

PREVENTATIVE MAINTENANCE

The focus of the maintenance program shall be on preventive maintenance. Every part of the facility shall be inspected according to the following schedules.

Mechanical equipment shall be serviced according to the instructions from the manufacturer. Filters shall be changed and equipment shall be adjusted and lubricated according to the appropriate operations and maintenance instructions.

Servicing and adjustments shall be done during inspections unless parts need to be ordered. In the event parts are to be ordered, the person conducting the preventive maintenance inspection shall complete and submit a work order for parts and any necessary work that was not completed at the time of the inspection.

Deferred maintenance shall be avoided unless time, facility use, or funding prevents immediate completion of necessary maintenance or repairs. All deferred work orders shall be reviewed monthly and completed at the earliest possible time. Every effort will be made to eliminate all remaining deferred maintenance work orders during the summer months so that no deferred maintenance will remain at the beginning of every school year.

Every six months the Maintenance Supervisor shall review the work order log for the previous 24 months to identify trends and equipment that fails or requires adjustment more frequently than the manufacturer's recommended maintenance schedule or more frequently than other equipment of the same type. Special attention will be given to equipment under warranty.

Equipment identified as requiring an unexpected level of attention will be considered for replacement at the earliest opportunity. If appropriate, technical assistance shall be requested from the manufacturer.

Every Two Weeks

Inspect the following items. Adjust as appropriate. Repair immediately or complete work order for future repairs.

Automatic Doors

All automatic doors will be inspected biweekly. These include automatic vehicular gates, doors with ADA controls, and overhead doors in delivery areas and shops. Routine maintenance is the best method to ensure operational integrity.

<input type="checkbox"/> Nut bolt and fastener conditions	<input type="checkbox"/> Weatherproofing/caulking condition
<input type="checkbox"/> Operating devices (motors) pneumatic powering	<input type="checkbox"/> Lubrication of guides, hinges, and locks
<input type="checkbox"/> Cleanliness	<input type="checkbox"/> Roller alignment
<input type="checkbox"/> Lubrication	<input type="checkbox"/> Glazing integrity
<input type="checkbox"/> Lubrication	<input type="checkbox"/> Hinge conditions
<input type="checkbox"/> Stability	<input type="checkbox"/> Lock conditions and security

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____ Structural integrity	____ Alignment
____ Shaft conditions	____ Plumb
____ Bearing conditions	____ Building settlement
____ Overload and other relay conditions	____ Straightness of guides
____ Circuit breaker conditions	____ Overall condition for deficiencies such as water intrusion and corrosion
____ Overall appearance for damage or vandalism	
____ Overall operation	

Lighting: Exterior and Interior

All lighting systems will be inspected biweekly. Extreme care must be taken to identify and correct deficiencies.

This checklist will be applied to the following lighting systems:

- Building Exterior
- Pedestrian
- Parking Area
- Field and Sports Areas
- Building Interior (classrooms, common areas, offices, hallways, exists, etc.)
- Emergency

Various fixture and lamp types are used according to area needs, including fluorescent, incandescent, high intensity discharge (HID), mercury vapor, metal halide and arcs, or high pressure sodium (HPS). It is important to fully wash, rather than dry-wipe, exterior surfaces to reclaim light and prevent further deterioration.

Illumination will be maintained according to the Illuminating Engineering Society’s recommended levels.

____ Cleanliness	____ Wire conditions
____ Voltage consistency	____ Ballast conditions
____ Glassware conditions	____ Timers/sensors function (make seasonal adjustments)

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_____ Diffusing louver conditions	_____ Junction box and cover conditions
_____ Counter reflector conditions	_____ Switch conditions
_____ Fixture support conditions	_____ Outlet and cord conditions (if applicable)
_____ Stanchion conditions	_____ Protective caging conditions (if applicable)
_____ Luminary conditions	_____ Overall condition for deficiencies such as arcing, wire exposure, unauthorized connections, and moisture problems

Security Systems

Biweekly preventive maintenance of security systems is critical for occupant safety.

_____ Pagers	_____ Surveillance cameras and monitors
_____ Charge	_____ Function
_____ Battery efficiency	_____ Fixture integrity
_____ Function	_____ Mounting condition/stability
_____ Possession by authorized users	_____ Location accuracy
_____ Battery Chargers	_____ General console condition
_____ Overall condition	_____ Power source continuity
_____ Spare Batteries	_____ Overall condition
_____ Portable Radios	_____ Function
_____ Charge	
_____ Battery efficiency	
_____ Function	
_____ Possession by authorized users	
_____ Battery Chargers	

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____ Overall condition

____ Spare Batteries

Monthly

Inspect the following items. Adjust as appropriate. Repair immediately or complete work order for future repairs.

Alarm Systems

The following checklist covers automated smoke and burglar alarm systems throughout site. Preventive maintenance consists of validating that all equipment is present and functional on a monthly basis. **Only certified professionals shall make repairs or adjustments to alarm systems.** Maintenance staff will accompany professionals during statutory inspections.

____ **Smoke detectors:**

____ Operation

Procedure: Use UL-approved smoke alarm tester in aerosol can. One spray will activate both photo electric and ionization detectors.

____ Battery efficiency

____ Hard wire connections

____ Housing condition

____ Overall condition

____ **Intruder alarm system:**

Note: Many systems are self-tested on a daily basis. Manufacturer's instructions should be followed at all times.

Fire Suppression System Testing

The fire sprinkler system shall comply with the requirements of the National Fire Protection Association (NFPA) Fire Protection Handbook (NFPA 72, National Fire Alarm Code).

Preventive maintenance in this area consists of validating that all equipment is present and functional on a monthly basis. **Only certified professionals should make repairs or adjustments to sprinkler systems.** Maintenance personnel must be familiar with the testing procedures.

____ Fire department connection

____ System pressure

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_____ Inlet cap conditions	_____ Supply pressure
_____ Couplet conditions	_____ Sprinkler conditions and performance
_____ Gasket conditions	_____ Gravity condition and function
_____ Clipper valve conditions	_____ Suction tank condition and function
_____ Control valve conditions	_____ Reservoir supply
_____ Riser conditions	_____ Pressure tank supply
_____ Gauge conditions	_____ Overall condition for signs of obstructions

Doors and Windows

Inspect all doors and windows for general condition and operability. Adjust and repair as necessary.

_____ Windows	_____ Doors and hardware
_____ Pane conditions	_____ Automatic closure operation. Should open with no more than 5 pounds of force pulling or pushing.
_____ Screen conditions	_____ Lock operation
_____ Storm window conditions	_____ Hardware conditions and lubrication
_____ Lock operation	_____ Weather sealing condition
_____ Frame alignment and conditions	_____ Paint or surface conditions
_____ Security	_____ Frame alignment and conditions
_____ Weather sealing condition	_____ Door stop placement and stability
_____ Paint or surface conditions	_____ Alarm system operation
_____ Blind function and conditions	_____ Overall condition
_____ Hardware conditions and lubrication	
_____ Overall condition	

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Gas Connections

The following check shall be performed monthly for all gas connections and main valves throughout the facility. The gas company should be contacted if:

- There is an odor of gas anywhere at any time, or
- Valves cannot be turned off or appear to be rusted or damaged, or
- For minor repairs if maintenance personnel do not have adequate training or tools.

When gas is detected by odor, building occupants should immediately evacuate, and the gas company and fire department should be contacted.

____ Possible undetected leakage: Visually check – Do not open and close valves

____ Operation

Procedure: Perform a bubble test with soap and water, or use a handheld combustible gas detector (of professional quality).

Restrooms

The following checklist shall be applied monthly to all restrooms within the facilities

____ **ADA accessibility**

____ Accessible toilet stalls with wheelchair turning radius

____ Accessible sinks

____ Accessible mirror

____ Hand rail stability and condition

____ Special features function such as “help” mechanisms and automated systems

____ Overall condition

____ **Plumbing**

____ Inspect all component conditions for deficiencies such as leakage, corrosion, and failure potential

____ **Sinks and hardware**

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____ Faucet function and hardware conditions

____ Drain function

____ Water flow/pressure

____ Overall condition

____ Urinals

____ Water flow/pressure

____ Cap and part conditions

____ Overall condition

____ Toilets

____ Water flow/pressure

____ Cap and part conditions

____ Seat support conditions

____ Overall condition

____ Dispenser operation and conditions (soap, paper towels, etc.)

____ Partitions

____ Stability

____ Surface conditions for deficiencies such as sharp or worn areas or vandalism

____ Part conditions

____ Security

____ Overall condition

____ Trash receptacles

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____ Sanitation conditions

____ Stability

____ Overall condition

____ **Mirrors**

____ Cleanliness

____ Overall condition for deficiencies such as cracks, sharp edges, or vandalism

____ **Overall cleanliness**

____ **Overall privacy**

____ **Overall appearance for damage and vandalism such as graffiti**

____ **Fire extinguishers (See also annual inspection of Fire Extinguishers)**

____ Tag currency

____ Placement in correct proximity to potential hazards per code

____ Housing condition

Offices

Check the following once per month.

____ **Fire safety**

____ Electrical outlet load

____ Positioning of paper/flammable materials away from heat sources

____ Accessible route

____ Visible exit

____ **Stationary partitions**

____ Stability

____ Surface conditions for deficiencies such as sharp or worn areas and vandalism

____ Overall condition

____ **PA system**

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_____ Emergency control panels	_____ Operation
_____ Operation	_____ Overall condition
_____ Component conditions	_____ Alarm system for student records (if applicable)
_____ Overall condition	_____ Operation
_____ Floor condition for deficiencies such as excessive wear, tears, stains, and tripping hazards	_____ Power source stability and continuity
_____ Walls/ceiling condition	_____ Overall condition
_____ Furniture: desks, chairs, tables, and shelves	_____ Fire extinguishers (See also annual inspection of Fire Extinguishers)
_____ Stability	_____ Charge
_____ Surface conditions for deficiencies such as sharp or rough edges or protruding hardware	_____ Tag currency
_____ Lubrication of hardware	_____ Placement in correct proximity to potential hazards per code
_____ Overall condition	_____ Housing condition
_____ File cabinets	_____ Hose condition
_____ Stability	_____ Overall condition
_____ Lock function	
_____ Overall condition	

Kitchen and Dining Areas Kitchens and dining areas contain many pieces of equipment that can jeopardize life safety if preventive maintenance is neglected. The following monthly checklist includes common cooking equipment and dining furniture. Preventive maintenance for general features including Lighting, Alarm Systems, Fire Extinguishers, Doors and Windows, and HVAC Systems also applies to this area. Refer to the

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corresponding checklists.

Fire safety

Electrical outlet load

Positioning of paper/flammable materials away from heat sources

Accessible route

Emergency exit visibility

Equipment

Note: When checking kitchen equipment, first consult operating or area personnel for any deficiencies. For each item, check overall condition, switches, timers, piping and valves for leaks, wiring, pilots, doors, gaskets, and belts, where applicable. Always follow manufacturers' guidelines.

Beverage dispenser

Broiler

Cooker

Dishwasher

Drink cooler

Food slicer or chopper

Freezer

Fryer

Garbage disposal

Grill

Ice machine

Mixer

Oven

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____ Refrigerator

____ Steamer

____ Toaster

____ **Gas connections** (See Gas Connections checklist)

____ **Floor condition** for deficiencies such as excessive wear, stains, and tripping hazards

____ **Exhaust system**

____ Hood function and condition

____ Grease trap function and condition

____ Filter condition

____ Exhaust duct condition

____ Fan function and condition

____ Supply duct condition (if applicable)

____ **Furniture: counters, tables, benches, and chairs**

____ Stability

____ Surface condition for deficiencies such as rough areas or protruding hardware

____ Overall condition

____ **Fire extinguishers (See also annual inspection of Fire Extinguishers)**

____ Charge

____ Tag currency

____ Placement in correct proximity to potential hazards per code

____ Housing condition

____ Hose condition

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____ Overall condition

Meeting Space

Meeting spaces with special uses may have additional equipment that needs to be inspected and maintained. Maintenance personnel should clarify preventive maintenance duties with instructors and administrators. Some equipment procedures may include a check of gas valve security, ventilation systems, and special storage areas in laboratories. Staff should check with administration regarding off-hours use of these areas and equipment, which may limit their availability for maintenance procedures. PM for Gas Connections, Lighting, Alarm Systems, Fire Extinguishers, Doors and Windows, and HVAC Systems also applies to classroom areas. Refer to the corresponding checklists.

____ Trash receptacles

____ Location

____ Cleanliness

____ Overall condition

____ PA system operation

____ Clock function

____ Closets/storage areas

____ Door/lock operation

____ Appearance, interior and exterior

____ Overall condition for debris and safety hazards

____ Wall map function and general condition

____ Panic button/security operation

____ Fire extinguishers (See also annual inspection of Fire Extinguishers)

____ Tag currency

____ Placement in correct proximity to potential hazards per code

____ Housing condition

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_____ Hose condition

_____ Overall condition

Landscape

_____ Drains

_____ Proper water flow

_____ Piping conditions

_____ Cover conditions

_____ Overall condition for obstructions

_____ **Vegetation conditions for deficiencies such as root systems near buildings and walkways, shrubs and trees near buildings and power lines, vines on buildings (except as designed), and overgrown shrubs**

_____ **Irrigation systems** (See also annual Irrigation Controllers checklist)

_____ Sprinkler head operation and direction of water flow

_____ Piping integrity

_____ Runoff conditions

_____ **Overall appearance**

Asphalt

Asphalt surfaces receive extensive wear and tear from contact with buses, cars, and pedestrians. Because such deficiencies as potholes, broken edges, and eroded areas can jeopardize life safety, it is essential for maintenance personnel to take monthly measures to promptly address and anticipate failing elements. The Americans with Disabilities Act also requires accessible parking spaces and pathways, slip-resistant surfaces, and curb cuts.

This checklist can be applied to the following areas;

- Walkways
 - Parking Lots
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- Driveways
- Other athletic activity areas (See also Tennis Courts)

_____ **Parking bumper conditions and position**

_____ **Speed bump conditions**

_____ **Striping and pavement signage conditions**

_____ **ADA accessibility**

_____ **Signage** (See also Signage checklist)

_____ Compliance with codes and standards

_____ Message currency

_____ Visibility

_____ Overall condition

_____ **Edge conditions**

_____ **Surface conditions for deficiencies such as buildup from salt, ice melting materials, motor oil, or gasoline**

_____ **Overall appearance**

_____ **Overall condition for deficiencies such as potholes, softening, erosion, weed and root encroachment, chalking, cracking, and tripping hazards**

Signage

Signage is not only important for directing occupants and visitors, but it is also a reflection of the facility's character. Dirty, damaged, or inaccurate signage can send the wrong message to the community by making the site as a whole appear neglected. It can also jeopardize the safety of users. Signage must comply with codes and standards, such as the ADA, and is important for alerting area users of potential hazards, recent changes, or other important messages. A critical eye is needed in the maintenance process to address and anticipate sign inadequacy. The following monthly checklist applies to wall-mounted and pole-mounted exterior signage, as well as interior signage.

_____ Compliance with codes and standards

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____ Cleanliness

____ Accuracy of message

____ Accuracy of lettering and numbering

____ Adherence to surface or stabilizer

____ Hardware conditions

____ Illumination (if applicable)

____ Location and visibility

____ Paint condition

____ Overall appearance

____ Overall condition for deficiencies such as excessive wear, missing or broken parts, obstruction from view, or message inaccuracy

Exterior Stairs, Decks, and Landings

The following is a PM checklist for exterior stairways, decks, and landings. Maintenance personnel should carefully check the building materials, particularly concrete, on a monthly basis. (The Exterior Lighting checklist is also applicable to these areas.)

____ **Overall appearance**

____ **Concrete**

____ Expansion joint conditions

____ Metal spacer conditions

____ Overall condition for deficiencies such as alkali-aggregate expansion, cavitation (honeycombing, spalling around projections), chips, cracks, crazing, dusting, efflorescence, charred and spalled surfaces, stains, lifted areas, pock marks/pop-outs, scaling, tripping hazards, unevenness, or voids

____ **Railings**

____ Stability

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____ Hardware conditions

____ Overall condition

____ **Wood material** (if applicable)

____ Stability

____ Overall condition for deficiencies such as dry rot, termites, instability, worn edges, cracks, holes, and splintering

____ **Coverings**

____ Surface condition

____ Overall integrity

____ Overall condition

____ **Grade appearance**

____ **Footings/foundation**

____ Stability

____ Overall condition for deficiencies such as cracks and broken or missing components

Non-Power Gates

The operational integrity of gates on grounds is crucial to ensure that the elements of safety and controlled access are not compromised. Whereas automated gates should be inspected biweekly, non-power gates shall be examined monthly.

____ **Chains**

____ Linkage conditions

____ Lubrication

____ Overall condition for deficiencies such as cracks and excess tension

____ **Emergency key boxes**

____ Hinge conditions and operation

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____ Lock conditions and operation

____ Key placement

____ Overall condition

____ **Hinge conditions and lubrication**

____ **Weld joint conditions**

____ **Bolt and screw conditions**

____ **Locks**

____ Overall operation

____ Lubrication

____ Security

____ Overall condition

____ **Painted surfaces**

____ Overall condition for deficiencies such as rust, peeling, and abrasion

____ **Structural condition**

____ Stability

____ Joint conditions

____ Overall condition for deficiencies such as weak spots, rust, or missing parts

____ **Tracks**

____ Alignment

____ Lubrication

____ Adherence to surface

____ **Overall condition for deficiencies such as dents and rust**

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Semiannual

Inspect the following items. Adjust as appropriate. Repair immediately or complete work order for future repairs.

Fences

Fences on property are usually made of aluminum, steel, concrete block, or wood. Metal fences, such as chain link, require regular inspection of paint condition, rust and other corrosion, and vegetation and trash buildup. Wood fences are additionally susceptible to rot and loose components, such as pickets, planks, and braces. Perimeter and boundary fences shall be checked semiannually.

Alignment

Structural stability

Post integrity and alignment

Foundation integrity

Overall condition

Paint condition

Hardware condition and lubrication

Gate and lock function and conditions

Safety for deficiencies such as sharp edges, large gaps, and splintering

Overall condition for deficiencies such as vegetation encroachment, debris buildup, holes, sagging areas, missing segments, rot, fungus, termites, and rust

HVAC Systems

Regular preventive maintenance of HVAC (heating, ventilation, and air-conditioning) systems is crucial to the quality of air and comfort level within facilities. HVAC systems should always sufficiently control temperature and humidity, distribute outside air uniformly, and isolate and remove odors and pollutants. Improper function and maintenance can cause indoor air pollution by allowing stale or contaminated air to remain in the building. As there are many areas within a site that house activities with unique ventilation requirements, such as art, shop, culinary, and laboratory classrooms, it is essential that the HVAC system has fully functional and regularly inspected pressure control, filtration, and exhaust equipment.

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The following checklist shall be used for semiannual inspections of the HVAC system.

When performing any maintenance procedures, always refer to manufacturers' recommendations.

For all types of non hydronic (forced air furnaces & air handling units) HVAC systems, change filters twice a year and post a sticker on the HVAC unit with the date of change and initials of the mechanic

General conditions

Overall cleanliness

Wall mount stability

System calibration

Condensation drain condition (A/C only)

Electrical connection conditions

Filter conditions

Motor

Lubrication

Housing stability

Connection conditions

Oil cup conditions

Unit operation and noise level

Coil conditions

Window seal and gasket conditions

Central/ground or roof mounted

Air filter conditions

Burner assembly conditions

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____ Circulation

____ Combustion chamber/smoke pipe conditions

____ Condensate drain conditions (A/C only)

____ Condenser/compressor function

____ Cooling coil conditions

____ Electrical disconnect function

____ Electrical heating unit function

____ General wiring and electrical control conditions

____ Guard, casing, hanger, support, platform, and mounting bolt conditions

____ Piping conditions

____ Liquid receiver conditions

____ Lubrication

____ Motor, driver, and assembly conditions

____ Platform stability

____ Pump unit function

____ Refrigerant dryer, strainer, valve, oil trap, and accessories conditions

____ Refrigeration lines/coil conditions for deficiencies such as frosting or icing

____ Registers and ducts for proper air distribution

____ Temperature and humidity control function

____ Thermal insulation and vapor barrier conditions

____ Water spray, weir, and similar device conditions

____ Overall cleanliness

____ Overall condition for deficiencies such as rust, corrosion, and mineral deposits

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Heat pumps

Check all items listed above under "central/ground/roof mounted," plus:

Temperature setting

Noise and vibration levels

Heating systems

Amp draw per manufacturer's specs

Equipment cleanliness

Flow switch operation

Mechanical equipment function

Pull header conditions (on units more than 5 years in age)

Pumps

Function

Oil condition

Overall condition

Safety limit switch operation

Water temperature (in and out)

Overall condition for deficiencies such as corrosion, scale, and entrapped air

Boilers

(Note: Shall be performed by a licensed professional inspector/maintenance contractor to ensure compliance with state and federal regulations.)

Air heater function

Auxiliary equipment function

Back feed pumps function

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____ Blowoff and blowdown lines function

____ Boiler room log condition

____ Burner and control conditions

____ Deaerator function

____ Energy efficiency

____ Electric power function

____ Feedwater supply conditions

____ Feedwater treatment/control

____ Firing rate control conditions

____ Fuel supply line conditions

____ Fuel system/control conditions

____ Heat recovery equipment conditions

____ Limit device conditions

____ Pressure gauge and relief valve function

____ Overall cleanliness

____ Overall condition

____ **Overall safety**

____ Anchor stability

____ Deck areas for deficiencies such as moisture, grease, mold, and tripping hazards

____ Doors

____ Hinge conditions

____ Lock and knob function

____ Guard stability per code

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____ Overall condition

____ Handrail stability

____ Harness

____ Fastener conditions

____ Strap conditions

____ Tie conditions

____ Overall condition

____ Ladders

____ Step conditions

____ Rail stability

____ Overall condition

____ Vibration limit switch function

____ Work area conditions

____ Top surface/fan deck conditions

____ Water distribution system

____ Distribution pipe condition

____ Eliminator conditions

____ Hot water distribution basin support member conditions

____ Internal strainer conditions (if applicable)

____ Lubrication of flow control valves

____ Spill flash bar conditions

____ Structural integrity

____ Bolted joint conditions

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____ Nozzle conditions

____ Overall condition for deficiencies such as leads between joints, leaks, corrosion, buildup, breaks, and obstructions

____ **Overall condition for deficiencies such as leaks, cracks, deterioration, end panel separation, corrosion, pitting**

____ Safety limit and interlock function

____ Shutdown operation

____ Walkway/platform stability and condition

____ **Overall condition**

Asbestos

As required by federal law all identified asbestos containing materials (ACM) must be inspected every six months by a trained maintenance member. Physically look at each area identified in the facilities' asbestos management plan to ensure that ACM have not been damaged or deteriorated so as to become friable. In the event any ACM must be removed, mark the area according to the plan and perform abatement as necessary.

Smoke Alarms

The following is a preventive maintenance checklist for individually installed smoke alarms that are not part of the larger automated alarm system. This check shall be performed semiannually. These smoke alarms may be battery-operated or hard-wired, and may be found in various areas of the facility, including out buildings. (See Alarm Systems checklist for automated smoke alarms.)

____ Battery efficiency (if not hard wired)

____ Connection conditions for proper wiring and deficiencies such as arcing or exposed wires

____ Housing condition

____ Mounting security

____ Overall operation

____ Overall condition

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Structural Members

Preventive maintenance entails a comprehensive visual inspection of each building material twice a year. Particular emphasis during this inspection process should be on load-bearing support areas that can be observed externally during a walking tour. **The greatest cause of building demise is the penetration of water.** Particular attention should be given at this time to evaluate the potential for access by water into building materials.

____ Beam integrity for deficiencies such as rot ,termites, bowing, splitting, slippage, or fungus

____ Foundation condition for deficiencies such as cracking, slippage, or water encroachment

____ Joist conditions for deficiencies such as rot, termites, bowing, splitting, or fungus

____ Overall building integrity for signs of structural failure

____ Sill conditions for deficiencies such as rot, termites, or fungus

____ Stud conditions for deficiencies such as rot, termites, bowing, splitting, or fungus

____ Wall conditions

____ Masonry for deficiencies such as cracks, scaling, mortar, crumbling, or efflorescence

____ Wood for deficiencies such as termites, peeling paint, dry rot, popping, or fungus

____ Overall condition

Annual

Inspect the following items. Adjust as appropriate. Repair immediately or complete work order for future repairs.

Emergency Generators

The emergency generator should be maintained annually. However, during the school year, the fuel level, battery charge, cleanliness, and wiring shall be checked monthly. PM shall also be performed after each use of the generators.

____ Operation

____ Fuel level

____ Oil and engine air filter conditions

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____ Battery charger condition

____ Battery conditions for proper charge and connection

____ Gauge conditions

____ Circuit breaker conditions

____ Activation device conditions (starter, pull cord, switches, etc.)

____ Spark plug conditions

____ Terminal conditions

____ Belt conditions for deficiencies such as wear and stress

____ Wiring conditions

____ Cleanliness

____ Overall condition

Backflow Devices

Backflow devices prevent the flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable supply of water from any source other than intended. All backflow devices shall be tested annually by a certified contractor. Maintenance personnel shall monitor the contractor's performance and obtain written certification upon completion of work.

____ Backflow devices (shall be tested only by a certified contractor)

Electrical Systems

Electrical systems and closets shall be inspected annually. Maintenance personnel will be familiar with the locations of all electrical equipment, including circuit breakers, fuses, main feeders, subfeeders, panel boards, and substations. All wiring shall be in compliance with the National Electric Code. The safety of workers is paramount; staff shall ensure that power is shut off and/or lines are de-energized where work is performed and that the LOCK-OUT TAG-OUT system is used. Electrical equipment will be serviced by outside contractors unless there is a licensed journeyman electrician among the in-house staff.

DISC can provide a free thermal scan of electrical boxes & wiring provided remedial action is taken should deficiencies be found.

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____ **Equipment cleanliness**

____ **Distribution system**

____ Wire and cable conditions for deficiencies such as corrosion, dirt, moisture, and fire hazards

____ Connection conditions

____ Overall condition

____ **Circuit breakers**

____ Oil level and potential leakage

____ Hardware conditions

____ Porcelain condition

____ Cotter pin conditions

____ Air supplier operation

____ Overall condition for deficiencies such as corrosion, noise, and excessive temperatures

____ **Fuses**

____ Insulator conditions for deficiencies such as burns or cracks

____ Contact surface conditions for deficiencies such as burning, pressure, and misalignment

____ Fuse holder conditions

____ Hardware condition

____ Overall condition

____ **Lock security and lubrication**

____ **Utility room cleanliness and safety**

____ **Overall integrity**

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_____ Overall condition for deficiencies such as loose wires, debris, corrosion, potential power failure, and water encroachment

Elevators

Elevators shall be serviced annually by a licensed elevator contractor. Elevators shall be inspected annually by the state Department of Labor.

_____ Elevators

Fire Extinguishers

The following annual PM checklist is for fire extinguishers throughout the facility. This inspection and certification must be conducted by a licensed specialty contractor and should be scheduled in advance to ensure that the date on extinguishers will not expire. Monthly inspections of fire extinguishers' general condition, housing, and location per code shall be conducted as part of preventive maintenance procedures in areas of the school including Business Offices, Kitchen and Dining Areas, Classrooms, Auditorium, Library, Gymnasium, Locker Rooms, Restrooms, and Swimming Pools. (See corresponding checklists.)

_____ Certification

_____ Charge

_____ Housing condition

_____ Hose condition

_____ Proper location per code

_____ Overall condition

Hot Water Heaters

Preventive maintenance of hot water heaters shall be performed annually. (See also HVAC Systems for other heating components.)

_____ Circulation pump connections

_____ Gas flame color (gas pilot should be blue with yellow at tip)

_____ Burner conditions for deficiencies such as corrosion, inordinate flame pattern, and cinders

_____ Pilot function

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____ Tank plate and jacket conditions for deficiencies such as corrosion or rust

____ Door and lock function

____ Drain valve lubrication and function

____ Earthquake strap and bolt conditions

____ Gas shut-off valve lubrication and function

____ Piping supply lines for leaks

(Note: Use soap and water and/or hand-held gas detector)

____ Pressure relief valve function

____ Temperature setting

(Note: Use commercial grade thermometer)

____ Draft diverter conditions

____ Flue and chimney conditions

____ Vent condition

____ Utility room for deficiencies such as dirt, debris, and storage of materials

____ Overall condition for deficiencies such as rust in water, water and fuel leaks, and unusual sounds or odors

Roofing

The roof is the most costly and abused area of the facility, subject to a variety of weather conditions and temperature fluctuations. The early discovery and preventive maintenance of minor deficiencies extends its life and reduces the chance of premature failure and costly repairs.

Annual inspections of both membrane and building components shall be conducted for all roofs, including newly installed ones. Adequate time will be allotted to properly perform the many tasks involved in inspection. A roof will be surveyed completely, either by carefully walking it in its entirety where accessible (wearing soft shoes), or by visual inspection with binoculars where inaccessible. Visual inspection

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from the attic side is also important.

Attention should be paid to weather-generated problems, horizontal lines, peak areas, and areas of sagging. Ventilation areas should also be examined for obstructions. (For preventive maintenance of Gutters/Roof Drains, see corresponding annual checklist.)

____ Supporting structural integrity for deficiencies such as cracks, moisture stains, and potential failure

____ Flashing conditions for deficiencies such as water penetration, displacement, oxidation, excessive stretching delamination, and tearing

____ Surface conditions for deficiencies such as contaminants such as exhaust or vegetation buildup

____ Subsurface conditions (including insulation) for signs of moisture penetration

____ Membrane conditions

____ Chimney conditions

____ Parapet integrity

____ Plumbing stack vent and roof connection conditions

____ Roof ventilation conditions

____ Skylight conditions for deficiencies such as broken glass or frames and flashing corrosion or rust

____ Structural conditions for deficiencies such as settling of the deck, membrane splits, or cracks in walls

____ Roof edging conditions for deficiencies such as deterioration and loose fasteners

____ Expansion joint conditions for punctures, splits, and insecure fasteners

____ Shingle conditions

____ Asphalt roof conditions for deficiencies such as brittle or missing shingles, cracking, curled edges, erosion, or exposed wood

____ Flat roof conditions for evenness across the horizontal plane and deficiencies such as bare areas, blisters, cove areas abutting parapets, cracks, curling, exposed nail heads, or ponding

PREVENTATIVE MAINTENANCE

____ Overall condition

Gutters/Roof Drains

Drainage devices are important in protecting buildings from water intrusion and damage. The following is an annual preventive maintenance checklist for gutters, downspouts, scuppers, and roof drains. Maintenance personnel shall ensure that these areas are free of debris such as leaves and branches, and that large debris has also been removed from the roof.

____ Mounting stability

____ Bolt, screw, and strap conditions

____ Discharge area function for proper drainage away from building

____ Joint conditions and stability

____ Roof atrium drains

____ Cleanliness

____ Caulking condition

____ Mounting stability

____ Overall condition for deficiencies such as blockage and cracks

____ Splash block location

____ Seam and elbow conditions

____ Caulking condition

____ Gutter positioning toward downspouts

____ Overall condition for deficiencies such as corrosion, rust, blockage, obstructions, and disconnection

Sewer Laterals

All drain lines in the physical facility connect to the main drain, which is referred to as the “sewer” beyond the foundation. All sewer lines outside of the foundation have clean-out points at various locations. Reaming from these points requires the use of a high-power hose, hydro-jet, or power equipment. Sewer laterals should be annually reamed from clean-out points by in-house personnel.

PREVENTATIVE MAINTENANCE

_____ Caulking condition adjacent to building exit point

_____ Plug conditions

_____ Pipe integrity

_____ Plaster condition adjacent to building exit point

_____ Overall condition for deficiencies such as soil erosion (if line exits ground)

Irrigation Controllers

Annual inspection of each irrigation controller helps guarantee operational performance. This should be done jointly with a landscape contractor. (See also monthly Landscape checklist.)

_____ Timer accuracy

_____ Housing condition for deficiencies such as water encroachment

_____ Door and lock function and conditions

_____ Electrical connection conditions

_____ Security (stations should be locked)

_____ Overall condition

Storm Drains

Storm drains or sewers are underground systems used to collect and dispose of surface water. They shall be cleaned and flushed annually to ensure blockages are removed and piping is functional.

_____ Grate conditions

_____ Cover conditions

_____ Adjacent concrete or asphalt conditions

_____ Drainage

_____ General safety conditions

PREVENTATIVE MAINTENANCE

_____ Overall condition for deficiencies such as dirt buildup around drain that might preclude proper directional flow

Every Two Years

Outdoor Grandstands & Indoor Bleachers

Must be inspected by a professional engineer, registered architect, or individual certified by the manufacturer as required by the Life safety Code, NFPA 101-2003 Sections 13.7.9 and 13.7.10.

Every Three Years

Asbestos

Every three years an inspection of all asbestos containing materials (ACM) must be performed by a licensed asbestos contractor as required by federal law.

Every Five Years

Fire System Certification

Comprehensive servicing and certification of the entire fire suppression system should be done every five years in accordance with current local, state, and federal requirements, including NFPA-defined guidelines. **A licensed state contractor must be used, and this work shall be validated by local fire authorities.**

The following items should be inspected by the contractor during this process.

- Signal initiation
- Manual Alarm operation
- Water flow system components including valves, piping, pressure regulators, gauges, sprinkler heads, and shut-off operation
- Smoke detection systems
- Voice systems

PREVENTATIVE MAINTENANCE

- Automatic extinguishing systems
- Signage, visual notifications
- Supervisory signals
- Maintenance testing and protocol
- Central station monitoring
- Code compliance

_____ **Fire system certification (should be tested only by a certified contractor)**

<u>Frequency</u>	<u>Grounds Maintenance</u>
Summer	Grass shall be cut based on weather according to the schedule established by the Grounds Supervisor.
	Grass shall be irrigated as necessary based on weather.
	Asphalt surfaces shall be sealed every five years.
Fall	Grass cutting shall continue until the growing season has ended.
	Fall athletic fields shall be marked prior to the first competition and as necessary thereafter.
	Leaves shall be raked and removed weekly.
Winter	Trash shall be picked up and trash containers emptied after every event.
	Snow and ice shall be removed from entry ways and sidewalks at least 30 minutes prior to the start of school for the day.
	Sidewalks and entry ways shall be sanded as necessary.
	When snow continues to fall after the start of the day, the main entrance shall be cleared hourly. Other entrances and sidewalks shall be cleared at least every two hours.
Spring	The snow plowing contractor shall clear all parking lots and driveways at least one hour prior to the start of business/school. A decision to plow once the day has started shall be made by the Grounds Supervisor in cooperation with the Site Director. Maintenance staff shall assist in coordinating the movement of vehicles as necessary.

PREVENTATIVE MAINTENANCE

All grass surfaces shall be raked as soon as weather conditions allow.

All storms drains and culverts shall be cleared of debris.

Mulch shall be placed around planted shrubs.

Pesticides shall be applied as directed by the Grounds Supervisor.

Trash shall be picked up and trash containers emptied after every event.

CUSTODIAL MAINTENANCE

Custodial Cleaning Frequency

Entrances, Lobbies and Corridors

These areas are generally the first areas seen by students, staff and visitors. Their condition and cleanliness leaves a lasting impression on all that enter the building. It is of the utmost importance that these areas are maintained to a standard of excellence.

Considerable dirt is carried in and deposited in entryways and corridors. The custodian’s schedule should include adequate time to sweep these areas of travel more often than once a day. Regular sweeping or snow removal from the sidewalks outside of entryway doors will prevent some dirt and sand from entering the building. Snow and ice should be removed from the entryway as soon as possible using sand or ice melt to avoid slips and falls. Use only those ice melt products that are approved by the school district. Some entryways have floor mats to serve as a dirt and sand trap. These must be cleaned periodically, or daily during the ‘mud’ season. Entryway carpet is cleaned most effectively with an extractor running the rinse cycle 1-3 times. Fans need to be on during this process to speed drying

<u>Frequency</u>	<u>Entrances, Lobbies and Corridors</u>
Daily	Empty waste receptacles, remove debris, police entrance for snow, leaves, and litter, and remove.
	If floor is resilient tile, dust mop floors with a wide, treated dust mop, keeping the dust mop head on the floor at all times. Pick up soil from floor with dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil.
	Vacuum carpet areas and mats; remove gum and soil spots.
	Disinfect drinking fountains. <i>(see following procedures)</i>
Weekly	Clean entrance door glass.
	Dust the tops of lockers, fire closets, extinguishers and window casings. (Low dusting, below 5’)
	Clean glass partitions, display cases, and interior door glass.
	Spot-clean finger marks and smudges on walls, door facings, and doors. Use detergent solution in spray bottle and a cloth.
Monthly	Dust Furniture.
	Restore floor finish on non-carpeted floors.
	High dust vents, lights, pipes, window blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. (High dusting, above 5’)
	Note: When cleaning stairways, on a routine schedule clean out the corners and the edges of each step. Remove gum, etc. with a putty knife. Damp mop or spot clean as necessary.

CUSTODIAL MAINTENANCE

Office, Lounge and Conference Rooms

Most of the same cleaning procedures, as outlined in the previous section, can be followed for cleaning office areas, faculty lounges, conference rooms, libraries, media center areas, etc.

<u>Frequency</u>	<u>Office, Lounge and Conference Rooms</u>
Daily	Empty waste receptacles and damp clean.
	Clean chalkboards and chalk trays and dry erase marker boards.
	Vacuum traffic patterns on carpeted floors and remove gum and soil spots.
	Dust mop and wet mop tiled floors.
Weekly	Clean glass in doors and partitions.
	Dust furniture surfaces and damp clean tabletops. (low dust below 5 feet)
	Empty pencil sharpeners.
Monthly	Vacuum carpeted areas thoroughly.
	Clean door surfaces.
	Restore floor finish on non-carpeted floors.
	High dust vents, lights, pipes, window blinds, and connecting vertical and horizontal wall surfaces. (High dust above 5 feet)

Restrooms, Locker Rooms and Showers

<u>Frequency</u>	<u>Restrooms, Locker Rooms and Showers</u>
Daily	Empty waste receptacles and change liners.
	Thoroughly clean and disinfect toilets and urinals.
	Thoroughly clean and disinfect shower rooms and dressing rooms.
	Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins.
	Clean mirrors; clean and disinfect urinals and stools; clean basins; polish stainless steel and chrome surfaces.

CUSTODIAL MAINTENANCE

	Spot wash walls, lockers, and partitions.
	Dust mop and wet mop floors with disinfectant solution.
Weekly	Damp clean and polish partitions thoroughly.
	Pour at least one gallon of water down floor drains.
	Dust wall and ceiling vents.

<u>Frequency</u>	<u>Restrooms, Locker Rooms and Showers</u>
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	Clean doors and wall tile.
Twice Monthly	De-scale fixtures.
	Scrub floor with floor scrubber.

Shop Areas

<u>Frequency</u>	<u>Shop Areas</u>
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Daily	Empty waste receptacles and replace liners, dust mop or sweep floors; and spot - mop floors.
Twice Monthly	Dust sills and ledges; spot - clean walls
Monthly	Mop floors with detergent solution and buff floors coated with floor finish or wax.

<u>Frequency</u>	<u>Gyms and Multipurpose Rooms</u>
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Daily	Empty waste receptacles and replace liners.
	Dust mop court floors and spot clean using recommended treatment for dust mop.
	Clean glass in doors and partitions.
	Clean and disinfect drinking fountains.
	Vacuum traffic patterns on carpeted floors; remove gum and soil spots.
	Dust furniture.

CUSTODIAL MAINTENANCE

	Dust mop and wet mop tiled floors.
	Spot clean walls; remove graffiti.
Weekly	Vacuum carpeted areas thoroughly.
	Clean door surfaces.
	Vacuum upholstered furniture. Clean all wooden and vinyl furniture. (low dusting, below 5 feet)
	Clean and polish brass or chrome.
	Spray buff tiled floors; remove scuffmarks.
Monthly	High dust (above 5') or vacuum vents, lights, pipes, window blinds, drapes, connecting horizontal and vertical wall surfaces.
Annually	Reseal floor using manufacturer's recommended procedures and finishes.

Custodial Methods and Procedures

Assembling Equipment and Supplies

At the beginning of each shift, the custodian should assemble all tools and materials needed to clean thoroughly. This will minimize frequent return trips to the custodial closet to get something else.

- Custodian cart with caddy
- Spray bottles with appropriate solutions to clean glass, counters, sinks, disinfect surfaces, and spot cleaning
- Dust cloths
- Paper towels
- Putty knife/razor blade scrapper
- Dust mop (treated if needed)
- Wet mop (if needed)
- Mop bucket and press (if needed)
- Vacuum cleaner complete
- Plastic liners (small and large)
- Counter brush
- Dust pan

CUSTODIAL MAINTENANCE

- Gum remover
- Protective glasses and gloves

Drinking Fountains

If drinking fountains are not cleaned regularly and correctly, they can become a health hazard. The public expects clean drinking water, therefore it is the responsibility of the custodian to keep the drinking fountains clean and sanitary. Drinking fountains should be cleaned daily using the following methods:

1. Use spray bottle or bucket with water and detergent/disinfectant solution to spray or wipe solution over all surfaces.
2. Agitate with clean cloth, small brush, or paper towel.
3. Rinse.
4. Use clean cloth or paper towel to wipe dry and polish chrome and other surfaces.
5. Adjust the bubbler so that the water stream is the correct height (not hitting the spout and not spraying).

Dusting

From the standpoint of health as well as appearance, dusting is one of the most important jobs of the custodian. Dust can be a carrier of disease germs. Visible dust presents a dirty appearance that needs to be taken care of as soon as possible.

A vacuum cleaner is the best tool for removing dust.

Treated “dust cloths” can be used for most dusting. These are usually rolls of factory treated flannel cloth.

Some surfaces lend themselves well to ‘damp dusting’ using a clean cloth and plastic sprayer with appropriate solution. Where students eat at their desks, the desk tops are to be cleaned daily with a district-approved disinfectant.

Dust all horizontal surfaces such as window ledges, sills, files, counter tops, and desks. Inspect student desk tops and spot clean them to remove heavy soil, heavy marking or graffiti.

As a general rule all horizontal surfaces less than 5’ will receive a thorough dusting weekly. Horizontal surfaces greater than 5’ will receive a thorough dusting monthly. Some surfaces may require spot dusting on a daily basis.

Note: Lock all windows when you clean the sills.

Cleaning Sinks and Counters

CUSTODIAL MAINTENANCE

1. Clean sinks and replenish paper towels and hand soap daily. Clean sinks by using plastic sprayer with disinfectant/detergent solution. Spray and wipe dry with a paper towel, or use fine cleanser, rinse and wipe dry with clean cloth or paper towel.
2. Spray solution on counter and wipe clean with clean cloth or paper towel.

Dust Mopping Resilient Floors

If the floor is resilient type either totally or partially, the following is recommended:

1. Pick up large pieces of paper or other debris before starting to clean.
2. Use treated dust mop and carefully dust mop all resilient floor areas. Clean under all desks, equipment, etc. that are off the floor.
3. Dust mop debris to one area for pick up with counter brush and dust pan.
4. Dust mop may be lightly shaken or vacuumed to remove dust. Do in appropriate area.
5. Retreat dust mop as necessary by lightly spraying with dust oil and allow setting before using, or hanging up.
6. If area is carpeted, with a strip of resilient flooring, it is permissible to sweep dust onto carpet for pick up when vacuuming.

Trash

Empty all trash receptacles. Do not reach into the receptacles, but carefully dump the contents of the receptacle into the waste collection bag. Damp wipe soiled receptacles. Replace plastic liners only when soiled or otherwise needed.

Note: Remove lunch trash immediately following lunch. Use ramp or steps provided when throwing trash into dumpsters. Do not throw over your head. This will minimize injury.

Carpet Vacuuming

The vacuum cleaner is the most effective tool to remove soil from many surfaces, especially carpeting.

1. Move furniture in room only as necessary to vacuum all areas of the carpeting.
2. Pick up large pieces of paper and other debris before vacuuming (perhaps teachers and students may be asked to assist).
3. Vacuum all carpeted areas, getting under desks, furniture and equipment that is off the floor.
4. Vacuum chalk trays (if not already done) and erasers (as needed).
5. Replace all furniture.
6. Look for and clean up spots or soiled areas on carpeting using plastic sprayer, appropriate cleaner, and clean cloths or paper towels. Remove gum by using gum remover-follow manufacturer's instructions.

CUSTODIAL MAINTENANCE

Spot Cleaning

1. Spot clean walls, doors, and ledges as previously recommended. Spot clean daily in carpeted areas where students are eating. Use clean cloth or paper towels and detergent solution in plastic spray bottle.
2. Spot clean glass in doors and partitions and on the inside of windows to remove smudges as previously recommended. Use soft, lint free, clean cloth or paper towels and glass cleaner in plastic sprayer.
3. Dust or clean vents in ceilings of classrooms, offices, etc. as previously recommended.
4. Before leaving the room, visually check to make sure all the following duties are completed:
 - Windows are locked.
 - All items are in appropriate place.
 - Room looks clean and - is clean!
 - Lights are turned off.
 - Door is locked.

Restroom Cleaning

The job of cleaning and disinfecting your rest rooms is not a difficult one, if the work is done efficiently and daily as it should be. Modern fixture design usually makes cleaning them fast and effective if proper procedures are followed. Remember that deodorant blocks are not permitted. Deodorants do not clean or sanitize, but merely cover up one odor with another. Clean rest rooms are important for a number of reasons:

- Bacteria control to help eliminate cross infections to safeguard health.
- Many times the custodial staff is judged on the appearance and cleanliness of the rest rooms.
- Clean rest rooms encourage the public to help keep them that way.
- Clean rest room fixtures greatly reduce the possibility of offensive odors (and complaints).
- The most frequent lingering cause of odors in rest rooms is due to uric acid salts. Remove these salts through proper cleaning procedures and the odors are gone! Rest rooms also require adequate ventilation.

Refilling Dispensers

1. Check all dispensers daily to insure adequate supply.
2. Refill all dispensers as required (including toilet paper dispensers).
3. Interfold the bottom sheet with the remaining top sheet in the dispenser when adding paper towels.
4. Check the working condition of the units.
5. Close and lock dispenser.
6. Spray the surfaces with germicidal/disinfectant solution and wipe dry with paper towel. At the same time check the soap valve to assure proper operating condition.

CUSTODIAL MAINTENANCE

7. Clean the surface of the dispenser as above.
8. Fill all soap dispensers.
9. Stock the sanitary napkin/tampon dispenser.
10. In the women's restrooms, it is essential that the sanitary napkin/tampon machine be stocked at all times. If the machine becomes inoperable, it must be repaired or reported promptly.
11. Unlock the machine.
12. Refill machine correctly to ensure that it will dispense napkins properly.
13. Close and lock the machine.

Cleaning Sinks and Wash Basins

Several methods can be used to clean sinks with equal final results, however, the following is recommended:

1. Use spray bottle with germicidal/disinfectant solution and spray sink (inside and outside), faucets and adjacent wall areas.
2. Let sit a minute, and then scrub with paper towel, clean cloth, or brush. (Paper towel preferred.)
3. Use a small amount of fine cleanser if necessary.
4. Rinse as necessary and polish with clean cloth or paper towel.
5. Wipe walls adjacent to sinks to remove grime, spots, etc. as above.
6. Clean pipes underneath sinks daily as part of the procedure.
7. Do not use lime de-scaler on counter tops.

Mirrors

Mirrors in rest rooms are easy to keep clean by spraying lightly with glass cleaner or germicidal/detergent solution and wiping dry and/or polishing with a clean, lint free cloth or paper towel. Never use an abrasive cleaner or acid or dirty cloth on mirror. These may mar or scratch surface. Avoid using excessive water as it may get into the frame backing and damage the silvering.

Urinals and Toilet Bowls

Wear rubber gloves at all times. This is for your personal protection.

To clean inside bowl:

1. Flush toilet and/or urinal.
2. Use hospital disinfectant from dispensing system-follow manufacturer's instructions.
3. Use cotton swab (poodle tail) and/or toilet brush and swab inside of bowl using solution.

CUSTODIAL MAINTENANCE

4. Scrub as necessary-be sure to swab solution up and under the flush rim. Scrub thoroughly.
5. Flush toilet or urinal and rinse swab or brush in clean water before proceeding to next fixture.

To clean seat and outside of fixtures using sprayer:

1. Spray germicidal/disinfectant solution on toilet seat (both sides), and all of the outside surfaces of the fixtures (toilets and urinals).
2. Let stand a minute or so.
3. Wipe dry with paper towels starting with the top of the seat, then underside and finally the balance of the fixture down to the floor.

Note: This procedure is the most effective way to sanitize a fixture, because you are always using clean solution with no chance of cross-contamination. Also, plastic spray bottles or one (1) gallon pressure sprayers can be used.

Note: Be sure to spray plunger with disinfectant after use. Keep in a bucket when not in use.

Bathroom Walls and Partitions:

1. Spray or damp dust with a germicidal/detergent solution on surfaces such as ledges, partitions, dispensers, wainscoting, shelves, areas around urinals and toilets, and lower walls as necessary.
2. Use either sprayers or bucket with germicidal/detergent solution, paper towels, clean cloths or a brush.
3. Wipe dry, if necessary, with paper towels or clean cloth to prevent streaks and spotting.

Additional Notes

To discourage graffiti, always remove it right away. Test chemical or cleaner in an obscure area prior to use. In older buildings it may be necessary to paint the stalls frequently to maintain desired levels of appearance.

Bathroom and Shower Floors: (Does not include wood floors)

The floors are made of a variety of materials. Some judgment is necessary as to the use of strong chemicals and excessive amounts of water. If the floor can be damaged by over-wetting, substitute with light damp mopping.

1. Mix mopping solution per manufacturer's instructions.
2. Use clean, wet mop and wet down the floor thoroughly with the solution (damp mop if floor would be damaged as above).
3. Let stand a few moments for the chemicals to work.

CUSTODIAL MAINTENANCE

4. Agitate the solution with your mop as needed.
5. Pick up soiled solution with mop, floor squeegee, and pick-up pan or floor drain, or use wet-vac for pick up. Clean all corners and edges. (Scrape if necessary.)
6. Return all receptacles to proper position.

Note: Do not rinse floor as we want to take full advantage of the residual benefits of the germicide. Before leaving the rest room, take a quick visual check of the area and see if it smells clean and looks clean! Be proud of doing the job well.

Vomit Cleanup

Clean up vomit as soon as possible and always use gloves. Follow the instructions below:

1. If on carpeting only, use absorbent granules, sweep, then extract with disinfectant and dump waste directly into basin.
2. Clean off furniture.
3. Clean all equipment and store properly.

Gym and Multi-Purpose Room Floors

These areas present two (2) different types of flooring material (wood and resilient flooring), therefore each type of flooring will be addressed here.

Resilient Floors

These include such flooring surfaces as asphalt tile, hard vinyl tile, sheet goods, and resilient 'poured' floors. Most of the custodian's work in these areas will consist of floor care procedures, with a limited amount of time spent dusting or cleaning benches, bleachers, or chairs.

1. Use treated dust mop using factory recommended treatment to clean floor. Do not 'sweep' with dust mop as this will scatter dust into the air. Keep dust mop on the floor and clean in long 'runs'. Clean out dust mop by carefully shaking where appropriate or clean with vacuum cleaner.
2. Re-treat lightly with 'mop dressing' as needed.
3. Pick up dust and debris with dust pan and counter brush or with vacuum and dispose of trash.
4. Wet mop total floor or damp mop as needed to remove spots. Use detergent and water solution. Agitate with wet mop or lightly scrub with buffer if necessary.
5. Pick up soiled solution.
6. Reseal as necessary (floors are sealed when new).
7. High speed buff as needed. Very effective way to clean and repair floor.
8. Spray buff as needed. Very effective, spray as you go.

CUSTODIAL MAINTENANCE

Maple Wood Floors-Follow manufacturer's instructions.

<u>Frequency</u>	<u>Maple Wood Floors</u>
Daily	Pick up and dispose of debris.
	Remove chewing gum.
	Dust mop floor with a clean and properly treated mop.
	Wipe floor with bare hand to test if dust remains on the floor. If dust is detected, repeat step No. 3.
	For normal soil removal, use a waterless cleaner suitable for wood surfaces and as recommended by the manufacturer.
Monthly	Remove rubber burns and floor marks with a solvent-dampened cloth as recommended by the manufacturer.
	Tack or damp-mop floor with solvent cleaner.
Annually	For lightly worn floors a light "screening" may be required and one coat of floor finish Consult manufacturer for approved finishes.
	For badly worn or damaged floors, consult your installer to determine if heavy screening or sanding is needed.
	Don't use an automatic scrubber on wood floor.
	Don't allow water or liquids to stand on floor.
	Most manufacturers recommend maintaining relative humidity between 35-50% year round.