

## CLEANING SPECIFICATIONS

### Head Start Centers

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Evening Staff: Monday through Friday (After 5:00 PM)

Areas Excluded from service: Electrical/Mechanical/Storage Rooms

#### **Daily for offices, classrooms break rooms, parent's rooms, entrances and stairways.**

- Empty wastebaskets, clean and sanitize when inside or outside soiled, replace liner.
- Dust furniture in offices, break room and parent room
- Spot clean glass in all entrances, classrooms, offices
- Vacuum all carpets
- Sweep and damp mop (sanitize) all floors
- Remove cobwebs from ceiling area, vents, window corners
- Remove fingerprints from doors, doorframes, light switch plates, walls
- All outside areas, except playground, cleaned of trash

#### **Daily for kitchen**

- Remove floor mat
- Sweep and damp mop (sanitize) floor
- Replace floor mat after floor dries

#### **Daily for bathrooms**

- Clean, sanitize, all fixtures including toilet bowls (inside and outside), urinals, faucets, sinks.
- Sanitize all chrome fixtures of sink and toilet
- Clean and sanitize all toilet seats
- Clean and sanitize all mirrors
- Empty all wastebaskets, clean and sanitize when inside or outside soiled and replace plastic liner
- Dust, clean and sanitize metal partitions
- Clean, sanitize and remove spots, stains, splashes from wall areas
- Remove fingerprints from doors, doorframes, light switch plates, and walls, door handle or push plates, etc.
- Refill all soap, paper towel and toilet tissue dispensers.

- Sweep, damp mop and sanitize floors
- Flush toilet bowls and urinal with bowl cleaner

Weekly

- Clean and sanitize glass in all entrance doors
- Clean sanitize all walls in bathrooms
- High dust above head height all horizontal surfaces
- Clean and sanitize all trash cans offices, classrooms, kitchen, bathrooms, parent rooms

Bi-yearly (summer/winter break)

- Move all furniture away from walls, sweep, vacuum, mop and sanitize area, dust back of furniture
- Clean all center windows inside.

*All mop water is emptied. Mop buckets are stored in the janitorial closet with NO water in the bucket. Mops wrung out and hung in the janitorial closet. All janitorial supplies and equipment returned to the janitorial closet and placed in the appropriate place. (Not next to heater or hot water heater, must be 30 inches of unobstructed space around hot water heater or furnace).*

*Clean and sanitize: Wash with soap and water followed by a bleach solution (1:10 bleach to water) left on surface for 20 minutes and then removed.*

*All cleaning equipment and mops used in the bathrooms are not to be used in the classroom, kitchen, offices, parent or break rooms. Separate mop and cleaning equipment for bathrooms.*