



RTD Virex II 256



RTD #44 CREW Bathroom Cleaner & Scale Remover



RTD #58 PERdiem  
Trigger Bottles – 1:64  
Floors -- 1:256

- RTD # Virex II 256
  - Used for disinfecting all surfaces.
- RTD#58 PERdiem
  - Used as a multi purpose cleaner for all water washable surfaces in a trigger bottle at 1:64 dilution rate.
  - Used as a neutral floor cleaner for floors at a dilution rate of 1:256.  
\*\*Not to be used on specialty flooring.\*\*
- RTD#44 CREW
  - Used as a washroom cleaner for toilet/urinal bowls, showers and sinks.

- See Material Safety Data Sheet. and Tech Data for additional information.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual and training cards.



### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk-rails or white board rails.
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves) once per week.
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk tops once per week, door knobs, doors, push plates, light switches, walls as required using **RTD PERdiem**.\*
9. Spot clean carpet (if applicable).
10. Damp mop classrooms once every two weeks spot nightly.
11. Return furniture to position.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.



### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk rails or white board rails
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves) once per week
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk tops once every two days , door knobs, doors, push plates, light switches, walls as required using **RTD PERdiem**.\*
9. Spot clean carpet (if applicable)
10. Damp mop classrooms once every two weeks spot nightly
11. Return furniture to position

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.





### Process:

1. Review safety procedures.\*
  2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
  3. Clean chalk rails or white board rails
  4. Dust mop hard floors / vacuum carpeted floors.\*
  5. Dust (High dusting once a month above 6 ft. level)
  6. Dust using damp cloth (counters, cabinets, shelves) once per week
  7. Clean glass with **RTD PERdiem**.\*
  8. Spot clean hard surfaces including desk/tables tops every day, door knobs, doors, push plates, light switches, walls as required **RTD PERdiem**.\*
  9. Spot clean carpet (if applicable)
  10. Damp mop classrooms once every two weeks spot nightly
  11. Return furniture to position
  12. See daily washroom Card
- See Material Safety Data Sheet.
  - Do not substitute products.
  - This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.

# Easy Steps

## OFFICE, STAFF ROOMS, & MEETING ROOMS



# Easy Steps

## OFFICE, STAFF ROOMS, & MEETING ROOMS

### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk rails or white board rails
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves open areas once per week), (office equipment every two weeks)
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk/tables tops every day, door knobs, doors, push plates, light switches, walls as required **RTD PERdiem**.\*
9. Spot clean carpet (if applicable)
10. Damp mop classrooms once every two weeks spot nightly
11. Return furniture to position

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.





### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk rails or white board rails
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves open areas once per week), (office equipment every two weeks)
7. Clean glass with **RTD PERdiem**.\*
8. Wipe tables etc, completely *as required* with **RTD PERdiem**.\*
9. Spot clean carpeted surfaces.
10. Damp mop hard floors once every two weeks spot nightly
11. Return furniture to position.
12. Inspect for quality control.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.



### Daily Process:

1. Review safety procedures.\*
2. Remove trash.\*
3. Dust mop floor.
4. Spot clean hard surfaces with **RTD PERdiem**.\*
5. Pick up and dispose of debris. Remove chewing gum.
6. Remove black marks.
7. Vacuum entrance matting.
8. Low dust every two weeks.
9. Storage areas are to be cleaned once a month.
10. Clean entire floor with auto-scrubber once a week.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.



### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk-rails or white board rails.
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves) once per week.
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk tops once per week, door knobs, doors, push plates, light switches, walls as required using **RTD PERdiem**.\*
9. Spot clean carpet (if applicable).
10. Damp mop classrooms once every two weeks spot nightly.
11. Return furniture to position.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.



# Easy Steps

## DAILY WASHROOM CLEANING



# Easy Steps

## DAILY WASHROOM CLEANING

### Process:

1. Review safety procedures.\*
2. Ensure that change room is vacant, following district protocol. Post "Closed For Service" signs.
3. Remove trash.\*
4. Clean and restock dispensers including paper, and soap.\*
5. Dust mop.\*
6. Clean glass and mirrors with **RTD PERdiem**.\*
7. Clean entire washroom: toilets, sinks, urinals, all dispensers, light switches and door handles with **RTD Virex II 256** or **RTD #44 Crew Bath & Scale Remover**.
8. Spot clean doors, partitions and walls around sinks and entrance doors with **RTD Virex II 256**.
9. Wet mop floors with **RTD PERdiem**.\*
10. Wash all washroom disposal containers at least once per week with **RTD Virex II 256**.
11. Exhaust fan, grills and cold air return grills to be dusted once every two months.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.



### Process:

1. Review safety procedures.\*
2. Remove trash.\*
3. Dust mop hard floors / vacuum carpeted floors.\*
4. Spot clean walls etc. weekly.
5. Clean boot racks as required.
6. Clean fountains daily with **RTD PERdiem**.\*
7. Clean glass as required with **RTD PERdiem**.\*
8. Dust once per week.
9. Spot mop daily.
10. Damp mop or auto-scrub entire hallway once per week.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.

# Easy Steps

## HALLWAYS (WITH LOCKERS)



# Easy Steps

## HALLWAYS (WITH LOCKERS)

### Process:

1. Review safety procedures.\*
2. Remove trash.\*
3. Dust mop hard floors / vacuum carpeted floors.\*
4. Spot clean walls etc. weekly.
5. Clean boot racks as required.
6. Clean fountains daily with **RTD PERdiem**.\*
7. Clean glass as required with **RTD PERdiem**.\*
8. Dust once per week.
9. Spot mop daily.
10. Damp mop or auto-scrub entire hallway once per week.
11. Clean outside glass on display cases as required with **RTD PERdiem**.
12. Locker tops and faces dusted once per week.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.





### Process:

1. Review safety procedures.\*
2. Post caution signs at the top and bottom of stairs.
3. Remove trash.\*
4. Dust mop or vacuum daily.
5. Spot mop daily with **RTD PERdiem**.
6. Damp mop completely as required with **RTD PERdiem**.
7. Spot clean walls, rails etc. once per week with **RTD PERdiem**.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.



### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk rails or white board rails
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves) once per week
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk tops once per week, door knobs, doors, push plates, light switches, walls as required using **RTD PERdiem**.\*
9. Spot clean carpet (if applicable)
10. Damp mop classrooms once every two weeks spot nightly
11. Return furniture to position
12. Dust all working areas daily.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.



### Process:

1. Review safety procedures.\*
2. Remove trash\* and empty pencil sharpeners.
3. Clean chalk rails.
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Wash desks at least once per week with **RTD PERdiem**.\*
6. Wipe/wash garbage cans as required with **RTD PERdiem**.\*
7. High dusting once a month (6ft. to 12ft. level)
8. Damp Dust counters, cabinets, shelves etc. once a week.
9. Spot clean door knobs, push plates etc. once a week.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.



# Easy Steps

## CHANGE ROOMS (ELEMENTARY)



# Easy Steps

## CHANGE ROOMS (ELEMENTARY)

### Process:

1. Review safety procedures.\*
2. Ensure that change room is vacant, following district protocol. Post "Closed for Service" signs.
3. Remove trash.\*
4. Clean and restock dispensers including paper and soap.\*
5. Dust mop hard floors.\*
6. Clean all fixtures including showers with **RTD Virex II 256**.
7. Spot clean walls etc. as required with **RTD PERdiem**.\*
8. High Dust once per month.
9. Damp mop entire floor with **RTD PERdiem**.\*

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.

# Easy Steps

## CHANGE ROOMS (SECONDARY)



# Easy Steps

## CHANGE ROOMS (SECONDARY)

### Process:

1. Review safety procedures.\*
2. Ensure that change room is vacant, following district protocol. Post "Closed for Service" signs
3. Remove trash.\*
4. Restock dispensers including paper and soap.\*
5. Dust mop hard floors.\*
6. Clean all fixtures including showers with **RTD Virex II 256**.
7. Spot clean walls etc. as required with **RTD PERdiem**.\*
8. High Dust once per month.
9. Damp mop entire floor with **RTD PERdiem**.\*
10. Walls and shower areas cleaned and spot washed daily.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.

# Easy Steps

## ART ROOMS (SECONDARY)



# Easy Steps

## ART ROOMS (SECONDARY)

### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk-rails or white board rails.
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves) once per week
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk tops once per week, door knobs, doors, push plates, light switches, walls as required **RTD PERdiem**.\*
9. Spot clean carpet (if applicable)
10. Damp mop classrooms once every two weeks. Spot mop nightly.
11. Return furniture to position
12. Tables and counters washed 3 times per week, or as required.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.





### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk-rails or white board rails.
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves) once per week
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk tops once per week, door knobs, doors, push plates, light switches, walls as required **RTD PERdiem**.\*
9. Spot clean carpet (if applicable)
10. Damp mop classrooms once every two weeks. Spot mop nightly.
11. Return furniture to position
12. Empty sawdust bins and exhaust systems daily.  
(With assistance from Custodian 3 as required.)

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference.  
Refer to detailed procedures in  
Custodial Procedures Manual.



## Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk-rails or white board rails.
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves) once per week
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk tops once per week, door knobs, doors, push plates, light switches, walls as required **RTD PERdiem**.\*
9. Spot clean carpet (if applicable)
10. Damp mop classrooms once every two weeks. Spot mop nightly.
11. Return furniture to position
12. Clean benches as requested or at least annually.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.



### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk-rails or white board rails.
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves) once per week
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk tops once per week, door knobs, doors, push plates, light switches, walls as required **RTD PERdiem**.\*
9. Spot clean carpet (if applicable)
10. Damp mop classrooms once every two weeks. Spot mop nightly.
11. Return furniture to position
12. Remove marks on tables and dust tables as required.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.





### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk-rails or white board rails.
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves) once per week
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk tops once per week, door knobs, doors, push plates, light switches, walls as required **RTD PERdiem**.\*
9. Spot clean carpet (if applicable)
10. Damp mop classrooms once every two weeks. Spot mop nightly.
11. Return furniture to position
12. Wash entire floor as required.
13. Wash garbage cans and replace bags as required.
14. Wash tables, counters, sinks etc. daily.
15. High Dust as required.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.



### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk-rails or white board rails.
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves) once per week
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk tops once per week, door knobs, doors, push plates, light switches, walls as required **RTD PERdiem**.\*
9. Spot clean carpet (if applicable)
10. Damp mop classrooms once every two weeks. Spot mop nightly.
11. Return furniture to position
12. Spot clean work areas (tables) as required.
13. Dust every two weeks.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.



### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk-rails or white board rails.
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves) once per week
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk tops once per week, door knobs, doors, push plates, light switches, walls as required **RTD PERdiem**.\*
9. Spot clean carpet (if applicable)
10. Damp mop classrooms once every two weeks. Spot mop nightly.
11. Return furniture to position
12. Clean sinks, tables, counter tops etc. daily.
13. Dust open areas as required.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.





### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk-rails or white board rails.
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves) once per week
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk tops once per week, door knobs, doors, push plates, light switches, walls as required **RTD PERdiem**.\*
9. Spot clean carpet (if applicable)
10. Damp mop classrooms once every two weeks. Spot mop nightly.
11. Return furniture to position

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.



### Process:

1. Review safety procedures.\*
2. Remove trash, clean waste receptacle as required and empty pencil sharpeners.
3. Clean chalk-rails or white board rails.
4. Dust mop hard floors / vacuum carpeted floors.\*
5. Dust (High dusting once a month above 6 ft. level)
6. Dust using damp cloth (counters, cabinets, shelves) once per week
7. Clean glass with **RTD PERdiem**.\*
8. Spot clean hard surfaces including desk tops once per week, door knobs, doors, push plates, light switches, walls as required **RTD PERdiem**.\*
9. Spot clean carpet (if applicable)
10. Damp mop classrooms once every two weeks. Spot mop nightly.
11. Return furniture to position
12. Wash entire floor as required.
13. Wash garbage cans and replace bags as required.
14. Wash tables, counters, sinks etc. daily.
15. High Dust as required.

- See Material Safety Data Sheet.
- Do not substitute products.
- This card is only a quick reference. Refer to detailed procedures in Custodial Procedures Manual.

Custodian 3's 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.

**Washroom protocol:** Knock loudly at the door, wait for a response, open the door a small amount and ask "is anyone in the washroom/change room" If you hear no answer then proceed in.... carefully. If you happen to walk in on someone using the area call your foreman, supervisor immediately and leave a note for the head custodian. 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. 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 a month.*

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.