
DISTRICT CLEANING STANDARDS PROCEDURE FOR CLASSROOMS AND LIBRARIES (MNO-P017)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure describes the recommended custodial cleaning standards for classrooms and libraries.

**The online version of this
procedure is official;
therefore, all printed versions
are unofficial copies.**

2.0 RESPONSIBILITY:

- 2.1 All custodial staff

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Maintenance and Operations

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE:

- 5.1 Empty all trash cans and pencil sharpeners daily
- 5.2 Replaced dirty trash can liners as needed daily.
- 5.3 Clean chalk board and white board trays daily.
- 5.4 Clean sinks and counter tops with disinfectant cleaner daily.
- 5.5 Sweep vinyl or tile floors daily.
- 5.6 Vacuum carpets daily.
- 5.7 Clean door glass and spot clean doors and walls daily.
- 5.8 Clean door handles with disinfectant daily.
- 5.9 Wet mop vinyl or tile as needed, either daily or weekly.
- 5.10 Check paper towel and soap dispensers and fill daily or as needed.
- 5.11 Clean blackboards or whiteboards per teachers' wishes weekly.
- 5.12 Dust classroom areas weekly/monthly.
- 5.13 Clean table tops with disinfectant cleaner daily or as needed.
- 5.14 Lock classroom door and turn off all lights when finished with room daily.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None

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7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|----------------|------------------|--------------------|-------------------|
| None | | | | |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev:</u> | <u>Description of Revision:</u> |
|--------------|-------------|---|
| 13-Jan-04 | A | Original Release |
| 04-Nov-04 | B | Deleted flowchart |
| 21-Dec-05 | C | Replaced "Custodial Supervisor" with "Assistant Director of Maintenance and Operations" |

* * E n d o f p r o c e d u r e * *