

Custodial Procedures and Minimum Standards

List of Minimum Required Standards

The level of cleanliness must meet the minimum acceptable stands as indicated below:

- ❖ **Clean, Dust or Damp Wipe:** Free of dust, dirt, wax build up, smudges, marks spots, stains or film. Thoroughly cleaned and dusted from the complete surface from corner to corner and including corners, edges, sides, top, bottom of the surfaces, molding, crevices, ledges and any hardware attached. Free from spots, smudges, stains, watermarks and rings. No dust streaks. Damp wiping must be dried to provide a uniform appearance.
- ❖ **Wipe Dry:** Drying with a suitable cloth, free of smudges, scuffs marks, streaks and film, buffed for a uniform polished appearance.
- ❖ **Sweeping and Damp Mopping:** All floors shall be cleaned and free of dirt from corner to corner, edges and ledges, under the desks, chairs, trash bins, mats, signs, tables and behind doors. No dirt shall be left behind or on flooring adjacent to the area being swept and/or mopped.

There shall be no trash or foreign matter under floor mats, desks, tables, chairs or receptacles. Gum, scuffs and other matter are to be removed by spot cleaning.

- ❖ **Sweeping and Scrubbing:** The floors, stairs and landing shall be properly prepared, thoroughly swept, from corner to corner, edges and ledges, under the desks, chairs, trash bins, mats, signs, tables and behind doors. Clean and free of dirt and debris, no water streaks, no mop marks, no gum, tar or other substances on the floor surface. Edges and corners must be clean and free of dirt, debris and build up, hand scrubbing may be required. Properly rinsed and dry mopped area to present an overall appearance of cleanliness. Special attention shall be given to floors in restrooms near commodes for elimination of odors and stains. Appearance shall be uniformly clean.
- ❖ **Metal Polishing:** Metal polishing may be performed by damp-wiping and drying with a suitable cloth, free of smudges, scuffs, marks streaks and film, buffed for a uniform polished appearance. However, if a uniform polished appearance is not produced, the appropriate metal polish must be used for the type of metal surface based on the manufacturer's recommendation and industry standards.
- ❖ **Sinks and Toilets:** Inside of bowls, outside, top, bottom (underside) and sides of fixtures including all hardware shall be clean and free of dirt, mold, mildew, streaks, stains or any build up of matter. Free of odor.
- ❖ **Window Washing and Glass Cleaning:** All glass shall be clean and free of dirt, grime, streaks, tape, sticky substance, cobwebs, excessive moisture, smudges and prints. Glass shall not be cloudy. Surrounding walls, woodwork and trim shall be thoroughly wiped free of drippings and other watermarks.
- ❖ **Spot Cleaning:** All walls, floors, furniture, fabric and metal partitions are to be free of marks, stains, spots, spills smudges, gum, tar and other foreign matter. Cleaned area must blend into surrounding area.
- ❖ **Floor Finish:** Floor shall be thoroughly clean and free of all dirt, debris, spills, spots, stains; old finish and old finish build up, gum tar and other foreign matter. No build up in corners or along edges and baseboards. All edges and baseboards must be clean of any dirt or finish residue. No streak, no film or powder residue on floor surface. Floor should have a uniform shine with at least 36% solids finish.
- ❖ **Cleaning Blinds:** All blinds are to be free of all dirt, debris smudges, stains and streaks. Cords and ropes are to be clean and free of all dirt, debris, smudges and stains.