



iCLEAN

Custodian who Learns, Educates, Achieves & Networks Success.
Providing Safe, Clean, Efficient & Attractive Schools.

Classroom Cleaning Training:

Recommended PPE:

- Safety glasses, goggles, dust mask, and gloves.

Safety procedures:

- Wear your PPE. Gloves and goggles when mixing and using chemicals. Wear gloves when handling trash. Individuals with allergies or asthma may want to wear a dust mask while dusting.
- When mopping floors, **always** display a wet floor sign to alert others of a possible slip hazard.
- When emptying trash, **never** use your hands or feet to push the trash down to make more room in the can. There may be items in the can that can cut or puncture your hands or feet.
- If the trash bag is difficult to remove from the can, you can lay the can over on its side, this will break the vacuum between the can and bag making it easier to remove the bag.

Setting up your Custodial Cart:

Items you will need for classroom cleaning:

- Large and small trash bags
- Gloves
- Goggles
- Dust mask
- Microfiber cleaning cloths
- Magic erasers
- Broom and dustpan
- Putty knife/scrapper
- Cobweb tool
- High duster
- Large trashcan on wheels

- Recycle can on wheels
- Spray bottle of germicide/Pro-Quat
- Stainless polish
- Cotton cleaning cloth
- Flat mop frame and handle
- Bucket filled with germicidal disinfectant and Microfiber flat mops
- Spray bottle of glass cleaner
- Window squeegee
- Wet floor sign
- Backpack vacuum
- Sidewinder wand
- Tennis ball on a stick
- Door wedge

Cleaning the Classroom:

Note- when cleaning/washing walls, windows, desks, tables, cabinets, furniture, etc..... you need to remove tape, glue, gum, graffiti, pencil, ink, stickers, etc....

Daily cleaning.

- Empty trash
- Empty recycle
- Remove large debris from floor
- Dust all horizontal surfaces
- Spot clean desks and tables
- Remove scuff marks from floor
- Remove gum from floor
- Vacuum floor
- Vacuum carpet and walk off mats
- Remove small stains from carpet with microfiber cloth
- Clean windows and window sills
- Disinfect door handles
- Spot clean walls, doors, furniture, cabinets, etc....
- Disinfect drinking fountains (if present)
- Clean sinks (if present)
- Spot mop floor

Weekly cleaning.

- Clean a/c vents, returns, and light covers
- Dust all high surfaces
- Wash doors, door frames, and switch plates
- Wash walls, cabinets, and furniture

- Disinfect desk tops
- Clean trash and recycle cans
- Clean and polish door kick plates and push plates
- Clean and polish chrome sink fixtures (if present)
- Disinfect and polish stainless drinking fountains (if present)
- Clean edges, baseboards, and door thresholds
- Fully mop all floors
- Clean chalk rails on whiteboards
- Vacuum traffic patterns and walk off matts with Host machine
- Remove large stains from carpet with host machine and SJ material
- Dust and clean blinds

Monthly cleaning.

- Auto scrub and burnish floors
- Change 1" ac filters in room (if present)
- Replace burnt out light bulbs

Scheduling.

- Break up the facility into five sections and do the daily and weekly cleaning to one section a day so all sections are done each week.
- Create an auto scrub and burnish schedule so that the entire facility is done each month.

Acknowledgement of Training: Classroom Cleaning Training

Site/Location: _____

Plant Manager/Trainer Signature:

Print name, _____

Signature, _____ **/ Date** _____

By signing this, you are acknowledging that you have trained and physically demonstrated how to clean a Classroom to the employee.

Employee Signature:

Print name, _____

Signature, _____ **/Date** _____

By signing this, you are acknowledging that you have received proper training on how to clean a Classroom, and have physically cleaned a Classroom under the supervision of the Plant Manager/Trainer.

Please print, sign, scan, and email this portion back to David Van Mensel at [Custodial Services. dvanmens@pasco.k12.fl.us](mailto:dvanmens@pasco.k12.fl.us) Keep a signed copy in the employee's file at the worksite.