CUSTODIAL TRAINING GUIDE

GENERAL DUSTING

Objectives and Materials

- The purpose of dusting is to remove dust and dirt from all fixtures and furnishings in the room.
- In some cases, dusting may not be a nightly chore.
- Materials needed include:
  - a long handled feather duster
  - several large, oiled dusting cloths
  - furniture polish (aerosol formula)
  - a portable vacuum pack with a hose attachment

Safety

- There are not many specific safety concerns to keep in mind while dusting, just keep in mind the basics.
  - Read and follow all the instructions on the products you are using.
  - Review the proper steps to take should an emergency occur.

Cleaning Procedure

- Begin by using the feather duster and/or vacuum to dust the highest points in the room.
- These points include:
  - ledges,
  - shelves,
  - clocks,
  - coat racks,
  - door frames
  - window blinds, etc.
- The portable vacuum should be used to clean heating and air conditioning vents located in the ceilings, along the walls and in Classroom Ventilators .

Cleaning Procedure continued…

- Continue to dust all lower points in the room.
- Every fixture or furnishing that appears dusty should be taken care of with either the feather duster or an oil rag.
  - Counter and desks tops should be cleaned with a foam cleaner and a wipes.
- Aerosol furniture polish can be used on all wood work.
- Repeat the process until all visible dust is removed

Special Considerations

- Personal offices require special attention.
- The same procedure is used,
  - start high and work low.
  - All empty horizontal surfaces should be dusted.
  - Personal items should never be moved or repositioned, dust around them where possible.
- Electronic equipment should never be dusted.
  - Dusting can create static electricity that interferes with proper function.
  - Electronic equipment includes: VCR's, televisions, computer screens, sound and/or video equipment.
- If there is a question, report to your supervisor for the appropriate action.

Special Considerations continued…

- Hallways also require periodic dusting.
- This includes:
  - Banisters in stairwells,
  - Window ledges,
  - blinds,
  - Ceiling vents,
  - any furniture or wood work in the hall.
- Use the same procedures as previously outlined.

Clean Up

- Shake the feather duster over the trash can.
  - Oiled rags can be used several times.
  - Empty vacuum bags as necessary
  - Return all equipment to the custodial closet.
- Make a final check of the rooms completed.

Summary

- Gather materials.
- Start by dusting the high points with the feather duster.
- Use the portable vacuum to clean the vents and registers.
- Continue dusting all other fixtures and furnishings.
- Use a foam cleaner and a wipe to clean counter tops and desks.
- Dust around all personal items.
- Never dust electronic equipment.
- Perform a final check of the room.