

# Marion County School District Facility Cleaning Schedule Recommendations



## **IMPORTANT SAFETY REMINDERS**



- 1. NOTHING IS TO BE STORED WITHIN 3 FT. IN FRONT OF BREAKERS PANEL BOXES.**
- 2. NOTHING STORED WITHIN 2 FT. TO THE TOP OF CEILINGS.**
- 3. ELECTRICAL ROOMS TO REMAIN LOCKED.**
- 4. UNGROUNDED (2-PRONG) EXTENSION CORDS ARE NOT ALLOWED.**
- 5. ELECTRICAL SOCKETS ARE TO HAVE FACE PLATE COVERS.**
- 6. SURGE PROTECTORS OR EXTENSION CORDS ARE NOT TO BE PLUGGED INTO EACH OTHER (NO PIGGY-BACK) TO PROVIDE LENGTH OR ADDITIONAL OUTLETS. ALWAYS PLUG SURGE PROTECTORS INTO THE WALL OUTLET.**
- 7. ALL SPRAY BOTTLES ARE TO BE LABELED WITH THE NAME OF THE CONTENTS INSIDE.**
- 8. FABRIC CURTAINS ARE TO HAVE FLAME RETARDANT APPLIED AND RECORD KEEPING AT THE SCHOOL WITH THE DATE OF APPLICATION, THE FLAME RETARDANT'S NAME AND THE DURATION THE FLAME RETARDANT IS TO LAST (I.E. EXPIRATION).**
- 9. FIRE EXTINGUISHERS ARE TO BE CHECKED MONTHLY FOR THE ARROW TO BE IN THE "GREEN" ZONE, DATED AND INITIALED ON THE CARD ATTACHED TO THE FIRE EXTINGUISHER. IF NOT IN "GREEN" ZONE PLACE A WORK ORDER FOR SERVICE.**
- 10. WINDOWS AND DOORS MARKED/LABELED AS "EMERGENCY EXIT" OR "EXIT" SHOULD NOT HAVE ACCESSIBILITY TO THEM BLOCKED. THEY SHOULD REMAIN ACCESSIBLE IN THE EVENT OF AN EMERGENCY.**
- 11. EXTERIOR DOORS ARE TO BE LOCKED AT ALL TIMES AND NOT PROPPED OPEN.**
- 12. KNOW WHERE YOUR MSDS (MATERIAL SAFETY DATA SHEETS) BOOKLET IS LOCATED.**
- 13. FAMILIARIZE YOURSELF WITH ACBM (ASBESTOS CONTAINING BUILDING MATERIAL) THAT MAY BE LOCATED WITHIN YOUR SCHOOL.**
- 14. CUSTODIAL SUPPLY ROOMS HOUSING CHEMICALS ARE TO BE LOCKED AT ALL TIMES TO PREVENT UNAUTHORIZED ENTRY.**
- 15. NOTHING SHOULD BE HUNG FROM CEILINGS PREVENTING CLEAR VIEWS OF EXIT SIGNS.**
- 16. GAS PROPANE CYLINDERS ARE NOT TO BE STORED INSIDE THE SCHOOL BUILDING. THE CONTAINERS SHOULD BE STORED IN AN OUTSIDE BUILDING.**

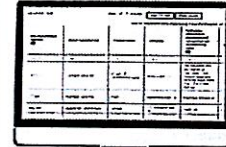


# 6 Steps for Safe & Effective Disinfectant Use



## Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: [epa.gov/listn](https://www.epa.gov/listn)



## Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

## Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.



## Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

## Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.



## Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.



Marion County School District  
Cleaning Schedule

ENTRANCES / LOBBIES / HALLS						
TASK	Daily	Weekly	Monthly	X Per Month	Quarterly	Annually
GENERAL AREAS						
Entrance mats (exterior) emptied and aligned with doors	X					
Empty trash cans/Replace liner as needed						
Dust all furniture including desk, chairs, tables	X					
Clean and sanitize drinking fountains, sinks, restock supplies	X					
Low dust - including window sills, ledges, moldings, shelves, picture frames, etc. to 36"		X				
High dust - including shelves, moldings, ledges, etc. to 72"			X			
Clean entrance glass	X					
Dust blinds/vents		X				
Dust mop/wet mop hard floors or vacuum carpet wall to wall	X					
Spot clean carpets		X				
Spot clean Walls and Doors	X					
Secure Windows and Doors	X					
Change defective lights	X					
Vacuum fabric furniture			X			
Dust tops of lockers		X				
Detail and clean lockers						X
RESTROOMS						
SEE RESTROOMS PROCEDURES	X					
WINDOWS						
Clean outside						X
Clean inside						X
FLOORS/HARD SURFACE						
Buff Tile		X				
Top scrub& apply floor finish						
Top scrub & apply 2 coats of floor finish						X
CARPETS						
Clean carpet by appropriate method						3X

Marion County School District  
Cleaning Schedule

**CLASSROOMS / LABS / MULTIPURPOSE AREAS / HOME EC. / MEDIA CENTER / ART ROOMS**

TASK	Daily	Weekly	Monthly	X Per Month	Quarterly	Annually	COMMENTS
<b>GENERAL AREAS</b>							
Empty trash cans/Replace liner as needed	x						
Dust all furniture including desk, chairs, tables		x					
Clean and sanitize drinking fountains, sinks, restock supplies	x						
Low dust - including window sills, ledges, moldings, shelves, picture frames, etc. to 36"		x					
High dust - including shelves, moldings, ledges, etc. to 72"				2x			
Staff to spot clean their own desk tops	x						
Spot clean lobby glass including front doors and	x						
Dust blinds/vents		x					
Dust mop/Wet mop hard floors or vacuum carpet wall to wall	x						
Spot clean carpets	x						As needed for stains
Chalkboards/ Marker Boards ONLY cleaned - DO NOT apply any chemicals to SmartBoards		x					
Spot clean board trays	x						
Spot clean walls and doors	x						
Secure windows and doors	x						
Change defective lights	x						Reachable with an 8' ladder
Clean desk tops and remove gum			x				
Detail and clean entire desks						x	Summer Break
<b>RESTROOMS</b>							
SEE RESTROOMS PROCEDURES	x						
<b>WINDOWS</b>							
Clean outside						x	Summer Break
Clean inside					x		Summer Break
<b>FLOORS HARD SURFACE</b>							
Spot mop	x						or as needed
Damp mop to clean		x					
Top scrub & apply 2 coats of floor finish						x	Summer Break
<b>CARPETS</b>							
Spot clean							As needed
Clean carpet by appropriate method						x	Summer Break
Pre-K Carpets cleaned						x	Summer Break
Multi Purpose Room Carpets cleaned						x	Summer Break



## RESTROOMS PROCEDURE

22

Marion County School District  
Cleaning Schedule

## CAFETERIAS

TASK	Daily	Weekly	Monthly	X Per Month	Quarterly	Annually	COMMENTS
<b>GENERAL AREAS</b>							
Empty trash cans/Replace liner as needed	X						
Sweep / Vacuum	X						
Clean and sanitize drinking fountains, sinks, restock supplies	X						
Low dust - including window sills, ledges, moldings, shelves, picture frames, etc. to 36"	X						
High dust - including shelves, moldings, ledges, etc. to 72"			X				
Damp Mop	X						
Dust blinds/vents		X					
Dust mop/Wet mop hard floors wall to wall		X					
Spot clean walls and doors	X						Up to 72"
Secure windows and doors	X						
Clean door glass	X						
Clean tops of Chairs and Tables and remove gum	X						
Arrange chairs and tables for next day use	X						
Change defective lights	X						Reachable with an 8' ladder
<b>WINDOWS</b>							
Clean outside							
Clean inside							
<b>FLOORS HARD SURFACE</b>							
Auto scrub	X						
Clean kitchen per standards	X						Kitchen staff
Top scrub & apply 2 coats of floor finish						X	Summer Break
<b>VENT HOODS</b>							
Clean vent hoods			X				Per Kitchen Standards
Extensive vent hood cleaning						2x	Winter / Summer Break by Contractor



Marion County School District  
Cleaning Schedule

## AUDITORIUM / STAGES

TASK	Daily	Weekly	Monthly	X Per Month	Quarterly	Annually	COMMENTS
<b>GENERAL AREAS</b>							
Empty trash cans/Replace liner as needed	<input checked="" type="checkbox"/>						
Dust all furniture including desk, chairs, tables		<input checked="" type="checkbox"/>					
Clean and sanitize drinking fountains, sinks, restock supplies	<input checked="" type="checkbox"/>						
Low dust - including window sills, ledges, moldings, shelves, picture frames, etc. to 36"		<input checked="" type="checkbox"/>					
High dust - including shelves, moldings, ledges, etc. to 72"			<input checked="" type="checkbox"/>				
Clean entire glass doors inside and out	<input checked="" type="checkbox"/>						
Spot clean lobby glass including front doors and	<input checked="" type="checkbox"/>						
Dust blinds/vents		<input checked="" type="checkbox"/>					
Vacuum carpet	<input checked="" type="checkbox"/>						
Spot clean carpets	<input checked="" type="checkbox"/>						As needed for stains
Secure windows and doors	<input checked="" type="checkbox"/>						
Spot clean walls and doors	<input checked="" type="checkbox"/>						
Secure windows and doors	<input checked="" type="checkbox"/>						
Change defective lights	<input checked="" type="checkbox"/>						Reachable with an 8' ladder
Detail and clean chairs						<input checked="" type="checkbox"/>	Summer Break
<b>RESTROOMS</b>							
SEE RESTROOMS PROCEDURES	<input checked="" type="checkbox"/>						
<b>WINDOWS</b>							
Clean outside						<input checked="" type="checkbox"/>	Summer Break
Clean inside					<input checked="" type="checkbox"/>		Summer Break
<b>FLOORS/HARD SURFACE</b>							
Damp mop			<input checked="" type="checkbox"/>				or as needed
<b>CARPETS</b>							
Clean carpet by appropriate method						<input checked="" type="checkbox"/>	As needed