
CUSTODIAL SERVICES SUMMER CLEANUP (MOP-W005)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction describes the process in which the Operations Department handle summer clean up of all sites for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

- 2.1 Operation Manger
- 2.2 Custodial Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Facilities/Maintenance

4.0 DEFINITIONS:

- 4.1 None

5.0 WORK INSTRUCTION:

- 5.1 Starting the last day of the school year, the entire school needs to be cleaned ceiling to floor:**
 - 5.1.1 Custodial staff has approximately 55 days to accomplish this.
- 5.2 Custodial Supervisor reviews a site map weekly of the Summer Clean Up of all sites.**
 - 5.2.1 If necessary the custodial staff will make any room

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5.3 HVAC units are to be checked to see if they are operational.

5.3.1 Submit work order if units are not in working order.

5.3.2 Filters are to be replaced.

5.4 Gum and graffiti residue is to be removed from all floors, furniture and wall surfaces.

5.4.1 Furniture is to be thoroughly washed, top, bottom and inside of desk, chairs, tables and wall cabinets.

5.4.2 Glides on desks and chairs are to be checked.

5.4.3 Broken/missing glides are to be replaced.

5.5 Doors are to be washed completely including frame, door jams and tops and sides of the doors.

5.5.1 Glass is to be cleaned on both sides.

5.5.2 Hinges and doorknobs are to be cleaned.

5.5.3 Hanging maps and projection screens are to be dusted and washed as required.

5.6 Some rooms may only need to be scrubbed with blue or red pad and recoated with floor finish, no sealer is required.

5.7 All other floors are to be stripped as follows.

5.7.1 All corners are to be cleaned thoroughly.

5.7.2 Custodians are to read directions on stripper prior to using product and follow the manufacture's directions.

5.7.3 Baseboards are to be cleaned with doodle pads and scrappers to remove all finish buildup.

5.7.4. Strip floor in hallways in front of the room door to prevent bleed-back in the rooms when doing the floor in rooms.

5.7.5 Floors are to be sealed with Sealer (read directions). Apply two (2) to three (3) coats of finish (read directions). On heavy use rooms and art rooms use three (3) to four (4) coats of finish.

5.8 Multi-Purpose tile floors are to be stripped and baseboards cleaned.

5.8.1 One (1) coats of sealer are to be used. Three (3) to four (4) coats of floor finish

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- 5.9 All cafeteria tables and benches are to be cleaned. Remove tables and benches prior to stripping these rooms**
- 5.10 Lavatories and locker rooms are to have ceiling vents, walls, partitions, doors, windows, bowls, urinals, sinks and lockers thoroughly washed and cleaned.**
 - 5.10.1 Paper towel, soap, and toilet tissue dispensers are to be checked daily.
- 5.11 Halls are to be scrubbed and three to four (3-4) coats of finish are to be applied.**
- 5.12 Drinking fountains are to be cleaned and washed completely with disinfectant.**
- 5.13 Lighting Fixtures**
 - 5.13.1 Exit lights are to be cleaned and washed and have bulbs replaced if required.
 - 5.13.2 Hallway lights – with lights on check bulbs and /or the ballasts are working.
 - 5.13.3 Wash the translucent light covers or grate.
- 5.14 Kitchen floors are to be cleaned completely. Walls and equipment are to be washed and all vents cleaned.**

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6.0 ASSOCIATED DOCUMENTS:

6.1 Summer Clean –Up Procedures/Floor Preparation Procedure (MOP-F003)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Summer Cleanup Checklists	Filing cabinet in office	One year	Discard as desired	Access limited to Maintenance Operations

7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/19/04	A	Initial release
04/02/08	B	Revised 5.7.5, 5.8.1, 6.0, and 7.0

*** End of Procedure ***