

# **PLANT OPERATIONS PROCEDURE MANUAL**



## **Table of Contents**

### **SECTION 1**

**BUILDING MAINTENANCE STANDARDS..... 2-1**

**Custodial Staffing..... 2-2**

**Custodial Assignments ..... 2-4**

**Custodial Materials and Supplies – Requisitioning ..... 2-5**

**Custodial Supplies – Closet ..... 2-6**

**Plant Operations Equipment Repair and Requisitioning ..... 2-7**

**Custodial/Maintenance Materials & Supplies – Reimbursement Requests ..... 2-8**

**Custodial Assignment Substitutes – “Floaters”..... 2-9**

**Fuel Checking and Ordering ..... 2-10**

**Warehousing Responsibilities/Functions ..... 2-11**

**Distribution Responsibilities/Functions ..... 2-12**

**Materials Handling ..... 2-13**

**Staff Development Training, Building Supervisors/Maintenance Employees ..... 2-15**

**Certificate of Appreciation..... 2-17**

**Custodial Training New Employees ..... 2-18**

**Job Functions ..... 2-22**

**Time Card ..... 2-24**

**Uniforms ..... 2-26**

**Fire Extinguishers ..... 2-29**

**Hazard Communication ..... 2-33**

**School Facilities Hazardous Toxic Chemical Memo..... 2-33a**

**Plant Operations Use of Chemical Memo..... 2-34**

**Hazardous/Toxic Substance Employee Right to Know Law Brochure ..... 2-35a/b**

**Bloodborne Pathogens and Bodily Fluids ..... 2-36**

**Safety in the Work Place ..... 2-41**

**Employee Training Evaluation ..... 2-46**

**Certificate of Completion ..... 2-47**

**Follow Up Training..... 2-48**

  

**CLEANING PROCEDURES ..... 3-1**

**Annual Summer Cleaning ..... 3-3**

**Auditorium Cleaning and Care ..... 3-4**

**Auditorium Care Frequency ..... 3-5**

**Classroom Cleaning and Care ..... 3-6**

**Classroom Cleaning and Care Frequency ..... 3-9**

**Cleaning Chalkboards ..... 3-10**

**Cleaning Lights and Fixtures ..... 3-11**

**Cleaning Up Broken Light Bulbs or Tubes ..... 3-12a**

**Cleaning Draperies, Blinds and Shades ..... 3-13**

**Corridors and Entrance Care ..... 3-14**

**Corridors and Entrance Care Frequency ..... 3-16**

**Custodial Supply Closets ..... 3-17**

**Organizing for Inventory Control ..... 3-18**

**Custodial Closet Inventory ..... 3-19**

**Custodial Supply Main Storage Inventory ..... 3-20**

**Drinking Fountains ..... 3-21**

**CLEANING PROCEDURES CONTINUED**

Dusting Furniture and Equipment ..... 3-22  
Elevator Cleaning..... 3-23  
Glass and Window Cleaning ..... 3-24  
Gymnasium Care (Hardwood)..... 3-25  
Gymnasium Care Frequency ..... 3-27  
Health Room Cleaning..... 3-28  
Health Room Cleaning and Service Frequency..... 3-30  
Kitchen and Cafeteria Cleaning and Maintenance..... 3-31  
Kitchen and Cafeteria Services Frequency..... 3-33  
Restroom Cleaning..... 3-34  
Restroom Cleaning and Service Frequency..... 3-36  
Shower and Locker Room Care..... 3-37  
Shower and Locker Room Care Frequency ..... 3-39  
Stairs and Stairwells..... 3-40  
Stairway Care Frequency ..... 3-42  
Telephone Cleaning..... 3-43  
Waste Removal ..... 3-44  
Trash Removal Solid Waste/Recycling ..... 3-45  
Weight Lifting/Exercise Room ..... 3-49  
Weight Lifting/Exercise Room Frequency..... 3-51

**FLOOR CARE** ..... 4-1

Floor Care Questions and Answers ..... 4-2  
Carpet Care (Extracting)..... 4-4  
Carpet Care (Shampooing) Dry Foam ..... 4-6  
Carpet Care (Vacuuming) ..... 4-8  
Damp Mopping, Spot Mopping..... 4-10  
Dry Mopping..... 4-11  
Gymnasium Floor (Synthetic) ..... 4-12  
Machine Scrubbing (Buffer) ..... 4-15  
Machine Stripping (Buffer) ..... 4-17  
Refinishing Floors – Terrazzo, etc. .... 4-19  
Refinishing Floors – Terrazzo Restoration ..... 4-21  
Refinishing Floors – Tile, etc. .... 4-22  
Preparing For Refinishing Hardware Floors ..... 4-23  
Refinishing Floors, Hardwood ..... 4-25  
Spray Buffing..... 4-27  
Wet Mopping ..... 4-29  
Wet Screening Method..... 4-32

**HEALTH AND SAFETY** ..... 5-1

Indoor Air Quality/IAQ Procedure ..... 5-2  
Administrative Procedures for Water Sampling..... 5-3

**HEALTH AND SAFETY CONTINUED**

Health Department Inspections ..... 5-4  
Responsibilities/Functions, Integrated Pest Management Phase I ..... 5-5  
Notification for the Application of Pesticides Form..... 5-8  
School Safety Committee ..... 5-9  
School Safety Committee Report Form..... 5-10  
Checklist for Use by School Safety Committee ..... 5-11  
IAQ Walkthrough Report ..... 5-14a  
Uniforms Custodial ..... 5-15  
Employee Right to Know Law ..... 5-16  
Material Safety Data Sheet Example..... 5-20  
Hazardous Waste Removal ..... 5-21  
Health Services Practices and Procedures ..... 5-22  
Managing Body Fluid Spills in the School Setting ..... 5-23  
Introduction HIV and HBV Transmission ..... 5-25  
Guidelines for Precautions with Body Fluids to Prevent the Spread of HIV, HBV, and  
Other Infectious Diseases..... 5-26  
Guidelines for Minimizing the Transmission of Communicable Diseases..... 5-31  
Safety Issues ..... 5-33  
Furniture and Carpet Concerns ..... 5-34  
Ladder Safety..... 5-35  
Exit Doors – Security Chains ..... 5-36  
Fire Marshall Inspections..... 5-37  
Fire Drill Report..... 5-38  
Fire Extinguishers ..... 5-39  
Fire Prevention and Protection ..... 5-41  
Building Security ..... 5-44  
Building Security – Trespassing..... 5-46  
Worker’s Compensation Insurance Inspections ..... 5-48  
Building Supervisor Inspection Follow Up Report ..... 5-49  
OSHA Annual Audiogram Testing..... 5-50  
Procedures for Testing Building Materials for Asbestos..... 5-51

**ENERGY CONSERVATION** ..... 6-1

Energy Conservation..... 6-2  
Energy Conservation Memo..... 6-3

**HELPFUL HINTS**..... 7-1

Helpful Hints, Cleaning Tips..... 7-2  
Standard Definitions of Terms Relating to Polishes, Finishes and Related Materials ..... 7-6  
Carpet Care, Glossary of Carpet Terms ..... 7-9  
Floor Care, Glossary of Floor Care Terms ..... 7-12  
Displaying the Flag..... 7-14  
Care of Housekeeping Equipment ..... 7-15

**TABLE OF CONTENTS..... Page 4**

**GROUNDS CARE ..... 8-1**  
**Grounds Care ..... 8-2**  
**Responsibilities/Functions of Integrated Pest Management Program,**  
**School Grounds Phase ..... 8-3**  
**Plant Operations IPM Grounds Procedure ..... 8-4**  
**Integrated Pest Management Program, School Grounds Phase II ..... 8-6**  
**Notification of Herbicide Application Form ..... 8-8**  
**Grounds Equipment Pre-Seasonal Check Sheet ..... 8-9**  
**Fall and Winter Equipment Check Sheet ..... 8-10**  
**Spring and Summer Grounds Equipment Check Sheet ..... 8-11**  
**Playground Equipment ..... 8-13**  
**Playground Inspection Checklist ..... 8-14**  
**Outdoor and Grounds Care ..... 8-19**  
**Outdoor and Grounds Care Building Supervisors/Grounds Keepers ..... 8-21**  
**Lawn Tractor ..... 8-22**  
**Push Mowers ..... 8-29**  
**Snow Throwers ..... 8-31**  
**Weedeaters ..... 8-36**

**OPERATION OF EQUIPMENT ..... 9-1**  
**Custodial Equipment New, Replacement, Repairs ..... 9-1a**  
**Custodial Maintenance Equipment ..... 9-2**  
**Automatic Scrubber, 20 Inch Electric ..... 9-3**  
**Automatic Scrubber, 28 Inch to 32 Inch Battery ..... 9-6**  
**Back Pack Vacuum Operation ..... 9-12**  
**Buffer Operation ..... 9-14**  
**Extracting Preparation ..... 9-16**  
**Extractor Attachments, Operations and Procedures ..... 9-17**  
**Hand Sprayer (Pressurized) ..... 9-18**  
**7-Gal Extractor Operation and Procedures ..... 9-20**  
**15-Gal Extractor Operation and Procedures ..... 9-24**  
**30-Gal Extractor Operation and Procedures ..... 9-28**  
**12" Upright Vacuum ..... 9-32**  
**14", 16" Upright Vacuums ..... 9-34**  
**26", 28" Upright Vacuums ..... 9-37**  
**Wet and Dry Vacuuming ..... 9-40**

**INDEX ..... 10-1**