



HARPER CREEK COMMUNITY SCHOOLS

Facilities Department

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Harper Creek Community Schools

Custodial Standards

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GENERAL PROCEDURES

Maintenance items.

1. Report all maintenance items to the Custodial supervisor on 2nd and 3rd shifts. During the day shift report items to the building secretaries.
2. If maintenance item involves restroom fixtures after hours please shut off fixture if possible, install an “out of order” sign on the fixture and report as noted above.

Safety Precautions (Bodily Fluids)

1. Always wear protective gloves.
2. Items that have been contaminated by bodily fluids should be placed in a RED medical waste plastic bag and placed in the appropriate waste disposal container. Protective gloves should be placed inside the RED medical waste bag.
3. Never touch any other surface, especially your face, with contaminated gloves.
4. Wash your hands thoroughly after finishing the task.
5. Treat all body fluid spills as if they are contaminated.

Classrooms (All tasks listed below in special education and child care areas will be cleaned daily)

A. Floors

1. Floors, including all corners, will be free of all debris.
2. Carpeted floors will be vacuumed every other day.
3. All other floor types will be dust mopped or swept every day.
4. Spots & Gum will be removed from flooring every day.
5. Floor moldings will be maintained in a dust free condition.
6. Hard floor surfaces will be spot mopped using a wet mop as needed.
7. Sinks in classrooms will be cleaned using a germicidal disinfectant on a daily basis.

B. Student Furniture

1. Desk tops and/or tables will be cleaned using a germicidal disinfectant on a daily basis.
2. Notice any damaged student furniture...report to supervisor or building secretary.

C. Walls

1. Wall coverings will be dust free.
2. Wall vent covers will be wiped down or dusted at least on a weekly basis.
3. White boards will be maintained to meet expectations of instructional staff.

4. Pencil sharpeners will be emptied on a daily basis.
5. Graffiti will be removed on a daily basis.
6. Report obscene or gang related graffiti to supervisor (if found on PM shift). If found during the day shift please report to the building principal.

D. Ceilings

1. Remove cobwebs at least on a weekly basis. (High, low & corners)
2. Change light bulbs as needed. If by changing the light bulb this does not fix the issue please report to supervisor (on PM shifts) or to building secretary.
3. Record damaged or spotted ceiling tiles as noticed.
4. Clean all light covers during the summer cleaning program.
5. Return ceiling/wall vents & discharge air vents will be cleaned of dust on a weekly basis.

E. Windows/Window Sills

1. Windows will be cleaned of fingerprints & smudges at least on a weekly basis.
2. Cobwebs will be removed at least on a weekly basis.
3. Window sills will be cleaned of dust & debris at least on a weekly basis.
4. All windows will be checked & locked every afternoon or night.
5. All broken hardware will be reported as described above on a daily basis.

F. Trash & Recycling Receptacles

1. Trash & Recycling will be emptied on a daily basis.
2. Trash & Recycling receptacles will be cleaned and sanitized when necessary.
3. Damaged and/or unusable trash/recycling receptacles will be reported as noted above.

RESTROOMS

1. Floors will be swept on a daily basis; floor drains will be kept free of hair and other debris.
2. Floors will be wet mopped with a germicidal disinfectant on a daily basis.
3. Floors will be scrubbed with a floor scrubber at least once annually. Bacteria eating enzymes will be introduced during this process.
4. Toilets and Urinals will be kept free of soap scum.
5. Entire toilet(s) (including seat) and/or urinal(s) will be cleaned on a daily basis using a germicidal disinfectant.
6. Walls will be kept free of fingerprints, smudges and/or graffiti.
7. All dispensers (soap, toilet paper, paper towels, etc.) will be kept full and maintained.
8. Sanitary receptacles will be cleaned/disinfected, emptied and liners changed daily.
9. Mirrors will be kept fingerprint and smudge free.
10. Restrooms will be monitored by the day custodian throughout the day for cleanliness and stocked soap dispensers and paper supplies.
11. Report and damages in restrooms as described above.

GYMNASIUM

A. Floor

1. Floor will be dust mopped on a daily basis.
2. Spots and gum will be removed daily.

3. During normal usage periods auto scrub and damp mop weekly with a neutral cleaner.
4. Auto scrub floor with clear water after events.

GYMNASIUM CONT.

B. Drinking Fountains and Bottle Filling Stations

1. Must be cleaned & disinfected on a daily basis using a germicidal disinfectant.

C. Bleachers

1. Will be maintained free of debris, dust and gum.
2. Will be maintained free of graffiti.
3. Bleachers will be dusted off before each event.
4. Area beneath the bleachers will be cleaned & inspected after each event.

LOCKER ROOMS

1. Floors will be swept on a daily basis; floor drains will be kept free of hair and other debris.
2. Floors will be wet mopped with a germicidal disinfectant on a daily basis.
3. Floors will be scrubbed with a floor scrubber at least once annually. Bacteria eating enzymes will be introduced during this process.
4. Toilets and Urinals will be kept free of soap scum.
5. Entire toilet(s) (including seat) and/or urinals(s) will be cleaned on a daily basis with a germicidal disinfectant.
6. Walls will be kept free of fingerprints, smudges and/or graffiti.
7. All dispensers (soap, paper towel, toilet paper and hand sanitizer) will be kept full and maintained.
8. Sanitary receptacles will be kept cleaned/disinfected, emptied and liners changed daily.
9. Mirrors will be kept fingerprint and smudge free.
10. Locker rooms will be monitored during the day by the first shift custodian for cleanliness and to ensure all consumable items are kept full.
11. Lockers will be kept free of dust and/or graffiti and wiped daily with germicidal disinfectant.
12. Interior and exterior of lockers will be cleaned & disinfected on an annual basis with a germicidal disinfectant.
13. Locker room and shower room walls will be kept free of soap scum.
14. Ceramic tile will be kept free of mold and/or mildew in grout lines.
15. Report any damages as described previously.

ADMIN/GUIDANCE OFFICE & NURSES STATIONS

A. Floors

1. Floors, including all corners, will be kept free of all debris.
2. Carpeted floors will be vacuumed every day.
3. All other floor types will be dust mopped or swept every day.
4. Spots & gum will be removed from flooring on a daily basis.
5. Floor moldings will be maintained in a dust free condition.
6. Hard floor surfaces will be wet mopped at least on a weekly basis. "The nurse's station must be done every night."
7. Sinks will be cleaned on a daily basis using a germicidal disinfectant.

B. Walls.

1. Dust & remove all smudges & fingerprints at least on a weekly basis.
2. Wall coverings must be dust free.
3. Wall vent covers will be wiped down at least on a weekly basis.
4. White boards will be maintained to meet expectations on instructional staff.
5. Pencil sharpeners will be emptied on a daily basis.
6. Graffiti will be removed on a daily basis.
7. Report obscene or gang related graffiti to Custodial supervisor "if found on off shifts" or to the building principal if found during the day shift.

C. Ceilings

1. Remove cobwebs at least on a weekly basis. (High, low& corners)
2. Replace burned out light bulbs if they can be reached with a 6' ladder. If lights are unable to be changed or if changing the bulbs do not fix the issue please report as previously described.
3. Report damaged or spotted ceiling tiles as previously described.
4. Clean all light covers during the summer cleaning program.
5. Return ceiling/wall vents & discharge air vents will be cleaned of dust on a weekly basis.

D. Windows/Window Sills

1. Windows will be cleaned of fingerprints & smudges at least on a weekly basis.
2. Cobwebs will be removed at least on a weekly basis.
3. Window sills will be cleaned of dust & debris at least on a weekly basis.
4. All windows will be checked & locked every afternoon or night.
5. All broken hardware or glass will be reported as previously described.

E. Trash & Recycling Receptacles.

1. Trash & Recycling will be emptied on a daily basis.
2. Trash & Recycling receptacles will be cleaned & sanitized when necessary.
3. Damaged and/or unusable trash/recycling bins will be reported as previously described.

F. Nurses office Restroom

1. Floors will be swept on a daily basis; floor drains will be kept free of hair and other debris.
2. Floors will be wet mopped on a daily basis with a germicidal disinfectant.
3. Floors will be scrubbed with a floor scrubber at least once annually. Bacteria eating enzymes will be introduced during this process.
4. Toilets and Urinals will be kept free of soap scum.
5. Entire toilet(s) (including seat) and/or urinal(s) will be cleaned on a daily basis using a germicidal disinfectant.
6. Walls will be kept free of fingerprints, smudges and/or graffiti.
7. All dispensers (soap, hand sanitizer, paper towel and toilet paper) will be full and maintained.
8. Sanitary receptacles will be cleaned/disinfected, emptied and liners changed daily.
9. Mirrors will be kept fingerprint and smudge free.
10. Restrooms will be monitored by the day custodian throughout the student day for cleanliness and stocked with consumables as needed.
11. Report any damages in restrooms as described above.

MEDIA CENTER

A. Floors

1. Floors, including all corners, will be free of debris.
2. Carpeted floors will be vacuumed every other day.
3. All other floor types will be dust mopped or swept every day.
4. Spots & gum will be removed from flooring every day.
5. Floor moldings will be maintained in a dust free condition.
6. Hard floor surfaces will be spot mopped, using a wet mop, as needed.
7. Sinks in classrooms will be cleaned using a germicidal disinfectant on a daily basis.

B. Walls

1. Wall coverings will be dust free.
2. Wall vent covers will be wiped down or dusted at least on a weekly basis.
3. White boards will be maintained to meet expectations of instructional staff.
4. Pencil sharpeners will be emptied on a daily basis.
5. Graffiti will be removed on a daily basis.
6. Report obscene or gang related graffiti to Custodial supervisor (if on PM shift). If found by the day custodian please report to the building principal.

C. Ceilings

1. Remove cobwebs at least on a weekly basis. (High, low & corners.)
2. Report burned out lights as described above.
3. Report damaged or spotted ceiling tiles as described above.
4. Clean all light covers during the summer cleaning program.
5. Return ceiling/wall vents & discharge air vents will be cleaned of dust on a weekly basis.

D. Windows/Window sills

1. Windows will be cleaned of fingerprints & smudges at least on a weekly basis.
2. Cobwebs will be removed at least on a weekly basis.
3. Window sills will be cleaned of dust and debris at least on a weekly basis.
4. All windows will be checked and locked every afternoon or night.
5. All broken glass or hardware will be reported as described previously.
6. High School windows will be cleaned inside and out over the summer.

E. Trash & Recycle Receptacles

1. Trash & Recycling will be emptied on a daily basis.
2. Trash & Recycling receptacles will be cleaned & sanitized when needed.
3. Damaged and/or unusable trash/recycling receptacles will be reported as noted earlier.

AUDITORIUM

A. Floors.

1. Floors, including all corners, will be free of all debris. "This included stage floor."
2. Carpeted floors will be vacuumed every other day.
3. All other floor types will be dust mopped or swept every day.
4. Spots & Gum will be removed from flooring every day.
5. Floor moldings will be maintained in a dust free condition.
6. Hard floor surfaces will be spot mopped, using wet mop, as needed.
7. Sinks and toilets in dressing rooms will be cleaned on a daily basis using a germicidal disinfectant.

B. Walls

1. Wall coverings must be dust free.
2. Wall vent covers will be wiped down or dusted at least on a weekly basis.
3. White boards will be maintained to meet expectations of instructional staff.
4. Pencil sharpeners will be emptied on a daily basis.
5. Graffiti will be removed on a daily basis.
6. Report obscene or gang related graffiti to building principal "if found during the day shift" or to the Custodial supervisor "if discovered on night shifts."

C. Ceilings

1. Remove cobwebs at least on a weekly basis that are able to be reached.
2. Report burned out lights as described previously.
3. Report damaged or spotted ceiling tiles as described previously.
4. Clean all light covers during the summer cleaning program.
5. Return ceiling/wall vents & discharge air vents will be cleaned of dust on a weekly basis.

D. Windows/Window Sills.

1. Windows will be cleaned of fingerprints & smudges at least on a weekly basis.
2. Cobwebs will be removed at least on a weekly basis.
3. Window sills will be cleaned of dust & debris at least on a weekly basis.
4. All windows and doors will be checked and locked every afternoon or night.
5. All broken glass or hardware will be reported as described previously.

E. Trash & Recycle Receptacles.

1. Trash & Recycling will be emptied on a daily basis.
2. Trash & Recycling receptacles will be cleaned & sanitized when necessary.
3. Damaged and/or unusable trash/recycling receptacles will be reported as earlier described.

CAFETERIA

A. Floors

1. Floors, including all corners, will be free of all debris.
2. Carpeted floors will be vacuumed every other day.
3. All other floor types will be dust mopped or swept every day.
4. Spots & gum will be removed from flooring every day.
5. Floor moldings will be maintained in a dust free condition.
6. Hard floor surfaces will be spot mopped, using a wet mop as needed.
7. Sinks will be cleaned using a germicidal disinfectant on a daily basis.

B. Walls

1. Wall coverings must be dust free.
2. Wall vent covers will be wiped down or dusted at least on a weekly basis.
3. White boards will be maintained to meet expectations of instructional staff.
4. Pencil sharpeners will be emptied on a daily basis.
5. Graffiti will be removed on a daily basis.
6. Report obscene or gang related graffiti to building principal "if found during the day" or to Custodial supervisor "if found at night."

C. Ceilings

1. Remove cobwebs as high as able to on a weekly basis. (High, Low & corner.)
2. Replace burned out light bulbs that are accessible and report all others as described previously.
3. Report damaged or spotted ceiling tiles as described previously.
4. Clean all light covers during summer cleaning program.
5. Return ceiling/wall vents & discharge air vents will be cleaned of dust on a weekly basis.

D. Windows/Window Sills.

1. Windows will be cleaned of fingerprints & smudges at least on a weekly basis.
2. Cobwebs will be removed at least on a weekly basis.
3. Window sills will be cleaned of dust & debris at least on a weekly basis.
4. All windows will be checked & locked every afternoon or night.
5. All broken hardware or glass will be reported as described previously.

E. Trash & Recycling Receptacles

1. Trash & Recycling will be emptied on a daily basis.
2. Trash & Recycling receptacles will be cleaned & sanitized when necessary.
3. Damaged and/or unusable trash/recycling receptacles will be reported as described previously.

CORRIDORS & STARWELL

A. Floors

1. Floors, including all corners, will be free of all debris.
2. Carpeted floors will be vacuumed every other day.
3. All other floor types will be dust mopped or swept every day.
4. Spots & Gum will be removed from floor every day.
5. Floor moldings will be maintained in a dust free condition.
6. Hard floor surfaces in corridors will have a floor scrubber ran on them every day. Stairwells will need to be spot mopped as needed.
7. Drinking fountains will be cleaned with a germicidal disinfectant on a daily basis.

B. Walls

1. Wall coverings will be dust free.
2. Wall vent covers will be wiped down or dusted at least on a weekly basis.
3. White boards will be maintained to meet expectations of instructional staff.
4. Graffiti will be removed on a daily basis.
5. Report any obscene or gang related graffiti to building principal "if found on day shift" or to Custodial Supervisor "if found on night shifts."

C. Ceilings

1. Remove cobwebs on a weekly basis. (High, Low & corners.)
2. Replace burned out light bulbs and report any that do not work as described previously.
3. Report all damaged or spotted ceiling tiles as described previously.
4. Clean all light covers during the summer cleaning program.
5. Return ceiling vents & discharge air vents will be cleaned of dust on a weekly basis.

D. Windows/Window Sills.

1. Windows will be cleaned of fingerprints & smudges on a weekly basis.
2. Cobwebs will be removed on a weekly basis.
3. Window sills will be cleaned of dust & debris on a weekly basis.
4. All windows will be checked and locked each afternoon or night.
5. All broken hardware or glass will be reported as described previously.

E. Trash & Recycling Receptacles

1. Trash & Recycling will be emptied on a daily basis.
2. Trash & Recycling receptacles will be cleaned & sanitized as needed.
3. Damaged and/or unusable trash/recycling receptacles will be reported as described previously.

DRINKING FOUNTAINS

1. Drinking fountains will be kept free of water deposits, streaks and dust.
2. Drinking fountains (mouth piece, basin and exterior) will be cleaned on a daily basis using a germicidal disinfectant.
3. Drinking fountains will be kept operational, no drainage problems and water flow will be accurate. Report any issues as described previously.
4. Report any damage to drinking fountains as described previously.

BUILDING ENTRANCES

Grounds outside Entrance

1. Vacuum entrance mats on a daily basis.
2. Pick up debris, trash on a daily basis.
3. Maintain all walks free of ice and snow during the day and have clear prior to students arrival each day.

Entrance Doors

1. Both sides of doors, including glass, will be kept free of tape, smudges and fingerprints.
2. Entrance door handles will be cleaned throughout the day using germicidal disinfectant.
3. Lock and unlock doors at appointed times as directed by building principal.

Exterior Windows.

1. All exterior windows on the first floor will be washed inside and out during the summer programing.
2. All entry windows will be cleaned at least once a week.
3. All high interior windows "in High School" will be dusted and cleaned during the summer cleaning program.

HARPER CREEK COMMUNITY SCHOOLS SPECIFICATIONS

Kitchens, Cafeterias, Multi Purpose	During School Year				Winter	Spring	Summer
	Daily	Weekly	Monthly	Upon	Winter	Spring	Summer
				Request	Break	Break	Break
Remove trash, Replace liner (Liners to be provided by school).	X						
Sweep/Dust Mop (first sweep to be done by kitchen staff)	X						
Completely Mop Floors with Degreaser (or equivalent).	X						
Check Soap/Paper Towel Stock	X						
Wipe Tables/Chairs	X						
Straighten Tables/Chairs	X						
Clean Carpet Stains					X	X	X
Clean and Sanatize Carpet Complete					X	X	X
Scrub/Recoat Tile, 2 Coats Approved Finish					X	X	
Stip/Wax Tile 7 Coats Approved Finish							X
Wash Windows interior					X		X
Restrooms, Locker Rooms							
Restock toilet paper, paper towels, femine products, soap, etc. products to be provided by school	X						
Remove trash and Reline (liners to be provided by school)	X						
Clean and Disinfect Sinks, Counters	X						
Clean Mirrors and Dispensers	X						
Clean and Disinfect toilets, urinals	X						
Sweep and Mop Floors with disinfectant.	X						
Clean Splashes on Walls/partitions	X						
Clean Graffiti on walls, report to facilities department if graffitti remover is ineffective.	X						
Clean and Disinfect Showers	X						
Kaivac Locker Rooms "or equivalent"	X						
Kaivac Boys and Girls restrooms in the Middle and High School bldgs.		X					
Kaivac Elementary group bathrooms		X					
Clean spots or Graffiti exterior of lockers.	X						
Wipe Down Lockers Exterior					X	X	X
Wash Interior/Exterior lockers							X
Wash walls, scrub floors					X	X	X

HARPER CREEK COMMUNITY SCHOOLS SPECIFICATIONS

SUMMER REGULAR CLEANING	DURING SUMMER MONTHS				
Administration Building- Offices	Daily				
Administration Building - classrooms	See Classroom specification for summer work				
Principals and Administrative staff offices in each school during the month of Aug.	2x a week				
Summer School, Drivers Education Classrooms along with Special Education rooms in the High School.	Daily				
Dust mop halls from August 1 to School Start.	2x a week				
Remove Trash Teachers put in halls when setting up for school from Aug 1st. until school starts.	2x a week				
Clean High School Weight room.	Daily				
Clean Football locker rooms beginning Aug. 11	Daily				
Clean Athletic Locker rooms in High School beginning Aug. 11.	Daily				
Clean during school events as scheduled	As Scheduled				
Remove Trash form Trash cans within 25' of Building	2x a week				

Harper Creek Community Schools Specifications

Special Services, Other	During School Year						
	Daily	Weekly	Monthly	Upon Request	Winter Break	Spring Break	Summer Break
Set up bleachers for games				X			
Change light bulbs to 10' (bulbs ladders provided by school)				X			
Dispose of bulbs in locatin and manner school outlines.				X			
Set Up and Clean/Lock After each school sponsored Event use, includes Saturdays, Year Round, no charge.				X			
Set Up and Clean/Lock After community or leased event use, billed at \$25 per hour available year round including Saturdays (\$30 for Sundays and less than 1 week notice of events)				X			
Provide contract liaison for events on two way communication				X			
On site supervision @ High School and Middle Schools	X						
Weekly High School meetings with athletic department, principal and Facilities director to coordinate event schedules		X					
Twice/month meetings all other sites for issues			2X				
All Quality Assurance and Client visit reports available to client for audit.				X			
E-mail communication available for all schools with professional follow up. (Facilities Director will be CC'd on all of these e-mails)	X						
Two way communication (Nextel or Equivalent) with English speaking staff members, all schools	X						
Log Book for Faculty to write comments and concerns, all schools, staff able to respond in english professionally.	X						
2nd. Shift biohazard clean ups, staff to be trained and Hep. Shot				X			
All staff must have annual PSOR screening.				X			X
All staff must have annual State Police Criminal background							

checks with no felony or misdemeanor accepted, kept on file and available for client's audit.				X			X
All staff must have annual and random drug testing with results kept on file and available for clients audit.				X			X
All staff must be cleared in writing by the Social Security Admin. As having a valid social security number matching their I-9 identification, and able to work in the United States Legally				X			X

Harper Creek Community Schools Specifications

Day Time Options	During School Year				Winter	Spring
	Daily	Weekly	Monthly	Upon Request	Winter Break	Spring Break
Clean Cafeteria or Food Areas, reline trash cans (liners to be provided by client), sweep floors, run floor machine.	X					
Snow shoveling form entrances to curb.	X			X		
Restroom policing for stock/spills	X					
Entrance touch up for mat vacuuming and glass spotting.	X					
On Site Biohazard cleanup	X					
On two way radio during the day.	X					
Able to set up gyms for athletic events.				X		
Graffiti removal during the day.	X					
Cafeteria set up.	X					
Breakfast cleanup	X					
Outside playground debris pick up	X					
Dust mop halls during the day	X					
Run Floor machine on floors during winter and rain days.	X					
Raise and lower flag.				X		

