
DISTRICT CLEANING STANDARDS PROCEDURE FOR OFFICE AREAS (MNO-P020)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure describes the recommended custodial cleaning standards for cleaning office areas.

**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 trash cans and pencil sharpeners, replace dirty trash can liners—daily.
- 5.2 Clean doors, door glass, and window glass—daily.
- 5.3 Clean exposed counter tops with disinfectant cleaner—daily.
- 5.4 Clean phone headsets with disinfectant cleaner—daily.
- 5.5 Vacuum carpet areas—daily.
- 5.6 Sweep vinyl and tile—daily.
- 5.7 Dust office area—weekly.
- 5.8 Polish counter tops with furniture polish—monthly.
- 5.9 Check and replace burned out lights—weekly.
- 5.10 Check and replace burned out exit lights—weekly.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 None

7.0 RECORD RETENTION TABLE:

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

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
22-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 * *