solution (prepare in 2.5 gallon bucket, place solution in pump sprayer or bucket).
 - b. Spray floor, tile walls, partitions, and fixtures with germicidal solution
 - c. Rinse toilet seat and flush toilet (Flush urinals.).
 - d. Wash all previously mentioned areas
4. Replenish paper supplies.
5. Mop floor with germicidal solution.
6. Inspect work, turn lights off and lock doors and windows.

DUSTING PROCEDURES

Equipment/Supplies

High Duster with Handle
Rags
Squeegee (Window)
Swivel Scrub Brush with Handle
Putty Knife
Green Scrubbing Pad
Doodle Bug with Handle
Back Pac Vacuum with/Attachment
2.5 Gallon Bucket
Pump Sprayer
Measuring Cup
Mop Bucket
Window Brush with Handle
Ladder

Chemicals

Spray & Wipe
Germicidal
Liquid Abrasive cleanser
Window Cleaner
Neutral Soap

Safety

Dust Mask
Goggles
Rubber Gloves

ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN.

Dust

- Wipe or vacuum all light fixtures and vents, ceiling tile, and heating units
- Clean windows and sills (inside and out)
- Wash/scrub walls (spray chemical from the bottom up)
- Clean Horizontal surfaces
- Clean baseboards
- Wipe with damp cloth, and wipe dry with dry cloth or vacuum all furniture
- Wipe down desks with germicidal solution (Remove gum, tape, and marks from desks and chairs)
- Clean all trash cans
- Clean doors and frames

DEEP CLEANING

EXTERIOR

(CORRIDORS, WALKWAYS, WALLS, STAIRS)

Equipment/Supplies

AP20 with attachment or Pressure Washer
Water Hose
Push Broom or Squeegee
Bucket
Swivel Scrub Brush or Doodle Bug
High Duster
Wall Brush
Window Squeegee
Rags
Window Brush

Chemicals

Stripper
Spray & Wipe
Window Cleaner
Liquid Abrasive Cleaner
Gum Remover
Neutral Soap

Safety

Rain Gear
Goggles
Proper Footwear
Gloves

PROCEDURE

- Remove all cobwebs
- Clean all light fixtures
- Clean all corners
- Clean all signs
- Wash walls (including exterior window sills)
- Wash doors
- Remove gum
- Pressure wash exterior
- Or Sweep/blow and scrub with AP20, using a stripping solution and a used black pad
- For tile or terrazzo hallways, see stripping procedure

DEEP CLEANING CAFETERIA

EQUIPMENT/SUPPLIES

Dust Pan
Push Broom
Lobby Broom
Mop Bucket with Wringer
Mop Handle with Mop
Measuring Cup or Portion Pump
Putty Knife
Pressure Washer with Attachment
Ladder
Back Pack Vacuum with Tools
Green Scrubbing Pad
Rags
Swivel Brush/Doodle Bug with Handle
Window Brush with Handle

CHEMICAL

Germicide Detergent
Liquid Abrasive Cleanser
Neutral Soap

SAFETY

Wet Floor Sign
Protective Gloves
Goggles
Dust Mask

PROCEDURE

ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN.

- Wipe or vacuum all light fixtures and vents, ceiling tile, and heating units
- Clean windows and sills (inside and out)
- Wash walls (spray chemical from the bottom up)
- Clean horizontal surfaces
- Clean stage and vacuum curtains (see deep cleaning procedure)
- Clean baseboards
- Remove tables, set outside, pressure wash lower part of the legs; hand wash the rest of the table using germicidal solution (don't forget to remove gum).
- Sanitize water fountain (See water fountain cleaning procedure)
- Clean doors, frames, and fly fans

See Water Fountain Procedure

See Floor Care Procedures

OFFICE DEEP CLEANING

Equipment/Supplies

Custodian Cart
Dust Mop
Cleaning sponge
or cleaning rags
Lobby Pan
Push broom
Mop Bucket with wringer
Mop Handle and mop
Back Pac Vacuum with attachments
Brute trash barrel
2.5 gallon bucket
Measuring cup or portion pump
Putty knife
Vacuum Cleaner
Window Squeegee
Green Scrubbing Pad
Ladder

Chemicals

Germicidal detergent
Liquid abrasive cleaner
Neutral Soap

Safety

Rubber gloves
Dust Mask
Goggles
Wet Floor Sign(s)

Procedure

1. Clean restroom (see procedure for restroom cleaning)
2. Empty pencil sharpener
3. Dust desktops, files, and counters (remove all marks)
4. Empty trash, clean container (replace plastic liner)
5. Clean walls, doors and frames (watch for graffiti)
6. Clean windows and sills (inside and out)
7. Shampoo carpet (see carpet care procedure)
8. Tile floors (see floor care procedure)
9. Check doors and windows – security
10. Inspect job
11. Shut off lights (wipe off soil from cover plate)
12. Lock door

ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN.

Dust

- Wipe or vacuum all light fixtures and vents, ceiling tile, and heating units
- Clean windows and sills (inside and out)
- Wash/scrub walls (spray chemical from the bottom up)
- Clean Horizontal surfaces
- Clean baseboards
- Wipe with damp cloth, and wipe dry with dry cloth.
- Wipe down desks with germicidal solution (Remove gum, tape, and marks from desks and chairs)
- Clean all trash cans
- Clean doors and frames

FLOOR CARE

How to strip a floor – Supplies and equipment needed:

<u>EQUIPMENT/SUPPLIES</u>		<u>CHEMICALS</u>	<u>SAFETY</u>
AP20 (with attachments)	1 Measuring Cup	Stripper	Wet Floor Sign
2 Mop Buckets/Wringer	1 Wet/Dry Vacuum		Goggles
1 Putty Knife	1 Dust Mop/Handle		Rubber Gloves
1 Doodle Bug with handle	1 Dust Pan/Broom		Dust Mask
1 Black Pad			Proper Footwear

PROCEDURE

1. Dust mop floor/sweep the floor
2. Dilute the stripper (according to the condition of the floor)
3. Apply stripper solution on the floor
4. Let stripper solution stay on the floor 7 to 10 minutes (follow label instructions)
5. Using the AP20 with black pad begin stripping the floor, overlapping passes.
(Note: wash used black pads for later use)
6. Using wet/dry vacuum begin picking up the stripping sludge.

TO RINSE THE FLOOR:

Supplies and Equipment needed:

- Bucket and wringer
 - 1 large container for rinse water
 - 2½ gallon Bucket
 - 2 mop heads/handle
 - Wet/Dry Vacuum
1. Using a large container with clear water fill the 2½ gallon bucket and distribute water on the floor **(use the mop to evenly spread the water)**.
 2. Using wet/dry vacuum pick up water.
 3. Using a clean mop/handle pick up excess water.
 4. Let floor dry, check floor for residue or any area containing wax.
 5. If old wax is visible, remove before applying floor finish (see edge build up procedure.)

EDGE BUILD UP

Equipment/Supplies

Wet/Dry vacuum cleaner
Mop bucket and wringer
Rinse mop, bucket and wringer
Putty Knife
Doodle Bug edge scrubbers
Blanket strips, cut to 12" in width
Lobby Broom
Dust Pan

Chemicals

Floor finish remover, stripper

Safety

Goggles
Rubber Gloves

Perhaps the toughest challenge in reconditioning floors is removing old wax build-up. These discolored layers of old floor finish detracts from the appearance of any otherwise clean and neat room. Once you become an expert at removing edge build up you will want to become an expert at preventing it. To remove build up on vinyl, terrazzo, or concrete there are several steps.

- I. Assemble equipment and materials:

- II. Prepare stripper according to label directions in one bucket:
 - a. Soak blanket in stripper solution
 - b. Unroll blankets along areas of edge build up.
 - c. When softened, scrap up build up – look for a gray milky colored surface.
 - d. Repeat step b, c, and d until build up is no longer apparent. It is usually best to work in 15 – 25 foot sections.
 - e. Remove excess stripper
 - f. Rinse with clean water
 - g. When dry inspect for any remaining build up. If necessary repeat process.

Your edges should now be ready for proper care. In the future do not finish your floors to the baseboards – only on first and last coat. Remember that if no one walks it off – you will have to scrub or scrape it off, so keep it away from the edges.

USE FLOOR MACHINE AS NEEDED

FLOOR FINISH APPLICATION

Equipment/Supplies

Finish Mop
Mop bucket with wringer
Plastic trash liner

Chemicals

Floor Finish

Safety

Wet Floor signs
Protective Gloves
Goggles
Protective footwear

PROCEDURE

- 1. Prepare equipment** – Use a plastic trash can liner in the bucket to keep the solution uncontaminated and to save clean-up time.
- 2. Inspect area to receive new floor finish** – Make sure that floor is thoroughly dry and clean.
- 3. Place caution signs in the areas.** Avoid blocking doors and aisles when possible.
- 4. First coat** – Begin with clean, slightly dampened finish mop. Immerse the finish mop in the floor finish bucket. Wring mop to eliminate dripping. Apply a THIN coat. Start applying the floor finish by running the mop parallel to and next to the baseboard. Cover remaining floor area, using “figure 8” stroke. Be sure to cover entire area. Avoid splashing. Allow the coat to dry.
- 5. Second coat** – Keep at least nine to twelve inches away from baseboards. Apply a THIN coat. This second application should be made using a “figure 8” pattern in the opposite direction. Allow second coat to dry. Allow coat to dry.
- 6. Repeat step 5 for additional coats.**
- 7. Put area back in service** – When the floor has dried, remove caution signs. Return furniture and other items cleared from the area to their proper placement.

NOTE: BE CAREFUL NOT TO APPLY FLOOR FINISH ONTO BASEBOARD.

DUST MOPPING

Equipment/Supplies

Counter Brush or Broom
Dust Mop Handle & Frame
Dust Mop Head
Dust Pan
Putty Knife
Utility Brush




Chemicals

Dust Mop Treatment

Safety

Caution Sign(s)

PROCEDURE

- 1. Set up for work:** Transport the properly clean, treated dust mop head, frame, handle and caution signs to the floor section that requires dust removal. Carry a putty knife with you to remove gum and other accumulations in your path. Place caution signs in the work area.
- 2. Remove dust and trash by dust mopping:** Start at one end of area by pushing the mop. Scrape up gum as you go along. Shake out the dust mop at regular intervals. Pivot at end of area and mop in opposite direction. Overlap each pass.
- 3. Unload the dust mop and remove trash and dirt:** Shake the dust mop frequently to unload debris. Using the dustpan and counter brush or broom; sweep up dust and trash from the floor. Deposit trash in the nearest receptacle. Take caution signs back to the service closet.
- 4. Service the dust mop in the service closet:** Close the service closet door. Shake the dust mop and pick up debris. Brush out the dust mop head with the utility brush and re-treat the mop. Put the mop head in a plastic liner. Remember to do this after the cleaning is completed to avoid streaking and oily floors. This is called allowing the dust mop to "cure". Hang up the dust mop after each use.
- 5. Recycle dust mop:** At the end of each use cycle, take back the soiled mop head to the laundry or dispose of it properly.

DAMP MOPPING

Equipment/Supplies

Clean wipers
Hand Pad
Mop w/Mop Handle
Mop Bucket w/Wringer
Putty Knife

Chemicals

Germicide Detergent
Neutral Soap

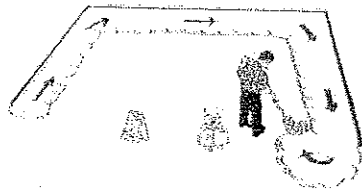
Safety

Caution Sign
Protective Gloves

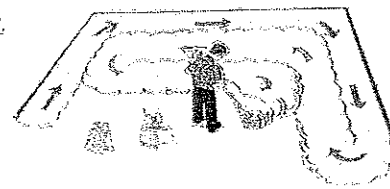
PROCEDURE

1. **Set up for work:** Place the "Wet Floor" caution sign out and move furniture or other portable obstacles that may impede the work or be damaged by water.
2. **Prepare the mopping chemicals:** Wear appropriate protective gloves and eyewear. Fill bucket with cleaning solution and clean water. Transport equipment to worksite.
3. **Dust mop the area to be cleaned:** Use the procedure for dust mopping using a clean dust mop
4. **Apply mopping solution:** Place mop in solution and wring out until mop is damp. Mop lengthwise along baseboard to form a "U" around the area being mopped (*See Example A*). Mop your way out of the "U" by filling in it using a "figure 8" stroke (*See Example B*). Flip the mop every four feeds. Use the heel of the mop with a hand pad to remove stubborn spots or use a putty knife, if needed. Wipe off baseboard immediately with a clean wiper, if any water had been splashed on them.

Example A:



Example B:



The purpose of damp mopping is to remove light soil and provide a clean sanitary and attractive condition to hard floor surfaces.

5. **Change solution and mop frequently:** Use the proper dilution of the correct cleaning detergent. Both mop head and solution should be changed when soiled.
6. **Put area back in service:** When the floor has dried, remove caution signs. Return furniture and other items cleared from the area to their proper placement.
7. **Recycle Dust Mops:** At the end of each use cycle, take back the soiled mop head to the laundry or dispose of it properly.

CARPET CARE

Equipment/Supplies

Floor Machine
Shampoo Brush
Extractor
Upright Vacuum
Putty Knife
2.5 gallon Bucket
Spray Bottle

Chemicals

Shampoo
Gum Remover (approved)

Safety

Gloves
Goggles

PROCEDURE

1. Remove furniture
2. Vacuum carpet
3. Remove gum (safest approved method)
4. Spot carpet
5. Mix shampoo and water (read label) in 2.5 gallon bucket.
6. Pour mixture in floor machine's tank
7. Shampoo carpet (use overlapping passes)
8. Flush carpet w/clear water using extractor
9. Place furniture back in place (after cleaning the furniture).
10. Make sure a/c is on to help dry carpet.
11. Turn off lights
12. Close and secure door.

LOCKERROOM DEEP CLEANING PROCEDURE

EQUIPMENT/SUPPLIES

Pressure Washer with attachment
or AP20 *with attachment*
Mop Bucket/Wringer
Mop, Mop Handle
Wet/Dry Vacuum
Putty Knife
Doodle Bug
Broom and Dust Pan
Pump Sprayer
Measuring Cup
Water Hose
Swivel Scrub Brush
Green scrubbing pad
Window Brush
Ladder

CHEMICAL

Germicide Detergent
Stripper
Bowl Cleaner
Liquid Abrasive Cleaner
Neutral Soap

SAFETY

Wet Floor Sign
Goggles
Rubber Gloves
Dust Mask
Proper Footwear
Rain Gear

1. See deep cleaning procedure.
2. Sweep and remove trash
3. Pressure wash floor or scrub with AP20
 - a. Pressure wash/scrub floor
 - b. Rinse with clear water
 - c. Spray germicidal solution
4. Clean lockers
 - a. Open all lockers
 - b. Remove contents – *(by authorized person)*
 - c. Spray lockers inside and out (allow germicide to work)
 - d. Wipe down lockers
 - e. Remove graffiti, if possible
 - f. Prepare germicidal solution in a pump sprayer
 - g. Spray benches with germicidal solution, scrub, and rinse with solution and then rinse with water
 - h. Rinse floor
5. Lockerroom restroom area (see restroom Deep Cleaning procedure)
6. Clean and sanitize shower areas.
 - a. Spray wall-partitions – fixtures – floors and curtains with germicidal solution, allow it to work
 - b. Scrub all previously mentioned areas
 - c. Spray once more with germicidal solution
 - d. Rinse with clear water



NON-DISCRIMINATION POLICY

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Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin, for programs or activities receiving Federal financial assistance from the Department of Education.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.
Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13-4A-1.01, 6Gx13-4A-1.32, and 6Gx13-5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability. Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 205.07 (Florida Statutes), which stipulate categorical preferences for employment.

