

## STARK STATE COLLEGE

### CLEANING PROCEDURES

#### Supplies Needed:

- Cleaning cart – Make sure your cart is stocked with the following:
  - Microfiber rags
  - Duster and covers
  - Erasers
  - Gum remover
  - Paper towels/Toilet paper
  - Soap and sanitizer refills (sponges, scratch pads, and toothbrushes should all be in baggies and marked for use)
  - Eraser pad
  - Notebook
  - Gloves
  - Doorstops
  - Broom and dust pan
  - Johnny mop/brush - both regular and waterless
  - Anything else you need to accomplish your duties
- Waste Barrel
- Chemicals
  - Oxivir
  - H<sup>2</sup>O<sup>2</sup>
  - Crew
  - Water bottle
  - Waterless urinal cleaner if needed
- Trash bags – Small, medium and large

Your cart should be clean and restocked daily before the end of your shift.

#### Daily Routine:

- Use Oxivir and microfiber rags on all horizontal surfaces and touch points (interior and exterior door handles, light switches and plate covers, desks, counters, doors and frames that have noticeable fingerprints/handprints, kickplates and push plates on doors, sinks, toilets, urinals, sani-boxes, all dispensers, stair rails, elevator buttons, handicap push buttons and door push buttons).
- Make sure all paper towel, soap and sanitizers are working and refill as needed.
- H<sup>2</sup>O<sup>2</sup> should be used on all water fountains
- Offices:
  - Wipe off desks and tuck chair in.
  - Do not move/touch any papers or personal items in the offices; dust around them.
- Computers can be dusted or wiped off with a dry microfiber rag. Do not spray anything on a computer or keyboard.
- Use H<sup>2</sup>O<sup>2</sup> to spot clean walls and cans with noticeable spills.

- Use water bottle and microfiber rag on white boards; Wipe off trays and dust top of board.
  - Replace erasers, 2 per board. Put dirty erasers in a bag to be cleaned at the end of the night.
  - Remove all markers that are not Bic markers.
- Pull all trash bags from trash cans and replace with a new bag.
  - Extra bags should not be placed in the bottom of the garbage cans (a leak will waste the liner).
  - Do not dump trash into the barrel and leave the dirty liner in the can.
  - All liners should be secured so they will not fall during the day.
  - You are responsible for taking all your trash to the dumpster/compactor.
- Trash should be done room-to-room. Do not pull all the trash from an area and then go back and clean.
- Please clean any dirty trash cans (leaks) with H<sub>2</sub>O<sup>2</sup>.
- Recycling:
  - Pull recycling and replace bag.
  - Take your recycling to the designated recycling dumpster.
  - Empty the blue bins and barrels in offices, classrooms and halls. Do not empty the green bins. These are the responsibility of office personnel.
- Use a broom or pick up large pieces of paper or articles on the floor so it does not clog the vacuum.
- H<sub>2</sub>O<sup>2</sup> should be used to dust/wipe off scooters that are in your area; throw out any trash that may be on them.
- Glanz and a squeegee should be used to clean all entrance door glass inside and out as you pass them. Wipe off frames also.
- Glanz should be used to clean the glass in all interior hall doors {double doors and any interior door with a window.
- Elevators: wipe off walls, rails and buttons.
- Stairs: Use Oxivir to wipe down the hand rails and step sides if you have them.
- H<sub>2</sub>O<sup>2</sup> should be used to spot clean walls and cans.
- High dusting/low dusting: Dust all vents. Wipe off/dust furniture legs, backs and frames.

### **Restroom Cleaning:**

- As soon as you enter the restroom, spray Oxivir on toilets, walls around and under urinals, then wipe off. Use a scratch sponge under urinals and toilets to prevent urine from calcifying.
- Waterless Urinals:
  - Use Kohler Waterless Urinal Cleaner. \*No other chemicals can be used in a waterless urinal.\*
  - Spray exterior and interior of the bowl and use designated Johnny mop.
  - Replace deodorizer after cleaning.
  - Change waterless deodorizers as needed.
- Empty trash and replace with a new bag.
- Empty sani-boxes and replace with a new bag.
- Stock toilet paper, potty liners, soap and paper towels (if used in the restroom).
- Wipe inside of dispensers when replacing stock.
- Use Oxivir on sinks, counters, dispensers, hand dryers, shelves, and sani-boxes. Spot clean dividers with obvious marks.

- Spray Oxivir on proper toothbrush to keep build-up from around faucets, toilet fixtures, outlet bolts and under hand dryers.
- Wipe under hand dryers and inside the Dyson's. Pay attention to build-up around lip and wall area.
- Clean the inside of toilets and urinals (under rims, under bowls, seats, etc.) with designated Johnny mop. Use Crew in toilets daily.
- Wipe out trash cupboards.
- Use **Oxivir to wipe** door handles, handprints, door plates and automatic door openers.
- Toilets that go to the floor get the bottom wiped off daily.
- Vacuum and mop. Keep up on corners and ledges of the floor to avoid build-up. Also make sure you are sweeping and mopping behind doors.
- Clean trash cans as needed.
- If your restroom has an odor, pour a bucket of water down the floor drain or ¼ cup of Nilozyme.
- If your restroom has sewer flies, pour a bucket of water down the floor drain.
- Use purple scratch pad or blue scratch sponge with vinegar mix for lime build-up on toilet fixtures.

#### **Detail Cleaning:**

- One a week:
  - o Wipe top of dividers, dust flat ledges, and dust/wipe vents in doors and door frames.
  - o Wipe hinge of dividers.
  - o Wipe pipes under sinks.
  - o Dust ceiling vents.
  - o Dust tops of automatic doors located above the entry door.
  - o Wipe restroom signage.
- Sunday:
  - o Follow calendar.
  - o Flush waterless urinals using proper procedures (located in cupboard). Only Kohler Cleaner and Sealer is permitted to be used on urinals. No other chemicals.
  - o Initial calendar.
  - o Flush all automatic faucets on sinks by pouring a gallon of water down the sink drain.

#### **Project or Periodical Cleaning:**

- If yellowing appears in the toilet, use a Pumie Scouring Stick making sure to keep it wet. If this doesn't work, ask your Supervisor for Acid. Use proper PPE (face shield, long sleeve shirt, N95 mask, chemical-resistant gloves).
- Totally wipe down all the walls.
- Scrub floors with scrubber or kaivac.
- Change lightbulbs and/or write up if it's a ballast.
- Keep up on lime build-up on floors.

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## WATERLESS URINALS

Waterless urinals are to be flushed every 2 weeks (atrium, every week) on Sunday night, unless it's a holiday. Follow the calendar, or ask your Supervisor if in question.

### Waterless Urinal Cleaning:

- Daily:
  - Remove the deodorizer if there is one. Lay it on the floor (not on the counter or anywhere people may touch).
  - Spray the Kohler Waterless Cleaner inside the urinal and swab with the designated Johnny mop. Do not use the Johnny mop you use on regular urinals or toilets.
  - Use Oxivir to spray the outside of the urinals, walls surrounding the urinals, wall under the urinal and dividers. Wipe off.
  - Replace the deodorizer after rinsed in toilet water.

Make sure you wipe underneath, top and all around the urinals as urine may splash on surrounding areas.

\*Kohler Cleaner is the only product to use in the waterless urinals. No other chemicals are permitted.\*

### Waterless Urinal Flushing:

- Take out the deodorizer and the strainer.
- Soak the strainer in a coffee can. Use just enough Crew to cover it.
  - When you are done cleaning the restroom, use a blue scratch pad and scrub the strainer really well.
  - Remove all the build-up and rinse well. (No Crew can go down the hole).
  - Replace the strainer in the hole.
  - Dump your coffee can with Crew down the toilet.
- While the strainer is soaking, clean the urinal as above.
- Quickly pour 5 gallons of hot water directly into the drain. Do not let it overflow onto the floor.
- Pour 1 ounce or 2 tablespoons of Kohler Urinal Cleaner into the drain. Allow the cleaner to set for 5-10 minutes. (You can be doing your regular restroom cleaning while you are waiting.)
- Pour 5 gallons of hot water directly into the drain as quickly as possible. Do not let it overflow onto the floor.
- Carefully pour 3 ounces or 1/3 cup of Kohler Sealer into the drain. (Very sticky).
  - If you have slow drainage, contact Val immediately.
- Clean the strainer (scrub it, if needed) using a purple scratch pad/toothbrush. Rinse.
- Replace the strainer and deodorizer.
- Put waterless urinal supplies and empty gallon containers away.
  - Keep the utensils and containers clean.
  - Let your Supervisor know if you need new containers.

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## MOPPING PROCEDURES

### **General Information:**

- Change your mop water as needed.
- Change your mop head on a regular basis. Use a "light" dilution of H<sub>2</sub>O<sup>2</sup> (Oxy-force) in your mop water.
  - You can graduate up if the "light" mixture is not working well enough.
- Follow proper dilution for the product on the label or dispenser. There is also a dilution chart listed with utility and map.
- Wring your mop out. Do not use a soaking wet mop head to mop.

### **Both AVI Kitchens:**

- Use Phenom Degreaser.
- Use the designated kitchen mop.

You should have one mop to do restrooms and one mop to do regular hard floors; please label them.

### **Auto Scrubber:**

- Partnership Center: use H<sub>2</sub>O<sup>2</sup>
- Auto Tech uses a "FAST" cartridge.

### **Daily Mopping:**

- All classroom floors are to be mopped daily (if the room has been used).
- All entrances are to be mopped daily.
- All stairs are to be mopped daily. If the stairs have a base or a lip, use your mop and wipe/mop this daily while mopping the steps.
- Mop corners and ledges of the perimeter and wipe step corners by hand to eliminate build-up in corners. If you need a putty knife, ask your Supervisor.
- Change your mop heads every Thursday, or more often if needed.

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## VACUUMING PROCEDURES

### General Information:

- Use backpack or tail vac.
- Make sure you put the bag holder in before vacuum bag.
- Replace round filter in both vacuums and foam filter on the bottom.
- For your safety, please adjust backpack to your size. The weight should be on your hips (if you cannot adjust properly, see your Supervisor). All straps holding the vacuum on must be attached (waist and chest).
- Have your attachments with you (upholstery brush, wedge and small flat).
- Only change the bag if you cannot see the liner of the bag.
- Do not try to vacuum up large pieces of paper or leaves; this will clog the vacuum. Pick up or broom large items.
- For safety reasons, please check your extension cord. Do not use a cord that is missing the ground or has wires showing.
- Filter (round piece inside of the backpack vacuum) and bag liner are to be sprayed out at the end of each use and set out to dry.
- The foam filter on the bottom of the backpack should be sprayed out on Friday morning, wrung out and left to air dry over the weekend. (Replace before use.)

### Daily Routine:

- Vacuum all floors and steps (hard surfaces and carpet).
- Straighten all furniture in the classrooms. Tuck in all chairs.
- Arrange all furniture in the halls or sitting areas if out of place.
- Do not try to vacuum wall-to-wall as this will put you behind.
- Look for cobwebs (corners and window sills) and vacuum up.
- Vacuum chairs and couches as you go.
- Every classroom and office used must be vacuumed.
- When vacuuming either hard floors or carpet, move whatever is in your way, including the trash can. When done vacuuming, put the can back in place (unless it needs mopped).

### Detail Cleaning:

- Once a month:
  - High vacuum vent, ceilings, lights and cobwebs.
  - Vacuum under **desks**, etc.
  - Chairs - check the back of the chair seat for dust; vacuum as needed.
  - Edging of carpet / floor.
  - Use your attachments to accomplish your vacuuming.
- Sunday Night:
  - Vacuum behind all doors in your area (halls, classrooms, offices).
  - Vacuum behind garbage cans and recycling bins in your area.
  - Vacuum all storage rooms on the 1st of the month. If you cannot get into a storage room, call your Supervisor.

No one should pack up for the end of their shift earlier than 7:15 a.m. Use the remaining time to stock cart and put your cleaning equipment away.

## DILUTION RATIO

### H2O<sup>2</sup> (Oxy-Force):

- Light: ¼ ounce per quart or 1 ounce per gallon
  - o General floor cleaning for mopping or auto scrubbers, glass, stainless and bonnet carpet cleaning
- Medium: ½ ounce per quart or 2 ounces per gallon
  - o Carpet spotting, extraction solution for carpet and heavier soiled floors
- Heavy: 3 ounces per quart or 12 ounces per gallon
  - o All-purpose restroom cleaner, general degreaser, carpet pre-spray
- Extra Heavy: 5 ounces per quart or 20 ounces per gallon
  - o Heavy-duty degreaser, difficult odors, stubborn stains and tuff soiled remover

Light duty will be enough to do most cleaning jobs; if it doesn't, move up to the next strength.

Pump in gallon is marked on Stem:

- ¼ ounce
- ½ ounce
- ¾ ounce
- 1 ounce

Use proper dilutions.

### Dispenser Use:

- Turn knob to dilution
- Place hose in bottle or bucket
- Turn water on
- Push button
- Automatic dilution

## STARK STATE COLLEGE RECYCLING

### General Information:

1. All paper recycling in your area (offices, common areas and classrooms, no green bins, only blue bins).
2. All plastic/glass in offices and classrooms (blue bins).
3. Check recycling daily.
4. Replace bags in recycling containers when you empty them.

## STARK STATE COLLEGE

### BUILDING CUSTODIAN PERFORMANCE RESPONSIBILITIES

#### **General:**

- Custodians are responsible for maintaining the College at the highest level of cleanliness and should perform all tasks necessary to meet this responsibility.
- Custodians are responsible for light maintenance.
- Custodians perform all other related duties necessary to fulfill the responsibility.

#### **Responsibilities:**

- Unlocking the College (daily)
- Unlocking and locking certain areas of the College (daily)
- Checking lighting and facilities for repairs. Submit a work order for items that need done. Submit a work order for items that you completed, making sure to list room number, date and time to complete.
- Moving furniture per request
- Doing set-ups and requests for the entire facility (submit where, date and time)
- Night security of our campus and buildings
- Stocking your carts and designated custodial closet for your areas
- Maintain your carts and custodial closets in an orderly fashion

#### **Pertaining to All Areas:**

- Observe all safety practices:
  - Report broken equipment and other safety hazards.
  - You must wear steel-toed shoes on any type of furniture move.
  - Wear the backpacks as they are designed to be used.
  - Always wear stripping shoes when stripping or top-scrubbing floors.
- Maintain and keep all equipment clean.
- Report damage of College property.
- Report any unsecured area (offices, computer rooms, AV areas, etc.)
- Perform duties as they may be assigned.
- Attempt to maintain a helpful relationship with all faculty, staff, outside personnel and students.
- Follow all safety rules with regards to chemicals, equipment, furniture moving, etc.
- Wear college-provided uniforms and have assigned keys and pass cards.

#### **Personnel Qualities:**

- Maintain a helpful relationship with faculty, staff and students.
- Exercise good judgement in appearance, speech and manner.
- Able to accept constructive criticism
- Trustworthy (report anything out of the usual; it will be kept confidential).

It is the custodian's responsibility to thoroughly clean and maintain all areas of the College.

"You can only make a first impression once".

## CUSTODIAL CHECKLIST

### **Manuals:**

We implement several manuals - equipment, carpet cleaning, walk-off mat cleaning, etc. Make sure you completely understand them and follow all directions. If you have any questions, your Supervisor will be happy to help you.

### **Equipment:**

You need to be trained on all equipment. Do not attempt to run anything without being properly trained.

### **Carpet Care:**

It is your responsibility to report any spills and to treat them as you find them. Ask your Supervisor if you do not know what to use or how to treat them.

### **Walk-off Mats:**

Rotate all mats every 3 months to prevent wearing of the mat. All mats should be vacuumed daily.

### **Emergency Phone:**

- All emergency phones dial directly to "911". If you accidentally pick it up, knock it off, hit the button or unplug it, the police will come. You must stay on the line and tell them if it was accidentally bumped off or if it is truly an emergency.
- Let your Supervisor know immediately that you called "911", or if the police have arrived. We need to know "911" was called.

### **Chemicals:**

You must know the proper use and disposal of each chemical. All SDS sheets are located in my office. If you have any questions or concerns, please let your Supervisor know.

### **Liquids:**

No liquids are to be stored above eye level.

### **Job Responsibilities:**

Job Responsibility sheets are located in your packets. Please make sure you know your area. If you have any questions, please let your Supervisor know. We are here to help you.

### **End of Shift:**

No one should pack up or put anything away until 15 minutes prior to the end of your shift.

### **Personal Protective Equipment (PPE):**

Gloves must be worn at all times when performing your cleaning routine. Safety glasses/shields must be worn when changing light bulbs or using any chemicals. Steel-toed shoes must be worn when lifting or moving over 50 pounds. Gloves, safety eyeglasses, shields, and N95 masks will be provided by the College.

## PERSONNEL INFORMATION

### **Time Sheets:**

Time sheets are due the 2<sup>nd</sup> week of the pay period, on Wednesday before 11:00 p.m. It is your responsibility to turn them in on time. You can fill your timesheet out ahead of time or do it daily. When submitting them, you are verifying that the sheet you completed is correct. Please make sure you have any vacation, personal days or sick time taken on the timesheet. Do not submit them until you have both weeks completed. If your time sheet is not filled out correctly, it will be sent back to you. If you submit after Wednesday, you may not know corrections are needed and you will not have your timesheet approved in time to be paid.

### **Time off:**

We normally allow 3 people off at a time (unless I have coverage). You have the opportunity to request off ahead of time. This is approved by seniority at the beginning of each year.

### **Vacation Time:**

You have to give a one-week notice when requesting days off and needs to be approved before taking. We recommend that you save your personal days in case an emergency should arise.

### **Leave Forms:**

You are responsible for completing the leave form if you call off sick, go on vacation or use a personal day.

### **Leaving Early:**

You must ask in advance if you need to leave early and it has to be approved. Leaving early means you are not getting everything done that you should in the time allotted for the area you are doing (job responsibility).

### **Calling Off:**

Please call off before 7:00 p.m. Texting is permitted in lieu of a phone call; just make sure you get a response from your Supervisor.

### **Uniforms:**

All full-time and part-time employees are issued uniforms. Uniforms are mandatory. They should be clean and neat in appearance.

## CHEMICAL USES

**Oxivir:** (not green) disinfectant, used on sinks, toilets, urinals (all restroom cleaning. This should also be used for any bodily fluid clean-up. Use on all horizontal surfaces, door handles, etc. (see Page 1).

**Crew:** (green) used as a toilet bowl cleaner. Use in toilets and urinals (not waterless urinals). You can soak waterless urinal screens in Crew to clean them, but rinse it before replacing the screen.

**Glance:** (green) used on windows and mirrors

**Oxyforceor H<sub>2</sub>O<sup>2</sup>:** (green) multipurpose cleaner that comes in several strengths. This product is also used for mopping all floors. Certain areas need other products but, unless you are told differently, this is your mopping chemical. H<sub>2</sub>O<sup>2</sup> can be used to spot-clean walls and garbage cans.

**Stride:** (green) used for mop water in the Partnership Center pre-school

**White Neutral Tablets:** (not green) These have to be kept in a tightly-sealed container. Used as mop water to help get salt up, used to neutralize the floor when stripping and can be used to neutralize and remove salt in the carpet.

**Kohler Waterless Cleaner:** (not green) used as a cleaner in the waterless urinals only. Do not spray on the floor (makes floor slippery).

**Kohler Waterless Sealer:** (not green) used to seal the waterless urinals only. Do not get it on the floor (makes floor slippery).

**Phenom:** degreaser, used to mop Auto's and AVI kitchens.

**Bleach:** Do not use for cleaning. Used for laundry only. Supervisor will use as a cleaner if it is called for.

**Vinegar & Water:** use on lime areas, faucets and water fountains.

**Carpet Spotter:** (green) you should use to treat any spot you see. See directions on the bottle. H<sub>2</sub>O<sup>2</sup> can also be used on spots.

**Emerel Creme:** (not green) use as a soft scrub in sinks, on kick boards, water fountains, etc.

**Nilozyme Digester:** Used around urinal areas that have an odor problem. See label for directions.

**Water:** only use plain water on the white boards with a slightly wet cloth. Nothing else should be used on the whiteboards.

### **Please Note:**

Oxivir TB has a one-minute kill time and is used when the College has occupants in the building.

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