

CUSTODIAL TRAINING GUIDE

A blurred background image of a classroom interior, showing desks, a chalkboard, and a doorway.

GENERAL CLASSROOM CLEANING



Objectives and Materials



- Classrooms are cleaned to provide a ***positive learning environment for students.***
- Classroom cleaning is a priority and must be done nightly.
- Materials needed include:
 - a dust mop
 - a mop and bucket or HEPA type vacuum
 - wet floor signs
 - a floor cleaner
 - surface cleaner and disinfectant
 - garbage bags
 - wipes or towels
 - Chalk board and white board cleaners and cloths

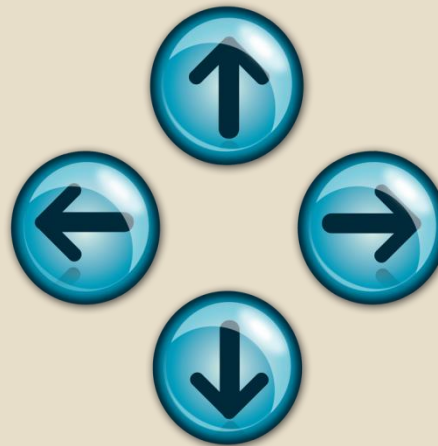




Classroom Safety



- When cleaning classrooms keep in mind these general safety instructions;
 - Read and follow all instructions on the products you are using.
 - Use caution when mopping.
 - Always wear gloves when handling soiled mop heads and trash.





Classroom Procedure continued...



- If floor needs wet mopping;
 - Place wet floor signs around the area.
 - Mop the area.
 - ✦ *Note, it may not be necessary to mop every night. Spot mopping can be done as needed.*
 - ✦ The scrubber can be used in larger classrooms when time is allowed.
- Classrooms with carpets should be vacuumed with a HEPA vacuum nightly and stains treated as often as needed.
- Allow the floors to dry thoroughly.
- Perform a final check of rooms cleaned.
 - ***Check that windows are closed and locked.***
- Turn off lights and lock door.





Other Considerations



- Do not dust or clean electrical equipment (ceiling projectors) as it could interfere with proper function.
- Check all furniture and report any broken desks, tables, etc. to your supervisor.
 - **Remove unsafe furniture immediately!**
- Heating and air conditioning vents should be cleaned with the portable vacuum as detailed in equipment maintenance guides.
- Replace Unit Ventilator Filters as needed but at least quarterly. Maintain maintenance log of all filter changes as required by PEOSHA.



Clean Up



- Dispose of all waste collected.
- Rinse mop heads with hot water.
- Change soiled mop heads.
 - Make sure to wear gloves and any other Personal Protective Equipment.
- All equipment used should be cleaned and returned to the custodial closet.
- Change vacuum bags or empty vacuum canister nightly.
 - Check and clean vacuum beater brush as needed.





Summary



- Identify the rooms to be cleaned.
- Dust mop (or vacuum carpet as needed) the entire area.
- Dust the room.
- Wear rubber gloves.
- Spray surface cleaner on desk tops and wipe clean.
- Clean the boards.
- Empty garbage and recycling cans.
- Place wet floor signs around the area.
- Mop the floor and/or treat stains on carpets.
- Allow floors to dry.
- Perform a final check of the room.
- Check windows, turn off lights and lock door.

