Marion County School District Facility Cleaning Schedule Recommendations



IMPORTANT SAFETY REMINDERS



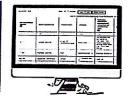
- 1. NOTHING IS TO BE STORED WITHIN 3 FT. IN FRONT OF BREAKERS PANEL BOXES.
- 2. NOTHING STORED WITHIN 2 FT. TO THE TOP OF CEILINGS.
- 3. ELECTRICAL ROOMS TO REMAIN LOCKED.
- 4. UNGROUNDED (2-PRONG) EXTENSION CORDS ARE NOT ALLOWED.
- 5. ELECTRICAL SOCKETS ARE TO HAVE FACE PLATE COVERS.
- 6. SURGE PROTECTORS 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 CONTAINTING 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





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.

ENTRANCES / LOBBIES / I

				טט		<u>, </u>
TASK	Daily	Weekly	Monthly	X Per	Quarterly	Annually
GENERAL'AREAS						
Entrance mats (exterior) emptied and aligned with doors		2				
Empty trash cans/Replace liner as needed						
Empty trasif cans/Replace liner as needed	SERVE	\$5 \$5				
Dust all furniture including desk, chairs, tables	X	100 m				
Clean and sanitize drinking fountains, sinks,		and the second				
restock supplies						
Low dust - including window sills, ledges, moldings, shelves, picture frames, etc. to 36"		×	S. M. W. Karther			
High dust - including shelves, moldings, ledges, etc. to 72"			X			
Clean entrance glass	X				1	
Dust blinds/vents		题X				1
Dust mop/wet mop hard floors or vacuum						
carpet wall to wall	X					
Spot clean carpets		EX.				
Spot clean Walls and Doors	X					1
Secure Windows and Doors	X					
Change defective lights	X					
Vacuum fabric furniture			經 X 漢			
Dust tops of lockers		X				
Detail and clean lockers						lix a
RESTROOMS						
SEE RESTROOMS PROCEDURES	X				12,000	
WINDOWS						
Clean outside						解 X 图
Clean inside						X
FLOORS HARD SURFACE	認認	問題的			認認達	
Buff Tile		X				
Top scrub& apply floor finish						
Top scrub & apply 2 coats of floor finish						X
CARPETS	ing.					BENEF.
Clean carpet by appropriate method						3x

Marion County School District Cleaning Schedule

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

STREET, ASSESSMENT STREET, NO. 10							EC. / MEDIA CENTER / ART ROUMS
TASK	Daily	Weekly	Monthly	X Per Month	Quarter!	Annually	COMMENTS
GENERAL AREAS	Line 2	dia	STATE OF	KK195			
Empty trash cans/Replace liner as needed	X						TO STATE OF THE PARTY OF THE PA
Dust all furniture including desk, chairs, tables		X					
Clean and sanitize drinking fountains, sinks, restock supplies	X						
Low dust - including window sills, ledges,		X					
moldings, shelves, picture frames, etc. to 36"		製 製 設 設					
High dust - including shelves, moldings, ledges,				国			
etc. to 72"			0000014	2x			
Staff to spot clean their own desk tops	X						
Spot clean lobby glass including front doors and	X						
Dust blinds/vents		證文芸					
Dust mop/Wet mop hard floors or vacuum carpet	x						
wall to wall	翻線						
Spot clean carpets	X						As needed for stains
Chalkboards/ Marker Boards ONLY cleaned -		x					
DO NOT apply any chemicals to SmartBoards							
Spot clean board trays	能X/强						
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
RESTROOMS						100	MATTER TO THE PROPERTY OF THE PARTY OF THE P
SEE RESTROOMS PROCEDURES	X					***********	The second of
WINDOWS				HAM.	25510	hi i	
Clean outside							Summer Break
Clean inside					X	40.07.5.000	Summer Break
FLOORS HARD SURFACE	Big ki	T. Carlo	ALASS	2000		Hillian	
Spot mop	X				T	0.1014.507.0	or as needed
Damp mop to clean		X			-		
Top scrub & apply 2 coats of floor finish						忠 文 里	Summer Break
CARPETS		ALC:		A STATE OF			Water and the first to the firs
Spot clean		T		10.00.00			As needed
Clean carpet by appropriate method	\neg			-			Summer Break
Pre-K Carpets cleaned		\dashv	-	\rightarrow			Summer Break
Multi Purpose Room Carpets cleaned	-+	_	-	-			Summer Break
						派人到	outilier predy

RESTROOMS PROCEDURE

RESTROOMS	Daily	Weekly	Monthly	X Per Month	Quarterly	Annually	COMMENTS
GENERAL AREAS		de High	ngaya.	Part Part	HEAD THE	建设	
Clean, sanitize and polish all fixtures including	ACTION TO						A contract of the second of th
toilet bowls, urinals, sinks	X						
Clean glass and mirrors	X						
	THE PARTY OF						
Empty all trash cans and disposals, insert liners							
as needed, spot clean and sanitize container	X						
Empty and sanitize interior of sanitary container	x						
Spot clean walls, doors and partitions	X						
Refill dispensers to normal limits	X						
Low dust - including window sills, ledges,		Maria I					
moldings, shelves, picture frames, etc. to 36"		x					
Dust all air ducts		x					
High dust - including shelves, moldings, ledges,		3451					
etc. to 72"		x					
Sweep, damp mop & sanitize hard floors	x						
High use restrooms	X						After each class change
Remove graffiti where possible	x						Reachable with an 8' ladder
Report plumbing	X						via work order
Scrub restrooms			х				Deep clean
Change defective lights	X						Reachable with an 8' ladder
Disinfect gang restrooms w/Electrostatic (Clorox) Sprayer Unit				2x			Clorox Anywhere Sanitizer
The street of the second of th	操動	場では	ANTALANAS ALAS AST	e la vida (de Pros/Audio)	(chieft)	被整	
						Mary 1	
	THE PERSON	desallo	674774358	31571-1129-22-1	(A) CONTRACTOR	NCT CALLS	
and the state of the and the decimal of the state of the		ants 92038	9953356	EDEBOTE (A)		465474	
	175, 195						

Marion County School District Cleaning Schedule

CAFETERIAS

TASK	Daily	Weekly	Monthly	X Per Month	ıarterly	Annually	GOMMENTS
GENERAL AREAS		3	S STATISTICS OF STATES	XX	ā	A	
Empty trash cans/Replace liner as needed	X	10656873 11	ARRESTS A	拉斯拉	421526	43	
Sweep / Vacuum	X	5					
Clean and sanitize drinking fountains, sinks,	調整へ多	5					
restock supplies	X						
Low dust - including window sills, ledges,	2500 C	i					
moldings, shelves, picture frames, etc. to 36"	X						
High dust - including shelves, moldings, ledges,	anazea		Billia				
etc. to 72"		1	X		- 1		
Damp Mop	X		144EMMSTAL				
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			\neg			0,012
Clean door glass	X						
Clean tops of Chairs and Tables and remove							
gum	X		- 1				
Arrange chairs and tables for next day use	X						
Change defective lights	製文型			\neg			Reachable with an 8' ladder
WINDOWS	MAC.	的控制			黑蛇雪葵		I read that all o ladge
Clean outside			I	1	N.C. //SCT-21	databa	and the contract of the contra
Clean inside							
Auto soruh			and the same	游學的	NEW MARKET	过越	
Auto scrub	X	T	Daniel Stranger	123124	V CONTRACTOR	entern.	TRANSPORT TO THE CONTROL OF THE TOTAL STATE OF THE
Clean kitchen per standards	X					-	Kitchen staff
Top scrub & apply 2 coats of floor finish					332	X	Summer Break
VENT HOODS					排射域		
Clean vent hoods			x	And the said of the said	A-1,0-24.321	CWI STRUM	Per Kitchen Standards
Extensive vent hood cleaning		13	nn Tallah (B		15		Winter / Summer Break by Contractor
							William Dieak by Contractor
		-+	_	_	\dashv		

Marion County School District Cleaning Schedule

AUDITORIUM / STAGES

PSESSONALISATION CONTRACTOR CONTR					-		
TASK	Daily	Weekly	Monthly	X Per Month	Quarterly	Annually	COMMENTS
GENERAL'AREAS			Mary S	No.	AE EST	MARI	
Empty trash cans/Replace liner as needed	NX.		10000000	- Company	Charles Selection	T T	Carlot and the second s
Dust all furniture including desk, chairs, tables Clean and sanitize drinking fountains, sinks, restock supplies	x	EX.					
	展歌						
Low dust - including window sills, ledges,		N. S.					
moldings, shelves, picture frames, etc. to 36"		製製製	Tobas seed				
High dust - including shelves, moldings, ledges, etc. to 72"			X				
Clean entire glass doors inside and out	X		ATTOMATICAL STREET		-		
Spot clean lobby glass including front doors and	X				-		
Dust blinds/vents	PRIOR RE	wx 1					
Vacuum carpet	X	1965 198					
Spot clean carpets	X						As needed for stains
Secure windows and doors	X						The needed for stallis
Spot clean walls and doors	X						
Secure windows and doors	X						
Change defective lights	X			\neg			Reachable with an 8' ladder
Detail and clean chairs				\neg		等X質	Summer Break
RESTROOMS					HOLE		
SEE RESTROOMS PROCEDURES	X			T	-	0,00,000	Commences where an increase where secret is a reason to the commences of the complete of the commences of th
WINDOWS				OTHER.	機器		
Clean outside				I		X	Summer Break
Clean inside					X		Summer Break
FLOORS HARD SURFACE							
Damp mop			5 X 3	2.00.41.44	1	A SHORES	oras needed
CARPETS				建建筑	i i i i i i i i i i i i i i i i i i i	30000	
Clean carpet by appropriate method						X	As needed