Muskogee Public Schools
Custodial Procedures for classroom care

CLASSROOM CLEANING

PURPOSE FOR CLEANING CLASSROOMS

A. Provide a clean healthy environment for the faculty, students, and visitors.
B. Provide professional appearance in work areas, while daily disinfecting of critical area.

Classroom Team Cleaning

A. Students should put chairs on top of desk
B. Students pick up books and supplies from floor
C. Food or drinks should not be allowed in classrooms

TOOLS NEEDED TO CLEAN A CLASSROOM

A. Clean mop, bucket, and wringer filled with the proper cleaner according to manufacturer's directions “Stride”.
B. Spray bottle with “Triad or Virex”
C. Spray bottle with “Degreaser”
D. Trash can liners
E. Clean rags
F. Glass cleaner “Glance”
G. Feather duster
H. High duster
I. Vacuum
J. Dust mop
K. Dust pan
L. Dust Mop treatment
M. Pick up brush or angle broom
N. Putty knife
O. “Wet Floor” sign
P. Large rolling trash can
Q. Material Safety Data Sheets for chemicals used
R. Personal protective equipment as called for in MSDS
S. If blood or other potentially infectious material is present, follow your site-specific exposure control plan and add biohazard bags or containers.
PROCEDURES TO CLEAN A CLASSROOM

Daily procedures

A. Display “Wet Floor” signs at each entrance.
B. High dust walls, ceilings, light fixtures, and vents
C. Empty pencil sharpeners into waste baskets
D. Pick up all large trash from floor and place into waste basket
E. Remove trash can liner and place into container on cart
F. Clean chalk rails and chalkboards as required or requested
G. Spray tops of desks with “Triad or Virex” on a weekly basis
H. Dust all flat dust collecting surfaces.
I. Wipe down around the pencil sharpener, trash can, light switch, door, etc.
J. When dusting window ledges, close and lock any open windows.

K. Make a written record of anything that is amiss or needs repair (lights that need replacing, broken fixtures) and turn into your supervisor at the end of your shift.
L. Use a clean cloth and glass cleaner to clean door window and spot clean large windows.
M. Carpeted floors, follow carpet cleaning procedures.
N. Dust mop the floor. Start in the farthest corner of the room.
O. Use the angle broom or pick up broom to clean the corners
P. Dust mop under desks as possible
Q. All the soil should be near the door when through dust mopping.
R. Do not shake out the dust mop inside the building, brush out dust mop or shake off outside.
S. Use the putty knife to remove any gum, crayons, or other deposits from the floor and desks.
T. While dust mopping, be aware for areas that require wet cleaning.
U. Wring out the mop and spot clean the floor.
V. Inspect classroom
W. Turn lights off

Periodic procedures or once per week

A. Thoroughly wash windows and window frames.
B. Inspect desks for worn or damaged gliders, replace as needed.
C. Wipe down desks with “Virex or Triad”
D. Mop all areas of classrooms
E. Spot clean carpeted floors
F. Wash walls

Seasonal procedures

A. Extraction clean carpets
B. High speed buff floors
C. Shower scruff or strip and wax floors

Developed by Alice Robertson 7th & 8th Grade Center Professional Custodial Learning Community 10/27/10
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CLASSROOM CLEANING CERTIFICATION QUIZ

INSTRUCTIONS: Put an X in the blank that precedes the correct answer. Test can be duplicated and distributed or can be administered orally by a trainer or supervisor.

1. When cleaning a classroom, how often should you wash the walls?
   ___On a regular schedule as directed by your supervisor.
   ___Weekly
   ___Once a month

2. How often should the trash receptacles in a classroom be emptied?
   ___Daily
   ___Weekly
   ___Only when full

3. If your supervisor assigns you the job of cleaning a classroom, gloves are the only protective equipment required.
   ___True
   ___False

4. Should you spray a light switch with a liquid disinfectant cleaner…why?
   ___No, spray the cloth and wipe the light switch
   ___Yes, for thorough disinfecting
   ___No, we do not disinfect light switches

5. It is not important to read the MSDS as long as you remember to read the label on the product.
   ___True
   ___False

6. If you stopped to help a fellow employee who had a cut, use P.P.E.
   ___True
   ___False

7. When cleaning a classroom you should always high dust first.
   ___True
   ___False

8. You should regularly empty pencil sharpeners even if they are not completely full.
   ___True
   ___False

9. Windows should be washed or spot cleaned daily.
   ___True
   ___False
10. It is not necessary to allow the disinfectant to stand on the surface. Just a wipe with a cloth will be satisfactory.
   ___True
   ___False

11. When disinfecting office surfaces, you should always spray your cloth...not the surface.
   ___True
   ___False

12. You don’t have to disinfect the door handles and light switches. Someone else is just going to touch them anyway.
   ___True
   ___False

13. When dust mopping a classroom, you should first use an angle or pick up broom to clean the corners.
   ___True
   ___False

14. When disinfecting surfaces, it is not necessary to wear protective glasses or goggles.
   ___True
   ___False

15. When you are spot mopping, you should always put up “Wet Floor” signs.
   ___True
   ___False

For Trainer Use Only:
Score______/15
COMPETENCY EVALUATION

I have evaluated the work and performance of ________________________________
from __________________ through __________________. It is my professional
opinion that ________________________________ is knowledgeable in the CLASSROOM
CLEANING procedures manual and follows it in his/her daily routine.

Print Name: ________________________________  Title: ________________________________

Signature: ________________________________  Date: ________________________________