

Duties and Cleaning Frequencies

Chilliwack Schools

Amended: November 19, 2003 – Adopted by Committee

The committee discussed the following standards for the cleaning of different areas (rooms) in the district:

1. Standard Classrooms (Intermediate/Elementary)

- Basics to be done daily (garbage, pencil sharpener, chalk rails, sweep floor, sinks, security) See Additional Notes

The following duties are done over & above the basics:

- ❖ Wash desks no less than *once* per week or as required. (See Note)
- ❖ Wipe/wash garbage cans once a week
- ❖ High dusting once a month (6 Ft to 8 ft level)
- ❖ *Dusting* (wipe counters, cabinets, shelves etc.) once per week
- ❖ Spot cleaning (door knobs, doors, push plates, light switches, walls) *as required*

2. Primary Classrooms

- The following duties are done over and above the basics of a standard Intermediate classroom:

- ❖ Wash desks, *once every two days, spot clean as required* (See Note)

3. Kindergarten Classrooms

- Over and above the basics of a standard Intermediate classroom:

- ❖ Clean Kindergarten washroom daily
- ❖ Wash desks and tables daily

4. Office ,Staff-rooms and Meeting Rooms

- Over and above the basics of Standard Classroom

- ❖ Dust/wipe office equipment (computers etc.) at least *every two weeks*
- ❖ Damp rag dusting of all horizontal open areas *once* per week
- ❖ Cleaning of furniture (including vacuuming of furniture if necessary) *as required*
- ❖ Wipe /wash waste receptacles as required

5. Library

- Over and above the basics of a Standard Intermediate classroom:
 - ❖ Light dusting of all tables and open areas
 - ❖ Wipe tables etc, completely *as required*
 - ❖ Complete dusting done
 - ❖ Vacuum traffic areas daily
 - ❖ Vacuum entire area *as required*.

6. Gym

- Over and above the basics of a standard classroom:
 - ❖ Low dust *every two weeks*
 - ❖ Sweep/spot mop daily
 - ❖ Storage areas once a month - *Extra Duty Time*

7. TMH Rooms

- ❖ As standard classroom

8. Washrooms

- ❖ Completely cleaned daily (See Note)

9. Hallways (Open Coat Areas)

- ❖ Sweep and spot mop daily
- ❖ Spot clean wall etc. weekly
- ❖ Clean boot racks as required
- ❖ Clean fountain daily
- ❖ Dust once a week
- ❖ Clean glass as required

10. Hallways (with lockers)

- ❖ Same as above only no coat areas
- ❖ Clean outside glass on display cases as required
- ❖ Locker top/faces dusted once per week
- ❖ *Hallways are to be completely washed once per week*

11. Stairs

- ❖ Spot mop daily (damp mop completely) *as required*
- ❖ Spot clean walls, rails etc, once a week
- ❖ Sweep/vacuum daily

12. Computer Rooms

- Over and above the basics
- ❖ Dust all working areas
- ❖ Sweep/vacuum traffic areas daily entire room to be vacuum once per week

13. Secondary Standard Classroom

- Basics to be done daily (garbage, pencil sharpener, chalk rails, sweep floor, straighten desks, security)
- The following duties are done over and above the basics:
 - ❖ Wash desks at least once per week (See Note)
 - ❖ Wipe /wash garbage cans *as required*
 - ❖ High dusting once a month (6 ft. – 12 ft level)
 - ❖ Damp rag dusting (wipe counters, cabinets, shelves etc.) once a week
 - ❖ Spot cleaning (door knobs, push plates, etc once a week)

14. Change Rooms (Elementary)

- ❖ Sweep and damp mop
- ❖ Disinfect all fixtures including showers
- ❖ Spot clean walls etc. *as required*
- ❖ High dusting once a month

Secondary change rooms same as above walls and shower areas are to be clean and spot washed daily

15. Art Rooms (Secondary)

- Over and above the basics
- ❖ Wash tables and counter 3 times per week or as required
- ❖ Dusting once a week

16. Shops (Wood and Metal)

- Over and above the basics
- ❖ Floors cleaned daily.
- ❖ Dusting – open areas once a week
- ❖ Empty sawdust bins and exhaust systems daily. (With assistance from Custodian III– as required)

17. Auto Shop

- Over and above the basics
- ❖ Clean benches as requested of a least annually

18. Drafting Room

- Over and above the basics
- ❖ Remove marks on tables and dust tables *as required*
- ❖ Dust once a month

19. Home Ec. (Cooking)

- Over and above the basics
- ❖ Wash floor as required
- ❖ Wash garbage cans as needed (replace bags)
- ❖ Wash tables, counter, sinks, etc. daily
- ❖ Dust once a week
- ❖ High dusting *as required*

20. Home Ec. (Sewing)

- Over and above the basics
- ❖ Spot clean work areas (tables) as required
- ❖ Dust *every two weeks*
- ❖ High dusting once a month (6ft. – *8 ft.* level)

21. Science Labs

- Over and above the basics
- ❖ Clean as a standard classroom
- ❖ Clean sinks, tables, counters tops, etc. daily
- ❖ Sweep and spot mop floor daily
- ❖ Dust open areas *as required*

22. Music Rooms

- Over and above the basics
- ❖ Vacuum daily
- ❖ Dust *as required*
- ❖ High dust once a month (6 ft. – *8 ft.* level)

23. Cafeteria

- ❖ Same as Home Ec. (Cooking) Room
- ❖ Spotting of walls etc. as needed but at least once a week

24. Covered Play Areas

- ❖ Included in extra duty time

Special Notes:

Head Custodian may adjust cleaning frequency to accommodate the needs of the facility.

Special project may require a change in routine so that desks, tables and other furniture are washed that day.

All spots caused by spillage to be removed with a damp cloth or mop, along with the cleaning of gum, crayon, plasticine to be remove each night, time permitting.

Wash the entire washroom, toilet sinks, urinals, floors, all dispensers, mirror and light switches along with spot cleaning of doors, partitions and walls around sinks and entrance doors. Use germicidal detergent for all washroom cleaning. Check all dispensers and waste receptacles on a nightly basis. Wash all washroom disposal containers at least once per week with germicidal detergent. *Exhaust fan grills and cold air return grills to be dusted once every two months.*

Report any repairs as necessary

Conduct a security check to ensure that all outside doors are locked and all windows are shut and secured.

All Entrance glass to be clean at least once per week or as required (See extra duty time)

All horizontal areas such as windows, dado rails, below 6ft. level to be completely dusted once on a two week rotation and above 8 ft. level to be complete dusted once every two month in the entire section using a duster.

Dust all furniture, desktops, teachers' desks, cabinets and pianos on a two rotation

Shoe marks on floor are to be removed *as required*

Replace incandescent and fluorescent lighting as time permits (See Extra Duty Time)

Custodial Closet and carts are to be clean and tidy at all times

Vacuums to be dumped, filters cleaned and canisters wiped out at least once per week, depending on areas being cleaned.