

Operations Department Custodial Cleaning Standards

CLASSROOMS

Daily

- Empty pencil sharpeners
- Empty trash (clean can if needed)
- Spot clean desk, chairs, and cabinets (as needed)
- Clean window glass & door glass (as needed)
- Clean & Disinfect sinks and drinking fountains
- Clean White boards (unless marked SAVE)
- Clean floors (vacuum, sweep, mop) (sweeping should be done before daily mopping)

Weekly

- Clean all desk tops
- Clean all counter tops
- Polish chrome surfaces
- Dust (windows, vents, lights, corners)



Operations Department Custodial Cleaning Standards

RESTROOMS

Daily

- Sweep floors
- Empty trash (clean if needed)
- Disinfect & clean toilets
- Disinfect & clean sinks (clean iron or rust)
- Clean dryers, dispensers
- Spot clean all flat surfaces (walls, toilet stalls, etc.)
- Remove all graffiti
- Clean mirrors
- Restock supplies (soap, toilet paper, Paper towel)
- Mop floors

Weekly

- Dust (windows, vents, lights, corners)
- Clean all flat surfaces (walls, toilet stalls, etc.)
- Polish Chrome
- De-lime (as needed)



Operations Department Custodial Cleaning Standards

HALLWAYS / ENTRANCES

Daily

- Empty trash (clean if needed)
- Clean and disinfect drinking fountains (polish chrome)
- Clean windows (as needed)
- Spot clean walls and doors (as needed)
- Clean floors (full vacuum, sweep, mop, auto scrubber) (move benches, bins, etc.) (include all edges)

Weekly

- Dust (windows, vents, lights, corners, etc.)
- De-lime drinking fountains (as needed)



Operations Department Custodial Cleaning Standards

OFFICES

Daily

- Empty trash (clean can if needed)
- Clean floors (vacuum, sweep, mop)
- Spot clean surfaces (as needed) (desks, walls, doors, etc.)
- Disinfect door handles

Weekly

- Clean glass (windows, doors)
- Dust (windows, vents, lights, corners, etc.)



Operations Department Custodial Cleaning Standards

GYMNASIUM

Daily

- Empty trash (clean if needed)
- Clean and disinfect drinking fountains (polish chrome)
- Clean windows (as needed)
- Spot clean walls and doors (as needed)
- Sweep wood floor
- Vacuum carpets (rugs)
- Mop or auto scrub other surfaces (such as tile, rubber track, etc.)
- Spot mop wood floor (as needed) (auto scrub if approved)

Weekly

- Dust (windows, vents, lights, corners, etc.)
- De-lime drinking fountains (as needed)

Operations Department Custodial Cleaning Standards

LOCKER ROOMS

Daily

- Sweep floors
- Empty trash (clean if needed)
- Disinfect & clean toilets
- Disinfect & clean sinks (clean iron or rust)
- Clean dryers, dispensers
- Spot clean all flat surfaces (walls, toilet stalls, locker fronts / tops, etc.)
- Clean mirrors
- Restock supplies (soap, toilet paper, Paper towel)
- Mop floors

Weekly

- Dust (windows, vents, lights, corners)
- Polish Chrome
- Spot clean locker fronts and tops
- De-lime (as needed)



Operations Department Custodial Cleaning Standards

Brighton High School

All employees need to complete the work in their assigned colored areas.

Which also includes:

- Empty outside trash containers at exterior doors (Daily)
- Empty hallway trash containers (Daily)
- Rugs at exterior doors (Daily)
- Dust mop hallway edges (Daily)
- Clean locker fronts (Weekly)
- Dust locker tops (Weekly)

Everyone needs to pitch in for the greater good of BHS.

**Together
Everyone
Achieves
More**