

SUMMER TOP DOWN CLEANING PROCEDURES

BATHROOMS

(INCLUDE WEEKLY RESTROOM SANITATION PROCEDURES SEE ATTACHMENT)

- DISINFECT ALL A/C VENTS, RETURN GRILLS AND ALL SURROUNDING CEILING TILES AND GRIDS. **FIRE SPRINKLER HEADS NEED TO BE DUSTED WITH BACK PACK VACUUM USING SOFT BRUSH ATTACHMENT (THIS PROCEDURE NEEDS TO BE PERFORMED BY AN EXPERIENCED FACILITIES SERVICEPERSON WITH CAUTION)**
- HI AND LOW DUST FROM TOP TO BOTTOM AND ALL CORNERS
- WASH LIGHT DIFFUSERS COVERS INSIDE AND OUT AND REPLACE BURNED OUT BULBS
- DISINFECT ALL WALLS, LIGHT SWITCHES AND RECEPTACLES COVERS
- DISINFECT URINALS, TOILETS AND TOILETS SEATS
- DISINFECT AND POLISH MIRRORS AND BRIGHT WORK
- DISINFECT DOORS, DOOR FRAMES AND POLISH KICK PLATES
- EMPTY TRASH CANS AND DISINFECT
- USE DOODLE BUG ON ALL EDGES, CORNERS AND AT THE BASE OF ALL TOILETS AND URINALS
- SCRAPE UP ANYTHING STUCK TO FLOOR, GUM ETC.,
- SWEEP FLOORS AND PICK UP TRASH AND REMOVE TO DUMPSTER
- USE SCRUBBER ON FLOORS AND MOP UP EXCESS WATER AND CHEMICALS

WRITE ANY REPAIRS ON BACK OF THIS SHEET

AUDITORIUM/CLASSROOMS/CLOSETS/STORAGE AREAS

- DISINFECT AND SCRAPE GUM ETC., ON ALL FURNITURE, STUDENT/TEACHER DESKS, CHAIRS, TABLES AND STACK IN CORRIDOR
- DISINFECT AND CLEAN ALL COMPUTERS AND PLACE IN CORRIDOR
- DISINFECT ALL MOVABLE CABINETS, BOOKS AND SHELVES AND PLACE IN CORRIDOR
- DISINFECT ALL A/C AND RETURN VENTS AND SURROUNDING CEILING TILE AND GRIDS. **FIRE SPRINKLER HEADS NEED TO BE DUSTED WITH BACK PACK VACUUM USING SOFT BRUSH ATTACHMENT (THIS PROCEDURE NEEDS TO BE PERFORMED BY AN EXPERIENCED FACILITIES SERVICEPERSON WITH CAUTION)**
- REPLACE A/C FILTERS
- WASH LIGHT DIFFUSERS COVERS INSIDE AND OUT AND REPLACE ALL BURNED OUT BULBS
- HI AND LOW DUST FROM TOP TO BOTTOM AND ALL CORNERS
- REPLACE ALL STAINED, MISSING AND BROKEN CEILING TILES
- DISINFECT ALL MAPS
- WIPE AND CLEAN ALL WHITE BOARDS, CHALK BOARDS AND RAILS
- WASH ALL WINDOWS AND WINDOW SCREENS
- DISINFECT ALL WINDOW SILLS
- DISINFECT ALL DOORS, DOOR FRAMES AND POLISH KICK PLATES
- DISINFECT FIRE EXTINGUISHERS AND CABINETS
- DISINFECT ALL WALLS, LIGHT SWITCHES AND RECEPTACLES COVERS
- DISINFECT AND EMPTY PENCIL SHARPENERS AND REPLACE AS NEEDED
- DISINFECT SOAP DISPENSERS, PAPER TOWER HOLDER AND THE WALL ABOVE COUNTER
- DISINFECT ALL COUNTER TOPS AND SINKS
- DISINFECT ALL CABINETS INSIDE AND OUTSIDE OF UNOCCUPIED CABINETS INCLUDING DOORS
- SCRUB ALL BASEBOARDS
- EMPTY AND DISINFECT ALL TRASH CANS, INSTALL LINERS
- SCRAPE UP ANYTHING STUCK TO FLOOR, GUM ETC.,
- SWEEP ALL FLOORS PICKUP ALL TRASH AND REMOVE TO DUMPSTER
- STRIP AND WAX ALL FLOORS (See Floor Care Procedures)
- SHAMPOO ALL CARPETS AND MATS
- RETURN FURNITURE TO ROOM AND SET UP

WRITE ANY REPAIRS ON BACK OF THIS SHEET

CORRIDORS

- DISINFECT ALL A/C AND RETURN VENTS AND SURROUNDING TILE AND GRIDS, **FIRE SPRINKLER HEADS NEED TO BE DUSTED WITH BACK PACK VACUUM USING SOFT BRUSH ATTACHMENT (THIS PROCEDURE NEEDS TO BE PREFORMED BY AN EXPERIENCED FACILITIES SERVICEPERSON WITH CAUTION)**
- WASH ALL LIGHT DIFFUSERS COVERS INSIDE AND OUT AND REPLACE ALL BURNED OUT BULBS
- REPLACE ALL STAINED, MISSING AND BROKEN CEILING TILES
- HI AND LOW DUST FROM TOP TO BOTTOM AND ALL CORNERS
- WIPE AND CLEAN ALL BULLETIN BOARDS
- WASH ALL WINDOWS AND WINDOW SCREENS
- DISINFECT ALL WINDOW
- DISINFECT ALL DOORS, DOOR WINDOW, DOOR FRAMES AND POLISH KICK PLATES
- DISINFECT FIRE EXTINGUISHERS AND CABINETS
- DISINFECT ALL WALLS, LIGHT SWITCHES AND RECEPTACLES COVERS
- SCRUB ALL BASEBOARDS
- SCRAPE UP ANYTHING STUCK TO FLOOR, GUM ETC.,
- SWEEP ALL FLOORS PICKUP ALL TRASH AND REMOVE TO DUMPSTER
- MAKE SURE TO DAM ALL DOORS BEFORE STRIPPING AND WAX ALL FLOORS
- SHAMPOO ALL CARPETS AND MATS

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STAIRWELLS/ ELEVATORS

- DISINFECT ALL A/C VENTS/GRILLS AND SURROUNDING CEILING TILES AND GRIDS, **FIRE SPRINKLER HEADS NEED TO BE DUSTED WITH BACK PACK VACUUM USING SOFT BRUSH ATTACHMENT (THIS PROCEDURE NEEDS TO BE PREFORMED BY AN EXPERIENCED FACILITIES SERVICEPERSON WITH CAUTION)**
- WASH ALL LIGHT DIFFUSERS COVERS INSIDE AND OUT AND REPLACE ALL BURNED OUT BULBS
- HI AND LOW DUST FROM TOP TO BOTTOM AND ALL CORNERS
- WASH ALL WINDOWS/ WINDOW SILLS
- DISINFECT ALL DOORS, DOOR WINDOWS AND DOOR FRAMES AND POLISH KICK PLATES
- DISINFECT ALL WALLS, LIGHT SWITCHES AND RECEPTACLES COVERS
- SCRUB ALL BASEBOARDS
- SCRAPE UP ANYTHING STUCK TO FLOOR, GUM ETC.,
- SWEEP ALL FLOORS PICKUP ALL TRASH AND REMOVE TO DUMPSTER
- STRIP AND WAX FLOOR (See floor care procedures)
- SHAMPOO ALL MATS

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KITCHEN

- DISINFECT ALL A/C VENTS, RETURN GRILLS AND SURROUNDING CEILING TILES AND GRIDS, **FIRE SPRINKLER HEADS NEED TO BE DUSTED WITH BACK PACK VACUUM USING SOFT BRUSH ATTACHMENT (THIS PROCEDURE NEEDS TO BE PREFORMED BY AN EXPERIENCED FACILITIES SERVICEPERSON WITH CAUTION)**
- WASH ALL LIGHT DIFFUSERS COVERS INSIDE AND OUT AND REPLACE ALL BURNED OUT BULBS
- HI DUST, WASH ALL CEILING FANS AND HOODS
- SCRAPE UP ANYTHING STUCK TO FLOOR, GUM ETC.,
- SWEEP FLOOR PICKUP ALL TRASH AND REMOVE TO DUMPSTER
- DISINFECT AND SCRUB FLOOR

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CAFETERIA/STAGE

- DISINFECT ALL A/C VENTS, RETURN GRILLS AND SURROUNDING CEILING TILES AND GRIDS, **FIRE SPRINKLER HEADS NEED TO BE DUSTED WITH BACK PACK VACUUM USING SOFT BRUSH ATTACHMENT (THIS PROCEDURE NEEDS TO BE PREFORMED BY AN EXPERIENCED FACILITIES SERVICEPERSON WITH CAUTION)**
- WASH ALL LIGHT DIFFUSERS COVERS INSIDE AND OUT AND REPLACE ALL BURNED OUT BULBS
- HI AND LOW DUST FROM TOP TO BOTTOM AND ALL CORNERS
- WASH ALL WINDOWS, WINDOW SCREENS AND WINDOW SILLS
- DISINFECT ALL DOORS, DOOR WINDOWS AND DOOR FRAMES AND POLISH KICK PLATES
- DISINFECT ALL WALLS, LIGHT SWITCHES AND RECEPTACLES COVERS
- SCRUB ALL BASEBOARDS
- SCRAPE UP ANYTHING STUCK TO FLOOR, GUM ETC.,
- SWEEP ALL FLOORS PICKUP ALL TRASH AND REMOVE TO DUMPSTER
- STRIP AND WAX FLOOR (See floor care procedures)
- SHAMPOO ALL MATS

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ELECTRICAL /MECHANICAL/CUSTODIAL STORAGE AREAS

- DISINFECT ALL A/C VENTS, RETURN GRILLS AND SURROUNDING CEILING TILES AND GRIDS, **FIRE SPRINKLER HEADS NEED TO BE DUSTED WITH BACK PACK VACUUM USING SOFT BRUSH ATTACHMENT (THIS PROCEDURE NEEDS TO BE PREFORMED BY AN EXPERIENCED FACILITIES SERVICEPERSON WITH CAUTION)**
- WASH ALL LIGHT DIFFUSERS COVERS INSIDE AND OUT AND REPLACE ALL BURNED OUT BULBS
- HI AND LOW DUST FROM TOP TO BOTTOM AND ALL CORNERS
- DISINFECT ALL DOORS, DOOR FRAMES AND POLISH KICK PLATE
- DISINFECT ALL WALLS, LIGHT SWITCHES AND RECEPTACLES COVERS
- SCRUB ALL BASEBOARDS
- SCRAPE UP ANYTHING STUCK TO FLOOR, GUM ETC.,
- SWEEP ALL FLOORS PICKUP ALL TRASH AND REMOVE TO DUMPSTER
- STRIP/SCRUB AND WAX FLOOR WHERE APPLICABLE (See floor care procedures)

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EXTERIOR

- REMOVE **ANY AND ALL** DEBRIS FROM COVERED WALKWAYS AND ROOFS
- REMOVE **ALL** COBWEBS FROM COVERED WALKWAYS AND BUILDINGS
- OPEN **ALL** LIGHT DIFFUSERS COVERS AND WASH INSIDE AND OUT REMOVE ALL COB WEBS AND CHANGE LIGHTS AS NEEDED.
- SCRUB AND SANITIZE **ALL** EXTERIOR TRASH RECEPTACLES
- SCRAPE UP ANY GUM AND DEBRIS FROM SIDEWALKS
- PRESSURE CLEAN **ALL** COVERED WALKWAYS
- PRESSURE CLEAN **ALL** WALKWAYS AROUND CAMPUS INCLUDING DUMPSTER PAD

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