



HARPER CREEK COMMUNITY SCHOOLS

Facilities Department

7454 B Dr. North

Battle Creek, MI 49014

(269) 441-6550

Fax (269) 962-6034

Appendix B

Current Custodial Duties/Frequencies

Created by:

Jim Robinson

Director of Facilities

Harper Creek Community Schools.



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Appendix

B-1

Current Custodial tasks/Duties and Frequency Schedules

Created by:

Jim Robinson

Director of Facilities

Harper Creek Community Schools.

AT A GLANCE
 CUSTODIAL ROUTINE CLEANING-FREQUENCY CHART
 EARLY CHILDHOOD, K-12 CLASSROOMS, SPECIAL EDUCATION CLASSROOMS
 BASED ON DAILY CLEANING

TASK TO BE COMPLETED	DAILY	EVERY OTHER DAY	WEEKLY	AS NEEDED	NOTES
Empty Trash	x				Replace liner as needed.
Empty Pencil Sharpener	x				
Dust Horizontal Surfaces High				x	Keep free of dust and dirt
Dust Horizontal Surfaces Low			x		Keep free of dust and dirt
Dust/Clean Computers			x		Keep free of dust and dirt
Clean Whiteboards *	x				Work with staff
Clean/Wipe Student Desks	x				Remove Graffiti/sanitize
Clean Sink/Drinking Fountain	x				
Clean Computer Areas	x				
Check Dispensers	x				Replenish Supplies as needed
Clean Entrance Door Glass	x				
Spot Clean Walls/Doors	x				
Clean Door Handles	x				
Vacuum Carpet Areas	x				
Dust Mop Floor	x				
Mop Floor – Completely	x				
Spot Clean Carpeting				x	
Shut off lights	x				
Secure Windows/Doors	x				
Replace burnt out lights	x				Report if this does not fix

NOTES:

“AS NEEDED” refers to the visual appearance and condition which requires the task to be completed.

*White boards clean as per instructional staff requests. DO NOT USE CHEMICALS!!

AT A GLANCE
 CUSTODIAL ROUTINE CLEANING- FREQUENCY CHART
 RESTROOMS, LOCKER ROOMS, SHOWER ROOMS, POOL LOCKER ROOMS
 BASED ON EVERY DAY CLEANING

TASKS TO BE COMPLETED	DAILY	EVERY OTHER DAY	WEEKLY	AS NEEDED	NOTES
Sweep Floor	x				
Flush Toilets/Urinals	x				
Empty Trash	x				Replace liners as needed
Empty Sanitary Receptacles	x				Replace liners as needed
Disinfect/Clean Toilets/Urinals	x				Use Johnny Mop "Red"
Disinfect/Clean Sinks	x				Use Johnny Mop "Blue"
Clean Walls and Showerheads			x		Use tile and grout cleaner
Check Dispensers	x				Replenish supplies as needed
Clean Mirrors/Door Handles	x				
Clean Partitions			x		Remove graffiti/marks
Dust and Clean Horizontal Surfaces			x		
Spot Clean Walls and Doors			x		
Clean Locker Tops		x			
Clean Locker Fronts				x	Remove graffiti/marks.
Clean Vents/Exhaust Fans				x	Keep free of dust and dirt
Floor Drains/ Add Water			x		Prevents sewer gases
Mop Floor	x				
Auto Scrub Floor	x				
Clean benches	x				
Shut off lights	x				
Secure Doors/Windows	x				
Replace burnt out light bulbs	x				Report as needed if not fixed.

NOTES: "AS NEEDED" refers to the visual appearance and condition which requires the task to be completed. Whenever applying a disinfectant solution complete other tasks during the product's recommended dwell time then continue to finalize task.

AT A GLANCE
 CUSTODIAL ROUTINE CLEANING- FREQUENCY CHART
 OFFICE, MEDIA CENTER AND LARGE GROUP INSTRUCTION AREAS
 BASED ON EVERY OTHER DAY CLEANING

TASK TO BE COMPLETED	DAILY	EVERY OTHER DAY	WEEKLY	AS NEEDED	NOTES
Empty pencil sharpener		x			
Empty trash	x				Replace liners as needed
Dust Horizontal surfaces High				x	Keep free of dust and dirt
Dust Horizontal surfaces Low			x		Keep free of dust and dirt
Dust/Clean Computers			x		Keep free of dust and dirt
Clean whiteboards*		x			Do not clean areas that say save
Clean desks/tables			x		clean and disinfect
Clean office phones			x		Do not remove items
Clean Counter areas		x			
Clean Sinks/Drinking fountains	x				clean and disinfect
Check Dispensers	x				Replenish supplies as needed
Spot Clean walls/doors			x		
Clean Door Handles			x		
Clean Windows/Glass		x			
Vacuum Carpet areas		x			
Dust Mop Floor		x			
Spot Clean Carpeting				x	
Restrooms	x				Refer to restroom procedures
Clinic Areas	x				Disinfect beds and mop floor daily
Shut off Lights	x				
Secure Windows/Doors	x				
Replace Burned out lights	x				Report if this does not fix issue

NOTES

“AS NEEDED” refers to the visual appearance and condition which requires the task to be completed.

*White boards should be cleaned as per instructional staff’s needs.

AT A GLANCE
 CUSTODIAL ROUTINE CLEANING – FREQUENCY CHART
 AUDITORIUM AREAS AND BLACK BOX THEATRE
 BASED ON EVERY OTHER DAY CLEANING

TASK TO BE COMPLETED	DAILY	EVERY OTHER DAY	WEEKLY	AS NEEDED	NOTES
Empty Pencil Sharpener		x			
Empty Trash	x				Replace liner as needed
Dust Horizontal Surfaces High				x	Keep free of dust and dirt
Dust Horizontal Surfaces Low			x		Keep free of dust and dirt
Clean Whiteboards*		x			Do not clean areas that say SAVE
Clean Desks/Tables				x	Use wet cloth and disinfect
Spot Clean Seats				x	
Remove Debris from seats		x			
Sweep and Spot Mop Stage		x			
Spot Clean Walls/Doors				x	
Clean Door Handles			x		
Vacuum Carpeted Areas		x			
Dust Mop/Sweep Floor		x			
Spot Mop Floor				x	
Spot Clean Carpeting				x	
Clean Restrooms	x				
Shut off lights	x				
Secure area lock doors	x				
Report burned out lights	x				Report as described in RFP

NOTES

“AS NEEDED” refers to the visual appearance and condition which requires the task to be completed.
 *White Boards should be cleaned as per instructional staff’s needs.

AT A GLANCE
 CUSTOIDAL ROUTINE CLEANING – FREQUENCY CHART
 LOUNGES BASED ON EVERY DAY CLEANING

TASK TO BE COMPLETED	DAILY	EVERY OTHER DAY	WEEKLY	AS NEEDED	NOTES
Empty Pencil Sharpener	x				
Empty Trash	x				Replace liners as needed
Dust Horizontal Surfaces High				x	Keep free of dust and dirt
Dust Horizontal Surfaces Low			x		Keep free of dust and dirt
Clean Whiteboards*	x				Don on clean if indicated save
Clean Desks/Tables	x				Use wet cloth, disinfect
Dust/Clean Computers			x		Do not spray computers
Clean Counter Tops	x				
Clean Sinks/drinking fountains	x				Clean and disinfect
Check Dispensers	x				Replenish supplies as needed
Spot Clean Walls/Doors			x		
Clean Door Handles			x		
Vacuum Carpeted Areas	x				
Dust Mop Floor	x				
Mop Floor			x		
Spot Clean Carpeting				x	
Shut off lights	x				
Secure Windows and Doors	x				
Replaced burned out lights	x				Report if this done not fix issue.

NOTES

“AS NEEDED” refers to the visual appearance and condition which requires the task to be completed.

*White Boards to be cleaned per instructional staff’s needs.

AT A GLANCE
CUSTODIAL ROUTINE CLEANING – FREQUENCY CHART
CAFETERIAS BASED ON EVERY DAY CLEANING

TASK TO BE COMPLETED	DAILY	EVERY OTHER DAY	WEEKLY	AS NEEDED	NOTES
Empty Trash	x				Replace liners daily
Empty recyclables	x				Empty to proper container
Dust Horizontal Surfaces High				x	Keep dirt and dust free
Dust Horizontal Surfaces Low			x		Keep dirt and dust free
Clean Vents/Exhaust fans			x		Keep free of dust accumulation
Clean Lunch Tables	x				After last lunch clean and disinfect
Clean sinks/drinking fountains	x				Clean and Disinfect
Check Dispensers	x				Replenish as needed
Spot Clean Walls/Doors	x				
Clean Door Handles	x				
Clean Windows/Glass	x				
Dust Mop/Sweep/Wet Mop Floor	x				Sweep under all portable equipment
Mop Entire Floor/Floor Scrub	x				Use degreaser
Clean Matting	x				
Floor Drains/Add water			x		Prevents sewer gases
Shut off lights	x				
Secure Windows/Doors	x				
Report burned out lights	x				Report as per RFP

NOTES

- “AS NEEDED” refers to the visual appearance and condition which requires the task to be completed.
- Cleaning of kitchens will be done by Food Service Staff.
- Cleaning of filters and Grease traps will be done by Facilities Management.
- Food Service staff are responsible for cleaning of serving and preparation equipment.
- Aids and lunch service personnel are required to clean and disinfect tables between lunches.
- White Boards are to be cleaned as needed by instructional staff.

AT A GLANCE
 CUSTODIAL ROUTINE CLEANING – FREQUENCY CHART
 MULTIPURPOSE ROOM, GYMNASIUM BASED ON EVERY DAY CLEANING

TASK TO BE COMPLETED	DAILY	EVERY OTHER DAY	WEEKLY	AS NEEDED	NOTES
Empty Trash	x				Replace liners as needed.
Dust Horizontal Surfaces High				x	Keep dust and dirt free
Dust Horizontal Surfaces Low			x		Keep dust and dirt free
Clean Vents/Exhaust Fans				x	Keep dust and dirt free
Clean Sinks/Drinking Fountains	x				Clean and Disinfect
Dust Mop/Sweep Floor	x				Sweep floor before and after events
Spot Mop Floors	x				
Auto Scrub Floor			x		Use only white pad for this.
Clean Bleacher Seats				x	Needs to be done after events
Sweep/Spot Mop Underneath				x	Needs to be done after events
Spot Clean Walls/Doors				x	
Clean Door Handles			x		
Clean Door Glass and Mirrors	x				
Shut off lights	x				
Secure Doors	x				
Report Burned Out Lights	x				Report as per RFP
Set up bleachers and gym				x	Open bleachers install rails
Set up scoring table				x	Set up scoring table and chairs.

NOTES

“AS NEEDED” refers to the visual appearance and condition which requires the task to be completed.
 Instructional staff responsible for cleaning and taking care of equipment
 White Boards to be cleaned per instructional staff’s needs.
 Wood Floors only use white pad on wood floors, keep water to a minimum.

AT A GLANCE
 CUSTODIAL ROUTINE CLEANING –FREQUENCY CHART
 WRESTLING AND WEIGHT ROOMS
 BASED ON EVERY DAY CLEANING

TASK TO BE COMPLETED	DAILY	EVERY OTHER DAY	WEEKLY	AS NEEDED	NOTES
Empty Trash	x				Replace liners as needed.
Dust Horizontal Surfaces High				x	Keep dust and dirt free
Dust Horizontal Surfaces Low			x		Keep dust and dirt free
Clean Vents/Exhaust fans				x	Keep dust and dirt free
Dust Mop/Sweep/Vacuum Floor	x				Remove gum and black marks
Spot Clean Walls/Doors			x		Remove Graffiti
Clean Door Handles			x		
Clean Mirrors	x				Keep fingerprint free
Check Dispensers	x				Refill as needed.
Wet Mop Wrestling Mats	x				Use disinfecting solution
Wet Mop Floor	x				Use disinfecting solution
Disinfect wall mats	x				Spray with disinfecting spray
Shut off lights	x				
Secure doors	x				
Replace burned out lights	x				Report if this does not fix issue.

NOTES

“AS NEEDED” refers to the visual appearance and condition which requires the task to be completed.

Instructional staff are responsible for cleaning all equipment in these areas.

White boards to be cleaned per instructional staff’s needs.

Use disinfectant that the wrestling team is using to disinfect mats and walls in wrestling rooms.

AT A GLANCE
CUSTODIAL ROUTINE CLEANING – FREQUENCY CHART
CORRIDORS BASED ON EVERY DAY CLEANING

TASK TO BE COMPLETED	DAILY	EVERY OTHER DAY	WEEKLY	AS NEEDED	NOTE
Empty Trash	x				Replace liners as needed
Dust Horizontal Surfaces High				x	Keep dust and dirt free.
Dust Horizontal Surfaces Low			x		Keep dust and dirt free
Clean Locker Tops			x		Keep dust and dirt free
Clean Locker Fronts			x		Remove Graffiti/Stickers, etc.
Clean Sinks/Drinking Fountains	x				Clean and Disinfect
Dust Mop/Sweep Floor	x				Remove Gum and Black Marks
Vacuum Carpet	x				Including entry mats
Entrance Mats	x		x		Vacuum daily and clean under weekly
Auto Scrub Floor	x				
Spot Mop	x				Spot Mop areas that scrubber cannot
Clean Windows/Showcase Glass	x		x		Keep fingerprint free
Clean Entrance Glass	x				Keep fingerprint and dust free
Spot Clean Walls/Doors			x		Remove graffiti and scuff marks
Clean Door Handles			x		Disinfect
Clean Vents				x	Keep dust and dirt free
Shut off Lights	x				
Secure Doors and Windows	x				
Replace burned out lights	x				Report as per RFP if this does not fix

NOTES

“AS NEEDED” refers to the visual appearance and condition which requires the task to be completed.

AT A GLANCE
 CUSTODIAL ROUTINE CLEANING – FREQUENCY CHART
 VESTIBULE, ENTRANCE, LOBBY, STAIRS AND ELEVATORS
 BASED ON EVERY DAY CLEANING

TASKS TO BE COMPLETED	DAILY	EVERY OTHER DAY	WEEKLY	AS NEEDED	NOTES
Empty Trash	x				Replace liners as needed
Dust Horizontal Surfaces High				x	Keep dust and dirt free
Dust Horizontal Surfaces Low			x		Keep Dust and Dirt Free
Dust Mop/Sweep Floor/Stairs	x				Remove gum and black marks
Vacuum Carpet	x				
Entrance Matting	x		x		Vacuum daily mop under weekly.
Sweep Outside of Entry	x				Remove Debris and Trash
Auto Scrub Floor	x				Where possible.
Spot Mop	x				Where scrubber cannot get.
Clean Windows and Glass	x				Keep finger print free.
Spot Clean Walls/Doors			x		Remove Graffiti and scuff marks
Clean Door Handles			x		Disinfect
Clean Univents				x	Keep dust and dirt free
Shut off Lights	x				
Secure Doors	x				
Replace Burned Out Lights	x				Report as per RFP if this does not fix.

NOTES

“AS NEEDED” refers to the visual appearance and condition which requires the task to be completed..

B1.1 CLEANING PROCEDURES BY AREA

These lists are not intended to be all inclusive but rather to provide the general guidelines of work expected in these areas.

THE BASE BID is for cleaning on all shifts at all buildings and is for EVERYDAY cleaning and disinfecting unless noted in cleaning frequencies by area (SECTION C).

Restrooms, special education classrooms, early childhood, kindergarten, restrooms are to be cleaned daily. Trash, sinks, drinking fountains, securing areas, checking dispensers and replenishing supplies is scheduled in all areas every day. It is the intent of the schedules to maintain a clean, safe and healthy environment for building users and to protect the District's investment in every building, the furniture, equipment and surrounding areas.

Miscellaneous Duties

All schedules include time for preparation, travel, customer service (serving the public during building activities and/or permits), clean-up, unforeseen circumstances (i.e. equipment malfunction, areas that require extra cleaning due to heavier use, etc.), emergencies and spontaneous building needs.

Summer and Break Cleaning

Summer cleaning begins on the last teacher attendance day in June and continues through the second week of August. The Supervisor of Custodial Services develops and directs the cleaning program. Custodians from like buildings can be grouped together creating teams. Each team can be assigned a number of buildings and will thoroughly clean them and close/shutdown/secure each building supporting the Districts energy conservation program.

During breaks, staff will be directed to clean specific areas which support summer cleaning. Summer and break cleaning includes moving of classrooms, tile/terrazzo floor restoration, carpet extraction, all windows "high and low" in the buildings and detailed cleaning of all surfaces and equipment.

Routine Cleaning

Listed on the following pages are the cleaning procedures and frequency for each area and/or task found within a section. It is expected that the frequency of cleaning will keep the area free of any dust, dirt and debris. The frequency or "as needed" refers to the visual appearance and condition which requires the task to be completed.

Directing Work

The Custodial Supervisor "Contracted Employee" shall be responsible for the overall building needs. Therefore, they will direct the work of the Custodial staff. Per contract, building administrators can direct and reassign the work of the building custodial staff on a temporary basis, whenever necessary.

B1.2 CLEANING PROCEDURES (FOR EVERYDAY CLEANING AND DISINFECTING.

Due to the ongoing pandemic, the District is committed to providing a clean and safe environment for its occupants. Bidders should familiarize themselves with the District's pandemic protocol as the Contractor selected will be integral to this process. For more information regarding the District's pandemic protocol, visit the District's website at www.harpercreek.net.

B1.2.A PROCEDURES OR DISINFECTING

Classroom Cleaning General Procedures:

Select the proper chemicals "provided by the District", supplies, tools and equipment when performing each task. Always follow manufacturer's recommendations and safety precautions including application instructions. Contracted employees are required to comply with all personal protection equipment (PPE).

Chemicals: Bowl cleaner, degreaser, disinfectant, floor and surface cleaner, general carpet spotter, general multipurpose cleaner, glass cleaner, gum and wax remover, heavy duty cleaner, neutral cleaner, tile and grout cleaner, etc.

Important: Whenever applying a disinfecting solution, complete other tasks during the product recommended "standing/dwell time" then continue to finalize each task.

Supplies: Trash bags, dispenser refill materials, hand towels, sanitary wax liners, toilet paper, seat covers, soap, hand sanitizer, etc.

Tools: Angle broom & dust pan, bench and scrub brushes, cotton rags & micro fiber cloths, dusting materials, sponges, green scrub pads, doodlebug, dust mop, mop bucket & cotton mop, pail, spray bottles, putty knife & scrapper, window squeegees, etc.

Equipment: Auto-scrubber "both walk behind and riding", carpet extractor "both walk behind and riding", vacuums, etc.

REGULAR CLASSROOMS

PROCEDURE:

Look up and around:

- Note any burned out lights or repairs needed.
- Close and secure windows.
- Document any repairs needed as per the RFP requirements.

Empty trash daily and change liner as needed.

Empty wall mounted pencil sharpener in each classroom that is scheduled to be cleaned.

Dusting

- All high and low horizontal surfaces are to be kept free of dust and dirt accumulation.
- Dust whenever possible and do not move items off of desks, or tops of areas where items are stored. Dust around them.
- Clean teachers' desk if they have been cleared off.

Dusting cont.

Dust computers and damp wipe with microfiber cloth. "Do not spray chemical on computers."

White Boards

Wipe off with approved cleaner unless it says SAVE each day the classroom is scheduled to be cleaned.

Clean marker trays each day in classroom that is scheduled to be cleaned.

Weekly use a cleaner specific to white boards. Quickly wipe off to prevent any residue.

For heavy duty marks: Use mild solvent and wipe quickly.

NOTE: Promethean Boards (Interactive White Boards) are cleaned by the instructional staff using a damp cloth or baby wipes; no chemicals.

Desks

Wash at least once a week, more often if necessary.

Disinfect when desks are cleaned as well. "If daily COVID still requires desks to be disinfected this will need to be done on a daily basis."

Remove graffiti, tape and gum when present.

Sinks, drinking fountains, counter tops, soap, hand sanitizer and towel dispensers.

Clean counters including ledges.

Clean sinks and drinking fountains daily. Disinfect fountains.

Check dispensers daily and replenish supplies as needed.

Floors

Dust mop floors.

Use scraper or putty knife to remove gum, scotch tape, etc.

Move desks over 2-3 tiles when dust mopping.

Leave desks in neat rows.

Spot mop tile floors to remove dirt and spills.

Wet mop the entire floor if specified.

Pick up large items before vacuuming carpeted areas.

Vacuum carpeted areas.

Corners and edges are to have no dirt accumulation.

Move furniture and equipment that is portable, cleaning underneath on both tiled and carpeted floors.

Remove carpet stains, tape and gum, etc.

Walls, doors and windows.

Clean door entrance window glass everyday classroom is scheduled to be cleaned.

Spot clean doors and door handles.

Spot clean walls for graffiti, dirt and scuff marks at least once a week.

Clean interior windows when time permits.

Turn off lights and secure door when completed.

EARLY CHILDHOOD AND KINDERGARTEN CLASSROOMS

Same tools and procedures as regular classrooms and...

- Clean all areas using disinfectant daily.
- Damp mop daily.
- Wash tables daily using a disinfectant.
- Clean door handles daily.

SPECIAL EDUCATION CLASSROOMS

Same tools and procedures as regular classrooms and...

- Clean all areas using a disinfectant daily.
- Damp mop daily.
- Wash tables daily using a disinfectant.
- Clean door handles daily.

The custodian is responsible for all structural cleaning (tables, chairs, counter, walls, etc.) as in a regular classroom but not for handicapped apparatus or mats.

Trash cans and diaper pails are to be emptied twice daily, plastic liner removed and replaced with a clean liner.

ART ROOMS

Same tools and procedures as regular classrooms and...

- Clean and scrape paint, glue, etc. when present.
- Ceramics- wet mop when scheduled; scrape off clay when present.
- Wet mop on the scheduled day to clean.

HOME ECONOMIC ROOMS

Same tools and procedures as regular classrooms and...

- Wet mop floors daily.

RESTROOMS, LOCKER ROOMS, SHOWER ROOMS AND POOL LOCKER ROOMS.

Select the proper chemicals, supplies, tools and equipment when performing each task. Always follow manufacturer's recommendations and safety precautions including application instructions. Employees are required to comply with all personal protection equipment (PPE).

Chemicals' Bowl cleaner, degreaser, disinfectant, floor and surface cleaner, general carpet spotter, general multipurpose cleaner, glass cleaner, gum and wax remover, heavy duty cleaner, neutral cleaner, tile and grout cleaner, etc.

Important: Whenever applying disinfecting solution, complete other tasks during the product recommended "standing/dwell time" then continue to finalize each task.

Supplies' Trash bags dispenser refill materials, hand towel, sanitary wax liners, toilet paper, soap, hand sanitizer etc..

Tools' Angle broom & dust pan, bench and scrub brushes, cotton rags & micro fiber cloths, dusting materials, sponges, green scrub pads, doodlebug, dust mop, red & blue Johnny mops, mop bucket & cotton mop, pail, spray bottles, putty knife & scrapper, window squeegees, etc.

Equipment' Auto scrubber, carpet extractor/spotter, vacuum, C-3 machine "or equivalent", etc.

RESTROOMS, LOCKER ROOMS, SHOWER ROOMS AND POOL AREAS (CONTINUED), CLEANING AND DISINFECTING PROCEDURES:

REMINDER: Always select the proper chemicals, supplies, tools and equipment when performing each task. Always follow manufacturer's recommendations and safety precautions including application instructions. Employees are required to comply with all personal protection equipment (PPE) requirements.

Chemicals: Bowl Cleaner, degreaser, disinfectant, floor and surface cleaner, general carpet spotter, general multipurpose cleaner, glass cleaner, gum and wax remover, heavy duty cleaner, neutral cleaner, tile and grout cleaner, etc.

Supplies: Trash bags, dispenser refill materials, hand towels, sanitary wax liners, toilet paper etc.

Tools: Angle broom & dust pan, bench and scrub brushes, cotton rags & micro fiber cloths, dusting materials, sponges, green scrub pads, doodlebug, dust mop red & blue Johnny mops, mop bucket & cotton mop, pail, spray bottles, putty knife & scrapper, window squeegee, etc.

Important, Whenever applying a disinfecting solution, complete other tasks during the product recommended "standing/dwell time" then continue to finalize each task.

PROCEDURE:

General cleaning:

Sweep the floor.

Flush all toilets and urinals.

Apply disinfectant to all fixtures and complete other tasks during the product's recommended "dwell time."

Empty trash and sanitary receptacles and change liners.

Check dispensers daily and replenish supplies as needed.

Spot clean doors, walls, partitions, dispensers and all ledges.

Clean mirrors and door handles daily.

Clean sinks with disinfectant solution using a rag or BLUE Johnny mop: This includes under the sink and the plumbing fixture. (The Johnny mop, rag and pail used must be different from the one used on toilets and urinals.

Cleaning toilets and urinals.

Clean with disinfectant using a RED Johnny mop: Start at top. Clean and wipe the area behind (near the) wall, including all plumbing fixture.

Clean around rim both inside and outside.

Clean from the base of the toilet to the floor.

Use bowl cleaner daily to remove rust or lime. NOTE, Do NOT use the bowl cleaner on plumbing fixtures.

Cleaning Floors:

Wet mop floor with properly prepared disinfectant solution.

Prepare fresh disinfectant solution periodically.

Place a "Restroom Closed" or "Wet Floor" sign at entrance until the floor is completely dry if building is occupied

Miscellaneous Cleaning:

Clean shower room walls, showerheads and fixtures using a disinfectant.

Use a tile and grout cleaner when necessary.

Wipe down tops of lockers and spot clean the fronts of lockers.

Damp clean benches.

Pour water down floor drains weekly to prevent sewer gas back-up.

Clean ceiling vents and exhaust fans periodically. Keep free of dust and dirt accumulation.

Check for leaks, burned-out lights or needed repairs. Document any problems as described in the RFP.

Vandalism and any threatening message must be reported immediately as per the RFP.

Turn off lights and secure area.

OFFICES, MEDIA CENTERS AND LARGE GROUP INSTRUCTION AREAS

Same tools and procedures as a regular classroom including...

Tools: Angle broom & dust pan, bench and scrub brushes, cotton rags & micro-fiber cloths, dusting materials, sponges, green scrub pads, doodlebug, dust mop, mop bucket & cotton mop, pail, spray bottles, putty knife & scrapper, window squeegees, etc.

PROCEDURE:

Empty trash daily and change liner, if needed.

Empty wall mounted pencil sharpener and disinfect daily.

Dusting (all areas should be kept free of dust)

Dust around objects and papers. Do not touch or remove anything on desks.

If the desk is cleared off, clean/polish the desk and glass.

Dust computers, damp wipe with microfiber cloth. "Do not spray chemical on computers)

All high and low horizontal surfaces are too kept free of dust and dirt accumulation.

Clean telephones with damp rag and disinfectant. "Do not spray chemical on phone"

Clean and disinfect desks and tables daily.

Clean and disinfect sinks and counters including all ledges.

Check and disinfect dispensers daily and replenish supplies as needed.

Clean door entrance window glass each day that he area is scheduled to be cleaned.

Disinfect and clean door handles daily.

Clean interior windows as needed.

Wipe off clinic beds and mop floors daily with disinfectant.

Dust mop tile floors.

Vacuum carpeted areas

Spot mop tile floors as needed.

Wet mop the entire floor as specified.

Pick up large items before vacuuming carpeted areas.

Corners and edges are to have no dirt accumulation.

Use a putty knife/scrapper to remove gum, scotch tape, etc.

LASTLY, turn off all lights and secure the area by checking and closing all windows and doors.

AUDITORIUMS AND BLACK BOX THEATRE

Same tools and procedures as regular classroom including...

Tools: Angle broom & dust pan, bench and scrub brushes, cotton rags & micro-fiber cloths, dusting materials, sponges, green scrub pads, doodlebug, dust mop, mop bucket & cotton mop, pail, spray bottles, putty knife & scrapper, window squeegees, etc..

PROCEDURE:

Empty trash daily and change liner if needed.

Dust mop and/or sweep between seats starting from the back of the auditorium and moving forward pushing dirt and debris to the front.

Remove debris from seats while dust mopping between seats.

All high and low horizontal surfaces and ledges are to be kept free of dust and dirt accumulation.

Dust mop tile areas. Wet mop as needed.

Spot clean and de-gum tables.

Spot clean walls and doors removing graffiti, dirt and scuff marks.

Clean door handles at least once a week and as needed.

Wet mop between seats with an all-purpose detergent as needed.

Vacuum carpeting.

Remove spots from carpeting as needed.

Turn off lights and secure area.

The above procedures are for full cleaning of the auditorium and black box theatre Auditorium restrooms and the area of the auditorium that was used during practices and/or performances need to be cleaned on a daily basis. The room or area that was used will determine the tasks that need to be completed.

LOUNGES

Same tools and procedures are regular classrooms including...

Tools: Angle broom & dust pan, bench and scrub brushes, cotton rags & micro-fiber cloths, dusting materials, sponges, green scrub pads, doodlebug, dust mop, mop bucket & cotton mop, pail, spray bottles, putty knife & scrapper, window squeegees, etc.

PROCEDURE:

Empty trash and change liners daily.

Dust low horizontal surfaces at least once a week.

Dust high horizontal surfaces as needed.

Spot clean walls, doors and door handles at least once a week.

Wipe off tables, counters and dispenser units daily.

Clean sink daily.

Check dispensers daily and replenish supplies when needed.

Vacuum or dust mop daily.

Wet mop floor daily.

Remove carpet stains as needed.

Turn off lights and secure area.

NOTE: Each District staff person is responsible for their own dishes and cleaning of staff refrigerators including kitchen and cooking appliances.

CAFETERIAS

Select the proper chemicals, supplies, tools and equipment when performing each task. Always follow manufacturer's recommendations and safety precautions including application instructions. Employees are required to comply with all personal protection equipment (PPE).

Chemicals: Bowl cleaner, degreaser, disinfectant, floor and surface cleaner, general carpet spotter, general multipurpose cleaner, glass cleaner, gum and was remover, heavy duty cleaner, neutral cleaner, tile and grout cleaner etc.

Tools: Angle broom & dust pan, bench and scrub brushes, cotton rags & micro fiber cloths, dusting materials, sponges, green scrub pads, doodlebug, dust mop, mop bucket & cotton mop, pail, spray bottles, putty knife & scrapper, window squeegees, etc.

Equipment: Auto scrubber "either walk behind or rider".

Important: Whenever applying a disinfecting solution, complete other tasks during the product recommended "standing/dwell time" then continue to finalize each task.

PROCEDURE:

Empty trash and recyclables and dispose of properly, change liners daily.

Dust high and low horizontal surfaces at least once a week, or as needed.

Clean vents and exhaust fans at least once a week.

Clean & disinfect lunch tables completely after final lunch period.

Dust mop or sweep floor properly cleaning underneath. Move furniture and equipment that is portable in order to sweep thoroughly.

Clean hand sinks and drinking fountains daily.

Check dispensers daily and replenish supplies when needed.

Spot clean walls, doors and door handles daily.

Spot clean windows and door glass daily.

Clean any floor mats daily.

Clean floor with an automatic scrubber containing a properly prepared all-purpose detergent or degreaser. Wet mop all areas that are restricted from the use of an auto-scrubber, especially edges, corners and ramps.

Pour water down floor drains once a week to prevent sewer gas back up.

Turn off lights and secure area.

NOTE: Food service staff is responsible for cleaning kitchen sinks, counters and cooking equipment, along with ensuring the kitchen floor is swept and scrubbed. Non-aid and/or Food service staff should clean the tables between each lunch period. At the end of the final lunch period all tables are to be properly cleaned & disinfected by the Custodian.

MULTIPURPOSE ROOM, GYM, INDOOR TRACK AREAS

Same tools and procedures as regular classrooms including:

Select the proper chemicals, supplies, tools and equipment when performing each task. Always follow manufacturer's recommendations and safety precautions including application instructions. Employees are required to comply with all personal protection equipment (PPE).

Chemicals: Bowl cleaner, degreaser, disinfectant, floor and surface cleaner, general carpet spotter, general multipurpose cleaner, glass cleaner, gum and wax remover, heavy duty cleaner, neutral cleaner, tile and grout cleaner, etc.

Tools: Angle broom & dust pan, bench and scrub brushes, cotton rags & micro fiber cloths, dusting materials, sponges, green scrub pads, doodlebug, dust mop, mop bucket & cotton mop, pail, spray bottles, putty knife & scrapper, window squeegees, etc.

Important: Whenever applying a disinfecting solution, completed other tasks during the product recommended "standing/dwell time" then continue to finalize each task.

PROCEDURE:

Empty trash, change liners daily.

Remove gum with putty knife or scraper and black marks with eraser pole.

Avoid running the dust mop through sticky spills, wet mop first.

Clean drinking fountains daily using a disinfectant.

Dust low horizontal surfaces at least once a week.

Dust high horizontal surfaces as needed.

Clean vents and exhaust fans as needed.

Spot clean door glass and mirrors daily.

Spot clean walls and doors for graffiti, dirt and scuff marks as needed.

Clean door knobs at least once a week.

Dust mop the entire floor including removing dirt and debris from all edges and corners.

Spot mop wood and tiled floors daily using an auto scrubber at least once a week.

Storage rooms should be kept free of dirt and debris. Sweep and dust mop as required.

There should be no dirt or debris under bleachers; clean and spot mop as needed.

Clean bleacher/seating area after activities.

Turn off lights and secure area.

WRESTLING ROOMS AND WEIGHT ROOMS

Select the proper chemicals, supplies, tools and equipment when performing each task. Always follow manufacturer's recommendations and safety precautions including application instructions. Employees are required to comply with all personal protection equipment (PPE).

Chemicals: Bowl cleaner, degreaser, disinfectant, floor and surface cleaner, general carpet spotter, general multipurpose cleaner, glass cleaner, gum and wax remover, heavy duty cleaner, neutral cleaner, tile and grout cleaner, etc.

Tools: Angle broom & dust pan, bench and scrub brushes, cotton rags & micro fiber cloths, dusting materials, sponges, green scrub pads, doodlebug, dust mop, mop bucket & cotton mop, pail, spray bottles, putty knife & scrapper, window squeegees, etc.

Important: Whenever applying a disinfectant solution, complete other tasks during the product recommended “standing/dwell time” then continue to finalize each task.

PROCEDURE:

Empty trash and change liner daily.

Dust all high and low horizontal surfaces at least once per week.

Dust vents and exhaust fans as needed.

Remove gum with a putty knife or scraper and black marks with an eraser pole.

Dust mop, sweep or vacuum the entire floor including edges and corners.

Spot clean walls, doors and door handles at least once a week.

Clean mirrors daily.

Check dispensers daily and replenish supplies when needed.

Wet mop floor using a disinfectant.

Wrestling mats are to be wet mopped daily using a disinfectant. “Disinfectant will be supplied by team”

Turn off lights and secure area.

NOTE: Instructional staff is responsible for the maintenance and cleaning equipment.

HALLS:

Same tools and procedures as regular classrooms including.

Tools Needed: Angle broom & dust pan, bench and scrub brushes, cotton rags & micro-fiber cloths, dusting materials, sponges, green scrub pads, doodlebug, dust mop, mop bucket & cotton mop, pail, spray bottles, putty knife & scrapper, window squeegees, etc.

PROCEDURE:

Empty trash and change liners as needed.

Dust tops of lockers at least once a week.

Spot clean walls, front locker panels and remove all graffiti and scuff marks at least once a week.

Clean door handles at least once a week.

Dust low horizontal surfaces at least once a week.

Dust high horizontal surfaces as needed.

Dust mop floors daily, including all edges and corners and behind all fire doors.

Remove gum with a putty knife or scraper and black marks with an eraser pole.

In carpeted hallways, remove spots periodically using the spot removal procedure.

Vacuum carpet daily.

Auto-scrub tiled floors daily Wet mop areas which are restricted from the use of an auto-scrubber.

Clean windows and showcase fronts no less than weekly.

Clean entrance glass daily.

Clean drinking fountains daily with a disinfectant. Wet mop the tiled area underneath drinking fountains.

Check lights daily and report any repairs/tube changes “that cannot be repaired by Custodial staff” as per RFP.

Check entrance doors daily to make sure they are secure and turn off all lights.

CLEANING PROCEDURES FOR VESTIBULE ENTRANCES, LOBBY, STAIRS AND ELEVATORS.

Same tools and procedures as regular classrooms including.

Tools Needed: Angle broom & dust pan, bench and scrub brushes, cotton rags & micro-fiber cloths, dusting materials, sponges, green scrub pads, doodlebug, dust mop, mop bucket & cotton mop, pail, spray bottles, putty knife & scrapper, window squeegees, etc.

PROCEDURE:

Empty trash and change liners as needed.

Dust all high and low horizontal surfaces at least once a week.

Spot clean walls, doors and door handles daily.

Spot clean windows and door glass daily.

Sweep and/or dust mop area removing any dirt from corners.

Dust mop or sweep stairs and landings daily.

Remove gum with putty knife or scraper and black marks with an eraser pole.

Vacuum entrance mats daily and clean underneath matting at least once a week.

Vacuum carpeted areas.

Vacuum entrance mats daily, clean underneath matting no less than weekly.

Shampoo carpeted matting periodically. Remove stains as needed.

Wet mop areas which are restricted from the use of an auto-scrubber.

Clean furniture, if present.

Sweep outside of entry doors to remove debris and trash when needed.

Turn off lights and secure the area.

ELEVATOR CLEANING

Use the procedures above where possible and...

Twice every week clean the tracks using the following procedures:

Use a screwdriver or putty knife to loosen all debris in the tracks.

Vacuum up all debris.

DAILY MAINTENANCE – CARPETS

Select the proper chemicals, supplies, tools and equipment when performing each task. Always follow manufacturer's recommendations and safety precautions including application instructions. Employees are required to comply with all personal protection equipment (PPE).

Tools Needed: Types of current vacuums include upright, tank, pig or backpacks. Some vacuums are equipped with attachments such as crevice tools, extension tools, bare floor tools and extension tubes which can be useful for a variety of tasks.

PROCEDURE:

Always inspect the vacuum for safety hazards. Check the cord for frays, cracks and make sure the cord connection to the vacuum is tightly secured. Empty the dirt cup, recovery bag or replace the paper bag when full.

Inspect the brushes, beater bars and belts for any needed repairs. Test the vacuum near the storage site for proper operation.

(HEPA) High Efficiency Particulate Air vacuum cleaners'

Check and clean vacuums with internal filters and intake ports. Check for blockages and replace or clean them if they are dirty.

Note: Washable filters should be cleaned at the end of the shift each Friday and allowed to air dry over the weekend.

Important: Report any defective parts and/or equipment to the Custodial supervisor immediately. Should the vacuum be unsafe, lock out the cord and place a safety hazard tag get Contractor is to either get unit replaced or repaired ASAP.

Pick up all paper clips and remove embedded staples. Pick up any other debris too large for the vacuum. Sweep or use attachment tools to clean under unit vents, casework, corners, etc.

Return vacuum to the storage areas at the end of shift, Wipe the vacuum off with a clean damp rag, empty dirt cups daily, and replace bags if needed. Once again, inspect the vacuum for any safety hazards.

Carpet should be inspected for spots and the "Spot Cleaning Carpets" procedure used for removal any rips or damage should be reported as per the RFP.

SPOT CLEANING CARPETS

Select the proper chemicals, supplies, tools and equipment when performing each task. Always follow manufacturer's recommendations and safety precautions including application instructions. Employees are required to comply with all personal protection equipment (PPE).

Spots are removed by either water or solvent based cleaners. Spots that cannot be removed are stains which are permanently bonded to the fibers, the following procedures are to be used to remove water or solvent based spots:

Most commercial carpets are colorfast, meaning the color will not be removed during spotting or cleaning, always test for colorfastness before cleaning. If the color of the carpet transfers to your rag –STOP- and call your supervisor.

For unknown dried spots always start by using the solvent based general spotter.

Always work from the outside edges of the spot towards the center. This keeps the spot from spreading. Use a putty knife to remove any tar or other excess soil before spotting. Important: scrub when removing spot.

Always use a white or colorfast cloth for spot removal. If the spot is wet use the cloth to blot up as much of the spill as possible. Wear rubber gloves when spotting as spotting agents will affect the oils in your skin.

Gum Removal – Spray gum freeze directly onto the gum. Use a putty knife to chop the frozen gum into little pieces. Pick until all the gum is removed. Dab with a general spotter.

For an unknown dried spot, first use the general spotter. Pour a small amount onto a white or colorfast cloth and dab the spot. If the spot transfers to the cloth, repeat until the spot is removed.

For large based spots it may be necessary to use a brush and a portable extractor, spry with a general spotter and use a soft bristled brush working from the outside edge to the center. Extract spots with clean water.

Repeat Procedure until spot is removed. All cleaning agents have surfactants that cause the cleaning surface to become slippery. Over wetting will cause the spot to slide down deeper into the carpet and wick up later, so the application of water in the extraction process should be kept to a minimum.

Wicking is created as the spot and cleaning agents in the carpet move up to the surface as they dry. To prevent wicking, reduce the amount of cleaning agent and lightly mist the surface of the carpet. Afterwards blot dry with a white or colorfast cloth.

Use a fan to provide air circulation and to speed up the drying process.

DAILY MAINTENANCE – TILE FLOORS

Select the proper chemicals, supplies, tools and equipment when performing each task. Always follow manufacturer's recommendations and safety precautions including application instructions. Employees are required to comply with all personal protection equipment (PPE).

When dry or wet mopping a floor, work from the farthest corner of the room to the entrance. To mop open flooring move the mop from left to right in a figure eight motion. Move back one step after each side to side motion. The mop should be tipped 20-degrees from a vertical position toward the person mopping. The mop should pass at approximately 12-16 inches from the feet.

PROCEDURE:

Dust Mopping:

Pick up any objects that will interfere with dust mopping.

Remove any gum tar, tape, etc. stuck to the floor. This may require a solvent cleaner and/or a degreaser. Use a putty knife when needed.

Wet Mopping:

Before mopping any areas post "Slippery When Wet" or other warning signs. Use caution to keep from walking on wet floor.

Use a diluted solution of neutral floor cleaner and wet mop the entire floor. Dip the mop into the bucket and place the mop head into the wringer. Press the mop into the wringer using the mop handle. The mop should not be dripping when used.

Spot or damp mop soiled areas as needed. Use a diluted solution of neutral floor cleaner and cool water. Wring the mop out so it will not drip when removed from the wringer. The floor should be dry within 2 or 3 minutes.

Tor large open areas, use an Automatic Scrubber "either walk behind or a riding machine" instead of hand mopping. For normal daily maintenance, use a red pad. Use cool water, neutral cleaner and light to medium pad pressure.

When the floor is dry to remove hazard and/or warning signs. Check for a damaged tile and report and hazardous conditions to the Custodial Supervisor.



HARPER CREEK COMMUNITY SCHOOLS
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Appendix
B-2

Current Summer Work Checklist

Created by:

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Harper Creek Community Schools.

D1. SUMMER AND BREAK CLEANING

The primary mission of the cleaning operation is to keep our buildings and assets in “A” condition. The objective is to provide the optimum level of quality service which maintains the District’s investment and creates a safe and attractive environment. On an annual basis the entire building and contents is detailed cleaned. This includes, but is not limited to, classrooms, restrooms, locker rooms, shower areas, pool locker rooms, offices, media centers, conference rooms, large group instructional areas, auditoriums, lounges, cafeterias, multipurpose rooms, gymnasiums, wrestling room’s, weight rooms, halls, vestibules, entrance ways, lobbies, stairs, elevators, storage areas, closets, etc.

The number of contracted custodians may be reduced in the summer months if all projects can be completed on time and the buildings have appropriate coverage. This is the Contractors decision to establish the summer work personnel.

Working hours will vary depending upon each building’s events, programs, projects and construction to ensure that the District needs are met. Adjustment of work hours will be modified as needed to ensure that no overtime is required.

Custodial summer work will be determined by the facilities management. Generally, summer hours are as follows:

- Sonoma Elementary and Beadle Lake Elementary – 7:00 a.m. to 3:30 p.m.
- Wattles Park Elementary “has before and after program” – 6:00 am to 6:30 p.m.
- Middle School – 7:00 a.m. to 3:30 p.m.
- High School day shift hours – 7:00 a.m. to 3:30 p.m.
- High School afternoon shift hours may can vary as follows: 1:00 p.m. to 9:30 p.m. or 2:00 p.m. to 10:30 p.m. All depending on what coverages are needed in the building.

Afternoon work hours will be determined based on building activities and the time to properly secure the building at the end of each night.

Custodial hours at the Administration Building and Transportation building will be determined as per building specific needs.

Team cleaning may be used during the summer cleaning program. This process has proven to support the reduction of energy consumption by being able to shut buildings down completely before and after they have been cleaned. In addition, team cleaning increases productivity, standardizes procedures and assist to maintain a consistent staffing level throughout the summer months.

During the summer air conditioning will only be used in buildings that are team cleaned and in areas specific to need. The District’s Facility Manager will coordinate air conditioning use in these buildings. Air conditioning will **NOT** be turned on until the OAT (outside air temperature) is above 74 degrees. This being said, in the morning hours depending on the OAT and humidity, take advantage of “free” cooler air by opening doors and windows and using barrel fans to produce and circulate “cost free” air. Once buildings have been cleaned and shut down all HVAC systems will be shut down as well.

Team buildings are determined once all information as it relates to event, programs, projects and construction are finalized. The optimal building combinations are based on square footage, location and buildings alike. Whenever possible, it is best to begin team cleaning at the larger square footage buildings which will help

facilitate an energy savings by completely shutting down these buildings and moving on to the next site. Summer cleaning will begin at the end of the teachers last work day in June. Custodial staff will thoroughly clean their assigned areas ensuring no trash and/or debris remains for unwanted pests and the areas are properly secured. The building custodians will then report back to their respective buildings at least two weeks prior to the start of the new school year.

BREAK CLEANING

1. Conserve energy and perform all energy shutdown procedures as directed by the Facility Director.
2. Clean all sections completely including cleaning and disinfecting all desks and tables.
3. Carpeted areas such as offices, conference rooms, large instructional group areas, media centers and auditoriums are to be detailed cleaned including the shampooing and/or extraction of carpets.
4. Detailed cleaning of restrooms should be performed.
5. Attend any mandatory training and/or In-Services required by Contractor.

SUMMER CLEANING

1. Begin cleaning on the upper level if possible.
2. Complete all tasks in the halls with the exception of floors.
3. Start cleaning the classrooms, clean furniture and stack neatly in the hallway leaving an accessible path.
4. After classrooms are completed, clean other areas such as the restrooms, cafeteria, gymnasium, media and offices, etc. *Note; Office cleaning should be scheduled when the office is closed, generally the month of July Floor restoration of hallways is generally done last.*
5. Outside cleaning: entries and window cleaning should be done at a time when there is down time such as carpet or floor drying.

D1.1 SUMMER CLEANING TASKS

This list is not intended to be all-inclusive but rather to provide general guidelines of work expected during the breaks and summer.

FURNITURE

Student desks and tables, teacher desks, computers and office equipment and chairs, etc.

- Do not use abrasive pads or cleaners that could damage the paint or surface.
- Remove all debris (gum, tape, glue, stickers, etc.) including underneath and inside of desks, legs and/or pedestals. Detail clean and scrub any graffiti, marks, paint, markers, etc.
- Clean hard surface chairs using the same procedure as desks.
- Fabric chairs should be vacuumed and shampoo and/or extracted using an upholstery cleaner.
- Damp clean trash containers, computers, televisions, phones and office equipment using a microfiber cloth. "DO NOT spray chemicals directly on computers or computer keyboards."
- After the furniture has been properly cleaned remove all chairs, desks, tables, filing cabinets and cabinets & shelving units that are not attached to the wall with a dolly and/or table or chair lift. When necessary work in pairs to prevent injury or to keep from damaging equipment or the furniture.

LIGHT FIXTURES

- When using a ladder, lift or scaffold ensure that all safety precautions are followed.
- Remove the glass cover or diffuser.
- Remove the lamps if they are out and replace with new lamps. Dispose of properly according to Fluorescent Lamp Recycling Procedures.
- Damp wipe lamps.
- Remove the deflector, if required.
- Wash cover inside and out or diffuser with a damp cloth and wipe dry.
- Ensure all bugs and debris are not in lamp prior to closing back up.
- Replace all lamps that are out, if this does not fix the light please report as required in the RFP.

HORIZONTAL SURFACES AND LEDGES

Includes, but is not limited to, ceilings, vents, exhaust fans, doors, door frames, wall cabinets, bulletin boards, maps, projectors screens, window treatments, window ledges, casework/molding, counters, sinks, light switches, dispensers (soap, hand sanitizer and paper), white boards, etc.

To prevent the smearing of dust or dirt while damp wiping, begin by dusting and/or vacuuming all horizontal surfaces and ledges beginning at the ceiling level working downward towards the floor. Use damp wiping and/or wall washing procedures below to clean all surfaces and ledges.

Damp wiping reminders.

- Prepare a bucket and/or spray bottle containing an all-purpose cleaner and one with rinse water, each containing a micro-fiber cloth. Using a properly labeled spray bottle, ensures that the solution is clean and fresh each time you spray, it also prevents the user from grabbing the wrong chemical.
- Move around the room to complete each task, rinsing the cloth frequently.
- Start damp cleaning all horizontal surfaces in the room beginning at the entrance.
- Work your way around the room in a clockwise or counter-clockwise pattern.
- Depending on the area to be damp wiped, spray the chemical directly on the area or spray the chemical on the micro-fiber cloth.
- Wipe the surface paying attention to obvious soil spots.
- Remember to damp wipe the edges of tables, chairs, shelves, etc.
- Wipe all high and low horizontal surfaces and ledges.
- When the solution becomes dirty, the cleaner is no longer effective and it is time to prepare another bucket.
- Do not use any abrasive pads or cleaners that could damage the paint or surface.

WALL WASHING

In addition to the procedures for “Damp Wiping” listed above...

- When using a ladder, lift or scaffold ensure all safety precautions are followed.
- Dust and/or vacuum the wall.
- Set up wet floor/caution signs.
- Using a properly prepared solution, clean the wall in a “framing” pattern (4 square foot area), starting at the bottom.
- Rinse the wall using the clear water rinse bucket. Clean the next “frame” area, overlapping the preceding “frame”.
- Repeat these steps until the wall is finished.

- Do not use abrasive pads or cleaner that could damage the pain or surface.

LOCKER CLEANING

- Remove contents from all lockers.
- Place trash and recyclable items in the appropriate dumpster.
- Place books, school supplies, clothing, etc. in a designated area that is approved by administration.
- Vacuum or seep inside of lockers.
- Remove food, stickers, glue residue, markings, etc. from inside and outside of lockers
- Damp wipe inside and outside of lockers using the “Damp Wiping” procedures listed above.
- Do not use any abrasive pads or cleaners that could damage the paint or surfaces.
- Work with assistant principal or building secretary and change combinations of lockers that need to be changed per administration.

EXTERIOR WINDOW CLEANING

Supplies and Cleaning Equipment Needed: Glass cleaner, bucket, microfiber cloth, sponge, squeegees, extension poses and razor blade scraper. “A lift will be needed at the High School in the summer to get Cafeteria Windows and Media Center Windows.”

- Use a razor blade scraper to remove paint, tar, wax, graffiti, etc. To prevent scratching the glass, spray with cleaning solution first.
 - Apply cleaning solution with sponge or microfiber cloth.
 - Scrub vigorously. Pick up dirt around the frame of the window with a sponge or cloth.
 - Starting at the top left corner of the window, angle the squeegee allowing about two to six inches of the blade to touch the glass.
 - Draw the squeegee along the top edge of the window in a right to left motion, wiping the squeegee blade with a cloth between each pass.
 - Start on a dry surface in left or right hand top corner. Draw squeegee down to last four to eight inches at the bottom of the glass. Repeat this stroke until you have a squeegee across the entire window. Be sure to overlap strokes.
 - Don’t use excessive pressure. Wipe the blade clean with a sponge or cloth after each stroke.
 - Soak up water at the bottom of the window with a sponge. Wash sponge or cloth in a cleaning solution when dirty. Start at the bottom of the window.
 - Draw squeegee across remaining glass. With a dry cloth wipe the bottom window and sides of the frame.
- Note: To avoid window streaks do not clean windows in hot, direct sunlight.*
- Use extension pole on high windows “and possibly a lift if needed”.

WET EXTRACTION OF CARPET

Wet extraction is also known as Restorative Carpet Maintenance. It is the most labor-intensive carpet cleaning procedure. The cleaning solution must be mixed correctly otherwise the residue from using too much solution will attract dirt like a magnet. Wet extraction can be performed with a number of different machines and floor tools. All types have some common procedures and most require at least two passes over the same area. Both floor wands/tools and self-contained extractors will require you to walk backwards when using. Be sure to

check the area for any obstructions such as furniture, pictures, cords etc. before starting. Remember to always work from the farthest corner towards the door.

All previously listed cleaning tasks must be performed prior to extraction of any carpeted floors. Select the proper chemicals, supplies, tools and equipment when performing each task. Always follow manufacturer's recommendations and safety precautions including application instructions. Employees are required to comply with all personal protection equipment (PPE) requirements. All floor outlets must be properly covered when wetting the floor, use extreme caution when working around these floor outlets.

- Thoroughly vacuum carpeted areas.
- Prepare a solution of general spotter and pre-spray spots before starting the extraction process. Clean stains using the procedures outlined in, Spot Cleaning of Carpets.
- Before using the carpet extractor check it for electrical hazards and to make sure the machine operates properly. Notify the Custodial Supervisor of any unsafe conditions or if any repairs are needed.
- Fill the solution tank with hot water and add the proper amount of extraction cleaner. Be sure to follow manufacturer's instructions. Too much cleaner will cause the solution to become too slippery to pick up dirt and will cause wicking.
- Begin extracting going over each area twice. The first pass injects the cleaning solution into the carpet fibers. Some models have floor tools which is a mechanical brush that agitates the carpet to loosen embedded dirt. The floor tool is pulled over the area and the vacuum head picks up excess moisture.
- When using extractors and wand or floor tool combinations, place the extractor in a position that allows the maximum cleaning before moving the machine. Tie the solution hoses and vacuum hoses together and work towards the card of the extractor.
- When making the first pass with a floor tool, angle the head so the spray jets reach to the carpet next to the wall. You may have to tip the floor tool backward. The spray jets are normally designed to spray two to four inches ahead of the vacuum head.
- Make a second pass immediately over the cleaned area being careful not to spray any solution during this pass. The brush action may continue during the second pass which will help remove any additional dirt or moisture.
- Depending on the condition of the carpeting, the following options should be considered.
 - Spray area with carpet extraction shampoo and extract with neutralizer-conditioner to reduce the use of extraction shampoo.
 - Double-scrub extremely dirty carpet. More drying time will be needed.
- Wipe any splashes from the baseboards when finished extracting the carpet.
- Use a dehumidifier and/or carpet fan to dry the carpet and to prevent mold and/or bacteria from growing in the padding. Always leave the interior door open during the drying process.
- After it has completely dried, vacuum it and then replace the furniture. If it is absolutely necessary to place furniture on wet carpet always place cardboard, plastic or aluminum strips between the wet carpet and the furniture. This will prevent discoloration or rust spots from developing on the carpet.

HARD SURFACE FLOOR CARE AND RESTORATION

All previously listed cleaning tasks must be performed prior to scrubbing, stripping, or applying any type of finish to the floor. Select the proper chemicals, supplies, tools and equipment when performing each task. Always follow manufacturer's recommendations and safety precautions including application instructions. Employees are required to comply with all personal protective equipment (PPE) requirements. All floor outlets must be properly covered when wetting the floor, use extreme caution when working around these floor outlets.

Stripping of hard floor surfaces removes all of the old floor finish so that refinishing, the application of new floor finish can be applied. The stripping process is typically done every third year. Certain conditions may require a floor to be stripped earlier or more often, for instance, high traffic or heavily soiled areas. The remaining years between stripping typically done by a scrub and recoating method by removing the top coats of finish embedded with soil and the base coats of finish/seal remaining.

WOOD FLOOR RESTORATION

The District will take care of all Wood floors. "Gyms and stages." The Contractor may be asked to give the District a quote to refinish these areas if there is a need to go out to bid on this work.

RUBBERIZED FLOORING

This type of floor is cleaned with a general cleaner followed by a burnishing it to bring out the shine. Absolutely no floor finish is to be used on rubberized flooring. Also, DO NOT use any abrasive cleaners or pads on rubberized flooring. Equally important, never use a putty knife, scraper blade or anything sharp that could damage the floor. Plastic scrapers may be used. All floor outlets must be properly covered when wetting the floor, use extreme caution when working around these floor outlets.

AUDITORIUM CEMENT FLOORS

Floor areas which are restricted by seats are to be scrubbed and mopped by hand annually. Exposed concrete flooring should periodically be stripped and sealed to prevent stains which detract from the overall appearance of the area. The overall condition and appearance will determine the need to strip and recoat these areas. Make sure to cover up floor vents to ensure no water enters this area when wet mopping concrete floors in the High School Auditorium.

QUARRY OR CERAMIC FLOOR TILE

Never apply any type of floor finish to quarry tile or ceramic tile. A tile and grout cleaner or degreaser with a nylon pad or brush should be used for scrubbing floors. Do not use caustic or acid cleaners on these floors.

SCRUBBING AND RECOATING TILE

Select the proper chemicals, supplies, tools and equipment when performing each task. Always follow manufacturer's recommended and safety precautions including application instructions. Employees are required to comply with all personal protection equipment (PPE) requirements. All floor outlets must be properly covered when wetting the floor, use extreme caution when working around these floor outlets. Check equipment for frayed cords and other possible safety hazards before using any equipment. For large, open areas use an

automatic floor scrubber. Use blue pads for scrubbing. When using an automatic scrubber use a light pad pressure.

In this procedure the top coats of finish embedded with soil will be removed and the base coats of finish/seal remain. New finish will then be applied after the scrubbing process is complete. These steps should be followed in order:

1. Inspect floor area for hazards or debris and remove.
2. Prior to dust mopping, spot mop any wet area and allow floor to dry.
3. Remove all gum, tar, tape, etc. that is stuck to the floor. This may require a solvent and/or a degreaser. Use a putty knife or scrapper if needed, using caution no to cut yourself or damage the floor.
4. Use a broom and dust mop to sweep out corners and under uninvents, shelves etc.
5. Post hazard warning signs such as "Slippery When Wet!" Leave these signs up until the job is completed and the floor is completely dry.
6. Following the directions on the original container prepare a solution of top scrub and cold water.
7. Wet mop the solution on the floor. Do not allow the solution to dry.
8. Move the floor machine in uniform pattern over the scrubbing solution to remove only the topcoats of finish.
9. Do not heal the machine or let it run in one spot. Doing this will remove too much finish and/or damage the floor.
10. Manually remove black marks with a small green pad and a solution suitable for this process.
11. Allow the cleaning solution to remain for approximately 5-minutes before picking up.
12. Re-apply solution, scrub, and pick-up with wet vacuum or auto scrubber.
13. Pick up dirty floor water using a wet vacuum or auto scrubber.
14. Rinse the entire area with a clean solution of neutral cleaner.
15. Dust mop the entire area "including corners" when the floor is completely dry.
16. Use proper procedures for applying finish to floor. "On recoats us at least 5 layers of floor finish".
17. Clean all equipment. Clean the pads with a nylon brush or let them soak in a pad cleaner solution then spray them with water, hang them out to dry.
18. Return equipment and supplies to the storage area.

STIPPING FLOORS

Select the proper chemicals, supplies, tools and equipment when performing each task. Always follow manufacturer's recommendations and safety precautions including application instructions. Employees are required to comply with all personal protective equipment (PPE) requirements. All floor outlets must be covered when wetting the floor, use extreme caution when working around these outlets. Check all equipment for frayed cords or other safety issues before using.

Read and understand these procedures before starting. Make sure you are with an experienced staff person if you have never stripped a floor before. In this procedure all of the finish will be removed. Depending on the floor finish no more than six (6) coats will be applied. Be sure to clean all build up areas around door frames, edges, corners, baseboards, etc.

1. Inspect floor area for hazards or debris and remove.
2. Prior to dust mopping, spot mop any wet area and allow the floor to dry.
3. Remove all gum, tar, tape, etc. that is stuck to the floor. "Do not remove floor stickers that are designed for student use. See Facility Director for direction on this."
4. Use a broom and dust mop to sweep out corners and under uninvents, shelves, etc.

5. Post hazard warning signs such as “Slippery When Wet!” Leave these signs up until the job is completed and the floor is completely dry.
6. When preparing the stripping solution wear required PPE. Eye and skin injuries may occur if these are not followed.
7. Do not add any other chemical to this mixture unless directed by the custodial supervisor.
8. Mix stripping solution according to the directions on the original container. Using too much stripper will make the floor too slippery for the pad to cut through the finish.
9. Spray stripper solution on dirty baseboards and heavy build-up around door jambs, corners, etc. Allow the solution to remain wet for approximately 5- minutes. Use a brown or black high productivity pad and a DoodleBug to agitate and loosen all of the dirt. Do not allow the chemical to dry before removing. If it does reapply, agitate and rinse with water.
10. Use a black pad, black high productivity pad or stripping brush on the floor machine.
11. Using the proper stripping solution and water, apply a flood coat of solution onto an area approximately 10’x8’.
12. Allow the solution to remain wet for 5 -10 minutes to let the chemicals penetrate through the finish.
13. Use caution, as the floor will be extremely slippery. Wear rubber soled shoes or approved stripping boots.
14. Strip the floor moving the machine from your left to your right. The machine should cover approximately 3’ to each side. Position the handle so it is comfortable for the user.
15. Make one pass from left to right and then pass back over the same area moving the machine to the left. Use slow. Uniform movements.
16. Repeat this procedure and move the machine by stepping backward one step, repeating this process making sure to overlap each pass.
17. Continue on to completely strip all of the flooded areas.
18. Use a wet vacuum and a squeegee tool to pick up dirty solution.
19. Wet mop the stripped area followed by another pass with the wet vacuum.
20. Repeat these procedures until the entire area is stripped.
21. Rinse the entire floor again with a floor neutralizer conditioner to lower the pH of the floor.
22. Rinse the floor with clean water.
23. When the floor is dry the entire area should be uniformly dull. Re-strip any shiny areas, neutralize/rinse.
24. An automatic floor scrubber can be used for the final rinse.
25. Use proper procedures for applying floor finish to the floor.
26. Clean all equipment. Clean the pads with nylon brush or let them soak in a pad cleaner solution then spray them with water. Hang them up to dry.
27. Return equipment and supplies to the storage area.

APPLYING FLOOR FINISH

When applying floor finish, stay at least one tile away from all edges on every coat except the last. The last coat should be applied along the edge using caution not to get finish on the floor molding. Putting the mop in the finish and wringing the mop so the finish is not dripping, frame a “U” shaped area in the farthest area from the entrance.

Before adding floor finish to the bucket line the bucket with a clear liner. This will prevent any hardened floor finish built up in the bucket.

Frame the area by pulling the mop along the left side, turning to go back down the right side. This will give you an upside down “U” shape to work in.

Frame your area so you can comfortably span both sides of the “U” while standing in the middle. Pull the mop from the left to the right gently lifting the mop head up to roll back over.

Follow this procedure order:

1. Repeat this process until the entire framed “U” area is covered with finish.
2. Continue this process until the entire floor is covered with finish.
3. Apply a second coat when the floor is completely dry. Normally, no more than two coats should be applied per 8 hour day.
4. Apply the final full coat of finish up to the edges. Do not apply any finish to the walls, baseboards, furniture, etc.
5. In high humidity, a fan may be used to pull the air from the area.
6. If fans are used to speed up the drying process do not place them in such a way as to direct the air on the finish.
7. If the floor is stripped all the way down to the bare tile there should be a minimum of 7 coats of wax put on each floor.
8. Return the equipment and supplies to the storage area.
9. Remove the clear liner and rinse out any remaining finish from the buckets and wringers with hot water and wipe off with a dry cloth.
10. Clean the rest of the equipment and cords and wipe them dry.
11. Rinse out all pads and brushes with water.
12. Soak pads with heavy build up in a solution of pad cleaner.
13. Rinse pads out with water and hang them up to dry.
14. Return chemicals to the proper area.
15. Rinse out the wet mops with water and hang them up with mop head down.
16. Notify your Custodial Supervisor of any problems or concerns you may have about the equipment, supplies, or possible safety hazards.



HARPER CREEK COMMUNITY SCHOOLS

Facilities Department

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Appendix

B-3

Facility Use Safety and Security Guidelines.

Created by:

Jim Robinson

Director of Facilities

Harper Creek Community Schools.

F1.1 FACILITY USE: SAFETY AND SECURITY GUIDELINES FOR PM EVENTS

- No more than two doors will be designated for building access during scheduled events. All other doors will remain locked.
- Specific access doors will be identified for scheduled events and will be unlocked 15 minutes before the start of the event and relocked following the hours assigned to the Building Use Permit.
- At no time will exterior doors be propped open.
- If conditions warrant protective measures to be taken before and after school hours, all personnel in/out of the building will be directed by the attending custodian and/or administrator to proceed to shelter areas or to take appropriate action.
- No activity shall be permitted in which open flames are used unless approved by the fire department and the building principal.
- School property is a weapon free zone.

After School Hours

- The front door MUST be locked at the close of school office hours by the custodian, unless it is identified by permit as the access door for the scheduled event after school hours.
- All exterior doors will remain locked, unless they are identified by permit as the access doors for scheduled events after school hours.
- All students will be off school grounds within 30 minutes of the end of the school day, unless directly involved and/or participating in school related activity/event. This does not apply to persons engaged in the legitimate use of playground equipment tor playgrounds, or persons engaged in recreational activities.

Scheduled Events – Before and After School Hours

- All persons using a school building must submit a permit request through the Facility Office and/or the school building's main office for school-related activities or through the Districts Facility Scheduler.
- Paid permit users must be in possession of the facility use permit to be used as proper identification for the event.
- Specific access doors will be identified for scheduled events and will be unlocked 15 minutes before the start of the event and relocked following the hours assigned to the permit.
- No more than 2 doors will be designated for building access during scheduled events. All other doors will remain locked.
- At no time will exterior doors be propped open.
- Attending Custodian is delegated the authority necessary to ensure compliance with all Facility usage rules and regulations.
- If conditions warrant protective measures to be taken b afore and after school hours, all personnel in/out of the building will be directed by the attending Custodian and/or administrator to proceed to shelter areas or to take appropriate action.
- An activity involving open flames shall ONLY be permitted with approval by both the fire department and the building principal or Facility Director.



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Appendix

B-4

Current Energy Management Guidelines

Created by:

Jim Robinson

Director of Facilities

Harper Creek Community Schools.

E1.1 ENERGY MANAGEMENT GUIDELINES

The following energy management guidelines have been established to conserve energy and provide uniformity in service and maintenance response action.

1. Cooling in all building areas will be shut down at the end of the last day of school with the exception of:
 - Building Administration offices
 - Approved summer programs
 - Other areas as approved by the Facility Director's office.
2. During the heating and/cooling seasons, the following temperature parameters have been established in all District Buildings:
 - Heating Season Occupied Temperature: 68 - 72 degrees.
 - Cooling Season Occupied Temperature: 74-78 degrees.
 - Heating Season Unoccupied Temperature: 55-degrees
 - Cooling Season Unoccupied Temperature: 85-degrees
3. Heating and/or cooling, as appropriate, will be scheduled to turn on one hour prior to the start of the school day, or as deemed necessary by the office of the Facility Director. Heating and/or cooling, as appropriate, will shut down promptly at the end of the contractual teacher or administrative workday. Exhaust fan operations related to heating and cooling will follow the above schedule.
4. Domestic hot water will be set at 110 degrees with the exception of hot water in the kitchen areas, with require 140-degrees by the Health Department Standards.
5. Employees are expected to contribute to energy efficiency, therefore all classroom lighting, etc., will be turned off whenever leaving the space empty, even if only for a few minutes!
6. Personal lamp lighting is limited to a maximum of 75-wats per classroom or workspace. Halogen lamps and Lava lamps are NOT permitted in any District building.
7. The use of spare heaters in any District building will NOT be permitted unless they are provided by the Facility Department due to the shutdown of the building heat resulting from an operational problem.

AIR CONDITIONING EQUIPMENT

- Occupied temperature settings shall NOT be set below 74 degrees.
- During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area at eh end of the school day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
- Air conditioning start times may be adjusted (depending on the weather) to ensure classroom comfort when school begins.

- Ensure outside air dampers are closed during unoccupied times.
- Ceiling fans should be operated in all areas that have them.
- For any 24-hour period of time, relative humidity levels shall NOT average greater than 60%.
- Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school. Air conditioning may be used by exception only or in those schools that are involved in team-clearing and shall be coordinated by the Facility Director.
- In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to the halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
- Return air flows must be kept unrestricted.
- All outside doors and windows must be closed when heat or air conditioning is operating.
- Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors.
- Use of building overrides for specified areas may be used to meet individual building needs.

LIGHTING

- All unnecessary lighting in unoccupied areas will be turned off. Teachers should make certain that lights are turned off when leaving the classroom when empty. Utilize natural lighting where appropriate.
- Gym lights should not be left on unless the gym is being utilized.
- All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
- Refrain from turning lights on unless definitely needed.
- Remember that lights not only consume electricity but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

WATER

- Ensure all plumbing and/or roof leaks are reported as per the RFP.

- Exterior watering should be done between 9:00 PM and 5:00 AM
- Swimming pools should be checked quarterly and make sure filter systems are working correctly.
- A large loss of water from pools must be reported to the Facility Director immediately.
- When irrigating out of doors ensure spray is not hitting the building.

SPECIFIC FOR EQUIPMENT

1. SPACE HEATERS

The use of space heaters in any District building is permitted only if they have been specifically provided and are supervised by the Facilities Department to prevent facility damage due to a furnace outage. If a lack of heating is a recurring issue in the area, the Facilities Department should be contacted to resolve the problem.

2. FANS

Under normal conditions, fans should not be used anywhere in buildings. Occasionally, an excessive heat situation occurs, or fans are needed to dry out a wet or flooded area, requiring the authorization for the use of fans. In an emergency they may be used under the following conditions:

- No pedestal floor fans should be used.
- All fans must be grounded or double insulated.
- All fans must have guards in place.
- Fans cannot be placed near water source.
- Fans must be plugged directly into an outlet.



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Appendix
C-1

DESIRED CUSTODIAL STAFFING PER BUILDING

Created by:

Jim Robinson
Director of Facilities
Harper Creek Community Schools.

DESIRED CUSTODIAL STAFFING LISTED BY BUILDING

The below listed Custodial staffing is a minimum FTE “Full Time Employee” required at each building. If the Contractor deems more FTE’s are needed they must include this in their pricing. The District will not absorb any payments for more FTE’s after the Contract is agreed upon unless there are some operational changes that would require an increase in FTE’s. The District is open to recommendations from Contractor with regards to the amount of FTE’s that need to be used per building.

High School

- 1 – Day Shift Custodian
- 4 – Second Shift Custodians
- 2 – Third Shift Custodians

Middle School

- 1 – Day Shift Custodian
- 4 – Second Shift Custodians

Beadle Lake Elementary

- 1 – Day Shift Custodian
- 2 – Second Shift Custodians

Sonoma Elementary

- 1 - Day Shift Custodian
- 2 – Second Shift Custodians

Wattles Park Elementary

- 1- Day Shift Custodian
- 2- Second Shift Custodians

Administration Building/Transportation Building

- 1 – Day Shift Custodian*

DeYoung Building

- 1 – “1/2” FTE Third Shift Custodian**

District

- 1 - District Wide Manager, must be able to make decisions on work organization and work with the District Facility Director on special tasks and/or assignments on a daily basis.

Notes:

- * Currently we are using one day time custodian to clean the Administration and Transportation Building, then we have the District Supervisor walk through the Administration Building at night to ensure the building is secure.
- ** The DeYoung Building we are currently using a 3rd shift person from the High School. The DeYoung Building is only used during the Fall and Spring Sports seasons, it is not used in the summer or the winter.