

FACILITIES OPERATIONS DEPARTMENT

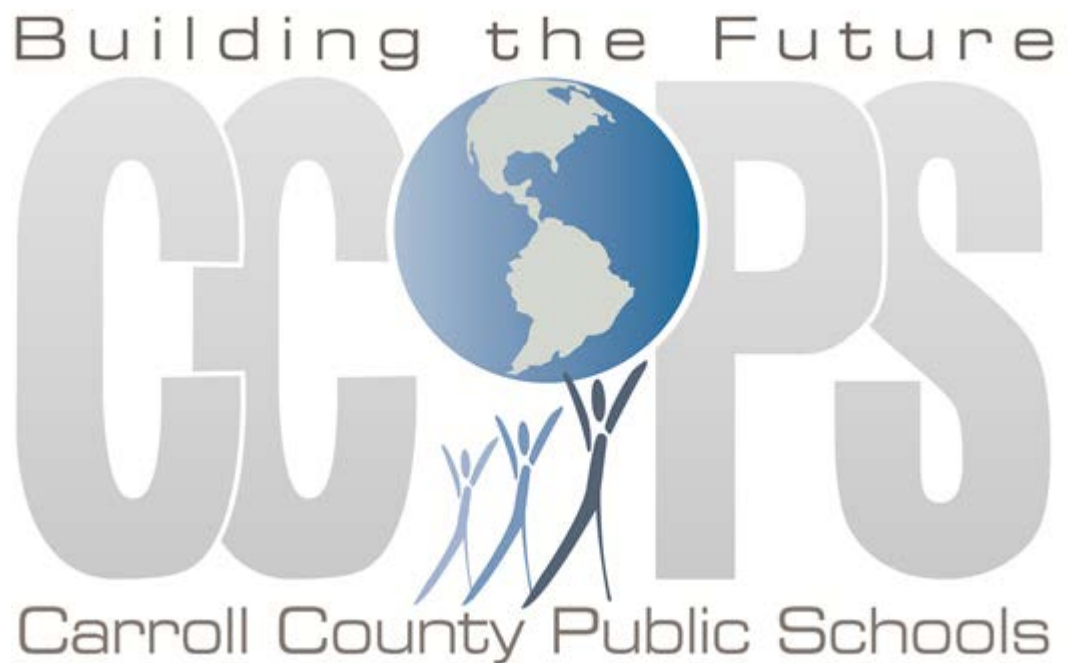
Building the Future



Carroll County Public Schools

PROCEDURES MANUAL

PLANT OPERATIONS DEPARTMENT



Introduction

CARROLL COUNTY PUBLIC SCHOOLS

Facilities Operation Department

Purpose:

The information in the manual is intended to serve as a guide to principals, administrators, and custodial employees to assist them with the management of the facilities custodial maintenance program.

The Facilities Operation department has attempted to include enough information to make this manual useful, while at the same time limiting its contents to make it readable.

This manual has been placed in a loose leaf binder so regulations, techniques, and data change can remain current by simply removing obsolete pages and replacing them with revised ones.

The Facilities Operation department's hope is that you find this manual useful as a management tool, and we welcome your suggestions for future changes.

Please direct questions and suggestions to: Facilities Operation Department, telephone # 410-751-3470.

INTRODUCTION

The Carroll County Public School properties represent large financial investments both by the state and the local community. Preservation of these properties is an aim of maintenance. Adequate school plant maintenance and custodial personnel retards deterioration, reduces fire hazards and decreases the need for extensive periodic renovation thus preserving the investment in school properties. Maintenance applies to all parts of the buildings, equipment and the grounds. Timely attention to maintenance gives school properties longer useful life.

The information and requirements contained in the Facilities Operation procedures manual are set forth as a guide to building administrators, building supervisors, and custodial employees responsible for the custodial maintenance of school buildings and outdoor grounds in the Carroll County Public School system.

Parents are required to send their children to school and they have every right to expect safe buildings, grounds, and equipment. The promotion of community pride in school buildings through a program of good maintenance is more than just pleasing the public. School officials are aware that a clean, well-kept school building not only contributes to health, happiness, and correct development of the children, but also promotes favorable patron attitude toward the school. Unattractive grounds, unsanitary and inadequate toilet facilities, improper lighting, dirty floors, marked and soiled walls, inadequate and improper storage of supplies and materials, and damaged property tends to promote vandalism by the students and disinterest and criticism by the patrons.

Prevention of school shut down and loss of time is primarily achieved through a good program of preventive maintenance. It is important to correct mild difficulties before they reach epidemic proportions. It is important that periodic inspections be made of the electrical, heating and other mechanical systems. Without proper oiling of motors and fan bearings in the heating plants and ventilating systems, would lead to complete breakdowns.

The standards set forth in this manual are considered as the acceptable standards and apply to all buildings operated by Carroll County Public schools. The intent is to establish a common set of standards used as guidelines for scheduling tasks to be performed and for evaluating the quality and quantity of the performance of these tasks. These standards are the basis from which training and inspection procedures evolve.

Custodial maintenance duties should not be restricted to those outlined in the section on standards. The scope of building service support to the various educational programs and community activities offered in this system exceeds what is covered here. Surpassing the standards is encouraged. Failure or difficulty in meeting the standards is considered grounds for a review to correct deficiencies or to evaluate problem areas.

The responsibilities for training of building custodial services personnel for the various categories are outlined. Training of building supervisors on various subjects covered in the training programs are left to the discretion of those responsible for the programs. Training programs will be flexible, when necessary, to meet the changing requirements in educational programs and community use of schools as well as the introduction of new cleaning techniques, supplies, and equipment.

The inspections, records, and reporting procedures outlined are designed to assist management at all levels in evaluating the custodial maintenance standards. Through frequent and varied inspections, potential problem areas can be detected and resolved early so that better support is provided to the schools.

CARROLL COUNTY PUBLIC SCHOOLS

Facilities Operation Department

Mission Statement:

The goal of this department is to provide all Carroll County Public Schools with a safe, sanitized, and orderly environment for all students, staff, and visitors.

The department accomplishes this by managing major functions and activities throughout the school system.

Major Functions and Activities:

- Prepare and manage the budget for custodial staff, materials, equipment, utilities, integrated pest management, hazardous waste disposal, warehousing, distribution, and indoor air quality testing.
- Train custodial staff in basic housekeeping skills including technical and mechanical classes.
- Prepare specifications and testing of custodial cleaning products and equipment.
- Perform school facility inspections to maintain and/or improve conditions for health and safety of student and staff.
- Monitoring utilities and energy use and ensure conservation methods are followed.
- Monitoring recycling program for the schools.
- Monitoring contractual obligations for refuse removal for the schools.

PLANT OPERATIONS PROCEDURE MANUAL



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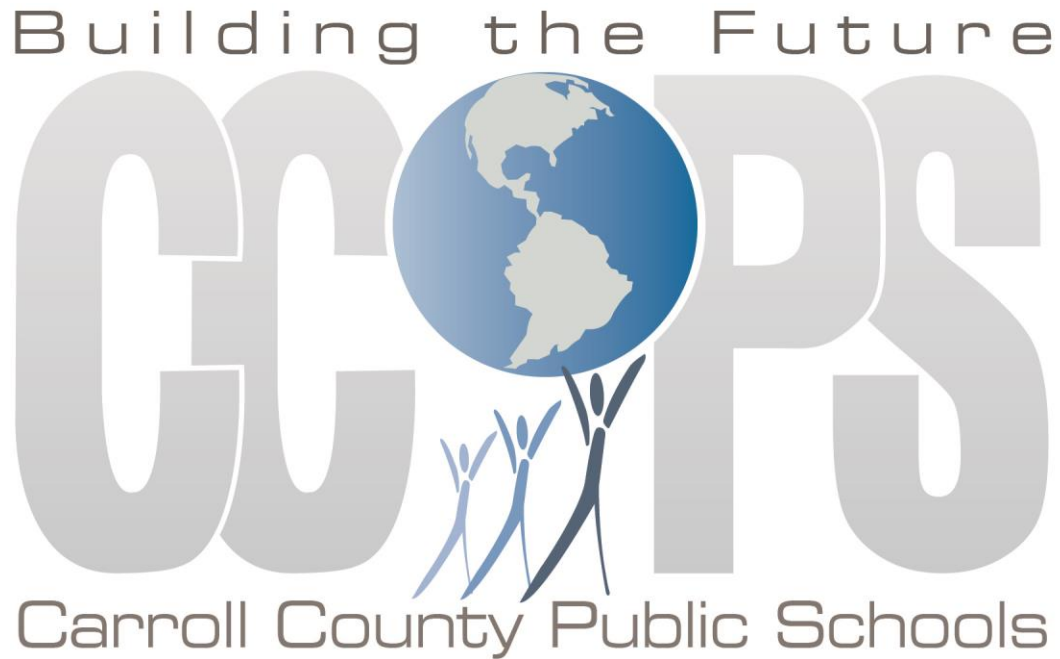
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Building Maintenance

SECTION 2

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CUSTODIAL STAFFING

Building Supervisor

It is desirable for each school building in Carroll County to employ a custodial building supervisor. The supervisor is responsible to the school administrator and Facilities Operations Supervisor. The custodial building supervisor will have the responsibility of coordinating and supervising the custodial personnel located at his/her building. The custodial building supervisor must have the ability to plan and organize the work involved in the custodial care of a school building. Examples of duties are: Supervise and direct the custodial program for his/her school, recommend assignments of personnel; assist principals in solving special problems concerning care and cleaning of their school; make inspections of the school building periodically and make report of their cleanliness, sanitation, safety, and maintenance repairs; prepare verbal and written reports; and check and follow up investigation of break-ins, vandalism, and thefts.

Custodial Personnel

The building custodial personnel are used largely after the school building has been vacated. It is impossible to properly clean a school building while it is occupied. An adequate number of hours are needed to clean and maintain the building after it is vacated. The custodial personnel will work directly under the supervision of the school principal and custodial building supervisor. Examples of duties are: Empty trash; clean and disinfect bathrooms; remove spots from carpets; shampoo carpets; vacuum; sweep; dust and perform related work as required.

Custodial Qualities

A great need exists for custodial services in the school system. The custodian is responsible, in part, for the safety of the pupils and staff. A good custodian will not allow fire hazards on the premises, or in the buildings. Accident producing conditions will be sought out and removed. They will perform adequate sanitation for the protection of the children. The custodian is responsible for the operation and care of equipment, machinery, and expensive heating and air conditioning systems. He/she is responsible for the proper use of supplies, materials, and the prevention of waste. The custodian maintains proper employee relationships with the administrators, teachers, pupils, and the community and with fellow employees. The quality of custodial service will depend to a great extent upon the ability, the interest and the dependability of the employee.

1. Appearance

The custodian should always be neat in appearance and wear clean clothes. Uniforms are furnished and are required to be worn by employees while on duty.

2. Character and Habits

The custodian should be the type of person whom parents would not object to having their children associate with or admire. The custodian should be firm, but fair, truthful and tactful.

3. Dependability

A custodian's job is one that is essential every day. The custodian must be depended upon to check his/her building before opening time to be certain that it is ready for the arrival of teachers and children. Afternoon custodial personnel are depended upon to maintain, clean, sanitize and remove waste on a daily basis.

4. Pride

The custodian should have self-respect and confidence in himself/herself, and pride in their work. The custodian must realize that they are an important part of the school program.

5. Variety of Abilities

A good custodian will be able to perform efficiently many different skills. Cleaning, sanitizing, lifting, climbing, painting, plumbing, electrical repairs, carpentry and mechanical are some of the specialties that are performed by the custodial staff.

CUSTODIAL ASSIGNMENTS

Custodial assignments are made on the size of the school, educational programs, and relocatable classrooms.

The filling of custodial vacancies shall be completed by the school administrator and the Supervisor of Facilities Maintenance and Operations recommending from the list of qualified applicants several individuals to be interviewed by the building principal or designee, the Supervisor of Facilities Maintenance and Operations, and the building supervisor. The principal shall, after interviewing the prospective candidates, recommend the most qualified applicant to the Director of Human Resources for approval. The Supervisor of Facilities Maintenance and Operations shall assist and advise as necessary.

Building Supervisor vacancies shall be filled in a similar fashion with the Supervisor of Facilities Maintenance and Operations, and the principal interviewing the qualified applicants and jointly making a recommendation to the Director of Human Resources.

Within the school custodial area, assignments are the responsibility of the building supervisor with approval of the principal. The Supervisor of Facilities Maintenance and Operations will assist as necessary in organizing area assignments within the building. Individual custodial duties are assigned by building supervisors.

Shifts shall be determined by the principal in coordination with the Supervisor of Facilities Maintenance and Operations.

CUSTODIAL MATERIALS AND SUPPLIES – REQUISITIONING

Building supervisors are required to maintain an adequate inventory of custodial supplies and materials. Caution should be taken not to overstock, but rather to have on hand cleaning materials, paper products, light bulbs, etc. necessary to provide daily cleaning and operation of the facility.

Each building supervisor shall have a Custodial Equipment, Supplies and Repair Parts Catalog to use when ordering supplies. The catalog is updated periodically adding new items and deleting obsolete items. Directions for ordering supplies and repair parts are found in this catalog.

Materials shall be requisitioned on-line (Custodial Request Form) by using the My School Building main menu. Requests are due in the office of Facilities Operations according to the following schedule:

ROUTE 1 - 1st Friday	Charles Carroll, Ebb Valley, Hampstead, Manchester, Manchester Valley, North Carroll High, North Carroll Middle, Sandymount, Shiloh, Spring Garden
ROUTE 2 - 2nd Friday	Carrolltowne, Century, Eldersburg, Freedom, Liberty, Linton Springs, Mechanicsville, Oklahoma Road, Piney Ridge, South Carroll, Sykesville, Winfield
ROUTE 3 - 3rd Friday	Elmer Wolfe, Francis Scott Key High, Mt. Airy Elementary, Mt. Airy Middle, New Windsor, Northwest, Parr's Ridge, Runnymede, Taneytown, Westminster Elementary
ROUTE 4 - 4th Friday	Career and Technology Center, Carroll Springs, Central, Cranberry Station, East Middle, Friendship, Gateway, Maintenance, Robert Moton, Westminster High, West Middle, William Winchester, Winters Mill

Supplies will be delivered during the next work week.

Materials and supply deliveries will resume after receiving any unavailable items.

Emergency orders will be handled by the Facilities Operations Office after a custodial request form has been submitted.

CUSTODIAL SUPPLY CLOSETS

The custodial supply closets are a very important factor for the maintenance of any facility. In most cases (but not all) there will be a supply closet for each area for accessibility. All supply closets must be kept clean and orderly. This will not only save you time but will also help prevent accidents. All items located in the closet are to be labeled; i.e., jugs, boxes, cans, jars, sprayers, etc. The labels should explain the contents of the container, the company that manufactured the product, how the product is to be used, what the chemical make up is in the product, and what precautions are to be taken when using the product. Labels will most certainly help prevent accidents.

Many custodial supplies are considered hazardous chemicals and must be handled and stored with care. Improper storage can create hazards hampering entry and/or exit from areas within the building and could even hamper firemen in a fire emergency.

Storage of any combustible material in a stairwell is not allowed.

Any chemical in an aerosol spray container marked “FLAMMABLE” or “COMBUSTIBLE” can be used in each school facility, but will be limited as follows:

1. 1 aerosol container on custodial work cart for elementary and middle schools
2. 1 aerosol container for six custodial work carts for high schools
3. 1 aerosol container in custodial storage room for a spare for elementary, middle, and high schools
4. All other flammable and combustible containers must be stored in a locked flammable cabinet or flammable storage facility. Examples of a few flammable and combustible items are as follows: gum remover, carpet stain remover, air deodorizers, and any other containers marked as flammable or combustible.

Do not use any other chemicals or cleaners that are not supplied to you or recommended by Facilities Operations.

Good materials handling practice dictates that supplies be used in the order of receipt. Stock should be rotated so that product shelf life is not exceeded. Paper supplies should be stored off the floor to prevent possible water damage from minor leaks.

Chemicals mixed in small quantities for daily use should be kept in clearly labeled containers in accordance with the Employee Right –to-Know Law.

All custodial closets and storage rooms should be locked at all times.

FACILITIES OPERATIONS EQUIPMENT REPAIR AND REQUISITIONING

Proper care and operation of each piece of equipment is the responsibility of each and every person entrusted with its operation. Any broken, damaged, or unsafe piece of equipment should be reported at once to the building supervisor.

Each building supervisor should routinely examine each piece of equipment for obvious needed repairs or for safety violations. When possible, minor repairs should be made on the premises by the building supervisor or his/her designee. More complex problems should be reported immediately to the Office of Facilities Operations for repairs to be made. A work order will be generated and the equipment will be repaired on the premises by the repair technician or taken to the Facilities Operations workshop and repaired.

Schools having large malfunctioning equipment such as large automatic floor scrubbing machines, large extractor machines, riding lawn tractors, snow blowers, etc. shall contact the Facilities Operations Office immediately for assistance. The Facilities Operations Office will pick up, repair if possible, or contact outside contractors and arrange for the pickup, repair, and return of equipment.

When available, a loaner piece of equipment housed at the Facilities Operations Office will be supplied to the school until the malfunctioning equipment is repaired and returned to the school.

Equipment determined by the Supervisor of Facilities Maintenance and Operations to be in poor condition and unable to be repaired will be budgeted in the Facilities Operations budget specifically for that cost center. The principal/building supervisor will be notified when equipment is not repairable and should be replaced.

Personal use of custodial equipment is prohibited.

CUSTODIAL/MAINTENANCE MATERIALS & SUPPLIES – REIMBURSEMENT REQUESTS

Occasionally it is appropriate for special items to be purchased by means other than regular requisitioning procedure. Such is the case for the purchase of small items not readily available, however, it is critical that these purchases be kept to a minimum since funds for materials and supplies are limited and special prices for supplies are acquired through the bid process.

All purchases charged, or where reimbursement will be requested from Budget Category 6 or 7, must be thoroughly discussed with the appropriate supervisor prior to purchase at the local school level.

Principals are reminded that this type of purchasing is not the normal routine and should only be considered when items cannot be purchased through regular means or where emergency supplies are required.

Generally, items purchased at local businesses can be charged to the Board. In extreme cases, items can be purchased and the employee reimbursed through local school accounting. Copies of charge bills should be forwarded to the appropriate supervisor for coding.

CUSTODIAL ASSIGNMENT SUBSTITUTES – “Floaters” Procedures for Absentees

Building supervisors should contact Facilities Operations either by phone or e-mail as soon as possible when custodial personnel are absent to request a floater. E-mail at least 2 people in Facilities Operations with the following information – who is absent and what time you need the floater to start. When the building supervisor is absent and one of the custodial staff is filling in for that position, they have to supply Facilities Operations with the same information. Assignments are made daily based on need. Schools having little ability to cover areas of the absentee custodian will be given priority for floater assignments. Generally, floaters are assigned by 10:00 a.m. daily.

When a floater request is filled, they are to replace the missing custodian and assume their responsibilities. Do not switch areas. The floater custodian has to know what area has to be cleaned. Someone should show them the area and a color coded layout of the area must be posted on the back side of the custodial closet door along with the routine each custodian does in their area. This way the floater will continue the same procedures.

When a floater cannot be provided to a school, the following procedures are to be followed to make sure that the majority of germs and bacteria are removed from the school that night. The custodial staff that is on duty will complete their assigned areas first. Then all custodial staff will share the responsibility to clean the missing person's area starting with the removal of all trash and cleaning the restrooms. Whatever time is left of the eight hour shift, the floors are to be cleaned starting with the hallways.

If for some reason a custodian is alone in the building, the following procedures are to be followed:

- ◆ Secure the building – make sure the doors and windows are locked
- ◆ Remove all trash
- ◆ Clean the restrooms
- ◆ If there is remaining time, dust mop the hallways

Long-term temporary substitutes are needed when custodians are expected to be absent for a prolonged period of time due to workers compensation injury, surgery, etc. and may be contracted on a temporary basis through the Supervisor of Facilities Maintenance and Operations. A limited number of individuals interested in performing long-term temporary custodial substituting restrict ability to provide individuals in every case. Principals and building supervisors can assist by recommending individuals who are interested in performing this service. A criminal background investigation is required prior to temporary employment for this purpose.

FUEL CHECKING AND ORDERING

The building supervisor is responsible for checking the fuel oil level each Monday morning. A measuring stick is used to determine the level of heating fuel in the tank. Measurements should be called in each Monday morning to the Assistant Supervisor of Facilities Maintenance and Operations.

The supervisor, deputy supervisor, or assistant supervisor is responsible for calculating the amount of fuel in the tank and ordering fuel as needed.

RESPONSIBILITIES/FUNCTIONS

Warehouse

This department will operate, maintain, and manage the warehouse facility used to store excess furniture, new and used equipment, and custodial materials used throughout the school system. The warehouse contents will be tracked by a computerized inventory system through the operations/purchasing departments. Requested pick up and delivery of items to and from the schools are performed through the facility. Shredding of classified materials are handled and destroyed through the warehouse facility as well.

DISTRIBUTION

Responsibilities/Functions

This department is responsible for managing the pick up and delivery of food products that are prepared for school lunches. The food products include frozen foods and dry food products. The distribution program also involves the handling, distributing, and storing of school furniture and equipment, delivery of custodial cleaning supplies and equipment, testing materials, and interschool mail as well as US mail picked up from the local post office.

MATERIALS HANDLING

The material handlers are responsible for transporting items within the school system on a regularly scheduled basis. These items consist primarily of food commodities, equipment, furniture, US mail, pony mail, live materials, AV equipment for repair and return, paint for the athletic departments, and paper supplies to Central Office.

All materials to move within the school system are scheduled after a materials handling requisition is received in the office of Facilities Operations. Food is picked up and delivered on a regularly scheduled basis coordinated by Food Services. Live materials are coordinated through the office of Facilities Operations and the office of Elementary Education. AV equipment that needs picked up for repair and return is coordinated through the Facilities Maintenance Department and the office of Facilities Operations. This equipment is scheduled for pick up with the pony mail if space is available on the truck.

A copy of the materials handling requisition is found on the next page.

MATERIALS HANDLING REQUISITION - FACILITIES OPERATIONS DEPARTMENT

Date: _____ Department / School: _____ Name: _____

Ship **From** location: _____

Exact location in school (room #, office, gym, stage, etc.): _____

Ship **To** location: _____ Requested Delivery Date: _____

(Please circle 1) **CONDITION: SURPLUS, OBSOLETE OR BROKEN**

Quantity	Description of Item	Condition	Make/Model #	Serial #	Asset ID or Block #

Principal/Supervisor
Signature & Date
White-Facilities Operations Copy

Supervisor of Facilities Maintenance and Operations
Yellow – Ship TO Location

Drivers Signature
Pink-Ship FROM Location

STAFF DEVELOPMENT TRAINING BUILDING SUPERVISORS/MAINTENANCE EMPLOYEES

The Facilities Operations and Facilities Maintenance Department have established a training program for all custodial supervisors and maintenance employees. This program is designed to provide well-trained highly motivated employees and the ongoing process designed to improve our employee training skills and education. It is important that our employees are prepared for their present job responsibilities and performs their full potential as productive employees.

The program objective is to achieve high standards of job performance through basic job skill training and motivational programs to provide highly trained professional supervisory personnel with operational and mechanical skills. We must strive to build a team of custodial and maintenance employees that effectively serves the Carroll County Public School system through positive attitudes and skills which are necessary for their success.

The Facilities Operations Department goal is to improve the working relationship between the administrators and the custodial/maintenance employees and to build a team of employees that will continue to maintain our facilities for the safety and well being of our staff, students, and the community.

Overview of Training Topics

1. Supervisor Development

This program is designed for our building supervisors and those employees wishing to advance to a supervisor position with the school system. Topics would include leadership development, planning, and delegation of duties, giving directions, decision-making, common sense approach, communication skills, improving employee performance, and written materials.

2. Human Resources

This program is designed to assist building supervisors and maintenance employees while working with administrators, staff members, the community, and students. Topics include sexual harassment, interviewing, documentation, dealing with employees, communication skills, contractual agreements, interpersonal relationships, and dealing with diversity in the work place.

3. Computer Training

This program is designed to help building supervisors understand the basic principals of our computer systems that are currently used by the school system. Topics would include Microsoft Office, GroupWise, network drives, computer maintenance, Act 1000, e-mail, charts, spreadsheets, and energy management systems.

4. Technical and Mechanical Systems

This program is designed to insure that building supervisors and maintenance technicians have the ability to operate and maintain the equipment at the facilities in order to insure the longevity of the equipment and to reduce safety concerns. Topics will include HVAC systems and their functions, preventative maintenance, boiler training, water treatment, air handling equipment, feed water systems, safety controls, heat and air cycles, cooling towers, record keeping, steam traps, circulator pumps, roof systems, and minor maintenance procedures in and around the facility.

5. Health and Safety

This program is designed to insure our employees are equipped with and know how to properly use their personal protective equipment and to reduce workplace injuries. Included in this program is a related health concern that may be found in and around the facilities. Topics will include safety equipment, lock-out tag-out, electrical, power tools, IPM programs, viruses, bodily fluids, ladder safety, proper lifting procedures, fire codes, slip and falls, hazardous waste, chemical spills, fuel storage tanks, and safe drinking water act.

6. Conservation Issues

This program is designed to cover the importance of the many conservation needs that are major concerns throughout our educational system and Maryland. This topic would include energy conservation, recycling program, water conservation, materials and supplies, and other environmental regulations.

Facilities Operations

Certificate of Appreciation

This certificate is awarded to _____ in recognition for receiving
valuable staff development training

on _____ at Facilities Operations for:

Computer Techniques
Asbestos 2- Hour Awareness Training
Integrated Pest Management
Facilities Operations Procedures

Doug Gross
Supervisor of Facilities Maintenance and Operations

John Timcheck
Coordinator of Environmental Safety

Date

New Employees

The number one question in custodial training is: Is it worth the time and money? The answer is most certainly yes. Without proper training the worker will try to learn from other ways: from watching others work (who in some cases have not been properly trained); by experimentation; such as pouring mass amounts of scouring powder into the laboratories, improper use of chemicals and equipment, and destroying of flooring surfaces.

With proper training, the employee will know how to handle emergency situations and how improper lifting causes lost time by accidents. Chemicals will not be wasted using the plug and gurge system of measurement. Not only are training seminars valuable to the employee's assigned duties, but they are also a morale-builder. Training programs should be approached positively, and for a professional image, uniforms should be worn while on duty.

The Facilities Operations Department will perform a two-day training/orientation program for all newly hired custodial employees prior to reporting to their school location.

The new employee will report to the Facilities Operations department on the first and second day of employment for training purposes, the new employee will receive training on all aspects of the job requirements/functions.

New employees will receive a training packet to keep for future reference. The employee will be required to sign an employee training evaluation form. One copy will be sent to the administrator at the employee's place of employment and one copy to the Human Resources department. The employee will also receive a certificate of completion.

Follow up training at the school site is another important process for the employee. Building supervisors should work with their custodial staff to assure they have had substantial training in proper cleaning procedures, proper equipment operation, and the proper use of chemicals. This is crucial for all new employees. Assistance from the Facilities Operations personnel is available for this process if desired.

During the first ninety (90) duty days of employment, employees shall be considered probationary employees. The employee's probationary period shall be extended by forty-five (45) duty days if an employee is absent due to illness or other cause, or for other reason as determined by the appropriate supervisor. New employees shall be added to the seniority list after the completion of their probationary period.

New Employee Training Orientation

On The Job Training Day One

Job Functions Covering All Required Duties Performed by a Custodian

Job Functions

1. Work alone or as part of a crew to maintain a specified area
2. Typical types of custodial duties performed
3. What specific area assignments include
4. Performing seasonal task
5. Notes and building grounds discrepancies inside and out

Time Cards

1. General information and how to fill out paper work
2. How to fill in the time worked
3. Record any time changes on the backside of the card
4. Community use

Uniforms / Tee shirts

1. Identification
2. Appearance
3. Ordering and quantity
4. Problems with the uniform order

Training Evaluation

1. Discussion

Fire Extinguishers

1. Show training tape
2. Discuss tape
3. Discuss different types of extinguishers and how they operate
4. Hands on discharging of two types bottles
5. Discuss fire blankets

Lock Out/Tag Out

1. Show and demonstrate different locking devices
2. Show training tape
3. Discuss tape

Rights to Know Law

1. Discuss employee rights and responsibilities
2. Show training tape
3. Discuss chemical information list
4. Discuss Facilities Operations Material Safety Data Sheet Book
5. Discuss labels and distribute handouts

Bloodborne Pathogens

1. Show training tape
2. Discuss bloodborne diseases HBV, HIV, AIDS
3. Discuss universal precautions treating bodily fluids
4. Discuss personal protective equipment
5. Discuss HBV vaccination

Child Abuse/Neglect

1. Discuss employee responsibilities

Safety Issues

1. Discuss ergonomics
2. Discuss dressing safely
3. Discuss neat and organized work areas
4. Discuss machine safety
4. Show training tape (loss prevention)

Two Hour Asbestos Awareness Training

1. Review training film
2. Discuss asbestos in the schools

Ladder and Lamp Replacement

1. Discuss ladders and high lifts
2. Hands on climbing a ladder and replace a lamp

Custodial Manual

1. Discuss all ten sections of the manual
2. See more detailed discussion on the cleaning section

On the Job Training Day Two
The Proper Use of Custodial Equipment

Brooms/Dust Mops

1. Hands on training with different types and sizes
2. How to treat and clean mops

The Use of Chemicals

1. Hands on training with command centers
2. Discuss chemical instructions

The Use of Buckets/Wringers

1. Hands on training

The Use of Wet Mops

1. Hands on training about the proper way to mop a floor
2. How to clean a wet mop
3. How to store a wet mop

The Use of an Automatic Scrubber

1. Hands on operation of a scrubber
2. Discuss different types and uses
3. Batteries and recharging
4. Safety and cleaning

The Use of a Floor Buffer

1. Hands on operation of a buffer
2. Discuss different types and uses
3. Discuss different types of pads
4. Safety and cleaning

The Use of Vacuum Cleaners

1. Hands on operation of back pack vacuums and upright vacuums
2. What all the vacuums have in common and how to maintain vacuums
3. Safety and cleaning

Carpet Care “Stains”

1. How to remove chewing gum
2. Different types of stains and how to remove
3. Pre-treating carpet

The Use of Carpet Extractors

1. Hands on operation of an extractor
2. Discuss different types and uses
3. Discuss different types and models
4. Safety and cleaning

Restroom Cleaning

1. Discuss what to expect when entering a restroom
2. Hands on the proper way to clean a restroom
3. Show training tape

JOB FUNCTIONS



Position: Custodian – Category I

Function: Provides custodial care in a building and on the surrounding grounds as assigned by appropriate supervisor.

Qualifications: At the time of application each candidate must demonstrate the following:

1. Demonstrate a willingness to work and do any type of custodial assignment deemed necessary.
2. Shall have at least a 9th grade education and read instructions in handling custodial supplies routinely used in custodial work.
3. Lift heavy objects such as student desks, student chairs, and boxes weighing approximately 50 lbs.
4. Assist with lifting and moving heavy objects over 50 lbs., such as teacher desks, file cabinets, and other furniture and equipment.
5. Previous custodial experience is desired.

Essential Job Functions: An individual must possess the ability to perform these essential job functions with or without reasonable accommodation. The following are typical duties performed:

1. Work alone or as a member of a crew to maintain a specified area, orderly and clean, following general instructions regarding the tasks performed. The following are typical types of custodial duties performed: vacuums, cleans, spot cleans and shampoos rugs and carpets, sweeps, mops, strips, scrubs, waxes and polishes floors using heavy industrial powered equipment, if required, washes walls using powered wall washing machines, adjusts, oils, changes pads, brushes, rollers and other attachments on cleaning machines, washes and replaces venetian blinds, ceiling fixtures and room partitions using ladders, cleans, disinfects, and deodorizes lavatories, urinals and toilet bowls, cleans mirrors and water fountains, dusts furniture, ledges and woodwork, replaces deodorizers, toilet tissue, hand towels and soap, replaces burned out lamps, removes stains from a variety of surfaces such as rugs, drapes, walls, floors and fixtures using chemicals and cleaning solutions.
2. The specified area may include any or all of the following: classrooms, connecting corridors, halls, closets, storerooms, offices, toilets, health rooms, furnace rooms, locker rooms, gyms, cafeterias and kitchens, moves furniture, file cabinets, desks, chairs, boxes, crates, equipment or other obstacles in order to clean up the area.
3. Washes and cleans windows inside and outside of building using window washers, stepladders, extension ladders, brushes, buckets, squeegees, and chamois, cleaning cloths, and cleaning solutions.
4. Performs seasonal tasks such as the following: Applies ice control material to building entrances, shovels snow from steps and walks in the immediate vicinity of assigned building, picks up litter from immediate area outside building, mows and waters lawn as specified. Removes scrap and trash cans in all areas inside and outside the building and deposits in a central pick-up container.
5. Notes condition of facilities and reports to supervisor such discrepancies as broken windows, water leaks and such other conditions.

TIME CARD

The time card is designed for use by all persons who must complete a time card to conform to regulations of wage and hour laws.

The time card is designed to cover one two-week or biweekly pay period. It is used for all other persons working on an hourly, daily, or miscellaneous pay period, such as hourly custodians, cafeteria substitutes, lunch room assistants, substitute bus drivers, assistants, and workshop teachers, etc.

The time card form is used to enter pay period data information. Therefore, all data must be accurate and clearly written. Color-coded time cards make identification easier for all concerned.

Time card supplies will be handled through the Payroll Office for all personnel.

General Information:

1. Under the Regular Hours fill in the number of hours contracted per day. Under the Straight Time Overtime hour's column, fill in any hours worked in a week that is over the contracted hours and needed to make a 40-hour week. Any hours worked more than 40 hours per week should be recorded in the Time and One Half Column.
2. For record keeping purposes, excused absences may be taken in hour increments, half-day increments, and whole day increments. If an employee is part time and works part time hours each day, excused absences may be taken in hour increments and whole day increments, i.e., an employee who is contracted to work 4.0 hours per day, an absence is coded as a full day.
3. Un-excused absences count as time lost.
4. No overtime is paid unless the full time schedule is worked, or the employee has an approved absence for each day absent in a week. Time for one work week is counted Monday through Sunday.
5. Whenever overtime is worked to provide custodial/coverage for use of facilities by an outside organization and the overtime is charged to community use, a separate time card must be filled out for that time.

How to Complete Facility Use Over-Time Cards.

1. Fill in the hours worked for a specific day.
2. Next to the total hours worked write in the name of the group/organization using the facility (Example – New Creations Church)
3. Turn the time card over and write down the date, time of facility use, total hours worked and the name of the group/organization using the facility. There are many times that more than one group/organization is using the facility. Please remember to write down the name of ALL groups using the facility.
Example: Back of time card should look like this:
New Creations Church
7:00 a.m. to 4:00 p.m.
8 hours

A time card is attached showing an example of an eight (8) hour day and examples of overtime and record absences.

Attachments

BD. OF EDUCATION, CARROLL COUNTY

CUSTODIAN

School 1103 Pay Period 5/29/01 thru 6/11/01Employee I.D. No. 123321Name Summer Rose E.
Last First InitialBudget Acct No. 1-1-06-02-00-00-000-11031-01

Date	Regular			Straight OverTime			1 1/2 OverTime		
	In	Out	Hrs	In	Out	Hrs	In	Out	Hrs
5/29 MON	Holiday		8						
5/30 TUE	2:00	6:00	8						
5/31 WED	2:00	10:30	8				10:30	12:30	2
6/1 THU	2:00	8:30	6	2 hrs. vacation					
6/2 FRI	Sick		8						
6/3 SAT									
6/4 SUN									
Week 1	Sub Total		40	Sub Total			Sub Total		2
6/5 MON	2:00	10:30	8						
6/6 TUE	2:00	9:30	7	1 hr. comp					
6/7 WED	6:00	2:30	8						
6/8 THU	2:00	6:00	8						
6/9 FRI	11:00	7:30	8						
6/10 SAT							6:00	12:00	6
6/11 SUN									
Week 2	Sub Total		40	Sub Total			Sub Total		6
TOTAL			80						8

Signed Rose E. Summer Date 6/9/01

Approved _____ Date _____

Reg _____ Straight Overtime _____ Rate _____

FICA 2 1 1/2 OverTime _____ Gross _____**Back Side of Card**

5/30—Went out for lunch

5/31—Cleaned up after school dance

6/7—Filled in for building supervisor

6/8—Went out for lunch

6/9—Called in early

6/10—Saturday School

The time card is designed for use by all persons who must complete a time card to conform to regulations of wage and hour laws. Time cards are designed to cover one two-week or biweekly pay period. It is also used for all persons working on an hourly, daily, or miscellaneous pay period, such as hourly custodians, cafeteria substitutes, lunch room assistants, substitute bus drivers, assistants, etc.

The time card shown is an example of an eight (8) hour per day employee showing examples of overtime and absences.

UNIFORMS

Uniforms identify the wearer as an official representative of the school system. All custodial employees successfully completing the probationary period (usually 90 duty days) are provided seven pairs of pants, seven shirts, one jacket and liner, one hooded sweatshirt, 1 pair of regular coveralls, seven t-shirts, and seven pairs of shorts. Uniforms will be replaced as needed. Employees needing new or replacement uniforms should make a request to the building supervisor who will supply a uniform order form (see attached). The form should be completed and given back to the building supervisor for ordering. A neat, clean, appearance is essential. Each custodial employee will wear a uniform every day while on duty. It is imperative that all custodians report to work with a clean uniform and present a clean, neat appearance throughout the day. All uniforms being replaced must be turned into Facilities Operations in order to receive new uniforms. * For additional information please see Health and Safety Section 5-15.



Carroll County Public Schools Custodial Department

Welcome to Unitec's Uniform Apparel Program

What should I do to obtain my uniforms?

- Make an appointment with Unitec to be sized.
- Give your supervisor your form from Unitec with the measurements.
- The supervisor will order the uniforms.

Where will I receive my uniforms?

- At the Facilities Operations office.

What should I do when I receive my new uniforms?

- Return a comparable amount of uniforms in exchange for the uniforms you are picking up.
- Check your order.
- Try on all items before leaving the Facilities Operations office.
- Return any items that do not fit or need adjustment to the Facilities Operations office.

What dates are employees allowed to wear shorts?

- Employees are allowed to wear shorts year round.

What about returns and exchanges?

If you are not satisfied, return the uniforms immediately. The Facilities Operations office will return the uniforms for credit within 15 days. When you leave employment with Carroll County Public schools, turn in your uniforms on the last day of your employment or shortly thereafter.

U N I T E C

Apparel Solutions. Energized!

289 East Green Street
Westminster, MD. 21157
410-876-6227
Fax: 410-876-7544
www.unitec-corp.com

Carroll County Public School New Custodian

Employee Name: _____

Date: _____

School Name: _____

Uniform Issuance	Description	Sizes	Catalog Number	Size	Quantity
Work Shirts and Smock	Work Shirt: Men's, Short Sleeve, Light Tan	S-6X(REG) & M-5X(LN)	CPS6-1911-10		
(Choice of 7)	Work Shirt: Men's, Long Sleeve, Light Tan	S-5X(REG), S-5X(LN) & L-2X(XLN)	CPS6-1901-10		
	Work Shirt: Women's, Short Sleeve, Light Tan	S-3X			
	Work Shirt: Women's, Long Sleeve, Light Tan	S-2X			
	Smock: Women's, Short Sleeve, Tan	S-3X			
T-Shirts	T-Shirt: Short Sleeve, Blue	S-4X	CPS5-7811-578		
(Choice of 7)	T-Shirt: Short Sleeve, Blue	5X-6X	CPS5-7811-578X		
Trousers	Trousers: Men's, Jean Cut, Navy	28-50 & Inseam	CPS5-2801-3		
(Choice of 7)	Trousers: Men's, Easy Fit, Navy	28-52 & Inseam	CPS5-2803-3		
(Limit 2)	Trousers: Men's Cargo Style, Navy	30-44 & Inseam	CPS5-2851-3		
	Slacks: Women's, Half Elastic, Navy	4-32 & Inseam			
	Slacks: Women's, Easy Fit, Navy	4-24 & Inseam			
(Limit 2)	Slacks: Women's Cargo Style, Navy	4-20 & Inseam	CPS5-2852-3		
Shorts	Shorts: Men's, Side Elastic, Navy	29/30-45/46	CPS5-2811-3		
(Choice of 7)	Shorts: Men's, Pleated Front, Navy	29/30-43/44	CPS5-2815-3		
(Limit 2)	Shorts: Men's Cargo Style, Navy	30-50 No Specials	CPS5-2827-3		
	Shorts: Women's, Pleated Front, Navy	22-Apr			
Jacket	Jacket: Men's, Permanent Lining, Navy	S-5X(REG) & M-4X(LN)	CPS6-6755-3		
(1 each)	Jacket: Men's, Ike Style, Zip-in/Zip-out Lining, Navy	S-3X	CPS6-6701-3		
Liner	Liner: Men's, Quilted, For Ike Jacket, Black	S-3X	CPS6-7105-2		
(1 each)					
Sweatshirt	Sweatshirt: Zippered with Hood	XS-4X	CPS5-6767-3		
(1 each)					
Coverall	Coverall: Men's Unlined, Navy	34-62 (Reg) 38-58 (Long)	CPS-3401-3		
(1 each)					

UNITEC
Apparel Solutions. Energized!
 289 East Green Street
 Westminster, MD. 21157
 410-876-6227
 Fax: 410-876-7544
www.unitec-corp.com

Things to Know About Fire Extinguishers

- A. The location of the fire extinguishers in your area.
- B. Check for obstructions or interference to the fire extinguishers. Report all concerns to your supervisor.
- C. If the fire extinguisher gauge or indicator is not in the operable range, report it to your supervisor.

NFPA 10 Portable Fire Extinguishers

Type of Fire Extinguishers and Recommended Use

- A = Ordinary
- B = Flammable Liquid and Gases
- C = Electrical Equipment
- D = Combustible Metals

Type of Agents Used in Fire Extinguishers

<u>Agent</u>	<u>Type</u>
Water	A Only
AFFF (water and foam)	A & B
Dry Chemical	A, B, & C
Carbon Dioxide	B & C
Halon	A, B, & C
Met – L – X	D Only

Simple Steps in Fire Extinguisher Use (PASS)

- P - Pull Pin
- A - Aim
- S - Squeeze
- S - Sweep (back and forth motion)

HOW TO USE A FIRE EXTINGUISHER

Even though extinguishers come in a number of shapes and sizes, they all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

P A S S -- **P**ull, **A**im, **S**queeze, and **S**weep



Pull the pin at the top of the extinguisher that keeps the handle from being accidentally pressed.



Aim the nozzle toward the base of the fire.



Stand approximately 8 feet away from the fire and **squeeze** the handle to discharge the extinguisher. If you release the handle, the discharge will stop.



Sweep the nozzle back and forth at the base of the fire. After the fire appears to be out, watch it carefully since it may re-ignite!



Congratulations -- you did it!!!

FIRE BLANKET GUIDELINES

- **Locate fire blankets near an exit.**
- **Each existing laboratory not equipped with an emergency wash system shall be equipped with at least one approved fire blanket, and a sign that reads:**

In case of clothing fire

STOP, DROP, and ROLL

- **Fire blankets have an advantage in that they can be transported to the victim whereas a safety shower is stationary.**
- **Incorporate stop, drop, and roll, procedure.**
- **Dropping to a horizontal position is critical because if the blanket is wrapped around a burning victim, the blanket will act as a chimney and the smoke will bypass the victims breathing zone.**



WHAT IS A TAGOUT?

A tagout (or lockout tag) shows who locked out the mechanism, the time, date and department. Other information such as phone or radio page numbers can also be shown. Tagouts should be durable and securely fastened to the locking mechanisms so they don't fall off accidentally. The tags should be legible in all weather conditions. Tagouts should only be applied and removed by the same authorized individual.

A tagout warns others that a particular switch, valve or energy source is "locked out" in the off or safe position and should not be operated. Secure locking devices such as padlocks should always be used with a tagout whenever possible. Be sure your employer informs outside serving personnel (contractors) of your company's lockout/tagout procedures.



HAZARD COMMUNICATION

National Safety Council





Carroll County Public Schools

125 N. Court Street | Westminster, MD 21157

410-751-3000
410-751-3034 TTY
410-751-3003 FAX

Stephen H. Guthrie
Superintendent

TO: Principals

FROM: Ray Prokop, Director of Facilities Management

SUBJECT: Hazardous and Toxic Chemicals

DATE: January 5, 2010

In order to ensure the safety of students and staff, the Carroll County Health Department is working with our school system on annual inspections. They often find unapproved hazardous and toxic chemicals, which are not allowed in the work place.

Items that are not approved for use are still being brought in from home or purchased from outside the school system. These items are prohibited for usage. It is extremely important that only the chemicals and cleaners provided by Facilities Operations be used. Chemicals and cleaners approved and used for educational uses must have an MSDS on file both at the school and in the master file at Facilities Operations. Any personal use items such as hand soap, lotion, etc. must be stored and secured where they are not accessible to students. Staff employees are NOT allowed to bring any hazardous or toxic chemicals into the school.

Medications, both over-the-counter and prescription, may also have toxic warnings. If these medications must be brought into the school, special care must be taken to keep them away from students. The school principal and nurse must be immediately contacted on their policy of how to administer the medication.

1. A Material Safety Data Sheet (MSDS) must be on file both at the school and in the master file at Facilities Operations for cleaning products and toiletries containing caution labels requiring them to be handled under the Maryland Occupational Safety's right-to-know law. This pertains not only to materials supplied by Facilities Operations, but also to those products brought in by staff for personal use or for products approved for educational use. A MSDS can be obtained by calling the toll-free number of the product warning label. MSDS's are on file for products supplied by the school system.

2. All chemicals and cleaning materials containers must be labeled with contents.

3. Products intended for personal use, i.e., hand soap, lotion, etc. are to be stored in a secured area inaccessible to students, i.e., cabinet, desk, locker, etc.

4. Maintenance items must either be identified or repaired as soon as possible by the school supervisor or a work order request placed with the Plant Maintenance Department for corrective action.

5. If a Health Department official notes a violation, they will request that Carroll County Public Schools staff remove the product from the classroom. Carroll County Public Schools staff will then return the product to the owner as soon as time permits.

If you have any questions or require additional information, feel free to contact me. Thank you.



Carroll County Public Schools

125 N. Court Street | Westminster, MD 21157

410-751-3000
410-751-3034 TTY
410-751-3003 FAX

Stephen H. Guthrie
Superintendent

TO: All Building Supervisors/Principals

FROM: Doug Gross, Supervisor of Facilities Maintenance and Operations

RE: Use of Chemicals

DATE: January 5, 2010

It has been brought to my attention that some school employees are still purchasing chemicals and bringing them into the schools for usage. Due to strict hazardous and toxic substances laws, this practice must cease immediately.

Do not use any chemicals or cleaners that are not approved and supplied by Facilities Operations. School teachers who use chemicals for educational purposes must also have a Material Safety Data Sheet on file in the school's MSDS log and also in the master file at Facilities Operations for each type of chemical used. If one is not available, then the usage of that chemical is prohibited. **Do not mix chemicals or cleaners together under any circumstances.** All containers with any substance must be properly labeled. **Do not use chemicals or cleaners other than for their intended use.**

Pesticide and Herbicide application is no longer permissible by any building supervisor or custodial employee. Carroll County Public Schools has an Integrated Pest Management Program, which is mandated by state and federal law. Pesticide and Herbicide applications must be made by CCPS employees that are licensed applicators or by contractors that are licensed applicators and directed to make applications by the CCPS employees that are licensed applicators.

If you have any questions or require additional information regarding this memo, feel free to contact me. Additional information can be found in the Custodial Procedures Manual.

Thanks for your cooperation.

SUMMARY

EMPLOYEE RIGHTS

You have the right by law to:

- See the Chemical Information List and Material Safety Data Sheets for hazardous substances in your workplace within one (1) day of your request.
- Be provided with one copy of the list of substances you use and safety data sheets or the means to make a copy at no cost within five (5) days of a request.
- Be trained on the hazards of the chemicals in your workplace, the appropriate equipment, and methods to use to protect you from the hazards and emergency procedures.
- Refuse to work with a hazardous chemical if you are denied access to information about that chemical.

EMPLOYEE RESPONSIBILITIES

Your Right-to-Know program takes teamwork. Do your part to work with your employer and co-workers to keep your workplace safe!

- Know where to get information about hazardous substances in your workplace.
- Learn to read and understand labels and Materials Safety Data Sheets
- Identify hazards before you start a job.
- Don't be afraid to ask questions.
- Keep your work area clean.
- Use protective clothing and equipment.
- Don't smoke, eat, or drink around hazardous substances.
- Learn emergency procedures.
- Follow your employer's procedures for disposal and clean-up
- Practice safe work habits at all times.



BUTCHERS

MATERIAL SAFETY DATA SHEET

DIMENSION II Disinfectant Non-Alkaline Date Prepared: 08/12/1997

Cleaner Date revised: 12/11/1997

1. CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

Product Name/Use: DIMENSION II Disinfectant Non-Alkaline Cleaner

Product Synonyms: Command Center Concentrate 11; Pipeline 11 DIMENSION II Disinfectant Non-Alkaline Cleaner MANUFACTURER

The Butcher Company Butcher Telephone Number: 800-225-9475
67 Forest Street/ Emergency Telephone (24 hours):
800-228-5635 Ext 118
Marlborough, MA 01752-3012

2. COMPOSITION/INFORMATION ON INGREDIENTS

INGREDIENT(S)	CAS NO.	% BY WEIGHT	
Didecyl dimethylammonium chloride/	7173-51-5		7 – 10
n-Alkyl dimethylbenzyl ammonium chloride	8001-54-5		5 – 7
Octyl dimethyl amine oxide	2605-78-9		3 – 5
Ethylenediaminetetraacetic acid	60-00-4		3 – 5
Ethyl alcohol	64-17-5		1 – 3

See Section 8 for Exposure Limits NA – Not applicable

3. HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW

Clear, Blue-Green Liquid. Mild Odor. Causes Eye Burns and Skin Irritation. Harmful if Swallowed.

POTENTIAL HEALTH EFFECTS (See Section II for Toxicological Information)

PRIMARY ROUTE(S) OF EXPOSURE: ☒ Eye ☒ Skin
Contact

☐ Skin Absorption ☒ Inhalation ☒ Ingestion

EFFECTS OF ACUTE EXPOSURE

EYES:

Causes eye burns. Symptoms may include pain, tearing redness, and eye injury.

SKIN:

Causes severe skin irritation. Symptoms may include pain, redness, rash, and swelling.

INHALATION:

High concentrations of vapor or mist may cause nose, throat, and respiratory tract irritation. Symptoms may include coughing and a burning sensation in the nose and throat.

MSDS No. 4211

Page 1 of 6

2005

ACCESS TO INFORMATION ABOUT HAZARDOUS AND TOXIC SUBSTANCES “Employee Right-to-Know Law”



INTRODUCTION

The Access to Information About Hazardous and Toxic Substance Act, the Employee Right-to-Know Law, gives employees a way to learn about chemical hazards in the workplace and how to work safely with these materials. (Article 89. Annotated Code of Maryland, ss32A-32N). This law requires employers to inventory and list all hazardous and toxic substances used in the workplace and to collect Material Safety Data sheets for these substances. Employers must also label or otherwise identify hazardous chemicals. Employees must know how to get information about the hazardous substances in their workplaces and be trained in the safe use of these materials.

The following written hazard communication program has been developed and implemented by the Board of Education of Carroll County, 125 North Court Street, Westminster, Maryland to comply with the provisions of 29 CFR 1910.1200. and as required by the Maryland Access to Information about Hazardous and Toxic substances Law, and COMAR 09.12.33.04.

This program is available in the Supervisor of Plant Operations office and all public school offices of the Board of Education of Carroll County for review by any interested employee.

This brochure documents the action taken regarding the chemical information list, materials safety data sheet, labels, and employee information and training.

CHEMICAL INFORMATION LIST

The Board of Education of Carroll County's chemical information list has been compiled and is maintained by the office of the Supervisor of Facilities Maintenance and Operations.

Employees may request access to or a copy of the list from the Supervisor of Facilities Maintenance and Operations, 410-751-3470. A copy of the list of hazardous chemicals is available at each local cost center administrator's office.

Chemicals not already on the list are added to the list within thirty (30) days of being introduced into the workplace. This is accomplished by requiring vendors supplying materials to the Board of Education to forward a Material Safety Data Sheet (MSDS) with the product and a copy to the Supervisor of Facilities Maintenance and Operations. Contracts for the supply of chemicals contain the following stipulation:

"Upon award of the bid, the successful bidder(s) must provide a copy of the Material Safety Data Sheet for any product affected by the Hazardous & Toxic Substance Act (Article 89, '32A-32N Annotated Code of Maryland) to the Supervisor of Facilities Maintenance and Operations, Carroll County Board of Education, 125 North Court Street, Westminster, Maryland

21157." The master list is then updated as the Material Safety Data Sheets are received.

The list is required to be revised, re-alphabetized, and re-submitted to the Maryland Department of the Environment every two (2) years. This will be accomplished through the office of the Supervisor of Facilities Maintenance and Operations.

Independent contractors are provided access to the chemical information list prior to the commencement of their work by notification in the bid document or construction contract as to the location of the information list and its availability. The following provision is contained in the General Provisions and Instructions to Bidders:
"RIGHT-TO-KNOW LAW: Vendors supplying products or contracted to perform services for Carroll County Public Schools may have access to the Chemical Information List through the office of the Supervisor of Facilities Maintenance and Operations, 410-751-3470. In addition, the Chemical Information List will be available at each school building office."

MATERIAL SAFETY DATA SHEETS (MSDS)

Maintenance and Updating MSDS: The responsibility for obtaining and maintaining the file of MSDS has been assigned to the Supervisor of

Facilities Maintenance and Operations, 410-751-3470.

A master notebook file of all MSDS is maintained in the office of the Supervisor of Facilities Maintenance and Operations. Material Safety Data Sheets for custodial services are located in each school in the office of the building supervisor. Employees may review a material safety data sheet by visiting the Office of the Facilities Operations, 191 Shaeffer Ave., Westminster, Maryland between the hours of 7 a.m. and 3:00 p.m.

Copies of all MSDS are forwarded to the Facilities Operations office with each product purchased by the Board of Education. When duplicates or updated MSDS forms are provided for the same product, the most recently dated form is placed in the file and obsolete forms removed.

Employee Access to MSDS:

Employees have the right to access to MSDS within one (1) working day of their request. Employees may have access to the MSDS notebook file upon visiting the Office of the Supervisor of Facilities Maintenance and Operations. One free copy of a requested MSDS will be provided upon the request of the employee. Employees may pick up a copy at the above referenced office or may call at 410-751-3470 to request a copy. The requested copy will be forwarded to the employee via interoffice mail.

Doing so will ensure the employee will receive the copy within five (5) working days.

A sample Material Safety Data Sheet is shown on the back of this flyer.

LABELS

Products used by Carroll County Public School employees are labeled in accordance with the Employee Right-To-Know Law. Labels contain an identification of any hazardous components and an appropriate hazard warning. If an employee cannot determine hazards through reading the label, he/she should check the chemical information list or the MSDS.

In-Plant Containers: When chemicals are removed from original containers and placed in smaller containers for general use, containers must be clearly labeled. Blank labels containing spaces for the appropriate information shall be provided by the Supervisor of Facilities Maintenance and Operations. The responsibility for labeling these smaller general use containers is assigned as follows:

Maintenance
Plant Maintenance
Shipping/Receiving Clerk
Custodial
School Building Supervisor
Biology/Physics/Chemistry
Department Chairperson
Career/Technology
Classroom Teachers
Art

Classroom Teacher K-8
Dept. Chairperson 9-12

Containers must be labeled with the proper chemical/product name, appropriate hazard warning and the name and address of the manufacturer. No special graphic or numbering system shall be used. All labels must be written in English.

EMPLOYEE INFORMATION AND TRAINING

The responsibility of coordinating our Right-to-Know training has been assigned to the Supervisor of Facilities Maintenance and Operations for custodial and maintenance employees and the Human Resource Specialist for all other employees.

The training program for all new employees includes the dissemination and explanation of this information packet and the viewing of a video cassette. Special refresher emphasis occurs during formally scheduled in-service activities.

A copy of the Hazard Communication Program is provided to each employee prior to the commencement of employment. Training in the handling of hazardous chemicals is conducted by the employee's immediate supervisor specifically targeted to the employee's area of assignment (i.e., art, science, custodial, maintenance, career and technology)

Revised – 4/7/09

BLOOD BORNE PATHOGENS IN SCHOOLS



BLOOD BORNE DISEASES

Blood borne pathogens are microorganisms carried by human blood and other body fluids. The two most common are the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV).

Many people think of AIDS when discussing blood borne pathogens, but actually HBV is much more common. According to the Centers for Disease Control, each year in the U.S. approximately 500,000 people become infected with HBV as compared to about 40,000 individuals that may contract HIV.

Unfortunately, children are as prone to blood borne diseases as adults, which means you are as much in danger of infection from the children you work with as any other group in society.

HBV:

Hepatitis means “inflammation of the liver.” Most people suffering from HBV will heal in approximately six months. However, the virus can be life threatening leading to cirrhosis and almost certain death.

If you become infected with HBV:

- You may suffer from flu like symptoms (fatigue, weight loss, fever or diarrhea)
- You may require hospitalization
- You may not exhibit any symptoms, being unaware that you are a carrier
- Your blood, saliva, and other body fluids may be infected
- You may spread the virus to sexual partners, family members, and even unborn infants.

Symptoms of this disease are hard to pin down. Many contagious people show no signs or symptoms whatsoever. Only blood tests can positively identify the disease.



HIV:

The human immunodeficiency virus attacks the body's immune system causing the disease known as AIDS. At present, there is no vaccine to prevent AIDS. If you contract HIV:

- You may suffer from flu like symptoms (fever, diarrhea, fatigue)
- You may carry the virus without showing symptoms for several years
- You will eventually develop AIDS
- You may fall victim to AIDS related illnesses including neurological problems, cancer, and other opportunistic infections.
- HIV is transmitted mainly through sexual contact, but also may be spread by contact with blood and body fluids; HIV is not transmitted by touching or working around people who carry the disease.

UNIVERSAL PRECAUTIONS

Most approaches to infection control are based on the concept of universal precautions- treating all blood and body fluids as if they were with a blood borne disease.

This approach is critical because it is impossible to tell who is infected with HBV or HIV simply by appearances. Many people carry infectious disease have no visible symptoms and no knowledge of the condition.



Victims of HBV and HIV come from:

- All age groups
- Every socioeconomic class
- Every state and territory
- Rural areas and inner cities.

Remember that it only takes one exposure to become infected. Using universal precautions may literally save your life.

CLEANING UP VOMIT AND BODILY FLUIDS

Hard Surfaces:

1. Wear your personal protective equipment.
2. Clear all persons from exposed area.
3. Cover infected area with absorbent material. After all moisture is absorbed, pick it up and place in a plastic bag. Tie bag and dispose of it.
4. Clean and disinfect all areas infected according to disinfectant instruction.
Note: Disinfectant must set for 10 minutes to work properly.
5. After 10 minutes you can mop, wipe, or let air dry.
6. Clean and disinfect all custodial equipment.
7. Dispose of/or disinfect all PPE.

Carpet Areas:

1. Follow step 1 through 3 above.
2. Disinfect all areas of carpet as needed.
3. Let sit for 10 minutes.
4. You can use a carpet extractor or wet/dry vacuum to extract moisture from the carpet area.
5. Clean and disinfect all custodial equipment.
6. Dispose of/or disinfect all PPE

PERSONAL PROTECTIVE EQUIPMENT



The type of personal equipment or PPE appropriate for your job varies with the task and exposure you anticipate. PPE wear may include: gloves, masks, aprons, lab coats, face shields, protective eye wear, stripper shoes, masks, mouth pieces, and resuscitation bags or other ventilation devices.

If you clean up blood or body fluids:

- Wear appropriate PPE.
- Use a disinfectant cleaner on all fluids.
- Disinfect mops and cleaning tools after the job is done.

Your school system will issue personal protective equipment or make it readily accessible.

In addition, your school system will maintain, replace, or dispose of any PPE at no cost to you.



HBV VACCINATION

Rolling up your sleeve for this vaccination may be one of the best ways to prevent hepatitis B infection. If you are exposed to blood or other infectious materials as part of your job, the school system will make the hepatitis B vaccination available to you at no cost.

The vaccine can be given within 24 hours of exposure but why wait? If you are a first responder or employee having close contact with students, why don't you consider taking the vaccine series? It's not only safe, but 85 to 97 percent effective at protecting you from HBV for at least nine years if the series is completed.



Hepatitis C Virus

Hepatitis C virus (HCV) also causes a serious liver disease with symptoms similar to hepatitis B infection. However, these two liver diseases have important differences.

According to the Centers for Disease Control and Prevention (CDC), 85 percent of people infected with HCV have chronic infections while only 10 percent of those with HBV are chronically infected. In the United States, about 3 million people are chronically infected with HCV while about 1 and ¼ million are chronically infected with HBV. Up to 75 percent of people infected by HCV have no symptoms compared to about 50 percent of those infected with HBV.

People chronically infected with hepatitis C may have no symptoms for more than 20 years, yet during that time the infection may be slowly damaging the liver. Hepatitis C is the leading indicator for liver transplants. Every year up to 10,000 people die from hepatitis C related chronic liver disease. Unfortunately, there is no vaccine to prevent hepatitis C infection. However, newly approved antiviral drugs have been effective in some people who have contracted the infection.

Revised 4/7/09

ERGONOMICS MAKES THE WORKPLACE SAFER

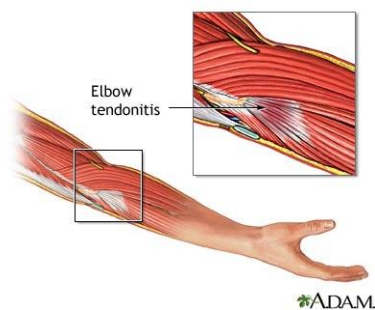
MSD's, (musculoskeletal disorders) develop gradually and affect the nerves, tissues, tendons, and muscles in the arms, hands, neck, back, and shoulders. They have become more common because modern technology has increased the speed of work and eliminated built-in rests from repetitive tasks.

You could be at risk of developing MSD's if you frequently:

- Repeat the same movement at a keyboard, with a scanner, on an assembly line, painting, hand packing, cutting, etc.
- Work in an awkward or fixed position for extended periods
- Perform forceful exertions
- Use vibrating or impact tools
- Manually handle heavy objects

Examples of MSD's:

- **Carpal tunnel syndrome:** Repetitive or forceful motions can irritate, inflame, and swell the tendons in the wrist (tendons are fibrous cords that attach muscles to your bones) that puts pressure on the nerve that runs through the carpal tunnel, (a passageway in the wrist) creating pain, tingling, and numbness in the wrist and fingers. Carpal tunnel syndrome can make it hard to hold objects or perform tasks and may even lead to permanent loss of sensation or partial paralysis.
- **Tendinitis:** Overuse or uncomfortable use of the wrist or shoulder can inflame or irritate tendons in those areas.
- **Tenosynovitis:** Repetitive motion can inflame or injure the sheath around the tendons.
- **Circulation problems.** Repeated pressure or vibration can restrict the flow of blood to an area of the body.
- **DeQuervain's syndrome.** Forceful hand-twisting and gripping can inflame the tendon sheath of the thumb.
- **Raynaud's phenomenon (white finger).** Repeated exposure to vibration can damage blood vessels in the hands that can cause numbness or tingling in the fingers, white or cold fingers, and possible loss of sensation and control.



DRESSING FOR SAFETY AT WORK



Tips for dressing safely:

- Remove all jewelry, including earrings, rings, watches, bracelets and chains before you start work. These things can be caught in machinery and cause injuries.
- Don't wear loose or torn clothing/uniforms with long sleeves when working around machinery. They could get caught in the machine and cause injuries. Appropriate footwear must be worn at all times. No open toe shoes, sandals, or bedroom/leisure slippers are permitted to be worn at work. Enclosed, slip resistant tennis shoes or work shoes required. Don't wear clothes/uniforms that fit too tightly either. They can make it hard for you to move easily.
- Be sure long hair is pulled up and out of the way.



Revised 2/11/15

HOW TO LIFT AND CARRY SAFELY

Lifting below the waist:

- Stand close to the object
- Keep a wide stance
- Ensure footing is solid
- Keep feet and heels down
- Tighten stomach muscles.



- Assume the safe lifting position.
- Pull the load close to your body. This reduces pressure on your back. Grasp the object firmly.
- Let your legs, not your back, power the lift. Maintain the natural curves of your spine and rise up from the squatting position using your legs. Do not bend over at the neck, shoulders, or waist.



Eleven Steps to a Safe Lift

- 1. Size up the load**
- 2. Plan the job**
- 3. Establish base of support**
- 4. Bend your knees**
- 5. Test lift the load**
- 6. Tighten your stomach muscles**
- 7. Get a good grip**
- 8. Lift with your legs**
- 9. Keep the load close**
- 10. Keep your back upright**
- 11. Pivot: Don't twist**

HOW NOT TO CHANGE A LIGHT BULB



Employee Training Evaluation

Name: _____

School: _____

Shift: _____

Date of Training: _____

On the Job Training	Completed			Follow Up
Job Functions				
Time Cards				
Uniforms/tee shirt				
Training Sheet				
Fire Extinguishers				
Lock out/Tag out				
Rights to Know Law				
Blood borne Pathogens				
Child Abuse/Neglect				
Safety Issues				
Asbestos Awareness				
Ladders and Lamp Replacement				
Custodial Manuals				
The Proper Use of:	Good	Satisfactory	Needs more training	
Brooms/Dust Mops				
Chemicals				
Buckets/Wringers				
Wet/Mops				
Automatic Scrubbers				
Floor Buffers				
Vacuum Cleaners				
Carpet Care "stains"				
Extractors				
Equipment Safety				
Equipment Care/cleaning				
Restroom Cleaning				
Classroom Cleaning				

Questions and Comments: _____

Signature

Trained by

Certificate of Completion

Employee Training / Orientation
Carroll County Public Schools
Plant Operations



This certificate is awarded to

John Doe

Signature
Assistant Supervisor, Plant Operations

Date

FOLLOW UP TRAINING

School _____ Date _____

Employee _____

	Good	Satisfactory	Needs more training
Proper use of cleaning chemicals			
Proper use of dust mop and broom			
Proper use of wet mop			
Proper use of bucket and wringer			
Proper use of vacuum cleaners			
Proper use of wet/dry vacuums			
Proper use of buffers			
Proper use of floor scrubbers			
Proper use of extractors			
Proper use of step ladders			
Safety procedures			
Light tube replacement			
Care and cleaning of equipment			
Care and cleaning of custodial closet			
Restroom cleaning			
Classroom cleaning			
Floor stripping and refinishing			
Carpet care "stains"			
Tractor, push mower and weed eater			

Supervisor: _____

Comments: _____

Cc: Facilities Operations Dept.

PLANT OPERATIONS PROCEDURE MANUAL



Cleaning Procedures

SECTION 3

CLEANING PROCEDURES

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BUILDING MAINTENANCE STANDARDS

The work of the building custodial staff consists of many tasks. The sum of these tasks, when properly carried out, should result in all areas of the buildings and grounds being adequately cared for.

The Routine Task/Work Performance Guides on the following pages establish the frequencies for normal cleaning. The frequencies given were determined through building surveys, inspections, and conferences with personnel performing and supervising cleaning tasks.

Any major variations from the standards should be brought to the attention of the building supervisor, who will investigate the matter and make recommendations for action that should be taken to resolve the problem.

KEY FOR TASK/WORK PERFORMANCE GUIDE FREQUENCY

D DAILY

W WEEKLY

M MONTHLY

A ANNUALLY

R AS REQUIRED

ANNUAL SUMMER CLEANING

Annual summer cleaning consists of complete cleaning and maintenance of the total building. This would include cleaning ceilings, lamp fixtures, walls, windows, woodwork, cleaning furniture, refinishing floors, shampooing of carpets, cleaning and/or replacing filters throughout the building and on roof top units, and to maintain HVAC units. This is the time to properly prepare and restore the building for the upcoming school year.

Purpose

To provide a clean, safe, attractive, and efficiently functioning school facility for staff, students and visitors.

Suggestions

1. Be organized. Start thinking in advance about your work schedule; i.e., What area of the building will be a starting point; Why you should start this area first; When should it be completed.
2. Have afternoon and night shift custodial personnel work day shift when school closes (if at all possible) and work with the building supervisor. Remember that it takes a team effort to complete this major task.
3. Obtain a use of facility list from the administrator for summer activities and schedule the cleaning accordingly.
4. Set priorities and/or goals for your annual cleaning and work progressively toward them.
5. Employees are entitled to, and should be encouraged to take vacation time for their own health and well being. Because of scheduling and time limits for certain tasks to be performed, it is not a good idea for all employees to take vacation time all at the same time.
6. Obtain a list of vacation dates from employees and adjust work schedule around vacation dates; i.e., large major task such as screening and refinishing gym floors will require several employees.
7. When cleaning, start at the top; ceilings and lamp fixtures, walls, woodwork and windows should be cleaned from the ceiling down to the floor level.
8. Furniture should be removed from the room if at all possible. If not, move furniture to one side of the room. Clean and refinish half the floor at a time. Use same procedure for carpeted area.
9. Don't overlook the furniture glides located on the bottom of the legs of furniture. If glides are worn, cracked, rusted and/or missing, replace them. This is very important. Worn glides will scratch and mar tile flooring and cut and shred carpet.

AUDITORIUM CLEANING AND CARE

This will include all cleaning associated with the auditorium area such as: stage; prop room; dressing room; orchestra pit; ticket booth and seating areas; proper care of floor surfaces, carpeting and auditorium equipment.

Purpose

To maintain a clean and safe environment for staff, students, and visitors.

Equipment and Materials Needed

Utility cart; mop bucket and wringer; wet mop and handle; dry mop and handle; dust pan and brush; broom; vacuum cleaner; putty knife; cloth; sponges; germicidal disinfectant cleaner; rubber gloves; plastic bags.

Safety Precautions

1. Always use recommended amounts of disinfectant cleaner.
2. Never mix chemicals together.
3. Always check cords/plugs on vacuum and floor machines. If frayed or broken, do not use.
4. Be sure containers such as spray bottles, plastic jugs, etc., have proper labels.
5. Always wear rubber gloves when using disinfectant cleaner, emptying waste containers and cleaning of any types of blood and body fluids.
6. Always secure doors and windows before leaving the classroom.
7. Always report any necessary repairs to the supervisor.
8. Be sure containers such as spray bottles have proper labels.

Procedures

1. Clean and disinfect restrooms and restock.
2. Pick up large pieces of paper and debris.
3. Empty all waste containers and make sure cans and liners are clean.
4. Sweep or vacuum aisles, floors, stage, dressing rooms and orchestra pits.
5. Damp mop floors to remove any soil.
6. Seats should be dusted or vacuumed of any soil removed by using upholstery cleaner.

AUDITORIUM CARE

DUTIES	FREQUENCY				
	D	W	M	A	R
Sweep/vacuum aisles	X			X	X
Sweep/vacuum floor areas	X			X	X
Clean/vacuum upholstered seats	X			X	X
Clean stage	X			X	X
Clean orchestra pit	X			X	X
Clean dressing rooms	X			X	X
Clean restrooms	X			X	
Empty waste receptacles	X			X	
Replace light bulbs/tubes				X	X
Clean prop room				X	X
Dust walls				X	X
Wash walls				X	X
Wash doors and door frames				X	X
Remove graffiti				X	X
Clean ticket booth				X	X
Wet mop hard surface floors				X	X
Remove chewing gum, tar, etc.				X	X
Spot clean upholstery & carpet				X	X
Shampoo/extract carpet				X	X
Hard surface floor maintenance				X	X

Note: All of the above duties will be performed annually during summer cleaning.

CLASSROOM CLEANING AND CARE

This will include emptying pencil sharpeners and wastebaskets; cleaning chalkboards and chalk trays; damp wiping or dusting of desks, tables, cabinets, and other specified surfaces; cleaning student cloak closets, sinks, and toilets in assigned work areas; sweeping/dry mopping and wet mopping of floors; vacuuming carpets; washing windows; adjusting venetian blinds and drapes uniformly.

Purpose

To maintain a clean and safe environment for staff and students.

Equipment and Materials Needed

Utility cart, mop bucket and wringer, wet mop and handle, dry mop and handle, dust pan, putty knife, cloth, sponges, window cleaner in spray bottle, germicidal disinfectant cleaner, rubber gloves, plastic bags, dust brush.

Safety Precautions

1. Always use recommended amounts of disinfectant cleaner.
2. Never mix chemicals together.
3. Always check cords/plugs on vacuum and floor machines. (If frayed or broken, do not use.)
4. Be sure containers such as spray bottles, plastic jugs, etc. have proper labels.
5. Always use rubber gloves when using disinfectant cleaner, emptying waste containers, cleaning bathroom facilities, and cleaning any type of body fluids.
6. Always secure doors and windows before leaving the classroom.
7. Always report any necessary repairs to the supervisor.

Procedures/Daily, Resilient Floors

1. Assemble all needed equipment/materials and take to designated area.
2. When you enter the classroom, notice how the furniture is placed. It is important that the furniture be placed in approximately the same pattern as you found it (only neater).

3. Carefully empty the wastebasket into the utility cart bag making sure that there are no liquids in the basket. Do not remove materials from the basket with your hands. There may be sharp objects which could cut or puncture your hands. Lower the waste basket into the utility cart bag to dump the trash. This will keep the dust from spreading and trash from falling on the floor.
4. Loose dirt and trash are removed from the floor by using a treated dust mop. The dust mop is attached to a metal frame with either a wooden or plastic handle. Dust mops are available in several sizes; 18 in., 24 in., 36 in., 48 in., and 60 in. The 18 in. and 24 in. are the standard sizes for classroom cleaning. The dust mop must be treated/sprayed with a mop treatment the day before it is to be used. (This is very important.) This will allow the mop to absorb the treatment. If the mop were used prior to this, it would streak the floor and cause the floor to become very slippery.
5. Starting on one side of the classroom push dry mop along the wall to the back of room, then turn mop and push dirt to front of room. Next move the row of desks over to the cleaned area. Then repeat this procedure until the floor is completely cleaned and desks are all moved over and in straight rows. Push the dirt from the room to the hallway. Remember to keep the dust mop on the floor. You are working with a treated dust mop and not a push broom.
6. Pick up the dirt and trash using a dust pan and dust brush. This is important because air movement and traffic flow will spread the waste back into/onto the cleaned area. Empty the dirt and trash into the utility cart bag. Chewing gum and other substances can be removed from floor using a putty knife. Use vacuum cleaner to clean carpeted areas and/or walk-off matting that may be located in classroom.
7. Return to the classroom and dust teacher's desk and chalkboard trays. This should be done using a cloth dampened with germicidal disinfectant cleaner. When dusting teacher's desk, do not remove or disturb any papers or books. Check student desks and wipe off any substances that may be on desk (use rubber gloves). Be sure windows are down and locked and blinds/shades are at equal heights. Report any defective shades, blinds and light switches to supervisor.
8. Before leaving the classroom take time to check and be sure that all areas have been properly cleaned. You will know that you have done a good job. You can then proceed to the next classroom.
9. After daily cleaning and maintenance of the classroom, you should examine the floor for excessive soiling which would indicate a definite need for wet mopping. The proper procedures will be explained further under the Wet Mopping Procedures section of this handbook.

Procedures/Daily, Carpeted Floors

The cleaning and maintenance of carpeted classrooms are basically the same as with tile floors, with one exception, you will need a good heavy duty industrial type vacuum cleaner with a good filtration system. This is very important in helping to reduce bad indoor air quality.

1. When entering the classroom, check the carpeted floor for large pieces of paper and pencils. The vacuum is designed to pick up dust and small objects, not large objects. This will clog up and damage the vacuum. You must pick up large objects by hand or with dust pan and brush.
2. After the vacuuming is completed and desks are put back in approximately the same pattern as you found them, check the carpet for stains and chewing gum. If you see any stains, try to determine if it is water based or oil based. If you are not sure, use water based stain remover first. Check directions on labels for proper use. You can also use carpet detergent mixed in a spray bottle--spray the spot, use a stiff brush and scrub the spot. Next use paper towels and blot the spot. It will be absorbed by the paper towel. For oil type stains use a spot remover designed for petroleum based spots, use according to label directions. For chewing gum, use a chewing gum and candle wax remover. This will harden the gum and can be removed with a putty knife.
3. Follow the procedures listed for dusting and other daily procedures under classroom cleaning.

CLASSROOM CLEANING AND CARE

DUTIES	FREQUENCY				
	D	W	M	A	R
Dust mop floor	X			X	
Empty pencil sharpeners	X			X	
Empty wastebaskets	X			X	
Secure windows	X			X	
Adjust blinds/drapes uniformly	X			X	
Wash sink & fittings	X			X	
Wash windows & window sills				X	X
Dust window sills		X		X	
Wash wood work & trim				X	X
Wash doors & frames				X	X
Wash baseboards				X	X
Wash furniture				X	X
Wash lights & fixtures				X	
Clean chalkboards & trays	X			X	X
Clean venetian blinds				X	X
Dust walls & ceiling corners				X	X
Vacuum carpet/rugs	X			X	
Dust wipe clock, TV, etc.		X		X	
Replace light tubes				X	X
Wet mop and/or spray buff floor				X	X
Scrub/strip & refinish floor				X	X

Note: All of the above duties will be performed annually during summer cleaning.

CLEANING CHALKBOARDS

Purpose

To maintain a clean and safe environment for staff and students.

Equipment and Materials Needed

One pail 2/3 full of clean, clear water, heavy (large) soft cloth, sponge or cloth for tray, window squeegee.

Procedures

1. Check with teacher before attempting to clean chalkboards. He/she may have important information that they want to remain.
2. Remove all crayons, markers, chalk and erasers from the tray.
3. Erase the chalk marks with eraser using up and down strokes.
4. Wipe chalkboard using soft cloth to remove excess chalk dust.
5. Fold toweling neatly to make large pad.
6. Dip the toweling in water and wring it out. It should be fairly damp, but not dripping wet.
7. Starting at one end of the chalkboard, at upper corner, hold folded toweling pad with two hands.
8. Walk towards the other end of the board cleaning in one continuous sweep. After reaching the end of the board, reverse pad making sure to overlap. Walk back to other end of board.
9. Repeat these steps until entire chalkboard has been cleaned.
10. If you find the board is too wet, a clean dry cloth or squeegee may be used to remove excess water.
11. Using a cloth or damp sponge, run over entire length of chalk tray cleaning out chalk dust.
12. Replace chalk, crayons and erasers to tray.
13. Clean all tools and store in proper place.

CLEANING LIGHTS AND FIXTURES

Purpose

To assure proper lighting for safety of students and staff.

Equipment and Materials Needed

Utility cart, ladder, hydraulic lift, bucket, rags, disinfectant cleaner, backpack vacuum with hose and attachments. (Pliers and screwdriver)

Safety Precautions

1. Always turn off lights or trip the breaker for that room. (Be certain to lock-out breaker.)
2. Schedule when there is the least amount of traffic.
3. Do not touch light bulbs or tubes when they are hot or with wet hands.
4. Make sure you have the right size ladder. Make sure ladder is setting on the floor and is in the locked position. If using a hydraulic lift, make sure it is secure.
5. Do not place bulbs or tubes and shades where they can fall and break.
6. Move any objects that may interfere with this procedure.
7. Wear rubber gloves and safety goggles.

Procedures/Dry Cleaning

1. Assemble equipment needed and take to work place.
2. Move furniture if necessary.
3. Place ladder and remove shade or fixture.
4. Depending on the type of shade or fixture being cleaned, use vacuum or treated rag for cleaning.
5. Clean equipment and return to storage.

Procedures/Wet Cleaning and Relamping

1. Assemble equipment and materials and take to work place.
2. Turn off electricity for safety.

3. Set up ladder or hydraulic lift.
4. Open shades or fixtures to be cleaned.
- 5.** Remove bulbs or tubes.
6. Clean inside of light (reflectors).
7. Clean light lens, shades, covers with damp rag or vacuum.
8. “Replace” bulbs or tubes when necessary or damp wipe bulbs or tubes.
9. Continue routine until area is completed.
- 10.** Clean equipment and return to storage.

CLEANING UP BROKEN LIGHT BULBS OR TUBES

Purpose

To assure proper procedure for cleaning up broken light bulbs or tubes

Equipment and Materials Needed

Broom, dust pan, duct tape, wet paper towels or wet mop, back pack vacuum with a paper filter bag, water

Safety Precautions

1. All light bulbs or tubes should be changed without staff or students in the area if possible.
2. If any type of bulb or tube breaks when the area is occupied, they should leave the area until it is cleaned.
3. Make sure that all areas to be cleaned are well ventilated.

Procedures - Hard Surface Clean Up

Carefully sweep or brush all broken glass and powder onto a dust pan and dispose of accordingly. If there is small glass fragments, use duct tape to pick up and discard tape.

Wash all areas with wet paper towels or wet mop.

Procedures - Carpet and Rug Clean Up

Follow hard surface clean up procedures for fragments and dust.

If you have to vacuum, use a back pack vacuum with a paper filter bag and discard in the dumpster immediately. After vacuuming, if you have to extract the carpet or rug, just use water.

Clean all equipment.

CLEANING DRAPERIES, BLINDS AND SHADES

Purpose

To maintain appearance.

Equipment and Materials Needed

Canister type vacuum cleaner with attachments, ladder, small bucket, spotter or water, sponge or rags.

Safety Precautions

1. Check vacuum to see if it is in safe working condition.
2. Check ladder for safety.
3. Never stand on chairs.
4. Check the security of draperies and blinds.
5. If there is a problem with any equipment, report it to the supervisor.

Procedures

1. Assemble equipment and take to assigned area.
2. Open draperies by using cord located on the left or right side of draperies. Check for spots.
3. If spotting is necessary, put water in small bucket, dip rag or sponge in water, wring out and apply to spot using a dabbing motion. If spots don't come out, report to supervisor.
4. If spotter is used, always read instructions.
5. Place ladder in front of drapery opening.
6. When vacuuming, use proper attachments. Proceed up the ladder and use vertical strokes working downwards.
7. Continue procedure until completed.
8. Pull shades and blinds down when cleaning.
9. Use horizontal strokes when vacuuming or wiping horizontal blinds.
10. Use vertical strokes when vacuuming or wiping vertical blinds.
11. During annual cleaning, blinds can be taken down and cleaned.

CORRIDORS AND ENTRANCE CARE

This will include all cleaning in corridors and lobby entrances; removing all loose paper, trash and rubbish; removing gum and heel marks from the floors; cleaning drinking fountains and glass surfaces in the areas; mopping up wet spots due to weather, leaks or spills; keeping walk-off mats clean; and proper care and maintenance of equipment and materials used. When floors are wet or slippery, keep warning signs in place.

Equipment and Materials Needed

Utility cart, mop bucket, mop wringer, wet mop and handle, rubber gloves, germicidal disinfectant cleaner and glass cleaners, dust mop treatment, broom, dust pan, vacuum for carpeted areas, putty knife, spray bottles, cloth, sponges, floor signs.

Safety Precautions

1. Always use wet floor signs.
2. Always use rubber gloves.
3. Always use recommended amounts of detergents.
4. Never mix chemicals together.
5. Always change solutions when dirty and before going to next area.
6. Always report any necessary repairs and/or damage to supervisor.

Procedures/Daily

1. Assemble all equipment needed and take to designated area.
2. Put up wet floor signs.
3. Dust mop floors and steps.
4. Secure windows and doors.
5. Clean entrance doors and glass.
6. Remove gum, etc., from floors and walls.
7. Clean water fountains with germicidal disinfectant cleaner.
8. Clean spots and stains in carpeted areas.
9. Clean smudges and soil from show case glass.
10. Vacuum walk-off mats and/or carpeted areas.
11. Spot mop floors.
12. Turn lights out and secure exit doors before starting another area.

Procedures/Weekly

1. Dust the tops of lockers, clocks, and exit lights.
2. Wash steps and handrails.
3. Wet mop floors.
4. Clean/shampoo carpets as required.

CORRIDORS AND ENTRANCE CARE FREQUENCY

DUTIES	D	W	M	A	R
Dust mop floors & steps	X			X	
Secure windows & doors	X			X	
Wash fountains & fittings	X			X	
Wash windows & sills				X	X
Wash doors, frames & glass				X	X
Wash entrance doors & glass	X			X	
Wash lockers				X	X
Wash woodwork & trim				X	X
Wash lights & fixtures				X	X
Wash steps & handrails		X		X	X
Dust walls & ceiling corners		X		X	
Dust off tops of lockers, exit lights & clocks		X		X	
Damp wipe walls				X	X
Clean exhibit cases & art work				X	X
Clean/vacuum walk-off mats/other carpeted areas	X			X	
Clean/shampoo carpeted areas				X	X
Spot/wet mop floors	X			X	X
Spray buff floors				X	X
Scrub or strip floors				X	X
Refinish floors				X	X

Note: All of the above duties will be performed annually during summer cleaning.

CUSTODIAL SUPPLY CLOSETS

The custodial supply closets are a very important factor for the maintenance of any facility. In most cases (but not all) there will be a supply closet for each area for accessibility. All supply closets must be kept clean and orderly. This will not only save you time but will also help prevent accidents. All items located in the closet are to be labeled; i.e., jugs, boxes, cans, jars, sprayers, etc. The labels should explain the contents of the container, the company that manufactured the product, how the product is to be used, what the chemical make up is in the product, and what precautions are to be taken when using the product. Labels will most certainly help prevent accidents.

Wet mops should be labeled for the purpose that they will be used; i.e., bathroom, classroom, stripping, waxing, etc. This can be done by placing tape around the handles for identification.

Mop buckets should be identified for the same purposes. This will reduce the chances of cross contamination from one area to another. It is very important that these guidelines are followed.

Custodial supply closet doors must be kept closed (preferably locked) when not being used. This will reduce the chances of others entering the closet.

All cleaning equipment must be kept clean. After each use the wet mops, buckets, sponges, rags, must be washed/cleaned and hung up to dry. Do not leave the mop sit in dirty water. This will cause germs and bacteria to grow and produce a foul odor. Equipment such as wet/dry vacuums/large vacuums, buffers, scrubber, etc., should be cleaned after each use.

Each closet is equipped with a dilution station. This station is designed to mix chemicals and water to the proper ratio needed for each cleaning task. Under no circumstances should anyone use the chemicals straight from the containers. Not only would this defeat the purpose of the station, it would cause problems to the flooring surfaces and cause hazardous conditions.

Each evening make sure to turn off the water supply and disconnect hoses from spigots leading to the dilution centers. Water hoses could burst or develop leaks during the night and/or weekend causing flooding of the school. The back flow preventers that are located on each unit could become faulty and let chemicals be drawn back into the water supply causing serious problems. If you encounter any problems with this station, call the Plant Operations Department.

Any chemical in an aerosol spray container marked “FLAMMABLE” or “COMBUSTIBLE” can be used in each school facility but will be limited as follows:

1. 1 aerosol container on custodial work cart for elementary and middle schools
2. 1 aerosol container for 6 custodial work carts for high schools
3. 1 aerosol container in custodial storage room for a spare for elementary, middle, and high schools
4. All other flammable and combustible containers must be stored in a locked flammable cabinet or flammable storage facility. Examples of a few flammable and combustible items are as follows:
gum remover, carpet stain remover, air deodorizers and any other containers marked as flammable or combustible.

Do not use any other chemicals or cleaners that are not supplied to you or recommended by Plant Operations.

ORGANIZING FOR INVENTORY CONTROL

A well run housekeeping department should know at any given time how many gallons of cleaner, floor finish, etc. it has on hand, how much is used each month, whether or not the product is being wasted by improper use, and when and in what quantity to reorder.

Here are some simple steps which will make it easy for you to control your inventory of housekeeping supplies:

1. Set up a simple record keeping system and use it.
2. Know the correct methods to use with each product and the normal rate of usage in order to prevent waste and incorrect use.
3. Establish a minimum stock quantity for each stock item.
4. Store housekeeping supplies so that they are properly identified. Mark them and place them in your store room in an organized fashion.
5. Rotate old supplies and use these materials first.

CUSTODIAL CLOSET INVENTORY

Building Supervisor

		<i>C. Pyles</i>		<i>R. Ness</i>		<i>J. Gillespie</i>		<i>B. Green</i>		<i>C. Arenz</i>		Date Issued
		Closet #1		Closet #2		Closet #3		Closet #4		Closet #5		
Item	Unit	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	Min.	Max.	6/10/98
Bowl brush	Each	1	2	0	0	2	2	3	6	1	2	
Hand Soap	Box	6	8	4	6	0	0	2	3	1	2	
Cleanser	Each	0	0	3	6	2	4	1	2	0	0	
Tissue	Case	2	1	2	1	2	4	2	1	1	2	
Bowl Swab	Each	1	1	1	1	1	1	1	1	1	1	
Disinfectant	1/2 Gal.	3	6	4	7	0	0	2	4	0	0	
Drain Opener	Each	1	2	0	0	1	2	1	2	1	2	
Towels	Case	4	6	1	2	3	6	2	3	0	0	
Plastic Bags	Case	1	2	1	2	4	6	2	3	0	0	

EXAMPLE SHEET

CUSTODIAL SUPPLY MAIN STORAGE INVENTORY

Building Supervisor

ITEM	MAX.	MIN.	ORDERED	REQ. #
Hand Soap	6 cs.	2 cs.	4 cs.	111076
Hand Towels	12 cs.	4 cs.	8 cs.	A
Tissue	12 cs.	4 cs.	8 cs.	A
Stripper	10 ea.	3 ea.	7 ea.	A
Disinfectant	5 ea.	2 ea.	3 ea.	A
Plastic Bags	12 cs.	4 cs.	8 cs.	A
Dry mops	6 ea.	2 ea.	4 ea.	A

EXAMPLE SHEET

DRINKING FOUNTAINS

Purpose

To remove water spots, control bacteria and for appearance.

Equipment and Materials Needed

Germicidal disinfectant cleaner and rags or sponges.

Safety Precautions

1. Always wear rubber gloves.

Procedures

1. Spray entire surfaces of fountain including surrounding wall with germicidal disinfectant cleaner. Let stand for 10 minutes for the germicidal disinfectant cleaner to kill the bacteria.
2. Rinse off surfaces with clean water and rags or sponges.

DUSTING FURNITURE AND EQUIPMENT

This would consist of cleaning/dusting of student desks, teacher's desk, copiers, telephones, book shelves, chalk board/trays, filing cabinets, chairs, tables, heating vents/covers, light switches, computer monitors, door knobs.

Purpose

To provide a clean, safe, attractive environment for students and staff.

Equipment and Materials Needed

Clean soft cloth, spray bottle with germicidal disinfectant cleaner, spray bottle with dust mop treatment, rubber gloves, sponge.

Safety Precautions

1. Always use rubber gloves when handling chemicals.
2. Be sure spray bottles have proper labels.
3. Report any necessary repairs to supervisor.
4. Secure doors and windows when leaving the area.

Procedures/Weekly

1. Cleaning/dusting should be scheduled and completed at least once a week. Not only does this add to the overall cleanliness of the area, it also reduces indoor air quality problems.
2. Cleaning/dusting of items such as telephones, copiers, filing cabinets, teacher's desk, student desks, chalk board/trays, computer monitors, should be cleaned with a soft cloth dampened with a germicidal disinfectant cleaner.

Do Not Use Chemicals on Computer Keyboards.

3. When cleaning/dusting teacher's desk, do not remove or disturb any papers or books. Something that looks like a piece of scrap paper to you may be very important to the teacher.
4. Upholstered furniture should be cleaned using a vacuum cleaner equipped with an upholstery tool. Be sure to lift the cushions and clean under them. Dust/clean all wood, plastic and metal surfaces that may be located on furniture. This can be accomplished using a soft cloth dampened/sprayed with a dust mop treatment.

ELEVATOR CLEANING

Purpose

To control bacteria and improve sanitation, to maintain a clean and safe environment for the staff, students and visitors.

Equipment and Materials Needed

Dust brush and dust pan, rags, sponges, putty knife, stainless steel cleaner, mop bucket and wringer, wet mop, vacuum cleaner, step ladder, germicidal disinfectant cleaner and carpet spotter, rubber gloves.

Safety Precautions

1. Take elevator to lowest level possible.
2. Place elevator out of service. Use sign to let people know its out of service. Turn switches off.
3. Keep elevator door tracks clean for proper operation of doors.
4. Be certain the elevator emergency telephone is in operation.

Procedures

1. Assemble all necessary equipment/materials and take to designated area.
2. Dust mop floor (tile) of elevator with treated dust mop.
3. Mop floor using wet mop and disinfectant cleaner solution. Rinse floor with clean water.
4. Clean door tracks with vacuum cleaner and/or damp sponge and rag.
5. Wipe push buttons, telephone and box, and metal hand rails using germicidal disinfectant cleaner and sponge or rag.
6. Remove spots and smudges from walls and doors using germicidal disinfectant cleaner and sponge or rag.
7. Clean spots from floor (carpet) with carpet spot remover, and vacuum floor.
8. Put elevator back in operation.
9. Clean all equipment and return to storage.

GLASS AND WINDOW CLEANING

Purpose

To move soil, control bacteria, to allow passage of light and for appearance.

Equipment and Materials Needed

Utility cart, ladder, bucket, rags, sponges, paper towels, gloves, spray bottle, glass cleaner and window cleaning kit for exterior.

Safety Precautions

1. Make sure ladders are in locked position.
2. When using a six foot ladder or larger, a second person is required.
3. Do not lean out windows.

Procedures

1. Assemble equipment needed for the area to be cleaned. If setting up ladder, place as close to wall as possible.
2. Prepare window, remove objects from sill, remove blinds and drapes, if possible.
3. Clean frame and sills with damp rag or sponge.
4. Spray window with cleaner.
5. Wipe clean with rags or paper towels using left and right or back and forth motion. Continue this until window is clean and job is completed.
6. Wipe up any spills on the sills or frames.
7. Inspect work. Replace items.

GYMNASIUM CARE (HARDWOOD)

Includes all cleaning associated with the gymnasium such as; dust mopping before and after athletic events, spot mopping for spills as necessary; cleaning and emptying waste receptacles, washing walls, doors, door frames, windows, and cleaning trash and debris from under and around the bleachers, replacing light bulbs/tubes as necessary. Report any damages to supervisor.

Purpose

To maintain a clean and safe environment for staff, students and visitors.

Equipment and Materials Needed

Wet mop, dry mop (60 in.), mop bucket and wringer, putty knife, utility cart, dust pan, dust brush, window cleaner, germicidal disinfectant cleaner, sponge, rags, rubber gloves, house broom, and plastic bags.

Safety Precautions

1. Always use recommended amounts of detergents.
2. Never mix chemicals together for any reason.
3. Always use rubber gloves when handling chemicals and emptying waste containers or cleaning any type of body fluids.
4. Check all cleaning chemicals for proper labeling.
5. Secure doors and windows, turn off lights before leaving gymnasium.
6. Report any necessary repairs to the supervisor.
7. Never allow large quantities of water to remain on hardwood gym floor.

Procedures Daily

1. Assemble all necessary equipment/materials and take to designated area.
2. Upon entering the gym put bleachers back against the wall and clean trash and debris from under them.
3. Walk over floor area and inspect for gum, candy, tar, etc. and remove with putty knife. Any liquid spills such as coffee, coke, juice, or water should be removed with wet mop and/or sponge (dampened only).

4. Using large untreated dry mop (60 in.), start on one side of the floor and push dirt and debris to the back of gym. Continue until floor has been completely cleaned. Remember to shake the mop lightly a few times in between to loosen dirt and debris from mop.
5. Pick up debris using dust pan and dust brush and/or house broom and discard in waste container.
6. Remove unsightly graffiti from walls and other surfaces using detergent and/or graffiti remover and a stiff bristled brush, rinse surface with clean water and sponge.
7. Wipe off light switch plates, door handles/bars and latches using a sponge dampened with germicidal disinfectant cleaner and wash windows in doors using window cleaner and a soft rag or paper towel.
8. Check the complete area before leaving and note any damage and report to supervisor. Close and lock all doors and windows, turn off lights.
9. Return all equipment to storage closet, wash out mops, sponges and buckets and hang up to dry. Empty all trash and debris in container for disposal.

GYMNASIUM CARE FREQUENCY

FREQUENCY

DUTIES	D	W	M	A	R
Dust mop floor	X			X	X
Spot mop floors				X	X
Dust walls and bleachers				X	X
Wash walls and bleachers				X	X
Wash doors and door frames				X	X
Wash door glass	X			X	
Empty trash receptacles	X			X	
Clean under bleachers				X	X
Check bleacher operation*			X	X	
Perform bleacher safety checks*			X	X	
Check partition operators*			X	X	
Check backboard operators*			X	X	
Check volleyball pole anchors*		X		X	
Replace burned out light bulbs				X	X
Remove gum/tar from floor				X	X
Remove graffiti				X	X
Wash windows				X	X
Wash light fixtures				X	
Secure windows and doors	X			X	
Do regular floor maintenance				X	X

Note: All of the above duties will be performed annually during summer cleaning.

* Note: See Preventive Maintenance Check Sheet

HEALTH ROOM CLEANING

The health room is one of the most critical areas in our buildings where regular and proper cleaning is important. Health rooms are occupied with students that have cuts, scrapes, contagious infections and illnesses. Proper cleaning daily is best to control bacteria and odors in the health rooms.

Equipment needed for proper cleaning is just as important. Only use the wet mops and bowl swabs that identify them to be used just in the restrooms of the health room.

Equipment and Materials Needed

Rubber gloves, wet floor sign, broom, dust pan, wet mop, mop bucket and wringer, spray bottles, sponges, germicidal disinfectant cleaner, cream cleanser, hand soap, glass cleaner, hand towels, toilet tissue and sanitary napkin bags.

Safety Precautions

Safety precautions should always be used to prevent accidents and injuries to yourself and others.

1. Use wet floor signs and always wear rubber gloves.
2. Do not use any other chemicals or cleaners that are not supplied to you or recommended by Plant Operations.
3. The cleaning chemicals used in the dilution centers are premixed with water. The only chemicals used on a daily basis are germicidal cleaner and window cleaner. Do not mix cleaning chemicals together under any circumstances.
4. Report any problems or repairs to your supervisor.

Procedures/Daily

1. Check the restrooms for any broken items. Also items that might clog drains and toilets, and any items laying on the floor.
2. Sweep area floor thoroughly. When sweeping is done, inspect area that might need special attention.
3. Empty sanitary napkin receptacles. Clean all surfaces with germicidal disinfectant cleaner mixture and replace bag.
4. Empty health room trash can **ONLY AFTER THE NURSE HAS TREATED AND SEALED THE BAG. IF THE BAG IS NOT SEALED, DO NOT TOUCH IT.** After getting rid of the sealed bag, disinfect can and replace bag.
5. Check dispensers for towels, toilet paper and hand soap. Clean all dispensers with germicidal disinfectant cleaner mixture using a spray bottle.

6. Clean wall, door frames and partitions. Pay special attention to the walls and partition areas next to sinks, urinals, and toilets. Also door handles, light switches and anywhere people touch. Clean all areas with germicidal disinfectant cleaner.
7. Clean and disinfect the insides of toilets and urinals using germicidal disinfectant cleaner mixture and a bowl swab or brush marked for these items. Next, spray all exteriors of the toilets and urinals with germicidal cleaner, and then wipe down with a sponge or paper towels. Use cream cleanser on stubborn stains only. Cream cleanser is not a germicidal disinfectant cleaner mixture. Always flush toilets after cleaning.
8. Spray all sinks with germicidal disinfectant cleaner mixture. These also include fixtures, hardware and pipes. Then wipe them off with a sponge or paper towels.
9. Clean mirrors and bright work with glass cleaner mixture.
10. Thoroughly inspect all areas that have been cleaned.
11. When wet mopping, put enough germicidal disinfectant cleaner mixture on the floor to make the floor wet. Wait 10 minutes, then mop up the floor starting from the rear of the room and work your way towards the door. Pay particular attention to the areas around the toilets, under the urinals and corners.
12. As needed, clean ceilings and lights and also ventilating fan screens.

Remember that germicidal disinfectant cleaner mixture has to set at least 10 minutes for it to kill the bacteria and germs.

13. If you have any cleaning problems, contact your supervisor. If they can't solve the problem, they will contact Plant Operations.

HEALTH ROOM CLEANING AND SERVICE

DUTIES	FREQUENCY				
	D	W	M	A	R
Wash sinks/basins & fittings	X			X	
Wash urinals & fittings	X			X	
Wash commodes including seats	X			X	
Wash windows				X	X
Wash walls & ceiling				X	X
Wash lights & fixtures				X	X
Damp wipe partitions & walls	X			X	
Polish metal work	X			X	
Clean mirrors	X			X	
Empty waste receptacles	X			X	
Clean soap dispensers	X			X	
Fill toilet tissue dispenser	X			X	
Fill paper towel dispenser	X			X	
Fill sanitary napkin dispenser	X			X	
Fill soap dispenser	X			X	
Wet mop floor using germicidal disinfectant cleaner	X			X	
Secure windows	X			X	
Replace light bulbs				X	X
Do regular floor maintenance	X			X	
Strip and refinish floors				X	

Note: All of the above duties will be performed annually during summer cleaning.

KITCHEN AND CAFETERIA CLEANING AND MAINTENANCE

This will include removing trash/garbage from the kitchen and dining areas; washing and sanitizing trash/garbage containers; washing overhead hoods, ducts, pipes and filters; cleaning refrigerator/walk in box floors; washing walls, windows, doors and door frames; wet mopping the kitchen and dining area floors with a germicidal disinfectant cleaner; setting up tables before lunch; putting tables away after lunch; and the proper care and maintenance of the cleaning equipment.

Purpose

To maintain a clean, safe, and germ free environment for staff and students.

Equipment and Materials Needed

Mop buckets and wringers; wet mop with handle and frame; germicidal disinfectant cleaner; automatic floor scrubber; dust mop; clean soft cloth; sponge; rubber gloves; putty knife; large trash/garbage cans; plastic bags; spray bottle with germicidal disinfectant cleaner; caution wet floor signs; push broom.

Safety Precautions

1. Always use recommended amounts of detergent.
2. Never mix chemicals together.
3. Be sure containers such as spray bottles, plastic jugs, etc., have proper labels.
4. Always use rubber gloves when using detergents and emptying waste containers.
5. Unlock all exit doors. Be sure exit lights are lit.
6. Always secure doors and windows before leaving kitchen and cafeteria area.

Procedures Daily

1. Place garbage cans in place equipped with plastic bags.
2. Set up tables and chairs.
3. Place mop bucket, wringer, wet mop with germicidal disinfectant cleaner in a safe place along the wall (for use on spills).

4. Empty garbage cans between lunch shifts.
5. Clean up any spills using wet mop.
6. After lunch shifts are over, empty all garbage cans, wash cans using germicidal disinfectant cleaner. Place cans in upside down position to drain and dry. In areas that have can wash rooms and racks for cans use them.
7. Put tables and chairs in proper place and dry mop floor. Use germicidal disinfectant cleaner and wet mop floor. Automatic floor scrubber can also be used if available.
8. Kitchen area must also be cleaned and wet mopped. If the floor is quarry tile, you will have to use a push broom (rough surface type) to sweep up the trash/garbage before wet mopping.
9. Clean all equipment and store in proper places.

KITCHEN AND CAFETERIA SERVICES

DUTIES	FREQUENCY				
	D	W	M	A	R
Wash hoods, filters, ducts, etc.				X	X
Wash trash/garbage cans	X			X	
Wash door sills				X	X
Wash doors & door frames				X	X
Wash windows & sills			X	X	X
Wash walls, woodwork & trim				X	X
Wash lights & fixtures				X	X
Clean venetian blinds				X	X
Clean ventilating fans				X	X
Clean grease traps				X	X
Dispose of trash/garbage	X			X	
Sweep cafeteria floor	X			X	
Wet mop cafeteria floor	X			X	
Wet mop kitchen floor	X			X	
Spot mop floors - due to spills	X			X	X
Clean drinking fountains	X			X	
Replace light tubes				X	X
Secure windows & doors	X			X	
Spray buff cafeteria floor				X	X
Do regular floor maintenance				X	X

Note: All of the above duties will be performed annually during summer cleaning.

RESTROOM CLEANING

The restroom is one of the most critical areas in our buildings where regular and proper cleaning is important. Restrooms that are dirty and have offensive odors cause germs and diseases that will pose a threat to good health. Proper cleaning daily is the best way to control bacteria and odors in the restrooms.

Equipment needed for proper cleaning is just as important. The equipment you use for the restroom should not be used elsewhere. If possible, mark your mops, brooms, and bowl swabs to identify them just for the restrooms so no one else will use them in other areas. The items you need to clean a restroom are: Rubber gloves, wet floor sign, broom, dust pan, wet mop, mop bucket and wringer, spray bottles, sponges, putty knife, bowl brush, bowl swabs, germicidal disinfectant cleaner, cream cleanser, hand soap, glass cleaner, hand towels, toilet tissue, sanitary napkins disposable sanitary napkin bags.

Safety precautions should always be used to prevent accidents and injuries to yourself and others.

First: Use wet floor signs. These will let others know that you are working in the restroom and that the floor is wet.

Second: Wear rubber gloves. This will prevent contact of bacteria and germs to your hands.

Third: **Do not use any other chemicals or cleaners that are not supplied to you or recommended by Plant Operations.** The cleaning chemicals used in the Dilution Centers are premixed with water. The only chemicals used are germicidal disinfectant cleaner, window cleaner, extractor chemical and stripper. **Do not mix any cleaning chemicals together under any circumstances.**

Fourth: Report all necessary repairs of lights, plumbing or fixtures and put up an out-of-order sign.

Procedures/Daily

1. Check your restroom for any broken items. Also, items that might clog drains and toilets, and any large items laying on the floor.
2. Sweep the floor thoroughly. When the sweeping is done, inspect the area that might need special attention. Use a putty knife to remove gum from the floor.
3. Empty sanitary napkin receptacles. Clean all surfaces with germicidal disinfectant cleaner mixture and replace bag. "Wear rubber gloves."
4. Empty trash cans. Check and clean can inside and outside with germicidal disinfectant cleaner mixture.
5. Check dispensers for towels, toilet paper, sanitary napkins and hand soap. Clean all dispensers with germicidal disinfectant cleaner mixture using a spray bottle.
6. Clean walls, doors, frames and partitions. Pay special attention to the walls and partition areas next to sinks, urinals and toilets, and also door handles, switch plates and anywhere people touch. Clean all areas with germicidal disinfectant cleaner mixture.

7. Clean and disinfect the insides of toilets and urinals using germicidal disinfectant cleaner mixture and a bowl swab or brush marked for these items. Next spray all exteriors of the toilets and urinals with germicidal disinfectant cleaner, and then wipe down with a sponge or paper towels. Use cream cleanser on stubborn stains only. Cream cleanser is not a germicidal disinfectant cleaner mixture. Always flush toilets after cleaning.
8. Spray all restroom sinks with germicidal disinfectant cleaner mixture. These also include fixtures, hardware and pipes. Then wipe them off with a sponge or paper towels.
9. Clean mirrors and bright work with glass cleaner mixture.
10. Thoroughly inspect all areas that have been cleaned.
11. When wet mopping, put enough germicidal disinfectant cleaner mixture on the floor to make the floor wet. Wait 10 minutes, then mop up the floor starting from the rear of the room and work your way toward the door. Pay particular attention to the areas around the toilets, under the urinals and corners.
12. As needed, clean ceilings and lights, and also ventilating fan screens.

Remember that germicidal mixture has to set at least 10 minutes for it to kill the bacteria and germs.

If you have any cleaning problems, contact your supervisor. If they can't solve the problem, they will contact Plant Operations.

RESTROOM CLEANING AND SERVICE

DUTIES	FREQUENCY				
	D	W	M	A	R
Wash sinks/basins & fittings	X			X	
Wash urinals & fittings	X			X	
Wash commodes including seats	X			X	
Wash windows				X	X
Wash walls & ceiling				X	X
Wash lights & fixtures				X	X
Damp wipe partitions & walls	X			X	
Polish metal work	X			X	
Clean mirrors	X			X	
Empty waste receptacles	X			X	
Clean soap dispensers	X			X	
Fill toilet tissue dispenser	X			X	
Fill paper towel dispenser	X			X	
Fill sanitary napkin dispenser	X			X	
Fill soap dispenser	X			X	
Wet mop floor	X			X	
Secure windows	X			X	
Replace light bulbs				X	X
Do regular floor maintenance	X			X	

Note: All of the above duties will be performed annually during summer cleaning.

SHOWER AND LOCKER ROOM CARE

This will include all cleaning in shower and locker rooms such as: emptying all waste receptacles, servicing sanitary napkin dispensers, if provided; dusting ledges, grills and locker tops; cleaning of walls, mirrors, shelves, windows and window sills, stall partitions and doors, wash basins, commodes and urinals; polishing metal work; sweeping, moping and scrubbing of floors.

Purpose

To maintain a clean, odor free, safe environment for staff and students.

Equipment and Materials Needed

Utility cart, mop bucket, mop wringer, wet mop and handle, rubber gloves, germicidal disinfectant cleaner from the custodial command center, cream cleanser, out of order signs, dust pan and broom, putty knife, spray bottle, pump up 2 gallon sprayer (for large areas), cloth, sponges, sponge mop with handle, and hose.

Safety Precautions

1. Always use caution wet floor signs and/or out of order signs.
2. Always wear rubber gloves.
3. Always use recommended amounts of disinfecting cleaner.
4. Never mix chemicals together.
5. Always change all solutions (wash and rinse) before going to the next assignment.
6. Always report any necessary repairs, and/or damage to supervisor.
7. Never use wet mops, sponges, and cleaning cloths that were used in locker/shower room or other areas of the building. This could cause cross contamination into the other areas.

Procedures/Daily

1. Assemble all needed equipment, prepare all solutions, and take to designated area.
2. Put out caution wet floor sign and/or out of order sign.
3. Empty and clean all waste receptacles (if plastic bags are used, replace them). Wear rubber gloves.
4. Sweep floor using dust mop or push broom (for wet or rough floors).
5. Remove and dispose of all pieces of soap and other foreign matter.
6. Spray surrounding walls, shower heads, sinks, plumbing fixtures, commodes, and urinals with germicidal disinfectant cleaner from the custodial command center. This can be done in several ways. For large areas use a 2 gallon pump sprayer, a sponge mop with handle can be used on walls. Let disinfectant cleaner solution stand for a minimum of 10 minutes before washing it down.

7. Wash sinks, commodes, urinals and partitions with germicidal disinfectant cleaner from the custodial command center using cloth, sponge, and bowl brush/swab. The disinfectant cleaner solution needs to remain on the surfaces washed for a minimum of 10 minutes.
8. Wet mop floors using germicidal disinfectant cleaner from the custodial command center. Put the disinfecting solution into mop bucket with wringer. Apply solution to floor and let stand for a minimum of 10 minutes. (This is necessary in order for the germicidal disinfectant cleaner to kill the many types of bacteria.) Use wet mop to pick up dirty solution and wring out in mop bucket. Be sure to change the solution several times during this procedure.
9. Vacuum any carpeted areas completely.
10. Clean mirrors using glass cleaner and cloth.
11. Secure all doors and windows before going to next section.
12. Clean all equipment and return to proper storage.

Procedures/Weekly

1. Damp clean lockers using cloth dampened with germicidal disinfectant cleaner from the custodial command center.
2. Wash windows using glass cleaner mixed in spray bottle.
3. Damp clean window sills, shelves, and benches using cloth dampened with germicidal disinfectant cleaner.
4. Spot clean walls, doors, sills, kick plates using germicidal disinfectant cleaner/cream cleanser.
5. Pour germicidal disinfectant cleaner into floor drains. This will aid in controlling odors.

SHOWER AND LOCKER ROOM CARE

Duties	FREQUENCY				
	Daily	Weekly	Monthly	Annually	As Required
Empty waste receptacles	X			X	
Sweep locker/shower room	X			X	
Wet mop and disinfect locker room area	X			X	
Wet mop and disinfect shower room area	X			X	
Clean metal work		X		X	X
Clean locker tops		X		X	X
Fill paper towel dispensers	X			X	
Fill toilet tissue dispensers	X			X	
Fill soap dispensers	X			X	
Fill sanitary napkin dispenser	X			X	
Wash and disinfect walls and shower stalls	X			X	
Wash and disinfect stall partitions	X			X	
Wash and disinfect sinks/basins	X			X	
Wash and disinfect commodes	X			X	
Wash and disinfect urinals	X			X	
Wash mirrors	X			X	
Wash and disinfect shelves		X		X	X
Wash and disinfect doors		X		X	X
Replace light bulbs				X	X
Do regular floor maintenance				X	X

Note: All of the above duties will be performed annually during summer cleaning.

STAIRS AND STAIRWELLS

This will include the wet and dry cleaning in stairwells; i.e., steps, landings, windows, sills, doors, glass, stair treads, risers, lights and fixtures, and handrails.

Purpose

To maintain appearance and for the safety of staff and students.

Equipment Needed

Utility cart, mop bucket, mop wringer, wet mop and handle, rubber gloves, germicidal disinfectant cleaner, caution signs, dust pan and broom, putty knife, spray bottle, cloth, and sponges.

Safety Precautions

1. Report any hazardous conditions.
2. Place caution signs at each entrance and/or landing when stairs or landings are wet.
3. Never leave dirt and trash on landings or stairs.

Procedures/Daily

1. Dust mop and/or sweep steps and landings getting dirt out of the corners.
2. Secure windows and pull blinds.
3. Clean glass in doors, if required.
4. Damp wipe handrail, if required.
5. Remove chewing gum, etc., if required.
6. Replace light tubes, if required.
7. Remove graffiti, if required.
8. Remove spider webs, if required.
9. Spot wet/mop, if required.

Procedures/Weekly

1. Wash stair treads.
2. Damp wipe handrails.
3. Wet mop landings and stairs.

STAIRWAY CARE

DUTIES	FREQUENCY				
	D	W	M	A	R
Dust mop steps & landings	X			X	
Secure windows & blinds	X			X	
Wash windows & sills				X	X
Wash doors, frames, and glass				X	X
Wash stair treads		X		X	X
Wash stair risers				X	X
Wash lights & fixtures walls				X	
Damp wipe handrails		X		X	X
Damp wipe walls				X	X
Damp wipe exit lights				X	X
Dust walls & ceiling corners				X	X
Replace light tubes/bulbs				X	X
Remove chewing gum				X	X
Remove graffiti				X	X
Wet mop landings		X		X	X
Scrub or strip landings				X	X
Refinish landings				X	X

Note: All of the above duties will be performed annually during summer cleaning.

TELEPHONE CLEANING

Purpose

To remove dust and light soil, to maintain cleanliness and appearance and control bacteria.

Equipment and Materials Needed

Germicidal cleaner, spray bottle, wiping cloths (rags).

Safety Precautions

1. Do not spray any cleaners directly onto the telephone equipment.
2. Make sure telephone equipment is not set on automatic answering equipment.

Procedures

1. Assemble all necessary equipment, supplies and cleaners.
2. Spray germicidal cleaning solution onto cloth, then wipe telephone equipment clean.
3. Using dry cloth, wipe telephone equipment clean.

WASTE REMOVAL

Waste, trash, garbage, whatever you choose to call it, we all create a lot of it, and it is up to each of us to manage waste properly. Carroll County has one operating landfill. The more waste we create and throw away, the sooner that landfill will close. One way to reduce the amount of trash that is put into the landfill is to recycle. A large percentage of waste is comprised of materials that should be recycled.

In order for any recycling program to be successful, it is important that all students, teachers, administrators and custodial personnel do their part by implementing recycling practices in each school. Not only will we save on landfill space and help conserve energy, but most importantly we will conserve our natural resources.

TRASH REMOVAL SOLID WASTE/RECYCLING

All Carroll County Public Schools have in place two (2) large containers for waste purposes; one (1) will be used for solid waste such as garbage from cafeterias and kitchen areas, bathroom areas, and other areas throughout the building. Large heavy objects and yard waste should not be placed in waste container.

The second container will be used for recycling only and is labeled “Recycling Only.” All boxes must be flattened before putting into container. Paper, plastic bottles and aluminum cans can also be placed in this container. Garbage and other waste must not be placed into this container.

All other recyclable paper products should be placed into containers located throughout the building. Recyclable materials will be picked up on a weekly basis at each school location. Make sure employees know what to recycle, how to prepare it, and where it is collected.

TRASH REMOVAL SOLID WASTE AND RECYCLING

Purpose

To provide the highest standard of sanitation, to protect against fire, pest, odor, bacteria and other health hazards, and to reduce overfilling of landfills through recycling efforts throughout the school system and to conserve our natural resources.

Equipment/Materials Needed

Solid Waste - Trash cart/flatbed cart, germicidal disinfectant cleaner, plastic liner bags, brush/sponge, rags, rubber gloves.

Safety Precautions

1. Wear rubber gloves when handling waste.
2. Do not use hands to push trash and garbage down into waste container.
3. Use plastic bags where necessary.
4. Use hand truck/flatbed cart when transporting loaded waste cans to dumpsters.
5. Get help when emptying solid waste container into dumpsters.
6. Use disinfectant detergent to wash cans.

Procedures

1. All trash and garbage should be removed during and/or after each lunch shift. Cans should be cleaned either by hand or by using can wash in can room with disinfectant detergent, rinsed and let air dry. Second shift employees should start the removal of trash/waste at the beginning of the shift and then taken to outside container (dumpster) for disposal.
2. **Recyclables** - All clean recyclable trash/waste should be placed in recyclable containers located throughout the school. Recyclables will be picked up once a week from each school location.

TRASH REMOVAL/RECYCLING

The Supervisor of Plant Operations through the bidding process arranges annual contractual arrangements for trash removal.

Trash removal is scheduled for three pick-ups per week during the school year. One (1) pick-up will be for recyclables and two (2) for trash. During the summer months trash pick-up and recyclables are scheduled for once weekly.

Any request for changes in trash pick-up schedules or additional pick-ups must be coordinated through the Supervisor of Plant Operations.

A minimum of two (2) dumpsters are placed at each school.

One dumpster is exclusively for recyclables and one for solid waste.

The attached chart lists the three basic categories of recyclables. Acceptable items include: plastic narrow neck bottles, only #1 or #2 on bottom, glass food and beverage containers, aluminum and bi-metal food and beverage containers and mixed paper, junk mail, paper envelopes, newspapers, computer papers, school papers, colored paper, magazines, catalogs, telephone books, paperback and hardback books, cereal/snack boxes-remove inserts, shoe boxes and corrugated cardboard. Not accepted items are also listed. All recyclables are to be placed in the recycling dumpster.

The Plant Operations Department provides in-house containers for the purpose of collecting trash and solid waste. Thirty-two gallon trash cans can be used for this purpose. They can be ordered through regular custodial supply requisitioning.

Yard waste cannot be put in the dumpster. It has to be taken to the landfill in paper bags or loose in a dump truck. Large items that will extend beyond the lid should not be placed in the dumpster. Extremely heavy items such as steel or large quantities of brick or block should not be discarded in the dumpster. Call the Supervisor of Plant Operations for assistance if you have these large items for discard.

Attachment

Carroll County Single Stream Recycling Program

Acceptable Items

All of the following materials can be placed in your recycle bin:

Plastic

Wide-mouth containers such as empty peanut butter, margarine/butter tubs, yogurt, cottage cheese, sour cream, mayonnaise, whipped topping, and prescription medicine bottles

(Note that the lids and caps do not need to be removed)

Narrow-neck empty plastic containers with plastic resin identification code 1 through 7
(no motor oil or transmission fluid bottles, please)

Metal

Any empty metal food and beverage containers, including aluminum or other metals
Aluminum foil and aluminum pie pans

Aerosol Cans, empty only

Glass

Glass containers such as empty jars and bottles, all colors accepted

Paper

Juice and broth boxes

Milk and juice containers, including gable top cartons

Cardboard and paperboard boxes (including cereal boxes without liners)

Office paper (including typing, fax, copy, letterhead, NCR) and envelopes

Newspapers (including all inserts)

Magazines and catalogs

Junk mail

Books (including paperbacks, textbooks, and hardbacks)

Brown paper bags (Kraft paper)

Corrugated boxes

Telephone books

Non-metallic wrapping paper

Computer printouts

No Styrofoam, please!



WEIGHT LIFTING/EXERCISE ROOM

This will include all cleaning in weight lifting rooms such as: emptying all waste receptacles, clean windows, dust ledges, furniture, walls, disinfect telephone, equipment and floors.

Purpose

To maintain a clean, odor free, safe environment for staff and students.

Equipment and Materials Needed

Utility cart, mop bucket, mop wringer, wet mop and handle, rubber gloves, germicidal disinfectant cleaner, window cleaner from custodial command center, wet floor signs, dust pan and broom, spray bottle, pump up 2 gallon sprayer (for large areas), cloth rags, and sponges.

Safety Precautions

1. Always use the caution wet floor signs and/or out of order signs.
2. Always wear rubber gloves.
3. Always use recommended amounts of disinfecting cleaner.
4. Never mix chemicals together.
5. Always change all solutions (wash and rinse) before going to the next assignment.
6. Always report any necessary repairs, and/or damage to supervisor.

Procedures/Daily

1. Assemble all needed equipment, prepare all solutions, and take to the designated area.
2. Put out the caution wet floor sign.
3. Empty and clean all waste receptacles (if plastic bags are used, replace them) and wear rubber gloves.
4. Dust all ledges and furniture as required.
5. Clean all the windows.
6. Sweep all floors using a broom.

7. Spray and wipe off all body contact areas of the weight lifting equipment and clean equipment with germicidal disinfectant cleaner. (Remember the area treated must stay wet for at least 10 minutes.)
8. Spray disinfectant cleaner on a rag and wipe off the electronic parts.
9. Wet mop the floors according to the wet mopping procedures.

NOTE: Supply these areas with spray bottles, labels, paper towels, and germicidal disinfectant cleaner as needed for use by staff.

WEIGHT LIFTING/EXERCISE ROOM

DUTIES	FREQUENCY				
	D	W	M	A	R
Dust or vacuum floor	X			X	
Empty wastebasket	X			X	
Secure windows	X			X	
Adjust blinds/drapes uniformly	X			X	
Clean & disinfect body contact areas of equipment	X			X	
Wash windows & window sills				X	X
Dust window sills		X		X	
Wash woodwork & trim				X	X
Wash baseboard				X	X
Wash furniture				X	X
Wash lights & fixtures				X	
Dust walls & ceiling corners				X	X
Vacuum carpet/rugs	X			X	
Dust & wipe clock, TV, etc.		X		X	
Replace light tubes				X	X
Wet mop floor				X	X

Note: All of the above duties will be performed annually during summer cleaning.

PLANT OPERATIONS PROCEDURE MANUAL



Floor Care

SECTION 4

FLOOR CARE

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FLOOR CARE

Questions and Answers

1. Q: What causes darkening of floor in non-traffic areas and around edges and corners?
A: This is caused by too many coats of finish in these areas. When applying finishes, keep 6 to 8 inches from baseboards or stationary furniture.
2. Q: Why is rubber tile yellowing?
A: Exposure to sunlight or artificial light, build up of finish. After complete stripping and cleaning, reseal the flooring. This will minimize the problem.
3. Q: What causes streaking of finish on application?
A: Careless application of finish, second coat of finish applied before the first coat has thoroughly dried, too much or too little finish applied. The use of a dirty mop or applicator. Always rinse floor clean before applying finish, always use clean mops. Be sure finish is dry between coats.
4. Q: The floor finish on new tile is tacky, soft, and scuffs excessively. Why?
A: Plasticizer migration. The plasticizers used in manufacturing vinyl-bonded flooring provide flexibility and resilience. Plasticizers which remains active in the tile may make it tacky and will often soften the finish over it. While this problem may be slight or major, complete cure is difficult until migration stops. This may take a year or more. Sealing the floor using a good grade of sealer can prevent or minimize this problem.
5. Q: After stripping a vinyl tile floor and applying finish, the floor will powder off. What causes this?
A: There are a number of reasons for this problem. Failure to apply a heavy enough coat, inadequate drying time between coats, inadequate removal of old finish or other residues before refinishing, failure to rinse properly, use of a non-buffable finish over a buffable finish.
6. Q: The finish is worn off in traffic lanes. How can I minimize this problem?
A: Clean and rinse the floor thoroughly, touch up work area with the same finish used on rest of floor. It is not necessary to redo the entire floor as the finish will blend in. Touch up traffic lanes as needed, more frequently than the rest of the floor. Position walk-off mats at entrances as required.
7. Q: When water is spilled on floor it turns a white, milky color. Why?
A: Insufficient rinsing of cleaner prior to application of finish, use of inferior finish, use of mop containing stripper or cleaner residues. Rinse thoroughly before applying any floor finish. Do not spray buff with soap-containing materials. Use only mop reserved for applying finishes only.

8. Q: On wooden gym floor, sealer is peeling off. What could be the problem?
- A: Improper preparation of floor before application of sealer, such as failure to remove sweeping oils or wax residues, failure to roughen gym floor before application of sealer. Gym floor must be sanded or screened and completely cleaned before attempting to apply sealer or finish.
9. Q: Our terrazzo floor should be white in color but has been turning yellow. What can be done to correct this problem?
- A: Could be faulty installation, generally because the concrete or terrazzo dried too rapidly or was improperly mixed. The main cause in most cases are the use of waxes and finishes that are not designed for terrazzo flooring. Strip the floor using hot water and stripper, rinse floor several times, and be sure all old finishes are removed. Then seal floor using a good grade of sealer designed for terrazzo flooring.
10. Q: Some areas in our building has unpleasant odors. What can I do to eliminate these smells?
- A: Many unpleasant odors are caused by the growth of bacteria such as in rotting of food, deposits from urine, perspiration, etc. Other odors are people-related such as tobacco smoke, cooking odors, and medications. If possible, try to find the source of odor and clean the entire areas with a disinfectant cleaner and a pressurized disinfectant spray. Clean toilet bowls with a disinfectant cleaner. Maintain these areas on a regular basis.

CARPET CARE (EXTRACTING)

Includes all cleaning and extracting associated with the maintenance of carpet; i.e., classrooms, dining rooms, media centers, multi-purpose rooms, removing furniture, chairs, desks, cabinets, vacuuming carpets to remove dirt and debris before extracting.

Purpose

To remove spots and stains, deep down dirt and grit from carpet, reduce indoor air quality, restore carpet and to maintain a clean and safe environment for staff, students and visitors.

Equipment and Materials Needed

Commercial type upright vacuums equipped with clean filter bag; carpet extractor size 7 gal. - 28 gal. Depending on area to be cleaned (can be electrically or battery operated); putty knife; cleaning chemicals; extraction; pre-sprays, spot/stain remover and chewing gum remover; defoamer (use for excessive foam).

Safety Precautions

1. Check equipment for damage; i.e., cords, plugs, brushes, switches (electrical machines).
2. Do not leave equipment unattended while plugged into electrical source.
3. Operate machine away from cord, keep from running over it.
4. Mix chemicals according to label directions. Use chemical dilution stations for proper dilution ratios.
5. Do not overfill tanks.
6. Use clean warm water.
7. Be sure carpet is completely dry before attempting to place furniture. Metal glides will leave rust spots.
8. Do not pull on cord to unplug equipment. Walk over and grasp the cord end (plug).
9. For large battery operated equipment be sure batteries are properly charged.
10. Check fluid level in batteries and fill if needed. Be careful not to spill on floor.
11. Refer to operators manual for proper use and safety precautions.

Procedures

1. Remove furniture from area if possible. Assemble all necessary equipment/materials and take to area. Extraction should be kept to a minimum. Use only when necessary. Check with building supervisor.
2. Vacuum carpet thoroughly using heavy duty commercial type vacuum with beater bar brush to remove all loose dirt. Pick up large objects by hand, dust brush and dust pan.
2. Remove chewing gum using gum remover and putty knife. Remove spots and stains using shampoo solution in spray bottle, and/or spot and stain remover in aerosol can. Follow directions on label.
3. Fill tank with carpet cleaning solution and warm water being careful not to spill solution over electrical switches located on machine. Secure caps/lids tightly on tanks.
4. Start extraction procedure on side of room along wall area. Set switches to (on) positions (solution, vacuum, forward). On large size machines the operation of the machine is forward. The units are self-propelled. On smaller models the operator will pull the machine backwards. Read and understand the manuals. You may want to call Plant Operations for assistance.
6. There will be some small areas that the machine cannot get into. Extractors will have a connector designed for the use of hand held attachments, wand, power head and hoses. Park the machine outside of the room and use the hand held equipment to clean the carpet. This equipment should also be used to clean along baseboards and other areas close to the wall.
7. Because extractors operate with pressure jets located under the machine, the solution is forced into the carpet under pressure which forces the embedded dirt and other residue up to the vacuum shoe for pick up. In some cases it may be necessary to add approximately 3 - 4 oz. of defoamer/foam break, to the pick up solution tank to keep the foam to a minimum.
8. Today's extraction machines are designed to recover approximately 90% of the liquid solution from the carpet. This means 10% of the liquid will remain in the carpet which could cause indoor air quality problems; mold and mildew can grow on carpet. To help reduce this problem, you must have air movement through the area. This is important on days with high humidity levels. Use fans, turn air handling units on and/or air conditioning, and run machine over floor a second time with solution switch off and vacuum pick up on and remove as much excess moisture as possible.
9. Return all equipment to proper storage area, thoroughly clean equipment, both tanks, wipe excess liquids from machine, wipe off cords and store. Connect charger to battery operated models in well ventilated area. Empty vacuum bags.

CARPET CARE (SHAMPOOING)

Dry Foam

Includes all cleaning and shampooing associated with the maintenance of carpeted areas; i.e., classrooms, entrance ways, hallways, media centers, multi-purpose areas, etc. Removing furniture, removing stains, dust and debris from carpet using dry foam carpet equipment. Use this method when carpeted area has to be used within three to four hours of shampooing.

Purpose

To maintain the carpet, reduce indoor air quality, preserve the carpet, maintain a clean and safe environment for staff, students and visitors.

Equipment and Materials Needed

Commercial type vacuums; carpet shampooer (Von-Schrader) designed for dry foam use only; plastic bucket with pour spout; measuring cup; putty knife; spot cleaning chemicals, i.e., carpet prespray, gum remover, stain and spot remover, etc.; dry foam shampoo; defoamer chemical.

Safety Precautions

1. Check equipment for damage; i.e., cords, plugs, brush, tank.
2. Do not leave machine unattended while plugged into wall receptacle.
3. Operate machine away from cord, keep from running over it.
4. Use chemicals according to label instructions. **Do not mix chemicals.**
5. Be sure carpet is dry before attempting to place furniture. Metal glides will form rust spots.
6. Do not pull on cord to unplug equipment. Walk over and grasp the cord end (plug).

Procedures

1. Move furniture from area if possible, and out of the way. Assemble all necessary equipment and materials and take to area.
2. Vacuum carpet thoroughly using heavy duty vacuum with beater bar/brush to remove all loose soil.
3. Remove chewing gum using gum remover spray and putty knife to scrape off. Remove spots or stains with shampoo solution in spray bottle and/or spot and stain remover in aerosol can designed for this purpose. Follow directions on label.

4. Mix shampoo according to label directions found on container, in plastic bucket. Use warm water only (hot water may cause the carpet to shrink).
5. Fill solution tank on machine being careful not to spill solution down over electrical switches on machine; fill defoamer tank. Do not overfill the tanks. Secure caps tightly on tanks.
6. Place machine on carpet, adjust brush height so that the brush touches the top of the carpet pile. Generally, the brush should be raised on deep pile carpeting and lowered on short pile carpeting.
7. Turn switches on (brush and vacuum) move forward with a slow steady pace. Generate foam continuously as you move forward. If pace is correct, there will be little, if any, foam left on the carpet or deposited at the edges of the machine. Be sure to overlap on the adjacent pass. If carpet is extremely dirty, go over the carpet a second time on a slanted angle.
8. After carpet is completely dry, use upright vacuum and vacuum carpet. This will remove any carpet shampoo residue and loose soil left on the carpet. Replace all furniture to proper place. If humidity is high, use fans and/or air conditioner to help the drying process.
9. Return all equipment to storage area. Clean machine tanks with clean water, wipe off cord and surface of machines with damp rag/sponge, wipe dry, wrap cords and store in proper place.

CARPET CARE (VACUUMING)

Includes vacuuming, spotting, removing gum, candy and other debris, removing stains, and choosing proper vacuums/equipment.

Purpose

To maintain the carpet, reduce indoor air quality, preserve the carpet, maintain a clean and safe environment for staff, students and visitors.

Equipment and Materials Needed

A commercial upright carpet vacuum with revolving brush and beater bar (single motor) and equipped with cloth bag and micro-lined inter bag (commonly referred to as a single motor upright). A commercial upright carpet vacuum with revolving brush (separate motor) and enclosed bag chamber equipped with micro-lined filter bag and separate motor (commonly referred to as a two motor upright). A commercial type upright vacuum with revolving brush (separate motor) and enclosed bag chamber equipped with micro-lined bag and two motors for vacuum pick up (commonly referred to as a three motor upright). A commercial type tank vacuum (wet/dry) equipped with filter bag, carpet tool and attachments. A commercial type back-pack type vacuum equipped with carpet tool and attachments.

Safety Precautions

1. Check equipment for damage, cords, plugs, brush, and filter bags (empty at end of shift).
2. Do not attempt to remove water, food or any liquids using a dry type vacuum.
3. Do not stand in wet area while inserting an electrical plug into wall receptacle.
4. Disconnect machine from electrical source before servicing and/or leaving machine unattended.
5. Use tank type vacuum designed for wet pick up when vacuuming any type of liquids.
6. Do not pull on the machine cord when unplugging from wall receptacle. Walk over and grasp the plug.
7. Be aware of falling dust/dirt particles when using overhead vacuum attachments. Use eye protection (safety glasses).
8. Vacuum away from cord. Avoid running over cord which would damage cord and cause electrical shock.

Procedures

1. A carpet needs regular cleaning and maintenance daily. More frequent cleaning is desirable on heavily traveled area; i.e., entrance area, walk off mats, offices. Selecting the proper vacuum for the cleaning area is very important. For small areas such as offices and areas that are cluttered with furniture that cannot be moved easily, the best method would be to use a small upright (one motor) vacuum or a back-pack vacuum equipped with carpet tool and hand held wand.
2. For medium size areas such as classrooms, media centers and areas that are not cluttered with furniture, the use of a two motor upright vacuum should be used. These machines are available with turbulator brush sizes from 14 in. – 18 in. They are designed for one pass vacuuming (not push and pull) with vacuum head adjusted to the proper height. Push it forward like mowing your lawn, go as far as possible then turn and push the machine back, overlapping the first pass slightly. The use of vacuums equipped with turbulator brushes are necessary for beating the dirt from the carpet fibers and thus being pulled up into the vacuum bag.
3. For large areas such as dining rooms, corridors and multi-purpose areas, the use of a three motor upright vacuum should be used. These machines are equipped with a large turbulator brush in sizes ranging from 24 in. – 30 in. They are designed for one pass vacuuming only. Adjust the turbulator brush to the proper height and go forward as far as possible. Return, overlapping the first pass slightly using same procedures as described in paragraph #2.
4. Wet/dry vacuum (tank type) equipped with wand, filter bag and carpet tool should be used on areas which are inaccessible to the upright vacuum machines. Can be used for the removal of dirt and debris close to walls, tight corners, etc.

After vacuuming is completed, check floors for stains and remove as necessary. Empty all filter bags, wrap cords, wipe off machine and store in proper place.

DAMP MOPPING

Damp mopping is a procedure that is used to remove surface dust/dirt. A good example would be entrance ways, off set area around doors, conference rooms, teacher's room, and offices. When damp mopping, the mop should be dipped into the solution and then placed in the wringer, and the solution pressed out thoroughly. Don't saturate the floor with water. Use the same motions in this procedure as are mentioned in wet mopping.

SPOT MOPPING

Spot mopping is a procedure used when a small area is soiled by spillage such as water, soda, coffee, tea, urine and/or other liquids. These types of spillage must be mopped up as soon as possible to prevent slipping and falling hazards.

DRY MOPPING

Purpose

To remove dust, litter and light soil from a smooth fished floor; i.e., tile, terrazzo. This operation should be performed after hand dusting has been completed and prior to wet mopping or buffing.

Equipment

Utility cart, dust pan, counter brush, sweeping tool, chemical treatment.

Safety Precautions

1. Never leave piles of dirt and trash in any area.
2. Always read chemical labels.

Procedures

1. Loose dirt and trash are removed from the floor by using a treated mop. The dust mop is attached to a metal frame with either a wooden or plastic handle. Dust mops are available in several sizes: 18 in., 24 in., 36 in., 48 in., and 60 in. The 18 in. and 24 in. are the standard sizes for classroom cleaning. The 36 in., 48 in., and 60 in. are ideal for larger areas such as hallways and cafeterias. The dust mop must be treated/sprayed with a mop treatment the day before it is to be used. (This is very important.) This will allow the mop to absorb the treatment. If the mop were to be used prior to this, it would streak the floor and cause the floor to become very slippery.
2. Starting on the far side of a room or area, push dry mop along the wall to the back of the room or area. Then turn mop and push dirt to front of room or area. Next, if possible, move the row of desks over to the cleaned area. Then repeat this procedure until the floor is completely cleaned. Push the dirt from the room or area until you pick it up. Remember you are working with a dust mop, not a push broom. Always keep the mop on the floor.
3. Clean dust mops after each use. Go over the mop head with a stiff brush to remove the dirt and dust. When the dust mop head gets too dirty, they can be washed in a washer and dried.

GYMNASIUM FLOOR (SYNTHETIC)

Includes all cleaning and maintenance associated with the upkeep of floor; i.e., dust mopping before and after athletic events, using automatic scrubbing machines to strip and refinish, emptying of waste, cleaning bleachers, walls, doors, windows, etc.

Introduction

Urethane synthetic surfacing is a durable material, capable of withstanding much use and abuse. Virtually the entire spectrum of athletic activities including events such as dances, meetings and concerts can be conducted on this type of surface. Spiked or cleated shoes should be prohibited to avoid possible physical damage to the surface. Synthetic surfacing is subject to wear if dirt and other foreign materials in combination with foot traffic are not routinely cleaned. To facilitate this cleaning plus add to the appearance and life of the floor, a floor sealer and finish should be applied on a scheduled basis.

Purpose

To maintain and preserve floor surface, and to maintain a clean and safe environment for staff, students and visitors.

Equipment and Materials Needed

Automatic scrubbing machine; wet mops, mop buckets and wringers; 60 in. dry mop with frame and handle; dust brush and dust pan; broom; detergent; stripper; sealer and finish; stripping pads/scrubbing pads; disinfectant detergent; window cleaner; rags; sponge; heavy duty extension cord.

Safety Precautions

1. Check all equipment for damage; i.e., cords, plugs, brushes, driving assemblies and switches.
2. Do not leave any equipment unattended while plugged into electrical source.
3. Operate machine away from cord, keep from running over it.
4. Use chemicals according to label directions. Do not mix chemicals for any reason.
5. Do not use sandpaper, steel wool, abrasive powders, soap containing lye or solvents.
6. Use chemicals; i.e., detergents, sealers and finishes specifically designed for use on synthetic flooring surfaces.

7. Never use acid or caustic based cleaners on surface.
8. Do not allow foot wear containing nails, cleats, or spikes on synthetic floors. This is sure to damage the floor.

Procedures

1. For daily cleaning use a 60 in. dust mop and go over the entire floor surface. Any spilled liquids should be picked up using a clean wet mop. Pick up dirt and debris with dust brush/broom and dust pan and discard into waste container. Check floor surface for any damage; i.e., peeling of finish, dark stains, separation of surface, etc. Report to supervisor.
2. Clean all doors and door handles/bars using a disinfectant and sponge. Clean window in doors using window cleaner and soft rag/paper towel. Remove unsightly graffiti from walls and other surfaces using detergent and/or graffiti remover and stiff bristled brush. Rinse surface with clean water and sponge.
3. Check complete area for any damage before leaving. Turn off all lights and lock all doors. Return all equipment to storage area. Clean mops, buckets, etc. using hot water and detergent, dry and store.
4. The floor will need to be cleaned from time to time. Use a cleaner designed for use on synthetic floorings. Mix solution with warm/cold water, fill tank on automatic scrubber and go over floor. The machine is equipped to lay solution down and scrub using light scrubbing pad and/or brushes and then pick up dirty solution by means of a vacuum built into machine. Rinse the floor several times. This detergent should not attack the floor finish and should leave the floor shiny and bright.
5. Synthetic floors will need to be stripped, sealed and refinished. This flooring is completely the opposite of wood gym floors. The removal of finishes are achieved by using a stripper solution and water and should be accomplished on some type of schedule; i.e., when area is not being used for several days, summer breaks, holidays.
6. The use of large automatic scrubbing machines are recommended for stripping, scrubbing and buffing. These machines are powered by large wet celled batteries. The machine must be fully charged for best results and operation. All detergents must be used at the proper dilution rate (found on label of container) at all times.
7. For stripping of old finishes, fill solution tank on machine with diluted stripper and hot water. Do not overfill tank. Lay solution liberally on the floor with machine (do not turn vacuum switch on). For best results strip floor in sections. Large gym floors could be 30 ft. X 30 ft. or more. Let solution lay on floor for 3 – 5 minutes. This will allow the stripper solution ample time to soften the old finish and dirt.

8. Next, turn on brush, pump and vacuum switches and run machine over the wetted floor. Use stripping pads for this procedure. After the floor is completely stripped of old finish, it will have to be rinsed thoroughly with clean water. Be sure there is no residue left on floor. Repeat the rinsing two to three times for best results.
9. After stripping procedure is complete and floor has had sufficient time to dry, the floor will need protective coatings applied. The first coating should be a sealer coat. Be sure the sealer is designed for use on synthetic flooring surfaces. The best recommendation I can give is to read directions on label. In most cases, but not all two coats are recommended. The same is also true for the finish coats (or top coat). Some manufacturing companies may recommend triple coats in high traffic areas.
10. The use of wet mops, wax applicator or spraying device can be used for the purpose of applying the sealers and finishes to the flooring surfaces. These protective coatings can be buffed between applications if necessary.
11. Clean all equipment with hot water and detergent. Wash tanks on automatic machines. Do not let solutions remain in tanks over night. Wash pads and let dry. They can be used again. Clean mops, buckets, brushes and let dry. Return all equipment/materials to proper storage area.

MACHINE SCRUBBING (BUFFER)

Includes light scrubbing to remove heavy soils, light floor finishes, spills and stains.

Purpose

To use machine scrubbing when dirt and spills cannot be removed by wet mopping only. To clean and restore floor area and prepare floor for light refinishing and to maintain a clean and safe environment for staff, students and visitors.

Equipment and Materials Needed

Floor buffer 15 in. – 22 in size (green pads); wet mop buckets and wringers; broom and/or dust mop 18 in. – 60 in. (depending on size of area); wet floor caution signs; wet/dry vacuum tank type (with filter bag removed) and wet pick up attachments; dust pan and dust brush; detergent; rubber gloves; sponge; putty knife.

Safety Precautions

1. Always put out caution signs.
2. Check electrical cords for breakage or frayed wires. Be sure cords are equipped with ground prong.
3. Always sweep floors and pick up dirt and debris.
4. Always keep cord behind you when operating buffer.
5. Machine scrub floor only when necessary.
6. Remove all furniture before starting the scrubbing procedure or shift to one side.
7. Always remove filter bag from wet/dry vacuum before picking up wet solution.
8. Always check extension cords. Be sure they are the same size or larger.

Procedures

1. Assemble all necessary equipment/materials needed in an area close to the work area. Remove all objects from the area if possible; i.e., desk, chairs, furniture and file cabinets.
2. Clean all of the loose dirt, debris, gum, tar, and candy from floor using putty knife, dust mop, broom and dust pan. Discard debris in waste container and place caution wet floor signs.

3. Prepare detergent solution according to label instructions. Using a dilution station will automatically dilute the detergent. Use warm water if possible.
4. Spread detergent solution liberally on the floor, but without (flooding) too much water which may loosen the tiles. Use approximately a 10 ft. X 10 ft. section at a time using a clean wet mop. Let solution lay for approximately three minutes to loosen heavy dirt.
5. With the proper size scrubbing pad on the floor buffer you are ready to start the scrubbing procedure. Move the machine slowly but continuously using a side to side motion and overlapping slightly with each pass of the machine. Floors that are pitted or dented should be scrubbed in a crisscross motion. If floor is extremely dirty, this procedure may need to be repeated.
6. Dirty solution can be removed from floor using a wet/dry vacuum with filter bag removed. Wet mops can also be used to pick up dirty solution. Once the dirty solution is removed, check the floor to be sure it is free of all dirt, stains, etc. If not, repeat the scrubbing procedure again.
7. Once the floor is scrubbed clean, it will have to be rinsed properly. Use a clean wet mop (not the one used for detergent). Clean mop bucket and wringer, lay clean water on the floor and pick up using wet/dry vacuum and/or wet mop. Change water often. You may have to repeat this procedure at least three times. The best way to check the floor for residue after it has dried is to simply wipe your hand across the floor in several places. If you have any residue on your hand, it needs more rinsing. Clean all baseboard with sponge and/or rags. Use rubber gloves.
8. Clean all equipment and tools thoroughly with hot water and soap. Rinse and dry. This will enable the next job to run as smoothly as the first.

MACHINE STRIPPING (Buffer)

Includes the stripping of old finishes, heavy ground in dirt, black scuff marks, removal of objects from work area; i.e., desk, chairs, furniture, files, etc.

Purpose

To remove old floor finishes, embedded dirt, spills, stains, and to prepare floor surface for refinishing, and to maintain a clean and safe environment for staff, students and visitors.

Equipment and Materials Needed

Floor buffing machine, stripping pads (black), wet mops, mop buckets, wringers, putty knife, dust pan, dust brush, house broom, caution signs, wet/dry vacuum tank type with wet pick up tool, and slip resistant footwear.

Safety Precautions

1. Always put out caution floor signs.
2. Check electrical cords for breakage or frayed wires. Be sure cord plug has ground prong.
3. Always keep cord behind you when operating the machine. This will keep the cord from wrapping around driving assembly. This could damage cord and cause electrical shock.
4. Move furniture from area before starting the stripping procedure or shift to one side.
5. Always remove dirt, gum, candy, and other debris from floor before wetting the floor with stripper solution.
6. Strip small sections at a time and don't let stripper dry on floor.
7. Always wear appropriate slip resistant footwear supplied by Plant Operations.
8. Do not allow unauthorized foot traffic on the floor during stripping procedures.
9. Always use proper size driving assembly on machine.

Procedures

1. Assemble all necessary tools, equipment and chemicals needed in an area close to the work area for easy access. Remove all objects from the work area if possible; i.e., desk, chairs, furniture, file cabinets.
2. Clean all of the loose dirt, debris, gum, tar and candy from the floor using putty knife. Use dust mop, broom and dustpan. Discard debris in waste container.

3. Prepare stripping solution according to label instructions using a dilution station. The stripper will automatically be diluted for you. Use hot or warm water for best results.
4. Lay down stripper solution liberally on the floor approximately a 10 ft. X 10 ft. section at a time using a wet mop marked for stripper use. Let stripper remain for at least 3 – 5 minutes to loosen finish. (Very old or heavily built-up finishes may require repeated applications.)
5. With a proper size stripping pad on floor buffer machine, you now start the stripping process. Move machine slowly but continuously using a side to side motion and overlapping with each pass of the machine. Floors that are pitted or dented should be stripped in a crisscross motion.
6. Dirty solution can be removed from floor by using a tank type wet/dry vacuum with filler bag removed. Wet mops can also be used to pick up dirty solution. Once the dirty solution is removed from the floor check to be sure it is free of wax build up and dirt. If not, repeat the stripping procedures again.
7. Once the floor is completely free of old finishes and black heel marks, it must be rinsed several times. Use clean water for this procedure, use clean wet mop (not the mop used in stripper). Lay water liberally on the floor and pick up with tank type wet/dry vacuum and/or wet mops. Change rinse water often. Clean cove base with sponge. Use rubber gloves.
8. Clean all equipment and tools thoroughly with hot water and soap, rinse and dry. This will enable the next job to run as smoothly as the first.
9. After the stripping and rinsing procedures are completed, the floor is now ready for a coating of sealer/finish. This is explained in Section 4 Refinishing floors – vinyl tile, rubber tile, fritz tile, asphalt tile and linoleum.

REFINISHING FLOORS

Terrazzo, etc.

Includes the sealing and refinishing of non-resilient tile floors such as terrazzo, magnesite, marble, slate, ceramic, quarry tile and brick.

Purpose

To protect the surface of the flooring from dirt debris, stains and to maintain a clean and safe environment for staff, students and visitors.

Equipment and Materials Needed

A good grade of water-emulsion sealer designed specifically for non-resilient floorings, one wet mop head (clean or new), one wax applicator (clean), mop bucket and wringer, caution wet floor signs.

Procedures

1. Floor should be cleaned and/or stripped of old build up of finishes, dirt and other debris.
2. Allow floor to dry thoroughly before applying finish.
3. Always use a clean or new mop head and/or applicator when applying finishes.
4. Use a clean mop bucket and wringer. If rusted or broken, replace it because particles will fall into finish.
5. Apply the finish in uniform, light to medium coats. Be careful not to slap the walls with the mop head. Stay six to twelve inches from walls. No one walks against the walls and heavy build up of finish will occur.
6. Change the direction of your strokes on each coat of finish to insure complete coverage. Allow sufficient drying time between coats, approximately 30 minutes. **Do not rush a floor finish.** Three coats of finish/sealer on a stripped floor is recommended for good durability and protection.
7. If using wet mop to apply finish, start on one side of the area. Stand with feet about 4 ft. apart and swing mop from side to side in an S motion.
8. If using wax applicator, fill tank with finish and start on side of room/hallway. Squeeze solution trigger and release finish onto floor. Pull applicator as you walk across the area. The pads on applicator will spread the finish on the floor. While pulling the applicator

across the floor it will be necessary to squeeze the solution trigger from time to time to release more solution to the floor. The use of this applicator will make the finishing procedure much faster and easier.

9. Clean and put away all equipment, wash mops and wax applicator with hot water and rinse.
10. Unused portions of finish should be discarded. **Do not pour back into container.**

TERRAZZO RESTORATION

1. Remove all build up on cove base, edges, and corners. You will use citrus paint and varnish remover. Apply a coat to all surfaces. Let set 15 to 20 minutes. Do not let it dry. Remove by scraping with a putty knife. After build up is removed, rinse all areas.
2. To do the floor the equipment you need a buffer, black stripping pads, red buffing pads, 80 grit sanding screens, Hot Shot stripper, Ultra Stripper booster, marble polishing compound, One Step stone care solution, wet mops, buckets, wringers, and wet/dry vacuum. Always wear stripper shoes.
 - a. Prepare your solution mix Hot Shot stripper 8 oz. to 10 oz. to one gallon of water (warm or cold). Then add 16 oz. of Ultra Strip per booster. Put solution on floor 10 ft. by 10 ft. areas letting it sit at least five minutes. Run buffer with black pad & 80 grit screen over 10 ft. by 10 ft. area. Use the same method as stripping procedures. Vacuum up stripping solution. If all the wax or sealer is not removed, repeat process. After area is free of wax or sealer, do the same process for the entire area to be done. Rinse the entire area so there is no stripper residue.
 - b. To polish and treat the terrazzo, wet down a 6 ft. by 6 ft. area with water. Put one scoop of marble polishing compound in the center of the 6 ft. by 6 ft. area using the buffer with the red buffing pad. Buff the 6 ft. by 6 ft. area. If it starts to dry out, add clean water to keep wet. This solution will look like muddy water. Vacuum up muddy solution and rinse.
 - c. After the entire area is rinsed and dry, you will use the One Step solution. This process is the same as spray buff method. One spray of mist will do a 2 ft. X 2 ft. Buff it out with a red pad. This will bring out a high shine.
 - d. Clean up all equipment.

REFINISHING FLOORS

Tile, etc.

Includes the sealing and refinishing of resilient tile floors, such as vinyl tile, rubber tile, fritz tile, asphalt tile and linoleum.

Purpose

To protect the surface of the flooring from dirt and debris and to maintain a clean and safe environment for staff, students and visitors.

Equipment and Materials Needed

Good grade of water-emulsion floor finish/sealer designed for resilient floorings, one fine strand mop (clean or new), one mop bucket with wringer, caution wet floor signs, wax applicator.

Procedures

1. Floors should be cleaned and/or stripped of old build up of finishes.
2. Allow floor to dry thoroughly before applying finish.
3. Draw required amounts of finish into clean mop bucket.
4. Wet the mop head in the finish. Mop head should be wrung fairly dry so that when lifted, finish does not drip steadily. If a white film is formed immediately as the finish is applied, then too much is being put down and the mop should be wrung or pressed out more.
5. Allow the floor to dry approximately 30 minutes before applying the second coat of finish. Do not attempt second coat if first coat is not completely dry.
6. Apply no more than one coat of finish within six to twelve inches of walls and permanent fixtures or other areas where one cannot walk.
7. Because a new finish dries with good gloss and a smooth finish, buffing the floor is not necessary.
8. After floor is completely dry, rearrange furniture being careful not to drag objects across floor.
9. Clean and put away all equipment, wash mops and/or wax applicator with hot water and rinse.
10. Unused portions of finish should be discarded. Do not pour back into container.

Note:

If using wax applicator, fill tank with finish and start on one side of room. Squeeze trigger and allow small portion of finish on floor, walk across the floor pulling the applicator. The pads on applicator will spread the finish on the floor. While pulling the applicator across the floor, you will have to squeeze the solution trigger from time to time. The applicator will make the finishing procedure faster and easier.

PREPARING FOR REFINISHING HARDWOOD FLOORS

Includes all cleaning and sanding associated with the gymnasium such as dust mopping, removing gum, tar and other debris from floor before sanding/screening, using tack rags to remove dust and painting lines in the basketball court.

Purpose

To prepare gym floor for resealing, line painting and preservation of floor.

Equipment and Materials Needed

Floor buffing machine (17 in. - 22 in. size) equipped with pad holder; tank type wet/dry vacuum with cloth/paper bag installed and dry pick up attachments; 60 in. dry mops, mop bucket and wringer; heavy duty extension cords; sanding screens (17 in - 22 in, 100 - 150 grit); latex paint in assorted colors - red, black, blue; putty knife; broom; dust pan; masking tape; dust mask; 17 in - 22 in. pad; turkish towels.

Safety Precautions

1. Check machine cord for breakage. Be sure cord ends are equipped with ground prong.
2. Operate machine away from cord and keep cord behind you.
3. Use low speed machine, 175 rpm.
4. Do not use steel wool pad on floor machine when screening.
5. Wear dust mask when screening and picking up dust.

Procedures

Resurfacing takes time, therefore, plan ahead and try to do it during summer vacation, holiday periods or other times when the gym will not be used for a week or so.

Assemble all equipment, tools and materials and take to gym area. Put bleachers in place along walls.

1. Removing soil

Sweep up all litter and debris and check every square foot for traces of gum, candy, tar and any other substances which can clog the pad on the floor machine (buffer). Use a putty knife to scrape up gum and other adhering soils. Pick up all debris and discard into waste container.

2. Scouring

Generally, a team of three people can scour 800-1,000 sq. ft. per hour. Scouring time is affected by dampness on the floor, humidity, the size of the floor machine, and the area of finish to be removed.

Equip the floor machine with a driving block equipped with pad to hold scouring pad to the floor. Be sure to center both pads on the driving block. When scouring the floor, keep the machine level. Doing this will keep the scouring pad from digging into the wood. Only the surface of the old finish must be scoured in order to make a good base for the new finish. Coatings, keep the machine moving at a constant pace. Do not stop the floor machine in one spot while it is running. This will cause uneven spots and swirls on the floor.

Work a small area at a time. Turn scouring pad over when it becomes clogged. Scour along the boards with the grain. Edges, corners and around doors will have to be done by hand. Use scouring pad cut to size and attached to doodle bug pad holder.

3. Removing dust

Use tank type wet/dry vacuum to pick up loose dust, then use clean water and mop bucket with wringer. Dip mop into water and wring out as dry as possible. Damp mop the floor only, do not saturate the floor. Change water often. This procedure will have to be repeated several times.

4. Tacking

The next procedure will be the tacking of the floor to remove any dust that may not have been picked up with the wet mop. Before you begin tacking the floor be sure the doors are shut and the air movement is stopped. You want all the dust to settle and then tack the entire area.

Tack rag the floor using large dust mop (5 or 6 ft.) with a turkish towel that has been dampened with clean water. (The best way to dampen the towel is to emerge into mop bucket with clean water and use wringer and press out as much water as possible.) Then drape the towel over the dust mop and go over the floor. Prepare five or six towels ahead. You will have to change them from time to time. Remember to keep the water in the mop bucket clean. The tacking procedure will have to be repeated several times. Check the painted lines for damage and repair using masking tape and same colors of paint (if possible). If all the lines need attention, you may wish to call Plant Operations for assistance.

5. Clean and store equipment

Return all equipment/materials to storage area. Wash and clean using soap and warm water, rinse, and dry. Clean dirt and dust from floor machine with damp rag/sponge. Wipe down electrical cords and check for breakage. Clean all pads with soap and water and hang to dry. If scouring pads are worn, discard in trash container.

REFINISHING FLOORS HARDWOOD

Includes sealing and refinishing of hardwood floors after it has been cleaned, scoured and prepared. This would include gym floors used for athletic events; i.e., hard maple and oak.

Purpose

To protect the surface of the flooring from dirt, grit, debris, and prolong the life of the floor and to maintain a clean and safe environment for staff, students and visitors.

Equipment and Materials Needed

A good grade of water-based urethane finish designed specifically for wood floors (should meet or exceed M.F.M.A. standards), wax/finish applicator in a good and clean condition, and caution wet floor signs.

Procedures

1. Assemble all necessary equipment and materials needed and take to gym area.
2. Place caution wet floor signs at entrance to gym.
3. Gym finishes in most cases will be a one part system. This means that you will not have to mix the two chemicals together. You must read directions located on the labels.
4. The floor must be free of all dust, dirt, scuff marks, and other debris before any finish can be applied.
5. If using wax/finish applicator, fill the tank with the mixed sealer/finish and start on one side of floor. Squeeze solution trigger and release sealer on floor in front of applicator. As you walk across the floor, the applicator will spread the sealer. From time to time squeeze the trigger and let out more sealer.
6. Gym floors require two coats of finish/sealer for best results. On the first coat go with the grain. Let floor dry completely, approximately one hour. Do not use fans to dry the finish. This may blow dust and/or other debris onto finish. Finish may appear dry, but may not be completely cured. It is best to wait before applying the second coat.
7. When applying second coat, go across the grain. This will insure that the floor has been completely sealed.
8. Keep traffic off newly sealed floor for at least three days. Use walk off mats at entrances.

9. Clean and put away all equipment. Wash pads, mops and applicators with soap and hot water and rinse.
10. Unused portions of sealer/finish should be discarded. **Do not pour back into container.**

SPRAY BUFFING

Purpose

To maintain the quality of appearance. Also, it is good for spot maintenance of floors before they reach the point of needing a major refinishing. Spray buffing is the basic method for maintaining resilient floors.

Equipment and Materials Needed

Floor buffer; pad holder; buffing pads; broom or dust mop; putty knife; spray bottle and trigger; floor finish; dust pan and brush; wet floor signs.

Safety Precautions

1. Always sweep floor and remove any gum, etc.
2. Post wet floor signs.
2. Do not use extension cords if they are not needed for the area. If extension cords are needed, make sure they are the same size as the buffer cord.
3. Always make sure the cords are free of breaks and that the plugs are grounded “to prevent an electrical shock.”
4. Never unplug cord by pulling on the cord.
6. Read labels on floor finish before mixing.

Procedures

1. Assemble equipment to take to work area.
2. Remove furniture as needed.
3. Set up wet floor signs.
4. Sweep floor, pick up any trash, etc.
5. Damp mop if needed.
6. Prepare floor finish in spray bottle.
7. Spray a light mist on the areas where black marks, spots, scuffs or scratches appear in the path of the buffer. When using a spray bottle, spray the finish upward into the air so that a mist falls on the floor in front of the buffer.

8. Buff the same area until the soiled or damage is removed and the shine appears. The machine will move freely at first, then the area will become tacky or sticky before the shine reappears.
9. Continue this procedure until area is repaired or shining. If area is too damaged, you might lightly scrub the area and apply a thin coat of finish. Check with supervisor before adding finish.
10. After area is completed, remove pads and pad holder to be cleaned. Never let machine set on brushes and/or pad holders. Clean off equipment and return to storage.

WET MOPPING

Purpose

To insure maximum cleanliness, to improve sanitation of the environment, aid in the control of bacteria and for a neat appearance of the area.

Equipment and Materials Needed

Mop buckets, wringers, wet mop heads, wet mop frame/holders with wooden/plastic handled, caution/wet floor signs, push broom, house broom, dust mop with frame and handle, dust pan, dust brush, putty knife, rubber gloves, germicidal disinfectant detergent.

Safety Precautions

1. Always use caution wet floor signs.
2. Always clean floor using broom or dust mop before attempting to wet mop floor.
3. Always keep wet mop away from electrical outlets. (Electrical outlets in some areas are mounted in the floor.)
4. Always keep equipment close to wall and away from door openings and stairs.
5. Always keep cleaning equipment in good condition.
6. Frequently change cleaning solutions and rinse water. (As soon as solutions become dirty, you must change them.)
7. Do not let excessive water lay on the floor. (This will loosen tiles and also cause other hazardous conditions.)
8. Do not mix two different types of chemicals together.
9. Select the proper size wet mop for your use. (The preferred size for women are 20 oz. - 24 oz., men prefer 24 oz. - 32 oz. Remember the larger the mop, the heavier it will be.)
10. Begin the operation using clean equipment, mop heads, and solutions.
11. Be sure to use the correct mop which should be marked/coded for wet moping use.
12. Never use wet mops marked/coded for bathrooms in other areas. This will cause cross contamination.

Procedures

Assemble equipment, fill one mop bucket two-thirds full with germicidal disinfectant cleaner and cold water, and one mop bucket two-thirds full of clean cold water (hot water will soften floor finishes).

1. To reduce errors in the dilution ratio when mixing chemicals, all custodial closets are equipped with a dilution center. This piece of equipment is designed to mix the chemical and water at the proper dilution rate. Under no circumstances should any employee disconnect or alter the metering devices or use chemicals directly from the containers located on the unit.
2. Proceed to the designated work area, place wet floor signs, clean floor with dust mop or broom, remove chewing gum and other foreign substances with a putty knife. Remove dirt and trash using dust pan and brush/broom, discard in waste container. In some areas such as classrooms, furniture will have to be moved to one side of the room and then moved to the other side or removed completely.
3. Immerse mop into the prepared solution, then using wringer located on bucket, press out excessive water. Remember to bend at the knees when pressing down on wringer handle. This will take the strain from your back.
4. Start on one side of the room and “lay out” the area to be mopped. To do this lay the mop on the floor close to the baseboard/cove base and lay down approximately 8 inches of solution around the complete area. Pay attention to the corners. This is where dirt and wax is most likely to build up. Remove this with a putty knife. After lay out is completed, immerse mop in solution and wring out excess solution again.
5. Starting at the back of the room and feet apart, mop on floor, lay down solution by swinging mop from left to right or right to left, using an “S” pattern. Do not raise mop from floor. When swinging the mop, this will throw the solution up onto the wall and other stationary furniture/equipment. After you have made six to nine strokes with the mop, lay it over on the other side and continue to mop. After a few more strokes you will have to dip the mop for more solution and then continue until finished. You may need to change the solution. At this point it will be your decision to do so.
6. Let the solution stand for 10 minutes. This will not only kill bacteria, it will loosen the dirt which can then be picked up by the mop. The wet mop head band is equipped with a nylon mesh pad. This can be used to remove black heel marks from the floor. Immerse the mop in solution and press out as much solution as possible. Use mop and pick up all the dirty solution from the floor.

7. The next step will be rinsing the floor. This will remove the cleaner residue from the floor which would make the floor soil more easily. Using mop bucket two-thirds full of clean cold water, lay the water on the floor in the same way the germicidal disinfectant cleaner was used. Follow the same steps, press out as much water as possible from the mop and pick up all the water from the floor.
8. Wipe excess water from baseboard with clean cloth, rearrange desks and other furniture, inspect the area. A properly wet mopped floor should have a clean surface with no water spots. The corners should be clean. Return all equipment to custodial closet for cleaning and storage, wash mops with hot water, wring out excess water, hang up to dry.

Wet Screening Method

1. Sweep floor of all debris.
2. Remove any tape on the floor and remove any gum with a putty knife.
3. With an automatic scrubber and using an aggressive black stripping pad, apply Schilling's squeaky or a water based neutral cleaner designed to use on wood floors – 11 oz. to 1 gallon of water. Pick up solution with squeegee with initial first pass. This will remove all dirt, body oils, spills, and etc.
4. In a 20 x 20 area, apply solution with a wet mop, or again with automatic scrubber and leaving solution on the floor. Using a 100-grit screen on a low rpm machine, begin screening floor at a moderate speed with the grain; making sure floor stays wet at all times.

NOTE: Use one screen for every 500 square feet. Never use a damaged screen on floors. This may result in uneven surface dulling or create deep scratches in the finish that will not be easily removed. Make sure all areas have been abraded and you overlapped each pass. If any areas remain shiny, screen that area again so the floor is uniformly dull.

5. Pick up solution with automatic scrubber or wet/dry vacuum.
6. Proceed to next section of floor following same manner until entire floor is wet screened.
7. With automatic scrubber, rinse entire floor with tap water, (with clean black pad) picking up with squeegee immediately.
8. Tack rag floor with a clean Turkish towel, well wrung out with water. Be sure no residue is left on the floor.
9. Allow floor to dry.
10. Make sure at this time, there is no fine dust on the floor. If there is any evidence of dust, tack floor again. Remember, if dust is left on the floor, there may be a problem with the finish adhering to the floor.
11. Apply first coat of gym sealer with the wax-o-matic. Mops or sponge mops are not recommended. Always apply finish with the grain of the wood.
12. Allow finish to dry 1 to 2 hours (depending on humidity) before applying next coat. **DO NOT ALLOW ANYMORE THAN 8 HOURS BETWEEN COATS.** If you do, you must screen between coats to get the proper adhesion.
13. Clean applicator with soapy water and rinse thoroughly as any residue of finish left will become very hard.
14. Allow 72 hours curing time for light traffic. Allow one-week curing time for heavier traffic.

NOTE: Best results are obtained with adequate ventilation and floor temperatures between 60 and 95 degrees. During drying, avoid direct drafts on the floor. This will prevent the floor from leveling properly. Do not pour unused product back into container to avoid contamination of product.

PLANT OPERATIONS PROCEDURE MANUAL



Health and Safety

SECTION 5

HEALTH AND SAFETY

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INDOOR AIR QUALITY/IAQ PROCEDURE

Contact for Indoor Air Quality (IAQ) concerns are communicated by telephone, e-mail, fax, and other means of communication. The primary contact is the Coordinator of Environmental Safety or the Supervisor of Operations.

Once the contact has been made, the Coordinator of Environmental Safety will set a date and time to investigate the concern. After the investigation is completed and if any IAQ problem is noted, determination for proper method of remediation will be applied. Some of these methods are as follows: mold remediation, mechanical and structural repairs, heating, ventilation, and air conditioner (HVAC) cleaning and sanitizing, individual room (s) cleaning and sanitizing, etc. It also may be necessary to perform IAQ testing with a Certified Industrial Hygienist.

A new program entitled Tools for Schools with the United States Environmental Protection Agency has been initiated with the Carroll County Public School System. This program offers sound, easy-to-use guidance that allows school officials the ability to improve indoor air quality within each school. An IAQ committee should be established at each school. This committee should consist of a coordinator, building supervisor, health nurse, teacher (s) and a parent. IAQ building walkthrough reports should be completed by the IAQ committee. This report must be submitted twice a year. The IAQ reports are due in the Facilities Plant office by the second Friday in November and the end of April each year. The Coordinator of Environmental Safety will work with each school committee as needed to establish proper indoor air quality. Additional support can also be accomplished from school construction, school facilities, and the maintenance department.

Revised 2/10/15

ADMINISTRATIVE PROCEDURES FOR WATER SAMPLING

INTRODUCTION

The 1974 Safe Water Drinking Act was enacted by Congress and has bound the United States Environmental Protection Agency (EPA) to ensure that potable water sources are supplied the public. Further obligations have been enacted through passage of the 1988 Lead Contaminant Control Act and the 1992 Lead and Copper Rule.

PURPOSE

The establishment of a local standard (for implementation by the school system in testing of potable water sources to detect contaminants) is the purpose of this undertaking. Compliance with directives of EPA (as well as those printed in The Federal Register and The Maryland Register) for compliance with the Safe Water Drinking Act and subsequent amendments shall be accomplished in the following manner:

- A. The Facilities Plant Department is charged with the responsibility of contracting with a vendor laboratory (licensed by the State of Maryland) to collect water samples and perform tests. Results of water sample tests will be forwarded by the laboratory directly to Maryland Department of the Environment (MDE) and the Department of Plant Operations. A copy of the water sample results will be forwarded to each affected school by the Coordinator of Environmental Safety to coordinate compliance with water sampling requirements.
- B. The Coordinator of Environmental Safety shall assist with acquiring the certification for the water plant operator as required by the State of Maryland for each school having an on-site well.
- C. The water plant operator will be responsible for the daily operation of the water system, record keeping reflecting the operation and maintenance of the system, and communication of water system problems with the Coordinator of Environmental Safety and the supervisor of the Maintenance Department. The water plant operator will also be provided with a copy of water test results and will retain a copy of all analyses of water sample tests collected at the individual schools.
- D. In accordance with requirements set forth by EPA and MDE, water samples will be collected quarterly and/or yearly. Additional requests for water sampling (beyond the quarterly and/or yearly cycle to be communicated by the Coordinator of Environmental Safety and the supervisor of the maintenance department shall be made and the aforementioned will arrange with the vendor laboratory to conduct the requested water sampling.
- E. Should sampling results indicate the presence of contaminants above the permitted level, the Coordinator of Environmental Safety shall develop an action plan for communication to the affected school and public as well as MDE.

HEALTH DEPARTMENT INSPECTIONS

The Carroll County Health Department has the authority to conduct periodic inspections of Carroll County Public School facilities. Generally, two inspections are conducted annually, one in the fall and one in the spring. One inspection is a general inspection covering the food preparation and serving areas, restrooms, classrooms, playground, etc. A second inspection specifically focuses on food service areas. Concession stands are inspected along with the school's regular food service area(s).

The inspector completes a standard form and leaves it with the cafeteria manager and principal. These individuals should correct general housekeeping items or minor repairs, etc. within the capabilities of in-house staff. Items not correctable at the local school level should be forwarded to the Supervisor of Plant Maintenance for action.

It is the responsibility of the building administrator to notify the Maintenance Department if corrective action is not taken within a reasonable time span.

A summary report of all school inspections is forwarded to the Director of Facilities Management at the end of each inspection period or at least annually. The follow up report is conducted by the Coordinator of Environmental Safety.

RESPONSIBILITIES/FUNCTIONS
Integrated Pest Management Program
School Grounds Phase I

This department is responsible for managing the IPM Program for all Carroll County Public Schools. The Integrated Pest Management Program is a mandated procedure designed to control pest within the schools and is regulated by state law. These procedures are designed to reduce and/or discontinue the use of pesticides in school systems. Carroll County Public Schools will use an outside pest control company that has been approved and awarded a contract to insure the IPM Program meets and/or surpasses the mandated regulations.

INTEGRATED PEST MANAGEMENT PHASE 1

PHASE 1

Integrated Pest Management is an effective and environmentally sensitive approach to pest management that relies on a combination of common sense practices. IPM programs use current comprehensive information about the life cycles of pests and the interactions with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the most economical means, and with the least possible hazard to people, property, and the environment. IPM programs take advantage of all pest management options including, but not limited to, the judicious use of pesticides.

An efficient IPM program has been established to work with existing school pest programs and management activities. School management activities such as preventative maintenance, custodial practices, landscaping, occupant education, and staff training are essential and all part of the IPM program.

School Pest Management Policy Statement

Structural and landscape pests can pose significant problems to people, property, and the environment. Pesticides can also pose risks to people, property, and the environment. It is therefore the policy of Carroll County Public Schools to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

Integrated Pest Management (IPM) is a federal mandated and regulated program.

Pests

Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with use of the school site for human purposes. Strategies for the management of pest populations will be influenced by the pest species and whether that species poses a threat to people, property, or the environment.

Pest Management

Approved pest management plans have been developed for the site and include pest management measures.

Pest management will:

- Reduce any potential human health hazard or to protect against a significant threat to public safety
- Prevent loss of or damage to school structures or property
- Enhance the quality of life for students, staff, and others

Integrated Pest Management Procedures

IPM procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, or biological measures. IPM practitioners depend on current, comprehensive information about the pests and its environment for the best pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property, and the environment.

The choice of using a pesticide will be based on a review of all other available options and a determination these options are not acceptable or are not feasible. It is the policy of Carroll County Public Schools to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.

When it is determined a pesticide must be used in order to meet important management goals, the least hazardous material will be chosen. The application of pesticides are subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 United States Code 136 et seq.), Carroll County Public Schools policies and procedures, Environmental Protection Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

Application of IPM Strategies and Examples of IPM Strategies

Entryways

Keep doors closed when not in use. Place weather stripping on doors. Caulk and seal openings in walls, around pipes, and windowsills. Install or repair window screens. Keep vegetation, shrubs, and wood mulch **three (3) feet away from structures**.

Classrooms and Offices

Allow food and beverages only in designated area. Store pet food in tightly sealed containers and clean pet cages regularly (in science labs). Remove dust and debris in all areas. Routinely clean lockers and desks. Vacuum carpets daily.

Food Preparation and Serving Areas

Store food and waste in containers that are inaccessible to pests. Containers must have tightly secured lids and made of plastic or metal. Place screens on vents, windows, and floor drains. Remove food debris, dry, and wet mop floors. Do not leave wet mops or mop buckets around. Remove grease accumulation from vents, ovens, and stoves. Use caulk or paint to seal cracks and crevices.

NOTIFICATION TO PARENTS, GUARDIANS, AND STAFF OF A PESTICIDE APPLICATION

Integrated pest management procedures such as inspections and monitoring are used to determine when to control pests and to identify conditions contributing to pest problems. The necessity for pest control, if warranted, is evaluated and one or more pest control methods including sanitation, structural repair, non-chemical methods and pesticides is utilized. Problem areas are identified where alternative pest control technologies can be incorporated in order to eliminate routine pesticide applications. It has been determined that a current pest problem warrants the use of a pesticide to effectively control the pest problem.

SCHOOL:

COMMON NAME OF PESTICIDE TO BE APPLIED:

LOCATION(S) OF THE PESTICIDE APPLICATION:

PLANNED DATE AND TIME OF APPLICATION:

If unfavorable weather conditions or other extenuating circumstances arise, the intended pesticide application may have to be delayed or postponed to a later date(s). If the application can not be made within 14 days of the original planned date a new notice will be issued.

Note: The Maryland Department of Agriculture's Regulations pertaining to Integrated Pest Management and Notification of Pesticide Use in Public Schools requires that the following information be provided as part of this notice:

The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: Where possible, persons who potentially are more sensitive, such as pregnant women and infants (less than two years old), should avoid any unnecessary pesticide exposure.

The following information regarding potential adverse effects was taken from the material safety data sheet (MSDS) of the pesticide to be applied:

1. May cause temporary eye and skin irritation.
2. May be harmful if swallowed.

If you require further information regarding this notice you can contact John Timcheck at 410-751-3114.

SCHOOL SAFETY COMMITTEE

School administrators are responsible for establishing a School Safety Committee. It is recommended the school nurse and building supervisor is included with the other committee members. School administrators should monitor the operation of the committee as it addresses concerns and suggestions for promoting a safe school environment. The school committee is to conduct a minimum of two safety inspections annually (fall and spring). The school safety committee is to submit a typed report to the Facilities Plant office by the second Friday in November and the end of April each year. The Coordinator of Environmental Safety will work with each school to obtain a written report of any safety violations. The committee should also review the manner in which Fire Marshal citations and past safety committee violations have been addressed.

SCHOOL SAFETY COMMITTEE REPORT FORM

**This report must be submitted twice a year. The Safety reports and IAQ reports are due in the Facilities Plant office by the second Friday in November and the end of April each year.
Please send this report to John Timcheck, the Coordinator of Environmental Safety.**

(Please type)

School:

Committee Members:

Chairperson:

Administrative Representative:

Teacher(s):

Building Supervisor:

Student(s):

Other Members (Specify parent, fireman, etc.):

Date(s) of Safety Committee Meeting(s):

Action Taken:

Date of Fire Marshal's Inspection:

Fire Marshal's Citation:

:

Date Citation Corrected:

Date of Safety Committee Meeting:

Safety Committee Concern:

Action Taken to Correct Concern:

Use additional paper if needed.

Submitted by:

Attach copies of inspection reports/checklists, maintenance requisitions, and other correspondence that is related to school facilities in order to document efforts in the areas of concern.

CHECKLIST FOR USE BY SCHOOL SAFETY COMMITTEE

Updated: 12/7/09

NAME OF SCHOOL:

PRINCIPAL/DESIGNEE RESPONSIBLE:

DATE OF SAFETY SURVEY:

	A: STORAGE	YES	NO	N/A
1.	Are materials stored 18" or less below the level of the sprinkler head?			
2.	Are materials stored (such as paper, cleaning supplies, etc.) under stairs or in stairwells)?			
3.	Are flammable materials (such as duplicating fluid, gasoline, etc.) stored in the school / work location?			
4.	Are custodial storage areas in need of general housekeeping?			
5.	Are custodial closets and mechanical equipment areas left unlocked?			
6.	Are materials stored in areas that are not recognized as legitimate storage areas?			
7.	Are tables, chairs, and other obstacles located in corridors that limit the capability to exit promptly?			
8.	Are chemicals for science programs (that are of an explosive nature) readily accessible to students and stored in unsecured cabinets?			
9.	Are cabinets (used for the chemical storage) located in storage areas that do not have exhausting/venting capability?			
10.	Are oily rags retained for reuse?			
11.	Are materials (unrelated to the mechanical operation of the school) stored in the mechanical room?			
12.	Are gasoline engines (attached to any piece of equipment) stored in mechanical or instructional rooms of the school?			
13.	Do student lockers generally contain excessive amounts of paper?			
14.	Are materials stored adjacent to or in front of electrical unit heaters?			
15.	Are flammable shop supplies (such as turpentine, paints, varnishes, lacquers, etc.) not stored in metal cabinets?			
16.	Are unauthorized spaces used for storage purposes?			
17.	Are combustible cleaning / duplicating fluids stored in regular interior storage areas?			
18.	Do metal waste cans need to be provided for industrial art shops? All waste materials should be removed and disposed of daily.			

If "yes" is checked as the answer(s) to any Section A above, the particular question should receive immediate attention and an action taken to correct the problem(s).

	B. ELECTRICAL	YES	NO	N/A
1.	Is there an excessive amount of cords / adapters used continuously throughout the school/work location?			
2.	Are any extension cords without the certification of Underwriters Laboratories affixed?			
3.	Are extension cords in need of repair (showing exposed wires, frayed ends, etc.) or disposal?			
4.	If extension cords are stored, are they hung on nails?			
5.	Are improperly wired appliances / instructional equipment in place for use?			
6.	Are exit lights, fire pull stations, and fire bells in need of repair?			
7.	Are aluminum ladders in use for light bulb / ballast replacement?			
8.	Are portable / electrical space heaters used in the school or work location?			
9.	Is there less than 3 feet of clear space provided in front of electrical panels?			
10.	Are duplex outlets (located adjacent to and within 3 feet of sinks) in need of being updated with GFCI (Ground Fault Circuit Interrupter) receptacles? Are GFCI breakers extending service from electrical panels out to non GFCI receptacles?			

If “yes” is checked as the answer(s) to any of Section B above, the particular question should receive immediate attention and an action taken to correct the problem(s).

	C. MISCELLANEOUS	YES	NO	N/A
1.	Are fire extinguishers situated in a systematic pattern throughout the school / work location (such as in each suite, wing, floor level, or shop)?			
2.	Are fire extinguishers inspected monthly and serviced annually to make sure they are charged and are in proper working order?			
3.	If applicable, is a fire lane established in front of the school and designated properly?			
4.	If applicable, are fire lanes and exit areas near exit doors kept free of motor vehicles?			
5.	Are all decorations / mobiles monitored frequently to determine they are not becoming targets of incineration?			
6.	Are stair tower doors operated without modification to the design? (No doorstops, props, wedges, etc.)			
7.	Are only spaces (as authorized by the Fire Marshal) used for instructional purposes?			
8.	Is furniture arranged in instructional area(s) without blocking the exit space(s)?			
9.	Are exit doors unbound if the building or a portion of it is occupied?			
10.	Are CAUTION :“Wet Floor” signs used in appropriate places to lessen the possibility of accidents on wet floors?			
11.	Are general house cleaning activities regularly scheduled?			
12.	If applicable, is the emergency generator tested weekly to ensure it is in good working order?			
13.	Are maintenance requisitions relating to safety items concluded in a reasonable time frame?			
14.	Right To Know: Have all employees received a copy of the administrative procedures for the Access to Information About Hazardous and Toxic Substances?			
	5 – 12			

	C. MISCELLANEOUS (cont.)	YES	NO	N/A
15.	Right To Know: Is the Chemical Information List available in the office for employee review?			
16.	Are appropriate precautions taken by employees when dealing with blood or blood products (i.e., custodial clean-up, health room practices, etc.).			
17.	Is the use of Personal Protective Equipment (PPE) emphasized?			
18.	Is Personal Protective Equipment (PPE) readily available for school system employees?			
19.	Are sidewalks and main entrance areas cleared by a reasonable time on inclement weather days?			
20.	Are walk-off mats appropriately placed at major entry points and / or ahead of ramps within the school / work location?			
21.	Are the procedures for proper lifting commonly known and used?			
22.	Are electrical and computer wires bundled and well managed throughout the school / work location?			
23.	Is the floor area or work area clear of potential slipping, tripping, or bumping hazards?			
24.	Are guards and locks in place on paper cutters?			
25.	Is a team approach used when hanging instructional posters, decorations, removing food from walk-in freezer, etc.?			
26.	Is the proper climbing device, i.e., step stool or stepladder, used in lieu of standing on a table or chair?			
27.	Do you "THINK AHEAD" about the potential injuries that can result from executing a task involving improper lifting or climbing, rushing to accomplish a task, and etc.?			
28.	Is an emphasis on ergonomics in the workplace and where applicable in the learning environment?			
29.	Are current Emergency Evacuation Plans displayed in each instructional space as well as the cafeteria and where applicable in the shower / dressing areas?			
30.	Is the Crisis Management Plan for the school or work location updated, reviewed, and practiced with the staff on a semi-annual basis?			
31.	Is surplus duplicating fluid, glycol, etc., removed from storage areas on a timely basis?			
32.	Is a standard list of system-wide codes for enhancing better communication with the entire staff during an emergency / non-routine task to be completed?			

If "no" is checked as the answer(s) to any of Section C above, the particular question should receive immediate attention and an action taken to correct the problem(s).

This report must be submitted twice a year. The Safety reports and IAQ reports are due in the Facilities Plant office by the second Friday in November and the end of April each year. Please send this report to John Timcheck, the Coordinator of Environmental Safety.

IAQ WALKTHROUGH REPORT

NAME OF SCHOOL: _____

DATE COMPLETED: _____

NAME OF PERSON
SUBMITTING REPORT: _____

The Walkthrough Inspection is not intended to be an intensive, detailed, or costly inspection, but rather a quick overview of the conditions that affect the quality of air within your school. You may wish to have someone who is familiar with the operation of the building, such as a facility operator or custodian, to assist you during the inspection. The Walkthrough Inspection is part of the IAQ Management Plan. While some schools wait until the initial parts of the plan have been completed, some schools have had success “jump-starting” their program by beginning with a quick walkthrough and taking immediate action where the potential problems are obvious and easy to correct.

During your walkthrough inspection, you can learn a lot by using your sense of sight, smell, feeling, and hearing to gain information on factors which affect indoor air quality. You may even be able to make immediate corrections!

Observe the general level of cleanliness in classrooms and mechanical rooms. Look for pollutant sources such as mold, improperly stored chemicals, or excessively dirty air filters and ducts. Look for signs of water damage which may point to an underlying problem which increases the chance of biological contaminants. Look for blocked airflows such as those caused by books or papers on top of unit ventilators or plywood covering outdoor air intakes.

Smell for unique or objectionable odors-including mold, mildew, and “chemical” smells as you move from room to room. Note any potential sources of these odors.

Feel for uncomfortable air temperatures, drafts, and high or low humidity and feel for air flowing into and out of grilles and air vents.

Listen to the concerns of school occupants regarding IAQ. Do they provide clues to problems such as using their own pest spray to control pests, turning off the unit ventilator because is too noisy during class time? Do you hear unusual equipment noises which may indicate potential problems, and do you hear air blowing out of supply vents?

Do a walkthrough inspection in all special use areas, such as the cafeteria, art rooms, and industrial arts areas.

Exterior Inspection:

Begin the walkthrough inspection outside. You are looking for anything which might impact the air indoors. Consideration include ventilation inlets, outdoor sources of pollution such as vehicle exhaust or pesticides, site drainage, holes in the building shell, and evidence of pests. Use the checklist to guide your inspection, and note any relevant observations of this sheet or plan of the school.

Ground Level:

Describe the location and the problem on the line provided.

Ventilation units on and air flowing into outdoor air intakes? (See ventilation checklist for more information.)

Outdoor air intakes free from blockage or obstruction (boards, leaves, vegetation, snow, etc.)?

No bird or animal nests or droppings near outdoor air intakes?

No garbage dumpsters located near doors, windows, or outdoor air intakes?

No painting, roofing, or maintenance of the exterior of the building in the vicinity of outdoor air intakes?

No potential sources of air contaminants in the vicinity of the building (chimneys, stacks, industrial plants, exhaust from nearby buildings)?

No vehicle engines (auto, truck, or bus) exhaust near outdoor air intakes? Vehicles left idling when parked at loading zones or docks?

No exterior pesticide application?

Roof downspouts and scuppers drain water away from the building?

Good site drainage away from building?

Sprinklers do not water excessively near building, or over spray onto building or into outdoor air intakes, etc.?

Clean walk-off mats at every exterior entrance?

Roof:

While on the roof, consider performing inspection of HVAC units (use ventilation log)

Describe the location and the problem on the line provided.

Roof in good repair?

Evidence of ponding?

Ventilation units on and air flowing into outdoor air intakes? (See ventilation checklist for more information.)

Outdoor air intakes open, even at the minimum setting? (See ventilation checklist for more information.)

Bird or animal nests or droppings near outdoor air intakes?

Plumbing stacks 10 feet away from outdoor air intakes?

Exhaust fans operating and air flowing out?

Any exhaust air outlets within 10 feet of outdoor air intakes?

Attic:

Describe the location and the problem on the line provided.

Evidence of roof or plumbing leaks?

Bird or animal nests?

Interior Inspection:

Continue the walkthrough inspection inside. You are looking for noticeable temperature & humidity concerns, indications that the ventilation system is functioning, general cleanliness, evidence of pollutant sources including mold and mildew, anything which might impact the air indoors. Use the checklist to guide your inspection, and note any relevant observations on this sheet or on a floor plan of the school.

General Considerations in Classrooms and Other Areas

Describe the location and the problem on the line provided.

Are temperature and humidity within acceptable ranges?

Is air flowing into and out of the room as designed?

Are supply and exhaust vents free from blockage or obstruction?

Area free of objectionable odors?

No signs of mold or mildew growth?

No signs of unresolved or ongoing water damage?

Is the area generally clean and dust under control?

Area free of evidence of pests or obvious food sources or entryways?

Do the room occupants report any concerns or problems?

Bathrooms and General Plumbing

Bathrooms and restrooms have operating exhaust fans?

All drains have traps?

Drain traps are filled with water (floor drains, sinks, toilets)?

Maintenance Supplies

Odorous or hazardous chemicals used with adequate ventilation and only when building is unoccupied?

Air exhausted from chemical (e.g., custodial closets) and trash storage areas?

Combustion Appliances

Combustion gas or fuel odors ever detected?

Combustion Appliances have flues (e.g., furnaces, boilers, water heaters) or exhaust hoods (e.g., kitchen ranges, kilns)?

Flue components free from leaks, disconnections, deterioration, or soot?

Soot on outside of flue components?

Other

If the building was built before 1980, is paint inside or outside free from peeling or flaking? (Lead paint hazard)

Have radon measurements been performed in the school?

**This report must be submitted twice a year. The IAQ reports are due in the Facilities Plant office by the second Friday in November and the end of April each year.
Please return this report to John Timcheck, the Coordinator of Environmental Safety.**

UNIFORMS CUSTODIAL

Designated Carroll County Board of Education employees wear uniforms because of the nature of their job and public contact. This policy outlines procedures and guidelines for providing uniforms to custodial employees at Board of Education expense.

All custodial employees (full time and part time) will be issued seven pairs of pants, seven shirts, one jacket and liner, seven T-shirts, and seven pairs of shorts after satisfactory completion of a ninety day probationary period. All building supervisors, custodians, and maintenance personnel will be required to wear a clean set of uniforms each day/night while on duty. This is a mandatory policy and employees who violate it will be subject to reprimand: oral, written, suspension and/or termination. Wearing blue jeans and other garments not issued by the school system violates this policy. The wearing of uniforms is important to the school system because uniforms identify custodial and maintenance personnel as official representatives of the schools and the school system and protect the employee from occupational injury. Shorts will be permitted for custodial and maintenance employees as part of the standard uniform. Shorts may be worn year round. Shorts will not be worn when performing duties that require the use of personal protective equipment. Uniforms are not to be altered; e.g. cutting sleeves out of shirts, hemming shorts.

Standard Custodial Uniform

The standard custodial uniform will consist of the following garments for men and women:

- 7 pairs pants, industrial (2 Cargo Style)
- 7 each shirts/blouses/smocks, L/S, S/S, or combination
- 1 each jacket and liner, short waist or hip length
- 1 pair of regular coveralls (custodians)
- 2 pairs coveralls, insulated and regular (building supervisors, shift foremen and outside grounds personnel only)
- 7 each T-shirts, short sleeve
- 7 pairs shorts (2 Cargo style)
- 1 each baseball style cap (building supervisors, shift foremen, and outside grounds personnel only)
- 1 Hooded Sweatshirt

Standard Maintenance Uniform

The standard maintenance uniform will consist of the following garments for men and women:

- 7 pairs pants, industrial (2 Cargo Style)
- 7 each shirts/blouses/smocks, L/S, S/S, or combination
- 1 each jacket and liner, short waist or hip length
- 2 pairs coveralls, insulated and regular
- 7 each T-shirts, short sleeve
- 7 pair's shorts (2 Cargo)
- 1 each baseball style cap
- 1 Hooded Sweatshirt

Cleaning and Replacement

Once the complete set of uniforms has been provided to the employee it will be the responsibility of the employee to clean his/her garments. Employees are expected to wear a clean uniform each day.

Uniforms will be replaced on an as needed basis determined by the building supervisor. The building supervisor will then order new uniforms on line through the Unitec web site. When the new uniforms are delivered to Plant Operations, the old uniforms must be turned in before acceptance of the replacement uniforms. Maintenance uniforms are ordered through the Maintenance Department. When you leave employment with Carroll County Public schools, turn in your uniforms on the last day of your employment or shortly thereafter.

Due to the increased awareness of security concerns within our school system, which ultimately affect the protection and safety of the children we care for, enforcement of this uniform policy has become even more critical. The presentation of our custodial and maintenance employees outfitted in a properly maintained uniform provides an extra level of comfort for the students, staff and parents knowing these people are CCPS employees and belong in the school buildings.

HAZARDOUS AND TOXIC SUBSTANCES ACCESS TO INFORMATION "RIGHT TO KNOW LAW"

The following written program relates to the Access to Information about Hazardous and Toxic Substance Act, more commonly known as the "Employee Right to Know Law."

This packet is disseminated to all employees as a part of the pre-employment training. In addition, the employee watches a brief video highlighting the intent of the law.

Attachment

ACCESS TO INFORMATION ABOUT HAZARDOUS AND TOXIC SUBSTANCES EMPLOYEE RIGHT TO KNOW LAW

INTRODUCTION

The Access to Information About Hazardous and Toxic Substance Act, the Employee Right-to-Know Law, gives employees a way to learn about chemical hazards in the work place and how to work safely with these materials. (Article 89, Annotated Code of Maryland, 32A-32N). A copy of this law is available at the Office of Plant Operations. This law requires employers to inventory and list all hazardous and toxic substances used in the work place and to collect Material Safety Data Sheets for these substances. Employees must also label or otherwise identify hazardous chemicals. Employees must know how to get information about the hazardous substances in their work places and be trained in the safe use of these materials.

The following written hazard communication program has been developed and implemented by the Carroll County Board of Education, 125 North Court Street, Westminster, Maryland to comply with the provisions of 29 CFR 1910.1200, and as required by the Maryland Access to Information about Hazardous and Toxic Substances Law, and COMAR 09.12.33.04.

This program is available in the Facilities Plant office and all public school offices of the Carroll County Board of Education for review by any interested employee.

This brochure documents the action taken regarding the chemical information list, material safety data sheets, labels and employee information and training.

Copies of all MSDS are forwarded to the Supervisor of Facilities Operations with each product purchased by the Board of Education. When duplicates or updated MSDS forms are provided for the same product, the most recently dated form is placed in the file and obsolete forms removed.

Employee Access to MSDS

Employees have the right to access to MSDS within one (1) working day of their request. Employees may have access to the MSDS notebook file upon visiting the Office of the Supervisor of Facilities Operations. One free copy of a requested MSDS will be provided upon the request of the employee. Employees may pick up a copy at the above referenced office or may call at 410-751-3470 to request a copy. The requested copy will be forwarded to the employee via interoffice mail. Doing so will ensure the employee will receive the copy within five (5) working days.

A sample Material Safety Data Sheet is shown on page 5 – 20.

CHEMICAL INFORMATION LIST

The Board of Education of Carroll County's chemical information list has been compiled and is maintained by the office of the Supervisor of Facilities Operations.

Employees may request access to or a copy of the list from the Supervisor of Facilities Operations, 410-751-3470. A copy of the list of hazardous chemicals is available at each local cost center administrator's office.

Chemicals not already on the list are added to the list within thirty (30) days of being introduced into the workplace. This is accomplished by requiring vendors supplying materials to the Board of Education to forward a Material Safety Data Sheet (MSDS) with the product and a copy to the Supervisor of Facilities Operations. Contracts for the supply of chemicals contain the following stipulation:

"Upon award of the bid, the successful bidder(s) must provide a copy of the Material Safety Data Sheet for any product affected by the Hazardous & Toxic Substance Act (Article 89, 32A-32N Annotated Code of Maryland) to the Supervisor of Facilities Operations, Carroll County Board of Education, 125 North Court Street, Westminster, Maryland 21157." The master list is then updated as the Material Safety Data Sheets are received.

The list is required to be revised, re-alphabetized, and re-submitted to the Maryland Department of the Environment every two (2) years. This will be accomplished through the office of the Supervisor of Facilities Operations.

Independent contractors are provided access to the chemical information list prior to the commencement of their work by notification in the bid document or construction contract as to the location of the information list and its availability. The following provision is contained in the General Provisions and Instructions to Bidders:

"RIGHT-TO-KNOW LAW: Vendors supplying products or contracted to perform services for Carroll County Public Schools may have access to the Chemical Information List through the office of the Supervisor of Facilities Operations, 410-751-3470. In addition, the Chemical Information List will be available at each school building office."

MATERIAL SAFETY DATA SHEETS (MSDS)

Maintenance and Updating MSDS: The responsibility for obtaining and maintaining the file of MSDS has been assigned to the Supervisor of Facilities Operations, 410-751-3470.

A master notebook file of all MSDS is maintained in the office of the Supervisor of Facilities Operations. Material Safety Data Sheets for custodial services are located in each school in the office of the building supervisor. Employees may review a material safety data sheet by visiting the Office of the Plant Operations, 191 Shaeffer Ave., Westminster, Maryland between the hours of 7 a.m. and 3:00 p.m.

Copies of all MSDS are forwarded to the Facilities Plant office with each product purchased by the Board of Education. When duplicates or updated MSDS forms are provided for the same product, the most recently dated form is placed in the file and obsolete forms removed.

LABELS

Products used by Carroll County Public School employees are labeled in accordance with the Employee Right-To-Know Law. Labels contain an identification of any hazardous components and an appropriate hazard warning. If an employee cannot determine hazards through reading the label, he/she should check the chemical information list or the MSDS.

In-Plant Containers: When chemicals are removed from original containers and placed in smaller containers for general use, containers must be clearly labeled. The Supervisor of Facilities Operations shall provide blank labels containing spaces for the appropriate information. The responsibility for labeling these smaller general use containers is assigned as follows:

Maintenance

Plant Maintenance Shipping/Receiving Clerk

Custodial

School Building Supervisor
Biology/Physics/Chemistry Department Chairperson
Career/Technology
Classroom Teachers
Art
Classroom Teacher K-8
Dept. Chairperson 9-12

Containers must be labeled with the proper chemical/product name, appropriate hazard warning and the name and address of the manufacturer. No special graphic or numbering system shall be used. All labels must be written in English.

EMPLOYEE INFORMATION AND TRAINING

The responsibility of coordinating our Right-to-Know training has been assigned to the Supervisor of Facilities Operations for custodial and maintenance employees and the Human Resource Specialist for all other employees.

The training program for all new employees includes the dissemination and explanation of this information packet and the viewing of a videocassette. Special refresher emphasis occurs during formally scheduled in-service activities.

A copy of the Hazard Communication Program is provided to each employee prior to the commencement of employment. Training in the handling of hazardous chemicals is conducted by the employee's immediate supervisor specifically targeted to the employee's area of assignment (i.e., art, science, custodial, maintenance, career and technology).

SUMMARY **Employee Rights**

You have the right by law to:

- See the Chemical Information List and Material Safety Data Sheets for hazardous substances in your workplace within one (1) day of your request.
- Provide one copy of the list of substances you use and safety data sheets or the means to make a copy at no cost within five (5) days of a request.
- Trained on the hazards of the chemicals in your workplace, the appropriate equipment and methods to use to protect you from the hazards and emergency procedures.
- Refuse to work with a hazardous chemical if you are denied access to information about that chemical.

Employee Responsibilities

Your Right to Know program takes teamwork. Do your part to work with your employer and co-workers to keep your workplace safe!

- Know where to get information about hazardous substances in your workplace.
- Learn to read and understand labels and Materials Safety Data Sheets.
- Identify hazards before you start a job.
- Don't be afraid to ask questions.
- Keep your work area clean.
- Use protective clothing and equipment.
- Don't smoke, eat or drink around hazardous substances.
- Learn emergency procedures.
- Follow your employers' procedures for disposal and clean up.

- Practice safe work habits at all times.

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BUTCHERS

MATERIAL SAFETY DATA SHEET

DIMENSION II Disinfectant Non-Alkaline Cleaner Date Prepared: 08/12/1997
 Cleaner Date Revised: 12/11/1997

1. CHEMICAL PRODUCT AND COMPANY IDENTIFICATION

Product Name/Use: DIMENSION II Disinfectant Non-Alkaline Cleaner
 Product Synonyms: Command Center Concentrate 11;
 Pipeline 11 DIMENSION II Disinfectant Non-Alkaline Cleaner

MANUFACTURER

The Butcher Company Butcher Telephone Number: 800-225-9475
 67 Forest Street Emergency Telephone (24 hours): 800-228-5635 Ext 118
 Marlborough, MA 01752-3012

2. COMPOSITION/INFORMATION ON INGREDIENTS

INGREDIENT(S)	CAS NO.	% BY WEIGHT
Didecyl dimethylammonium chloride	7173-51-5	7 – 10
n-Alkyl dimethylbenzyl ammonium chloride	8001-54-5	5 – 7
Octyl dimethyl amine oxide	2605-78-9	3 – 5
Ethylenediaminetetraacetic acid	60-00-4	3 – 5
Ethyl alcohol	64-17-5	1 - 3

See Section 8 for Exposure Limits NA – Not applicable

3. HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW

Clear, Blue-Green Liquid. Mild Odor. Causes Eye Burns and Skin Irritation. Harmful if Swallowed.

POTENTIAL HEALTH EFFECTS (See Section II for Toxicological Information)

PRIMARY ROUTE(S) OF EXPOSURE: ☒ Eye ☒ Skin Contact

☐ Skin Absorption ☒ Inhalation ☒ Ingestion

EFFECTS OF ACUTE EXPOSURE

EYES:

Causes eye burns. Symptoms may include pain, tearing redness, and eye injury.

SKIN:

Causes severe skin irritation. Symptoms may include pain, redness, rash, and swelling.

INHALATION:

High concentrations of vapor or mist may cause nose, throat, and respiratory tract irritation. Symptoms may include coughing and a burning sensation in the nose and throat.

MSDS No: 4211

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HAZARDOUS WASTE REMOVAL

The identification and removal of all suspected hazardous chemicals should be conducted through the Facilities Plant Department designated person. If you suspect any material at your school is hazardous waste, contact Plant Operations immediately. Don't attempt to dispose of it or move it.

Once the material has been identified either by the Material Safety Data Sheets (MSDS) or chemical analysis by a certified chemist, the designated person will seek a written proposal from a licensed State of Maryland waste hauler who will prepare the waste materials for disposal at an EPA approved disposal site.

The preparation of the hazardous waste manifest and the department of transportation (DOT) shipping documents will be the responsibility of the waste hauler. Any paperwork generated from the shipment of hazardous waste (manifests, certificates of disposal, etc.) shall be maintained in a perpetual file in Plant Operations. Additionally, the annual inventory of hazardous wastes have been generated on-site and moved off-site for disposal and should be the responsibility of the coordinator of school safety.

Please be aware that any hazardous waste must be shipped to an EPA approved disposal facility directly from the location in which it was generated. However, the facility must first obtain an EPA identification number before shipping waste. This number is obtained through the Maryland Department of the Environment (MDE), and under normal circumstances typically takes a few weeks to receive. Currently, there are seven (7) sites with Carroll County Public Schools that have EPA identification numbers.

They are:

1. Westminster High
2. North Carroll High
3. Carroll County Career and Technology Center
4. South Carroll High
5. Francis Scott Key High
6. Plant Operations Warehouse
7. Maintenance Department

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HEALTH SERVICES PRACTICES AND PROCEDURES

While all health or medical concerns should be routinely referred to Health Room Personnel, there are occasional emergency situations which demand the immediate assistance of one or more staff members. These may involve exposure to such sources of possible contamination as blood, saliva, vomit, excreta, etc. In order to reduce the risk of infection to those in assistance, as well as to the patient, various safeguards need to be observed.

Equipment and Materials Needed

First aid materials*, mouth shield (for CPR)*, vinyl gloves*, waste can with disposable liner, plastic bags and disinfectant.

*These items are stored in the health room.

Procedures

The following procedures should be followed in health emergencies:

1. Wear vinyl gloves. If none are available, use any material as a barrier such as tissues, paper towel, plastic, etc.
1. Use disposable materials whenever possible to treat or clean the patient, equipment or area.
2. After the patient's needs have been met, discard all material in a plastic lined trash can.
3. If soiled clothing is to be sent home, enclose it in a separate plastic bag.
4. Clean equipment and the immediate area with disinfectant. If the floor needs to be mopped, use disinfectant according to instructions.
5. Remove and discard gloves by inverting the cuffs and grasping the protected inner side only.
6. Tie the top of the plastic liner; remove it from the waste can and discard it.
7. Wash hands thoroughly with soap and water. Any fresh cuts on hands should be cleaned thoroughly with antiseptic.

Managing Body Fluid Spills in the School Setting

The Maryland State Department of Education and the Department of Health and Mental Hygiene have prepared a Resource Manual for Handling Body Fluids in the School Setting to Prevent the Spread of Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV). This document provides guidelines outlining the precautions all school staff should take if they come into contact with blood or other body fluids. The manual also establishes requirements for inservice training of staff as required by the proposed Bloodborne Pathogens Standards prepared by the Maryland Occupational Safety and Health (MOSH) Advisory Board. A complete copy of the manual has been provided each school principal in Carroll County and is available for review. In addition, at each work site there is an Exposure Control Manual detailing control measures to decrease the possible exposure to bloodborne pathogens. It also outlines procedures to follow should exposure occur.

The precautions and standards established in these guidelines are important in the work place but are equally important in any situation where there is potential contact with body fluid spills. For this reason, the Carroll County Public Schools has prepared this bulletin for distribution to all staff. In addition, specific inservice activities are being conducted for employee groups such as custodial staff, health services staff and others.

The two most often cited bloodborne pathogens are HIV, the cause of AIDS, and HBV, the cause of Hepatitis B. These viruses are both transmitted the same way, but the risk of contracting HBV is estimated up to thirty times greater than HIV under the same circumstances. Other diseases are also transmitted through blood and/or other body fluids. It is essential to remember that any person is a potential source of infection. The best defense one has against infection is intact skin and proper hand washing.

When exposed to a body fluid spill, it is important to place a barrier between you and that body fluid. This can be in the form of protective equipment such as gloves, masks, etc., or as simple as kleenex, paper towels or another piece of clothing. Any task involving exposure to any body fluid should be done using the proper protective equipment. When removing that equipment, it is important not to touch the soiled part with bare skin. Even with use of a protective barrier, a person must wash their hands with soap and running water as soon as possible after the incident.

If a person has experienced an accidental exposure to body fluids, the following should be done:

1. Non-intact skin: As soon as possible, wash with running water and germicidal disinfectant cleaner. After thorough cleaning, apply alcohol, betadine or H₂O₂ (peroxide).
2. Mucocutaneous (mouth, nose, eye) exposure: Flush eye, nose or mouth thoroughly with water.
3. Intact skin: Wash area promptly.

Once initial treatment is complete, the exposure should be reported to the appropriate administrator. The procedure for exposure management will be followed.

Once a body fluid spill has occurred, it is important that it be cleaned up promptly and properly to ensure no subsequent exposures to others. Make sure the appropriate staff member is notified to take care of the spill.

Ideally, materials and other items should not be shared or reused. However, equipment, non-consumable supplies and even cleaning utensils, such as mops, are shared/reused. When sharing/reusing take place, proper disinfecting of all items must occur.

In summary:

1. All persons and all contaminated items should be considered a potential source of infection.
2. If at all possible, a barrier should be placed between you and the source of potential infection.
3. Proper hand washing should always be done following contact with body fluids.
4. Clean up of body fluid spills should be done promptly and properly.
5. Materials used in the treatment of persons or clean up of body fluids should be disposed of or disinfected properly.
6. Any exposure should be reported to the appropriate administrator as soon as possible so proper follow-up may be done.
7. Complete guidelines can be found in the Resource Manual for Handling Body Fluids in the School Setting to Prevent Transmission of Human Immunodeficiency virus and Hepatitis B Virus and the Exposure Control Manual.

INTRODUCTION

The Maryland State Department of Education and the Department of Health and Mental Hygiene recognize that prevention of communicable disease is an important area of concern among school staff. Therefore, these two State Departments have worked collaboratively to address these concerns and to assist local education agencies (LEAs) in dealing with health-related issues. Local educator agencies have expressed concerns regarding the need for guidelines that outline precautions all school staff should take if they come into contact with blood and other body fluids. The following resource manual has been developed specifically to address prevention of the transmission of both Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other infectious diseases transmitted by body fluids.

The Centers for Disease Control (CDC) emphasize the need to consider all blood and body fluids as potentially infectious. The vast majority of persons who are infected with HIV or HBV have no symptoms; however transmission can occur through inappropriate handling of blood and body fluids. Based on this consideration, school staff should consider the body fluids from all persons as potentially infectious and take appropriate precautions. This manual will assist school staff in developing a level of personal responsibility for preventing the transmission of any communicable disease. Additionally, the resource manual can be used to provide the basis for inservice training for school personnel. At a minimum, the inservice training should include the contents of this resource manual.

This resource manual contains guidelines that apply to all members of the school staff who may come into direct or indirect contact with the blood and other body fluids of another person.

HIV AND HBV TRANSMISSION

Human Immunodeficiency Virus (HIV), the virus that causes Acquired Immune Deficiency Syndrome (AIDS), is transmitted through sexual contact with infected individuals and exposure to infected blood. It can also be transmitted from an infected mother to her baby during pregnancy, delivery, and breast feeding. HIV has been isolated from blood, semen, vaginal secretions, breast milk, cerebrospinal fluid, saliva, and tears. However, epidemiologic evidence has implicated only blood, semen, vaginal secretions, breast milk and fluids with visible blood in transmission. The Centers for Disease Control continue to study health care workers who have had percutaneous (through the skin) or mucous membrane exposure (eye, nose and mouth) to blood and body fluids. CDC concludes that while there is a risk of HIV transmission to health care workers, the risk is extremely low and can be minimized by taking appropriate precautions. CDC estimates the risk of HIV transmission following a needle-stick injury from an infected person to be less than 0.3 percent.

Identified risk factors for Hepatitis B Virus (HBV) transmission are almost identical to HIV. Despite the similarities in the modes of transmission, the risk of HBV infection after exposure far exceeds that for HIV infection. It is estimated that the risk of acquiring HBV infection following an injury with a needle contaminated with blood of a HBV carrier ranges from six percent to thirty percent, greater than the risk of HIV infection under similar circumstances.

GUIDELINES FOR PRECAUTIONS WITH BODY FLUIDS TO PREVENT THE SPREAD OF HIV, HBV, AND OTHER INFECTIOUS DISEASES

These guidelines go beyond the Centers for Disease Control=s Universal precautions. They were developed for use in the school setting and to provide school personnel with standard procedures for the handling of body fluids. For this document body fluids will be identified as blood, feces, urine, saliva, nasal discharges, vomitus, and semen. The following table outlines what types of organisms may be found through a variety of body fluids and how they are transmitted.

BODY FLUID SOURCES OF INFECTIOUS AGENTS AND PREVENTION IN THE SCHOOL SETTING

Body fluid Source	Organism of Concern	Prevention
<i>Blood</i> cuts/abrasions nosebleeds menses contaminated sharps	Hepatitis B Virus Human Immunodeficiency Virus Cytomegalovirus Other Hepatitis Viruses	Use gloves or other barriers (i.e. tissues, paper towels) Wash Hands Report accidental contact
<i>Feces</i> incontinence diaper changing	Salmonella Bacteria Hepatitis A & C Viruses Shigella Bacteria Rotavirus	Use gloves or other barriers (i.e. tissues, paper towels) Wash Hands
<i>Urine</i> incontinence diaper changing	Cytomegalovirus	Use gloves or other barriers (i.e. tissues, paper towels) Wash Hands
<i>Respiratory Secretions</i> saliva nasal discharge	Mononucleosis Virus Common Cold Viruses Influenza Viruses Parvovirus (Fifth Disease) Measles, Mumps, Chickenpox	Use gloves or other barriers (i.e. tissues, paper towels) Wash Hands
<i>Vomit</i>	Gastrointestinal Viruses	Use gloves or other barriers (i.e. tissues, paper towels) Wash Hands
<i>Semen</i>	Hepatitis B Virus Human Immunodeficiency Virus Gonorrhea	Use gloves or other barriers (i.e. tissues, paper towels) Wash Hands Report accidental contact

If additional information is needed on listed diseases, call your local health department.

Potential Hazards of Body Fluid Spills

It must be emphasized that body fluids with which one comes into contact may contain organisms, some of which may cause disease. Furthermore, many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected with the disease without symptoms, or chronic carriers of certain infectious agents including HIV and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because simple precautions are not always carried out.

Hand Washing

1. The most effective technique to prevent the spread of infection is frequent and thorough hand washing. See Guidelines for Minimizing the Transmission of Communicable Diseases
2. Effective hand washing is accomplished by using soap and running water while rubbing hands together for at least ten seconds.
3. Hands should be dried on disposable paper towels. Before discarding, these paper towels should be used to turn off faucets.
4. Any type of soap is effective; however, antiseptic soap should be available in health rooms or special settings where medical procedures are done (e.g., catheterization, tracheotomy care).
5. Hands should always be washed before and after providing first aid or similar treatment; after cleaning up blood or body fluid spills; or after handling potentially infectious materials. Always wash hands after removing gloves. Always wash hands before eating.

Gloves and Other Barriers

1. All workers should routinely use gloves to prevent skin and mucous membrane exposure when in contact with blood, other body fluids, or materials contaminated with blood or other body fluids.
2. Types of gloves: Vinyl or latex gloves are appropriate for use in school. It is recommended that janitorial staff use reusable gloves of a heavy material, such as household gloves. Plastic gloves, such as those used in cafeterias, do not provide adequate protection for handling possibly infectious materials.
3. Size of gloves: Gloves are available in small, medium, and large sizes. Efforts should be made to have appropriate sizes available for school personnel's use.
4. Accessibility: Disposable gloves should be available in every classroom, office area, janitorial closet, and laundry area. These gloves should be maintained in a location

accessible to all staff and substitutes. The quantity of gloves should be predicated on the subject area, age of the students, and any special needs of the students and teachers. The supply of gloves needs to be replenished throughout the year.

5. All first aid kits should be stocked with gloves and replenished as necessary.
6. Disposal: Soiled gloves should be removed using the recommended procedure. Used gloves should be disposed of by placing in a trash can lined with a plastic bag. Wash hands after removing gloves.
7. Staff Instruction: Procedures for putting on, removing, and disposing of soiled gloves need to be included in staff education programs.
8. Other Barriers: In some instances, gloves may not be immediately available. In those circumstances, other barriers (e.g. a wad of tissues, paper towels, or an article of clothing) should be used.

Disposal of Waste Soiled With Blood and Other Body Fluids

1. Liquid waste (blood, vomitus, etc.) can be disposed of into the public sewer system.
2. Materials (sanitary napkins, bandages, diapers, etc.) contaminated with blood or other body fluids should be placed in a plastic bag. This bag can then be disposed of in the regular trash can.
3. Disposable sharps (needles, syringes, capillary tubes, lancets) should be left intact and disposed of into puncture-resistant containers that are leak-proof. **NEVER ATTEMPT TO RECAP NEEDLES, BEND THEM OR OTHERWISE ATTEMPT TO PURPOSELY BREAK THEM.** Do not overfill the container, as this can also lead to needle-stick accidents. When the container is 3/4 full, fill it with a hospital-grade disinfectant. After 10 minutes, you can then dispose of the container in the regular trash.

Clean-Up of Blood/Body Fluids

1. Disposable gloves should be worn.
2. Disposable cleaning cloths should be used to clean up spills of blood and other body fluids.
3. Surface debris (e.g. vomitus, pool of blood) should be removed first. A hospital grade disinfectant should then be used to disinfect the area. Check the label of the disinfectant and follow instructions for recommended dilution and surface contact time.
4. Disinfectants: A hospital grade disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercular bacilli, and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in hospitals.

Cleaning of Equipment/Clothing

1. Gloves should be worn when handling soiled clothing.
2. Soiled clothing should be handled as little as possible. If immediate laundering is not possible, soiled clothing should be placed in a leak proof bag and sealed until removed by parent or guardian.
3. Laundry should be washed with detergent on the hot cycle. Clothing soaked with blood and other body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing.
4. There is no epidemiologic evidence of HIV/HBV transmission from soiled laundry. The effect of dilution, PH changes, and heat while laundering renders the risk of HIV and HBV transmission negligible.
5. Sponges, mops, or other non-disposable equipment that have been contaminated with blood and other body fluids should be cleaned with soap and water and soaked in a hospital grade disinfectant.
6. Toys soiled with body fluids should be washed with soap and water, cleaned with a hospital grade disinfectant, rinsed, and dried. Stuffed toys should not be exchanged among children.

Disinfecting Rugs

1. For soiled rugs, apply a sanitary absorbent agent, let dry, and vacuum. If necessary, mechanically remove the absorbent agent with dustpan and broom, then apply rug shampoo with a brush and re-vacuum.
2. Refer to Cleaning of Equipment/Clothing for directions on how to clean any materials or equipment used to clean the rug.

TREATMENT OF BLOODY MATERIALS IN THE SCHOOL SETTING

When dealing with bloody materials in the school setting certain procedures shall be followed:

In the Health Room

1. Treatment of all situations involving blood/body fluids requires that Universal Precautions be followed. Always wear gloves when administering aid which will put you in contact with another=s body fluids.
2. Dispose of all bloodied material **only** in the special covered trash can provided and appropriately identified.

3. At the end of the day, all bloodied waste shall be saturated with undiluted bleach. Wearing gloves, tie bag. Place in second bag. Deposit gloves in bag and tie off. Dispose in regular trash can. **Waste SHALL NOT be removed by custodian if above treatment not done.**
4. Wash hands.

Elsewhere in the School

1. Universal precautions shall be observed when dealing with situation involving blood/body fluids.
2. Area shall be cleaned. Bloody waste shall be brought to the health room to be treated and disposed of with other medical waste.

GUIDELINES FOR MINIMIZING THE TRANSMISSION OF COMMUNICABLE DISEASES

Hand washing is the single most important technique for preventing the spread of communicable disease and should be done frequently and thoroughly.

Essential Steps

1. Remove all jewelry.
2. Wet hands with running water.
3. Apply liquid, powder or dispensable machine soaps and lather well.
4. Wash hands, using a circular motion for 15 to 30 seconds.
5. Rinse hands well under running water.
6. Important - REPEAT steps 3-5.
7. Dry hands well with paper towels and discard towels immediately.

Key Points and Precautions

Jewelry should not be worn when working with students who are ill or who require repeated physical contact and care. Microorganisms can become lodged in settings of stones of rings.

Combine soap and water to wash hands. Running water carries away dirt and debris. Although warm water may be more comfortable and thus conducive to more thorough washing, it is no more effective than cold water in the cleansing process.

Liquid soap or powder is preferred as bacteria can grow on bar soap and soap dishes.

Include front and back surfaces, between fingers, around nails and the entire hand area. Avoid harsh scrubbing to prevent skin breaks.

Hold hands under water so that water drains from the wrists to the fingertips.

All remaining bacteria and soil should now be removed.

Because frequent hand washing is advised, it is important to dry hands thoroughly and gently to avoid chapping and abrasions which might permit bacteria to enter one's system.

Each school that has in attendance a known or suspected carrier of a communicable disease should make provisions for personal and environmental cleanliness.

1. Provide ready access to hand washing facilities.
2. Provide disposable paper towels and dispose of used items promptly.

3. Keep soiled disposable items in covered waste containers lined with plastic bags. At the end of each day, plastic bags are to be discarded. Do not reuse.
4. Provide custodial staff with a cleaning schedule based upon individual school needs.
5. Hand washing must be done:
 - a. Prior to direct contact with student;
 - b. Before eating or drinking;
 - c. Before handling clean utensils or equipment;
 - d. Before and after handling student's food;
 - e. Before and after assisting or training the student in toileting and feeding;
 - f. Before and after going to the bathroom;
 - g. After contact with body secretions such as blood (including menstrual), urine, feces, mucus, saliva, or open wounds;
 - h. After handling soiled diapers, menstrual pads, garments or equipment;
 - i. After caring for a student with nose, mouth or ear discharges; and
 - j. After removal of rubber gloves.
6. All school staff members are encouraged to practice certain hygienic principles which, if followed, will help protect themselves and others from infection.
 - a. Maintain high personal standards of health practice such as good nutrition, rest, regular exercise and appropriate medical supervision.
 - b. Avoid rubbing or touching eyes.
 - c. Wash hands frequently.
 - d. Remove jewelry such as rings, dangling bracelets and earrings during working hours.
 - e. Use only one's own personal care items such as combs, lipsticks, etc.
 - f. Keep fingernails short and clean.
 - g. Do not kiss students.

SAFETY ISSUES

Common sense is probably the best deterrent to accidents on the job and protection for others in your building. Keeping alert to possible hazards and taking prompt action will go a long way to making all locations safer for everyone. In most cases, it can be said that “an ounce of prevention is worth a pound of cure.” The safety tips listed here can help reduce accidents.

1. Wipe up spills, leaks, tracked-in water promptly to prevent slips and falls.
2. Keep oils off floors.
3. Replace worn tiles, refasten loose floor moldings, place a temporary patch over ripped carpeting until it can be repaired.
4. Use care in mixing detergent, germicides, and cleaners to avoid splashing into eyes or onto skin.
5. Don't mix products. For example bleach and ammonia can create dangerous chlorine gas.
6. Avoid careless placement of tools and equipment. Keep free of traffic patterns.
7. Post “wet floor” sign and barriers when cleaning or refinishing floors. Always keep traffic off until floors are thoroughly dry.
8. Ground electric cords while operating floor machines, vacuums and other electrical appliances.
9. Check electrical appliances and equipment before using for frayed wires, loose plugs and connections.
10. Use an adequate size ladder when cleaning making sure ladder footing is secure to avoid falls.
11. Get help when moving heavy or oversize objects.
12. Do not use products for purposes other than those they were designed for. Examples: Never use a furniture polish to touch up a floor since it would create a very slippery spot. Keep insect control sprays away from food and food containers.
13. Mix all products according to recommended usage. Don't be tempted to improve performance by increasing solution strength. Some products can cause skin irritation when used improperly.
14. Use some velcro strips under small rugs to keep them from slipping under foot.

15. Check light fixtures daily. Dimly lit or dark areas can be hazardous.
16. Wear safety glasses or goggles when there is danger of flying particles or toxic liquids.
- 17 Periodically check automatic doors for proper function and obstructions.

LADDER SAFETY

Always use proper ladders. Never climb or stand on any “makeshift” devices such as chairs, barrels, drums or boxes. Use approved equipment only. Safe use of ladders requires careful attention to all details of maintenance and use. When using a ladder, follow these safe practices.

1. Check the condition and strength. Ladders with broken rungs, split side rails, worn or broken safety feet should not be used. Unsafe ladders should be repaired or replaced.
2. Always place a ladder at least 25 per cent of its length away from the base of the structure to be mounted. The ladder feet must be placed on a firm surface. The ladder must extend at least three feet beyond the landing. The 4:1 rule is to be practiced (4 ft. vertical for every 1 ft. horizontal).
3. Ladders longer than 16 feet should be carried by two people. When carrying short ladders, raise the front end to prevent striking someone in front of you or coming around a corner.
4. Nothing should be carried in either hand when climbing up or down a ladder. Materials should be hoisted separately or carried attached to your belt.
5. Only one person at a time should be on a ladder.
6. Always face the ladder when climbing or descending.
7. Clean muddy or otherwise slippery soles of shoes before mounting the ladder.
8. Do not attempt to reach more than an arms length in any direction from the ladder. Move the ladder.
9. When a job is finished, the ladder should be returned to the ladder racks or storage area.
10. When workers on ladders could be endangered by ground traffic, the ladder should be secured or a guard should be stationed and signs posted to direct people away from the area.
11. Never stand on the top step or rung of a ladder. Use a longer step ladder.
12. Metal or wirebound ladders should not be used where there is a possibility of contact with electrical conductors.
13. Only ladders in good condition and safety feet should be used.
14. Never use a step ladder as a straight ladder. Always open the legs fully.

EXIT DOORS – SECURITY CHAINS

In accordance with NFPA (Fire Code), anytime the building is occupied, building principals must insure provision for safe exit of students, employees and community users through all accessible exits.

Securing exterior doors with chains and padlocks is not in compliance with NFPA (Fire Code) and should be discouraged. Properly functioning panic hardware should, in most cases, provide adequate building security.

Buildings capable of being sectioned off for community use should use this restrictive accessibility to the fullest, which insures appropriate exiting for the area.

For specific instructions regarding emergency exits, contact the Office of the State Fire Marshal.

FIRE MARSHAL INSPECTIONS

The Office of the State Fire Marshal has the right to inspect the buildings of Carroll County Public Schools at their discretion. Inspections generally occur annually, without any warning. The building supervisor or a designated person must accompany the Fire Marshal during building inspections. If possible, the principal should attend.

When the Fire Marshal inspects a facility he/she completes an Inspection Report Form, a copy of which is presented to the building principal. A copy of the inspection results is also forwarded to the Director of Facilities Management. It is the local school administrator's responsibility to review the report and expedite any necessary housekeeping chores that are mentioned in the report. A Maintenance Requisition should be submitted for those items needing repair beyond the means of the local building staff. Note "Fire Marshal Recommendation" on the requisition.

When the Plant Maintenance Department receives a Maintenance Requisition, corrective action will be scheduled unless requiring budgetary action. Expensive items will be budgeted in the next FY operating budget.

If corrective action is not taken within a reasonable amount of time, the school administration should alert the Supervisor of Plant Maintenance that the violation still exists.

The Office of the Fire Marshal provides a summary report to the Director of Facilities Management. The Director through the Facilities Maintenance Department and the Coordinator of School Safety will do follow-up on completion of inspection items.

CARROLL COUNTY PUBLIC SCHOOLS

FIRE DRILL REPORT

School Year _____ - _____

Name of School: _____

Date of Drill	Blocked Exits	No Blocked Exits	Announced	Unannounced	Elapsed Time Minutes/Seconds	Identification of Fire Alarm Pull Station Activated

Principal's Signature

Please forward a copy to the Plant Operations Coordinator of Environmental Safety at the conclusion of the school year.

Revised 1/14/08

FIRE EXTINGUISHERS

1. **Inspection**

Inspection is a "quick check" that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguisher is fully charged and operable. This is done by seeing that it is in its designated place, that it has not been activated or tampered with, and that there is no obvious physical damage or condition to prevent operation.

2. **Maintenance**

Maintenance is a thorough examination of the extinguisher. It is intended to give maximum assurance that the extinguisher will operate effectively and safely. It includes a thorough examination and any necessary repair or replacement. It will normally reveal if hydrostatic testing is required. (Hydrostatic testing is required 12 years after date stamped on extinguisher's body.)

The Building Supervisor following the procedures outlined in item 3 Procedures shall inspect each fire extinguisher monthly. After inspection of each fire extinguisher the building supervisor is to initial and date the annual inspection tag. As a result of these monthly checks, the Supervisor of Facilities Maintenance should be advised of fire extinguishers found to be in need of replacement or recharging.

3. **Procedures**

Periodic inspection of extinguishers shall include a check of at least the following items:

- a) Located in designation place
- b) No obstruction to access or visibility
- c) Operating instructions on name plate legible and facing outward
- d) Seals and tamper indicators not broken or missing
- e) Determine fullness by weighing or "hefting"
- f) Examine for obvious physical damage, corrosion, leakage or clogged nozzle
- g) Pressure gauge reading or indicator in the operable range
- h) Check date on extinguisher

4. Responsibility

The Building Supervisor has the obligation for the care and use of these extinguishers at all times. The Building Supervisor must see that everyone knows how to call the fire department in case of an emergency and how to properly use a fire extinguisher.

Portable fire extinguishers are appliances to be used by the occupants of a fire-endangered building. They are primarily of value for immediate use on small fires.

All Building Supervisors should have Material Safety Data Sheets (MSDS) for each type of extinguisher on location.

Fire extinguishers are purchased through the Plant Maintenance Department.

Maintenance personnel will pick up the fire extinguisher(s) requiring service and return it (them) to the school within one (1) week. Building supervisors should call the Plant Maintenance Office when an extinguisher is in need of repair or replacement.

Completing the monthly P.M. checklist will document the procedures are being followed.

NFPA 10 PORTABLE FIRE EXTINGUISHERS

Type of Fire Extinguishers and Recommended Use

A = Ordinary

B = Flammable Liquid and Gases

C = Electrical Equipment

D - Combustible Metals

Types of Agents Used in Fire Extinguishers

<u>Agent</u>	<u>Type</u>
Water	A Only
AFFF (water and foam)	A & B
Dry Chemical	A, B & C
Carbon Dioxide	B & C
Halon	A, B & <u>C</u>
Met-L-X	D Only

Simple Steps in Fire Extinguisher Use [PASS]

P	6	<u>P</u> ull Pin
A	6	<u>A</u> im
S	6	<u>S</u> queeze
S	6	<u>S</u> weep (back and forth motion)

FIRE PREVENTION AND PROTECTION

Fire Prevention Suggestions

The school custodial personnel are the most important school employees when it comes to recognizing, removing, and preventing conditions which may cause a fire or other hazards on the school site. The best way to prevent school fires is to remove the causes. By carrying out the following suggestions, the possibility of a fire occurring will be held to a minimum.

1. Destroy oily rags when not in use, or store in a closed metal container.
2. Do not store paper supplies, waste paper, waxes, oils, paints or supplies in boiler room.
3. Store costumes or decorating materials in well ventilated areas away from any source of flame.
4. Do not have storage places under stairs.
5. Extreme caution should be used when lighting gas-fired equipment.
6. See that boilers are kept in good repair and that water levels are maintained within safe limits.
7. Chimneys and flues should be inspected frequently to prevent fires.
8. Steam, hot water, and hot air pipes and ducts should be inspected and kept in good repair when near combustible materials. They must be insulated.
9. Motors and other machinery must be kept clean and free from surplus grease and dirt which may cause fires.
10. All light switches, outlets, and connections should be kept in good repair.
All electrical appliances used in the building should be kept in good repair including extension cords used with equipment.
11. Use only approved extension cords.
12. Do not overload the electrical circuits. Use the proper size fuses and controls on all electrical circuits.
13. The custodian should report all fire hazards which he/she cannot remove.
14. All personnel should know how to use a fire extinguisher.

15. Chemicals in laboratories should be handled with care and properly stored in ventilated cabinets or storage rooms.
16. Fire extinguishers should be recharged according to the manufacturer's instructions.
17. Waste paper and other waste materials should not be burned on school premises.
18. Fire drills should be conducted at least one time each month, and children should be taught to report fire hazards.
19. Aisle ways, passage ways, stairways and doorways should never be blocked. Do not pile materials closer than 18 inches to sprinkler heads. A minimum area of 10 feet must be cleared back from all exit doors. Check exit lights daily for proper operation.
20. Flammable liquids should be stored in special storage area. Even small quantities of flammable liquids must be kept in only approved safety cans.
21. Refill gasoline motor vehicles at authorized spots only using designated equipment. The motors of vehicles being filled must be turned off, avoid spills. If a spill does occur, wash it up with large quantities of water before attempting to start the vehicle.

FIRE PREVENTION AND PROTECTION

The best means of fighting fires is to prevent them from starting. Do everything possible to prevent fires. If, however, a fire should occur, you should know exactly what to do.

1. Sound the alarm to clear the building.
2. Call the fire department. (This must also be done as a back up even though the schools are equipped with an automatic phone dialer.)
3. Know the location of the fire extinguishers and the type of fire each is designed to extinguish and use them to fight the fire if there is no danger to you, while the fire is still small.
4. If your clothing catches on fire, call for help. **DO NOT RUN.** If possible, wrap yourself in a fire blanket, coat, etc., or step under an emergency shower. Otherwise, roll on the floor to try and smother the flames. Avoid breathing the flames or fumes.
5. Aisle ways, passage ways, stairways and doorways should never be blocked. Do not pile materials closer than 18 inches to sprinkler heads.
6. Flammable liquids should be stored in special storage areas. Even small quantities of flammable liquids must be kept in only approved safety cans.
7. Whenever there is the possibility of flammable vapors, gases or dust, never use a portable electrical tool, spark producing tool, ordinary electrical equipment, and especially extension lights.
8. Refill gasoline motor vehicles at authorized spots only, using designated equipment. The motors of vehicles being filled should be turned off, avoid spills. If a spill does occur, wash it up with large quantities of water before starting the vehicle. Motor vehicles should only be used outside of buildings.
9. Gasoline or solvents having a flash point below 100°F or 38°C should never be used to clean the school or equipment.
10. It is important that all exit doors are inspected daily to ensure they are operable and clear of snow and ice. A minimum area of 10 feet must be cleared back from all exit doors.

BUILDING SECURITY

Each building poses unique security problems. Principals should consult with staffs and building supervisors to identify existing or potential problems. It is suggested that the staff consultation involve all levels of personnel. Upon the completion of a security assessment, security procedures should be developed and included in the faculty, staff and student handbook(s).

Consideration of the following critical elements should be part of the assessment and ultimate plan.

1. Access to the building:
 - a. What time(s) of the day should doors be unlocked to allow for entering students? Identify only those doors necessary for student entry to be unlocked. All panic doors are to be operable and no obstacles shall be allowed to block doorways or hold doors from closing. The location of portables may dictate which doors must remain open throughout the day.
 - b. Identify rooms which should be locked at all times. These include storage rooms, mechanical/electrical rooms, and any classrooms or portables not being utilized.
 - c. Limit the issuance of external door keys. Principals, assistant principals, building supervisors and in rare cases selected teachers may have exterior door keys assigned to them. In addition, the cafeteria manager may have a key to the exterior door.
 - d. Principals and building supervisors shall maintain strict control over the issuance of all building keys. New schools are equipped with a coded key box. Principals should maintain this key registry. Keys should be signed for, if distributed.
 - e. Principals should be keenly aware of and establish procedures for all visitors, volunteers and substitutes to provide for the safety and well being of all students and staff.
 - f. Give notice to all visitors to report to the school office by posting signs strategically around the building.
 - g. Establish staff procedures for verifying that volunteers or other volunteers have legitimate business in the school. Central office and maintenance staff have name badges for identification as employees of the Board.
 - h. Ensure that elementary age students are not alone in restrooms or unsupervised areas. A “buddy system” for elementary schools may be an alternative used. This is especially important where multiple relocatables are in use at a facility.

- i. Staff members should be assigned to monitor hallways before and after school and during class changes.
- j. Custodial staff is required to make a thorough security check before leaving the building each day or night. Where applicable, someone shall also check to insure the security monitoring system is functional.

2. Securing the building:

- a. At the end of the school day all exterior doors should be set to allow only exiting from the building. Exceptions to this include doors to the main office or doors used by extended day programs and special after hours events. Specific instructions and procedures must be developed to deny participants access to parts of the building not used by these programs. During evening and/or weekend activities, those areas of the building not in use should be sealed off from the activity.
- b. Teachers should close and lock all windows and classroom doors, where applicable.
- c. Personnel shall secure all valuable equipment.

3. Other security measures:

- a. School personnel will not leave personal valuables in schools overnight.
- b. Staff will report all broken windows, faulty locks and lost keys immediately to the principal and/or building supervisor who will report the problem to the Maintenance Department.
- c. Staff will immediately report broken or burned out lights, exterior or interior. These lights should be replaced the same day.
- d. Newsletters and other communications should be used to encourage neighbors of the schools to report acts of vandalism to the police or to the school principal and/or building supervisor.

Further information regarding building security and Trespass Law can be found in the Pupil Services Handbook.

BUILDING SECURITY - TRESPASSING

I. Reference

Annotated Code of Maryland ' 26-102. Trespass on the grounds of a public institution of elementary, secondary, or higher education

- (a) Denial of access to school grounds. The governing board, president, superintendent, or principal, of any public institution of elementary, secondary, or higher education, or a person designated in writing by the board or any of these persons, may deny access to the buildings or grounds of the institution to any person who:
 - (1) Is not a bona fide, currently registered student, or staff or faculty member at the institution, and who does not have lawful business to pursue at the institution; or
 - (2) Is a bona fide, currently registered student at the institution and has been suspended or expelled from the institution, for the duration of the suspension or expulsion; or
 - (3) Acts in a manner that disrupts or disturbs the normal educational functions of the institution.
- (b) Staff may demand identification. Administrative personnel and authorized employees of any public institution of elementary, secondary, or higher education may demand identification and evidence of qualification from any person who desires to use or enter the premises of the institution.
- (c) Agreement with law enforcement agencies. C The governing board of any public institution of elementary, secondary, or higher education may enter into an agreement with appropriate law enforcement agencies to carry out the responsibilities of this section when:
 - (1) The institution is closed; or
 - (2) None of the persons designated in subsection (a) of this section are present in the buildings or on the grounds of the institution.
- (d) Penalty. A person is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$1,000, imprisonment not exceeding 6 months, or both if he:
 - (1) Trespasses on the grounds of any public institution of elementary, secondary, or higher education;
 - (2) Fails or refuses to leave the grounds of any of these institutions after being requested to do so by an authorized employee or the institution;

- (3) Willfully damages or defaces any building, furnishing, statue, monument, memorial, tree, shrub, grass, or flower on the grounds of any of these institutions. (A Code 1957, art. 27, ' 557B; 1978, ch. 22, ' 2; 1980, ch. 66, 1981, ch. 467; 1983, ch. 442.)

II. Implementation

- A. The acting principal should ask the offender to leave, advising the individual that under Maryland Law (quoting the applicable section if appropriate), the person is trespassing. If the offender refuses to leave, the police should be called by the administrator.
- B. A follow-up letter may be sent to the offender. A sample follows:

SAMPLE TRESPASSING LETTER

(Use school letterhead and send registered mail with return receipt.)

Date

Name of Violator of Trespass Law

Street Address

City, MD Zip

Dear _____:

I have received information that you were on (name of school) property on (specific date or dates). Since you are no longer a student at (name of school), you are hereby notified that you are not to return to the premises. (The previous sentence should be altered to reflect the specific nature of the trespass event.)

Should you return to (name of school), you will be in violation of the Annotated Code of Maryland, Section 26-102, and may be deemed guilty of the misdemeanor, subject to fines and/or imprisonment.

Should you have official business on (name of school) property, it will be necessary for you to call ahead for an appointment through my office. Otherwise, you shall not return to our school grounds or premises for any reason.

Yours truly,

Name of Principal

III. Solicitation

Solicitation shall not be permitted unless by authorization of the principal.

WORKER'S COMPENSATION INSURANCE INSPECTION

Procedure:

Inspection of schools for potential violations by Workers' Compensation Consultants is conducted annually. Notification of schools to be inspected is communicated usually by e-mail with day and time of the inspection. The Coordinator of environmental safety, if available, will accompany the Workers' Compensation Consultant.

Reports of the school inspection will be forwarded to the Coordinator of environmental safety for review. Copies of that report will be mailed to the principal and/or administrator of the school. If violations are noted, they should be corrected within the specified time allowance. The Building Supervisor Inspection Follow-Up Report should be completed within 10 work days from the date of inspection and sent to the Coordinator of environmental safety.

Carroll County Public Schools
Building Supervisor
Inspection Follow Up Report

School Name/Cost Center: _____

Type of Inspection: _____

Date: _____

	Observations or Defects	Date Completed	Check Below if Not Completed
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Received by: _____

Inspected by: _____

Comments: _____

Return completed report within 10 work days from date of inspection to:
John Timcheck, Coordinator of Environmental Safety, Plant Operations

OSHA ANNUAL AUDIOGRAM TESTING

OSHA Regulations (Standards 29 CFR) and Occupational Noise Exposure 1910.95 (g)6 requires annual testing for each employee exposed at or above 85 decibels.

This required testing is mandatory for custodial, maintenance, material handling drivers, and IPM employees.

PROCEDURES FOR TESTING BUILDING MATERIAL FOR ASBESTOS

INTRODUCTION

The Asbestos Hazardous Emergency Response Act (AHERA) was passed by Congress in 1986 to protect school children and school employees from exposure to asbestos in school buildings. Further obligations are included in the EPA's implementing regulations at 40 C.F.R. Part 763 – AHERA Regulations, and are specifically noted in a memorandum from the EPA, dated September 5, 2006, concerning acceptable methods of identifying Asbestos Containing Material (ACM).

PURPOSE

The establishment of a standard for implementation by Carroll County Public Schools for testing materials used in renovation, repair, or construction in any Carroll County Public Schools owned or leased facility to ensure any materials used in the construction, renovation, or repair in these facilities are asbestos free. Examples of materials requiring testing include, but are not necessarily limited to, ceiling tile, floor tile, drywall, spackling compound, and mastics used for installing tile and carpet. Any questions regarding if a specific material needs to be tested should be addressed to the CCPS designated person for AHERA (Coordinator of Environmental Safety) or the Supervisor of Facilities Operations.

- A. In any instance where the services of a professional architect is used for any construction, renovation, or repair, a statement from the architect on the company's letterhead needs to be issued and signed by the architect stating that no asbestos containing material was specified in the construction documents and to the best of his/her knowledge no asbestos containing materials were used in the construction renovation, or repair (use the applicable term) of (school name).
- B. In the event the services of a professional architect is not used for a project involving construction, renovation, or repair the following procedure must be followed:
 1. All procurement documents must include the statement that "all materials supplied will be free of asbestos".
 2. The invoice from the supplier must include the statement "all materials supplied are, to the best of our knowledge, free of any asbestos containing material.
 3. A copy of the MSDS for the material must also be supplied with the shipment.
 4. Samples of each production lot or production run of material used must be taken and sent to an accredited lab certified to test the material for asbestos. The number of samples to be test from one production lot or production run of each material is to be as follows:
 - a. For lot sizes of 1,000 square feet or less – 3 samples are to be analyzed.
 - b. For lot sizes of more than 1,000 square feet up to and including 5,000 square feet – 5 samples are to be analyzed.
 - c. For lot sizes greater that 5,000 square feet – 7 samples are to be analyzed.
 5. A copy of the documents outlined in 1, 2, and 3 above along with a copy of the sample analysis results showing the material to be asbestos free and documentation noting what school and what area or room in the school the material was used in

must be supplied to Plant Operations. This documentation will be included in the school's AHERA file both at Plant Operations and at the school. Documentation showing where the material was used may include, but is not limited to a memo, e-mail, drawing or sketch, or work order stating where the material was used along with a copy of the accredited lab analysis showing the material to be asbestos free.

6. Any material shown by lab analysis to contain asbestos is not to be used and is to be returned to the supplier for refund or replacement. Any replacement material from the supplier will then need to be tested before being used.

C. Under no circumstances is any material known to contain asbestos to be used in any construction, renovation, or repair in any facility owned or leased by Carroll County Public Schools.

Any questions regarding the above procedure should be referred to the Supervisor of Facilities Operations.

PLANT OPERATIONS PROCEDURE MANUAL



Energy Conservation

SECTION 6

ENERGY CONSERVATION

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ENERGY CONSERVATION

Energy conservation must be an important part of the planning and budgeting process, because of the high cost of fuels and electricity, the need to conserve resources, and reduce costs wherever possible.

Quite often it becomes the duty of the custodians to regulate or control the heat or air conditioning source. These duties should be well regulated with times and temperatures predetermined, and as much as possible, should be automatic. Some Carroll County Public Schools currently make use of a computer to effect energy conservation.

The following list can be used as a check list to insure continuous energy conservation efforts.

1. Caulk all windows and doors as needed.
2. Be sure that proper amounts of insulation are in place, if insulation is used.
3. Be sure that outside doors are weather stripped and close properly.
4. If oil is the fuel being used, be sure nozzles are clean and of proper size and burner is adjusted properly.
5. Be sure that the combustion air to the burner is at a minimum.
6. Keep doors and windows closed during heating season.
7. Be sure that outside ventilating air is at currently acceptable levels.
8. Be sure that steam traps, if used, are operating properly.
9. Be sure that all filters are clean and changed frequently.
10. Be sure heating system on-off timers are operating properly.
11. Be sure that lights are off when areas are not in use.
12. Be sure that hot water leaks are repaired at once whether domestic hot water or heating.

ENERGY CONSERVATION

The Carroll County Board of Education endorses all appropriate measures to conserve energy and energy resources (Board Policy EDBC).

Energy consumption throughout the year, both during the heating and cooling seasons, is a costly item for the Board requiring careful management.

The following guidelines should be adhered to:

Heating Season

1. Thermostats in all schools shall be set to provide an ambient room temperature of 68F during the regular school day. This pertains to classrooms, relocatables, offices, corridors, gyms, locker rooms, multi-purpose rooms and auditoriums. Relocatable classrooms not on a timer must be manually set back. Thermostats in relocatables should be set at day setting when temperatures below 20 are expected.

As a general rule, thermostats shall be cut back to a night setting on school days between the hours of 4 p.m. and 6 p.m. Earlier set backs may be instituted with the intent of allowing building temperature to coast for the last hour of student occupancy, thus conserving energy. On holidays and non-school days the night setting shall be in effect throughout day hours as well. When this procedure starts, all windows and doors will remain closed so that we are not "heating the outdoors."

Carroll County Board of Education does not provide heating of school facilities for third, fourth, fifth or sixth priority users (church services, community recreational councils, for profit groups etc.) and schools should be left on the night setting during the hours established above unless otherwise approved by the Director of Facilities and a fee established. Additional charges for use of facilities should be noted on the Use of Facilities Application.

2. In extremely cold weather (when the nighttime low is expected to drop in the teens), building supervisors should place the heating temperatures on a daytime setting to prevent freezing of pipes. If there is any doubt as to when to do this, the Office of Plant Maintenance or the Director of Facilities should be consulted.
3. On warm, temperate days, building supervisors are directed to turn the boilers to the summer position except where automated energy management systems are in control. Do not turn the boilers off. Second shift staff should return the boilers not on energy management systems to a nighttime setting when they leave for the night.

Cooling Season

4. Thermostats in all schools shall be set to provide ambient room temperature of 74F during days when schools are in session for students and instructional staff. This pertains to classrooms, relocatables, offices, corridors, gyms, locker rooms and auditoriums. Air conditioning shall be controlled in the same manner as heat with night time settings being regulated via a timer or energy management system. Manual override of the air conditioning controls is permitted for school related after school activities. Schools on energy management systems must pre-program the scheduled occupancy in advance in order to provide appropriate cooling for the required period of occupancy.

It is the responsibility of the building supervisor in conjunction with the school principal to pre-arrange and coordinate that the schedule is properly programmed into the energy management system.

The Carroll County Board Of Education does not provide air conditioning for third through sixth priority users of facilities unless payment for such is made by the user agency. This only occurs in special circumstances. Notation must be made on the Application for Use of Facilities in the Building Changes section so that an invoice can be generated.

Summer Season

5. Zoned air conditioning for the office area is permitted throughout the summer months. Other zones throughout the building may be cooled only when Board of Education summer school or Board of Education inservice classes are in attendance or when carpet shampooing is occurring in a particular area. An ambient temperature of 74F shall be maintained.

Air conditioning should be operated to provide cooling in the zones where carpet shampooing is occurring and not the entire building. Cooling should remain on in the area being shampooed until carpet is completely dry to prevent mold and mildew.

PLANT OPERATIONS PROCEDURE MANUAL



Helpful Hints

SECTION 7

HELPFUL HINTS

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HELPFUL HINTS

Cleaning Tips

1. **Cafeteria Table Tops** - A floor wax applicator can be used for cleaning table tops quickly. Reserve a new applicator for this purpose and use a mild cleaning solution.
2. **Chalkboard Erasers** - Can be best cleaned by using a crevice tool attached to a vacuum cleaner.
3. **Chalkboards** - Shed crayon marks readily when cleaned with a rubber eraser.
4. **Chalk Dust** - A clean dust mop head is an effective tool for removing dust from blackboard chalk trays.
5. **Chewing Gum** - Deposits can be removed with a putty knife if the gum is stuck to wood or metal. Make sure it is thoroughly dry and take care not to scratch the surface.
6. **Chrome Fixtures** - Can bedevil the most conscientious cleaner. To cut down on the elbow grease, try a window cleaner solution. Choose one that does not leave a film; wipe fixtures with a clean cloth merely dampened with the cleaning solution.
7. **Dusting Cloths** - The capacity of a cloth to gather and hold dust is greatly enhanced by applying a light spray of dust mop treatment to it and allowing it to Acure over night.
8. **Dust Mops** - Will be less likely to spread dust if cleaned with a handheld scrub brush. A wet/dry vacuum can also be used to clean dust mops.
9. **Eraser Cleaning** - The use of a crevice tool attached to a vacuum cleaner will clean dust from eraser. You can schedule eraser cleaning at the most advantageous time in your daily custodial schedule. If you have two sets of erasers, you can alternate their use.
10. **Entrance Doors (Exterior)** - Can be kept clean if you wash them periodically with a solution of warm water and detergent. After washing, apply a good grade of wax.
11. **Felt Tip Pens** - Carbon tetrachloride, alcohol, and lacquer thinner are among the most effective agents for removing marks left by a felt tip marking pen. Whatever you use, be very cautious about damaging the marked surface. Always test the removing agent in a small area before general application.
12. **Garbage Cans** - Clean immediately after they are emptied. Storing a dirty can will cause unpleasant odors and make your cleaning job more difficult. Hot water makes cleaning easier.
13. **Hall Lockers** - Can be kept bright and free of finger marks if a coat of car paste wax is applied to the surface and buffed.

14. **Molded Plastic Chairs** - (with a rough surface) Can be cleaned with a piece of nylon net fabric that has been moistened with an abrasive powder paste. The rinse job can be done by taking the furniture outside and washing with a garden hose. Another way would be to use a pressure washer, if available.
15. **Plastic Jugs** - Make excellent containers for liquid soaps and cleaners. The containers must be properly labeled to clearly identify the contents.
16. **Sink Drains (Pop-Up)** - Are easier to clean if you use a baby bottle brush.
17. **Sink Stains** - Can be removed when rubbed with a nonabrasive cleaner and a piece of nylon buffing pad.
18. **Sponge** - Damp is excellent for removing lint, fuzz, or hair from upholstered furniture in offices, lounges, and teachers rooms.
19. **Stairway Cleaning** - Is a lot easier when you use a sponge to remove soapy water from the corners of the steps.
20. **Exit Lights** - If you are troubled with breakage of glass lenses, try replacing the glass with 1/8 inch thick plastic. This material can be cut with simple tools and is available in clear or colored sheets.
21. **Extension Cords** - Come in varying lengths. It is helpful to identify the lengths. Use a paint of contrasting color to mark the footage on the plug and socket.
22. **Light Bulbs** - Can be carried up and down a ladder safely by modifying a one-gallon plastic jug. Cut a hole several inches wide near the neck of the jug to gain access to the inside.

Floor Tips

1. **Baseboards** - Use a long-handled wall brush covered with a soft cloth moistened with mop spray for easier cleaning.
2. **Brooms** - To keep handles from marking walls or falling down when placed against a vertical surface, secure a rubber chair tip or crutch tip to the end of the handle.
3. **Cafeteria Tables** - A simple and quick way of replacing cafeteria tables in straight rows after the children have finished lunch is to measure the floor and place tacks where the legs at the end of the tables should rest.
4. **Carpet Remnants** - Can be used as an inexpensive but effective aid to floor care. Cut the carpeting in the round shape of the floor machine brush and use it as a polishing pad.

5. **Chewing Gum** - Can be removed from floor surfaces with a 2 inch putty knife attached to an old mop handle. This do-it-yourself scraper also eliminates most of the bending usually involved with this task.
6. **Door Stops** - Prevent from sliding on terrazzo floors by glueing a small piece of emery cloth, rough side down, to the bottom of the door stop.
7. **Dust Mop** - Reserve a dust mop for exclusive use in the gym. A dust mop used in hallways and classrooms will pick up wax particles and deposit them on the gym floor, creating a slipping hazard.
8. **Entrance Mats** - Place entrance mats at entrance doors to greatly reduce the quantities of dirt from entering the hallways and classrooms. Mats will add life to the floor finishes.
9. **Floor Mops (Wet)** - Soak a new mop or applicator head in warm water before use. This will remove the sizing and improve its performance.
10. **Floor Machine** - Remove the brush before storing it. This will prevent the brush from becoming matted down due to the weight of the machine bearing down on it for an extended period of time.
11. **Floor Machine Pads** - Used and dirty pads can be restored by soaking in a large can containing hot water and stripper solution. Agitate, and turn the pad over so that both sides are clean. Then rinse and hang to dry. (use rubber gloves)
12. **Floor Seals** - Are usually delivered in 5 gal. containers and may become lumpy after the container is opened and left sit for a long period of time. To prevent waste, prepare floor surfaces large enough to accept 5 gallons of finish. Example: Large dining rooms, hallways, and two or more classrooms. Do not pour unused portions back into container.
13. **Floor Tiles** - Can be scratched, marred, and cut permanently. To prevent this problem check the legs of desk, chairs, tables and other heavy furniture and replace all worn or broken glides. For furniture you can't move, use composition furniture cups, one cup to a leg.
14. **Marking Polished Floors** - Eliminate marking floors when you move furniture by placing a clean, flattened milk carton under the legs of the furniture to be moved.
15. **Pencil Eraser** - Can be used to remove marks and stains from tile floors when more common cleaning methods fail.
16. **Push Broom** - Handle that has become loose can be securely locked to the broom head by inserting some plastic wood in the hole, then screwing the handle in and left to dry.
17. **Removing Stubborn Marks** - When wet mopping a floor, try attaching a small piece of an old abrasive scrubbing pad to the end of the clamp on the wet mop. The small pad is then always available when you run across a spot that resist removal by the mop.

- 18. Rewaxing/Refinishing** - Do not apply wax to the area within 8 to 10 inches of the baseboard. This will save you the necessity of having to strip an unsightly build up of unneeded wax.
- 19. Rugs** - The life of a rug can be prolonged by occasionally rotating its position 180 degrees. This will equalize wear over the entire surface rather than confining it to limited traffic lanes.
- 20. Scrubbing Machines** - Are supposed to be doing a cleaning job, but often they dirty walls and furniture in the process by splashing dirty water. You can prevent this by curving a piece of rubber baseboard material around the outside of the machine base and securing it with wire.
- 21. Tile Floor** - Whenever new tile floor is laid in your school, be sure to set aside several extra tiles. These can be used as replacement tiles with a reasonable assurance that they will match the floor. It is difficult to buy matching tiles at a latter date since shades vary between production runs of the same color by the same manufacturer.

STANDARD DEFINITIONS OF TERMS RELATING TO POLISHES, FINISHES AND RELATED MATERIALS

General

Black marking: Black marks on a flooring surface usually caused by the impact of the soles and heels of footwear.

Buffable: Capable of improvement in gloss or general appearance, or both, of a polish film by a mechanical action.

Buffing-type of floor polish: A floor polish that requires buffing to maintain an enhanced appearance.

Build-up: Condition resulting from lack of self sensitivity in a polish, whereby new film deposits over old, with little or no self cleaning action.

Cleaning: Removal of marks, dust and other extraneous materials from the surface.

Coagulum: An agglomerate of particles.

Creaming: The separation of a layer of the dispersed phase of an emulsion polish to the surface of the liquid continuous phase.

Depth of gloss: The optical phenomenon of relative depth perceived when viewing reflective surfaces.

Detergent resistance: The degree to which a polish film exhibits no apparent deterioration when spotted or cleaned with a solution of a non-abrasive, non-ammonia detergent.

Distinctiveness of image: The clarity with which a surface forms mirror images of objects by reflection.

Drag: Physical resistance to spreading of polish.

Ease of use: Cumulative effect of drag encountered in application or removal, or both, and the amount of time required to achieve the desired finish.

Film clarity: The ability of deposited film to allow an aberrational view of the surface below.

Fracture: A rupture or break of the polish film (usually multiple).

Glass retention: The ability of applied polish to retain a gloss under normal wear conditions excluding exposure to water.

Haze: Film that reflects unclear or foggy images, usually indicative of incompatibility.

Leveling: The property of a freshly spread aqueous polish to dry to a uniform and streak-free appearance.

Mar: Mutilation of polish film reparable only by recoating.

Nonvolatile: The percent nonvolatile residue obtained by the application by the American Society for Testing and Materials.

Polish: A temporary coating that enhances the appearance and may protect the substrate to which it is applied.

Powdering: Partial or total disintegration of the polish film resulting in a fine, light-colored material.

Recoatibility: The application characteristics of a polish and the appearance of the film after successive coatings to a surface.

Rubber Heel Marking: The mechanical transfer of coloring matter from rubber heels to the surface.

Scratch: Damage resulting from the movement of a hard pointed object.

Scuff: Disfigurement of polish film resulting from the abrading or scraping action repairable without recoating.

Self-polishing type floor polish: A floor polish that dries to a shine.

Service life: The period of time required under use conditions to change the appearance of a surface treated with a floor polish sufficiently to require re-treatment.

Slip resistance: Frictional force opposing movement of an object across a surface, usually with reference to the sole or heel on a floor.

Soil: Solid foreign matter embedded in or adhered on the surface.

Soil retention: The property of holding foreign matter in or on the surface after a cleaning process.

Spray buffing: The restoration maintenance of a previously polished floor by the action of a suitable floor polishing machine immediately following the mist-spraying of an appropriate product onto the surface whereby the wet application is buffed to dryness.

Spreading: The action of flowing out over a surface during the application.

Stain: Discoloration by foreign matter.

Streaking: Non-uniform deposition of the polish film.

Traffic marking: Marring or discoloration or both of a floor surface by traffic.

Volatile solvent: Any nonaqueous liquid that has the distinctive property of evaporating readily at room temperature and atmospheric pressure.

Water beading: Surface property that causes the formation of discrete water droplets on the polish surface.

Water-emulsion floor polish: An emulsion-based floor polish in which water is the continuous or external phase and falling into two categories:

1. **Polymer-emulsion:** A water-emulsion floor polish containing a predominance of synthetic emulsion polymers.
2. **Wax-emulsion:** A water-emulsion floor polish containing a predominance of natural or synthetic waxes or both.

Water spotting: Change in appearance of surface resulting solely from the action of cool water.

Wear: Attrition of the polish film resulting from normal use.

Wetting: The property of a polish to uniformly and completely contact the solid surface to which it is applied.

Soil: Solid foreign matter embedded in or adhered on the surface.

CARPET CARE

Glossary of Carpet Terms

1. **Acidity** - A measure of the acid strength of a chemical which has a PH of less than 7. Acids are used for rust removal and anti-browning. Citric acid or white vinegar (5% acetic acid) can be added to shampoos to counteract browning of carpet.
2. **Alkalinity** - A measure of the caustic or base strength of a chemical or detergent. A builder such as sodium silicate, soda ash and trisodium phosphate contribute to alkalinity.
3. **Anti-Foam** (Commonly referred to as defoamer) - A chemical usually a silicone that breaks down foam after it has formed. When performing hot water extraction the defoamer agent breaks down foam both in the recovery tank and in the extractor hose and wand assembly.
4. **Bleach** - A chemical which gives off an active form of oxygen that will unite with a dye to form a colorless compound. Bleaches can be used with care to remove the color left from stains containing dyes. However, bleaches should be used only as a last resort.
5. **Bleeding, Color** - Bleeding is the transfer of fiber dyes by water or solvents. These dyes may be redeposited on other fibers and cause staining. The hotter the cleaning solution, the greater the tendency for dye bleeding.
6. **Browning** (also called water stains) - Jute or cellulosic browning can occur due to deterioration of the jute backing from over wetting during cleaning, flooding, etc., followed by slow drying. The jute backing can release its natural brown colorant which will wick up through the carpet fibers and leave a brownish stain on the surface of the carpet.
7. **Builders** - Alkaline salts that are added to detergents to increase the efficiency of the surfactants. Builders neutralize acids in soil, convert fats and oils into soaps that will dissolve in water, minimize the effects of water hardness and provide and maintain the desired PH of the detergent. Phosphates, silicates and carbonates are typical builders used.
8. **Colorfastness** - Colorfast dyes are not affected by light or by cleaning solutions. To test for colorfastness, test the cleaning chemical on an inconspicuous area of carpet by putting a spot of solution on the carpet and blotting with a white absorbent towel to see if any color transfers to the towel. Remember the hotter the solution the greater the tendency for dye bleeding.
9. **Corrosion inhibitors** - Prevents the development of rust and minimizes corrosion on the metal parts of carpet cleaning equipment.

10. **Deodorizer, Carpet** - Odor in a carpet normally develops either from spilled materials or from the bacteria within the material. Normal shampooing will remove or reduce many odors. Many so-called deodorizers are just perfumed masking agents. A true deodorizer for carpets will contain a germicide or mildewcide to kill bacteria and eliminate the odor.
11. **Detergent** - A cleaning agent that aids wetting, soil loosening and suspending of soils. Synthetic detergents are formulated to work in hard water without leaving scum and rinse out more easily than soaps.
12. **Optical Brighteners** - Chemicals that convert invisible ultraviolet light into visible light that the eye can see thereby increasing the light emitted and improving the whiteness or brightness of colors.
13. **PH** - The PH value of an aqueous system is a number describing its acidity or alkalinity. The scale range is from 1 to 14, with 7 the neutral point. PH 1 to 4 is strongly acidic, PH 4 to 6 is weakly acidic, PH 6 to 8 is almost neutral, PH 8 to 10 is weakly alkaline, and PH 10 to 14 is increasingly strong alkaline.
14. **Sanitizing, Carpets** - This operation has strong appeal to hospitals, nursing homes, restaurants, etc. Only E.P.A. registered carpet sanitizers are approved for use in reducing bacteria in carpet fibers.
15. **Soil protectant** - A material applied to the carpet to slow down the soiling rate. They can be included in a shampoo or applied separately. Soil protectors work well in slowing down foot traffic soiling, but may not be effective in eliminating stains since stain repellants are often different chemicals. Soil protectors are often polymers, resins or colloidal silica.
16. **Solvents** - As used in cleaners, they are chemicals capable of dissolving oily and greasy soils and stains and possibly speeding up the drying time because they often evaporate faster than water. Two types are commonly used: Water miscible (mix with water) or Awet@ solvents, such as alcohol and butyl cellosolve, and water immiscible (do not mix) or Adry@ solvents, such as naphthas and chlorinated solvents.
17. **Stain Repellent** - A material applied to the carpet to make spills bead up and not soak into the carpet thereby giving easier removal. Common stain repellents are fluorochemicals, which bead oil and water-based spills and retard soil, and silicones, which bead water-based spills but not oil and may actually increase the soiling rate.
18. **Static Electricity and Anti-Static** - One of the biggest problems with carpeting is its tendency to allow static electricity to build up during the winter months when the relative humidity is very low. The result is a shock whenever anything conductive is touched while standing on the carpeting. Static buildup can be reduced to the point where shocks are not noticeable by use of anti-static agents which are applied to the carpet on a regular one-to-three month basis as needed. The problem with most anti-static agents are their tendency to cause the carpet to re-soil more rapidly.

- 19. *Surfactant*** - A synthetic detergent and the primary ingredient in any scrubbable carpet cleaner. Its function is to penetrate down the fibers, dissolving dirt entrapping oils, and thus freeing the particulate soil so it can be removed by vacuuming. Surfactants used usually dry to a hard but waxy residue and a high percentage is left in the carpet after vacuuming. Sodium lauryl sulfate is the most common surfactant used for shampoo.

FLOOR CARE

Glossary of Floor Care Terms

1. **A.O.A.C. - Use** - Dilution confirmation test. Test sponsored by the association of analytical chemists which shows whether a disinfectant or disinfecting cleaner kills bacteria at the dilution recommended by the manufacturer and shown on the label.
2. **Biodegradable** - Capable of being decomposed or broken by biological organisms or action. Generally refers to detergents and cleaners.
3. **Buffable Finish** - Either a wax or a polymer that can be dry buffed to restore high gloss.
4. **Build-up** - Multiple layers of dirt, grime, wax or floor finish.
5. **Caustic** - Referring to product such as a drain or toilet bowl cleaner with harsh chemical action.
6. **Disinfectant** - An agent which destroys disease germs or other harmful microorganisms in their active (negative) state, but not ordinarily, bacterial spores.
7. **Germicidal Cleaner** - A cleaner which also destroys disease germs. (Action is same as Disinfectant.)
8. **Hard Water** - Water high in mineral content which interferes with the effectiveness of cleaners.
9. **Mill Finish** - A finish applied by the tile manufacturer to resilient floor tile which must be removed prior to sealing or finishing.
10. **Non-Buffable Finish** - Generally a finish which dries to a high durable gloss and cannot be dry buffed to restore the shine.
11. **Phenolic Cleaner** - A cleaner which contains phenolic compounds for bacterial control.
12. **Porous** - In reference to a surface, open and full of pores; capable of being penetrated by a liquid.
13. **Residual** - That which remains of a product or substance. A residual-type insecticide, for example, leaves a residue on the surface to extend the killing power for days, even weeks.
14. **Resilient** - Capable of withstanding shock or pressure without permanent deformation or rupture. Asphalt, vinyl, and linoleum are resilient-type flooring materials.
15. **Sanitize** - To reduce the number of microorganisms to a safe level as judged by public health requirements.

- 16. Self-polishing** - A floor finish or furniture polish that dries to a shine and needs no further effort to bring about a shine.
- 17. Slip-Resistance** - The Adrag@ noticed when walking on a floor that results in safer footing; the amount of resistance to slipping.
- 18. Spray-Buff** - Renewing, touching-up or maintaining a floor by spraying the same finish originally used for the shiner, followed by machine buffing.
- 19. Staph (Staphylococcus)** - A disease-causing microorganism.
- 20. Strip** - To remove old finish, wax, dirt and other material from a floor, leaving it clean for reapplication of sealer and/or sealer-finish.

DISPLAYING THE FLAG

Questions and Answers

If there is one place in the community where the flag should be displayed daily, and correctly, it is at the school building. Here are half-a-dozen questions and answers that will insure that flags at your school are properly displayed.

1. Q: If the flag is to be displayed outdoors with other flags, how should it be hung?

 A: If the flag is displayed with a group of state or local flags, it should be at the center and in the highest position. If flown from the same halyard, it should be at the peak. If flown from nearby masts, the U.S. flag should be flown at the right.
2. Q: How should the flag be displayed on Memorial Day?

 A: The flag should be flown at half mast until noon; then fly it at mast peak for the rest of the day.
3. Q: How should an old flag be destroyed?

 A: Preferably by burning, but in any case it should be destroyed and not left lying around in disuse.
4. Q: How should the flag be displayed in a room or auditorium?

 A: A flag should never be used as a drapery or bunting, but may be properly displayed from a platform staff or hung flat on a wall. If it is used with a speaker, the flag should be hung on a staff on the speaker's right, or displayed flat directly above and behind the speaker's platform.
5. Q: Should the flag be displayed every day?

 A: No, not when the weather is bad.
6. Q: Is there a proper time and way to raise and lower the flag?

 A: Definitely. The flag should be hoisted vigorously and lowered ceremoniously. It should not be raised before sunrise or lowered after sundown except for special patriotic occasions.

CARE OF HOUSEKEEPING EQUIPMENT

Dust Mops

1. Do not use on wet oily floors.
2. Treat dust mop heads by spraying after each day of use, but do not dip mop into the treatment or spray on too much treatment.
3. Hang up the mop with the head down, and not touching the floor, when not in use.
4. When soiled, the mop head should be washed in lukewarm, mild soapy water and rinsed thoroughly. This can be done in a washing machine set on “warm.”
5. Be sure the mop block/frame is the proper size for the mop head, and the tie cords are in proper repair and are in place.

Floor Machines

1. Always rest the machine on its wheels, not the brush.
2. Clean the machine and the electrical cord after each use.
3. Regularly inspect the cord for fraying or loosening.
4. It is safest to wear rubber overshoes and rubber gloves when operating on a wet floor.
5. Check on nuts, bolts or screws that may work loose.
6. Motor adjustments and/or repairs should be done only by qualified personnel.
7. In machines having solution tanks, be sure to empty and clean the tank and lines after each use.
8. If grounding plugs are furnished, be sure to use them.

Floor Machine Brushes

1. Turn the brush into place on the machine by hand. Do not turn on the floor machine until the brush is on properly.
2. Hang up the brush or lay flat on its back. Do not let it stand in storage on the bristles.
3. Comb the bristles regularly to remove foreign matter and to eliminate tangling.
4. If wooden blocks are warped and bristles are worn off, replace with new one.

5. Never use a brush having a loose or broken adaptor plate.
6. Be sure to use the proper brush for the job to be performed.

Mop Bucket and Wringer

1. Keep working parts properly oiled.
2. Keep all screws and bolts tightened.
3. Keep casters properly lubricated and in good repair and replace them when necessary.
4. Clean both bucket and wringer after each days use.
5. Too much force on a wringer can break it. Do not lengthen the handle.
6. .Make sure the bucket and wringer are large enough for the mop that is being used.
7. Remove loose mop strands and other articles caught in the wringer.

Push Brooms

1. Rotate the broom frequently so as not to unduly wear one side.
2. Do not lean too heavily on the handle.
3. Do not let the broom stand on the fibers as it will bend them out of shape and make the broom useless.
4. Use only for purposes intended; never as a mop, squeegee, lever or hammer.
5. Be sure you have the proper broom for the job intended.
6. Combing the bristles every week or so will keep it in the best operating condition.
7. Brooms with natural bristles can be attacked by moth larvae if in storage for some time. Protect them with moth balls.

Squeegees

1. Wipe blades dry after each use.
2. Keep a spare set of blades on hand
3. Do not store squeegees or spare blades where they can be affected by sunlight.

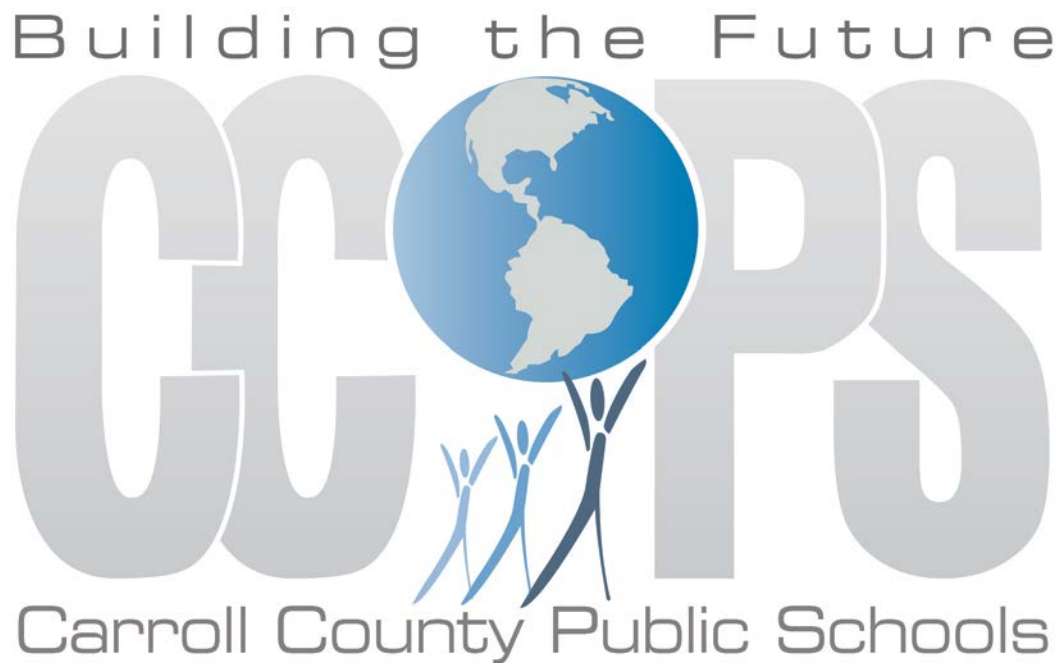
Vacuums

1. Follow the warnings and procedures found in manuals.
2. Always empty vacuum, wet or dry type, after each use.
3. Check automatic cut-off mechanism frequently on wet/dry vacuums to make sure water does not enter motor.
4. Tanks should be cleaned at least every month with a disinfectant solution to prevent growth of bacteria and algae.
5. Store vacuum in an open position to allow entrance of air for drying.
6. Always use a filter bag when dry vacuuming.

Wet Mops

1. Do not twist or squeeze the mop too hard as it will break down the strands.
2. When in storage, do not let wet mop touch other equipment.
3. Be sure the wet mop receives a good rinsing and is wrung out after each use.
4. Be careful when using the mop on splintered floors or floors with projecting nails so as not to catch and tear the strands.
5. Replace the mop head if strands are worn or frayed.
6. When storing mops, hang up so that the mop does not touch the floor and strands do not touch the wall.
7. All wet mops must be color coded with colored tape for proper identification; i.e., red - restrooms, blue - kitchen, white - applying finish, green - stripping, etc.

PLANT OPERATIONS PROCEDURE MANUAL



Grounds Care

SECTION 8

GROUNDS CARE

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GROUNDS CARE

Carroll County Board of Education employees take great pride in the appearance of the public schools throughout the county. This takes some planning and a lot of hard work to accomplish, and one of the first impressions the citizens will have is how well the outside grounds are maintained. While most people who pass by your school may never set foot inside of it, their first impression of your school is what they see from the outside. If it is neat and well cared for on the outside, they will assume the interior is the same. Not only is this true for the spring and summer months, but also for the fall and winter months.

The building supervisor at each school location in part performs spring and summer ground maintenance. The Plant Maintenance personnel will maintain large areas such as large play fields. Assistance from the Plant Operations department will be necessary for the removal of large or broken tree limbs and other debris that would require the use of a mulching machine and/or a chain saw.

A plan for spring grounds care should be identified early in the season so it is in place by the time the grass and shrubs start growing. The number one priority should focus on the equipment that will be used throughout the spring and summer. Grounds equipment is very costly and must be properly maintained at all times. This will certainly reduce down time for repairs and add to the safety of the operator.

Once the mowing season is over you should make plans for the coming of winter. The equipment needed for the removal of snow should be maintained and ready to use when the snow arrives. Ice melting materials should be on hand as well as snow shovels and ice scrapers.

Custodial personnel are required to work when schools are closed due to inclement weather. They will be responsible for the removal of snow and ice around the outside perimeter of the building; i.e., walkways, door entranceways. The Plant Maintenance Department personnel and the IPM technicians will accomplish removal of snow on large parking lots and driveways.

RESPONSIBILITIES/FUNCTIONS
Integrated Pest Management Program
School Grounds Phase II

This department is responsible for managing the IPM Program for all Carroll County Public Schools. This program currently consists of five (5) employees, one (1) manager and four (4) grounds technicians. This is a mandated program regulated by state law designed to perform specific duties for school grounds, eradicating noxious weed control, maintaining fence rows, pruning of trees, wastewater management facilities, assisting with snow removal, maintaining children's tot lots, and wild life capture and/or removal as needed.

PLANT OPERATIONS IPM GROUNDS PROCEDURE

All work requests are to be submitted on a maintenance work order by the building supervisor and/or principle. The IPM manager responds to each approved request to investigate the job to determine the appropriate actions necessitated in completing the work requests. All work requests are based on a priority system. The number one priority is safety concerns. All safety related work requests are taken care of as soon as possible. The IPM manager conducts a complete visual inspection of each individual school ground. This entails checking the IPM grounds log books, inspecting all trees and shrubs of all varieties for different types of insect species that are either harmful or beneficial to the plants. Also, for dead wood, low hanging limbs and shrubs to be pruned. The chain-link fencing will be inspected at this point in time to determine what types of vegetation exists and how much has accumulated. All vegetation will be removed by hand in the winter months. These findings will determine if there will be a need to treat these areas with any certain types of chemical applications. All the recorded information is transferred to a survey sheet and placed into a projects book. All projects are categorized as tree, grounds or spraying projects. All tot lots are inspected each year in early spring for the ability to meet or surpass all insurance safety codes. At this point, the IPM manager determines the necessary recommendation to have the timbers replaced, mulch added or complete renovations performed in the spring and summer months. All renovations consist of removing all old decomposed mulch and installing new material.

The stormwater ponds and banks are on a regular mowing schedule. There are 24 schools that contain stormwater ponds and 24 schools that contain steep banks. This scope of work consists of a two man crew to mow and maintain these areas for the complete mowing season which runs from early spring through late fall. The IPM manager has the responsibility for completing a through inspection of all stormwater management ponds in the spring and fall. This consists of the proper operation and maintenance of both the management structures and infiltration facilities. The inspections describe what the conditions are and a description of what types of maintenance or repairs are needed on the following items:

- The type of infiltration device installed.
- Are they functioning properly?
- Are they maintained?
- What type of vegetation exists?
- How are the fences?
- What conditions are the principal spillways?
- What conditions are the emergency spillways?
- What conditions are the embankments or earth terms?
- What conditions are the reservoir areas? Do they contain silt?
- What conditions are the outlet structures?
- What conditions are the inlet structures?
- What conditions is the accessibility for maintenance?

During the spring inspections of these facilities, all trash and/or debris will be removed and distributed into the county landfill. Any tree growth will be removed in late fall or early spring. The Carroll County Department of Planning conducts these inspections on a two-year basis. If in the event they detect a problem, they present the Board of Education with a written letter requesting a repair order. The Board of Education has 30-days to repair or correct any known problems. In the event these areas are not repaired in 30-days following a reinspection, there will be a citation issued until the necessary repairs have been completed.

All over seeding and repairs to the athletic fields is the responsibility of the IPM program. In the event of any construction or grounds work the maintenance department has conducted and the final grading completed, the maintenance department will notify the IPM manager by e-mail.

INTEGRATED PEST MANAGEMENT PHASE II GROUNDS

Overview of School Grounds Pest Management

- Trapping and removal of groundhogs around buildings and relocatables
- Mowing banks and maintaining storm water management facilities
- Mulching trees and flower beds will be the responsibility of the school custodial staff and mulch will be provided by Plant Operations and IPM Grounds technicians
- Trimming of all trees
- Renovating tot lots by removing old mulch and installing new
- Aerating main stadium fields at high schools and other playfields as schedule permits
- Over seeding of selected areas
- Taking soil samples as needed
- Coordinating the application of fertilizers
- Removing poison ivy, oak, and sumac under stadium bleachers and other locations generally accessible to students and staff
- Chemical application will be performed after weeds and vegetation is removed by school custodial staff
- Treating grubs and bagworms
- Spraying of vegetation (only when absolutely necessary)
- The IPM manager will work with the maintenance department in evaluating larger trees to be trimmed and or removed

The IPM Grounds technicians will not be providing the following services:

- Mowing around the buildings and/or relocatables
- Mowing of ball fields
- Watering of high school stadium fields or landscape vegetation
- Maintenance of courtyards, flower beds or flower gardens (belonging to student organizations, PTA, PTO, and etc).
- Trimming of brushes or shrubs
- Repairing or removal of chain link fencing

Integrated Pest Management Grounds Responsibilities

Trapping and removal of groundhogs around buildings and relocatables, mowing banks and maintaining stormwater management facilities, trimming of all trees, renovating tot lots by removal of old mulch and adding new, aerating main stadium ball fields, over seeding of selected areas, taking soil samples as needed, application of fertilizers, removal of poison ivy, oak and sumac under stadium bleachers and area generally accessible to students, staff and the public, assisting custodial staff (as scheduling and time permits) with removal of vegetation, treatment for grubs and bagworms, the IPM manager will work with the maintenance department in evaluating larger trees for trimming or removal.

IPM Grounds Non-Responsibilities

Mowing around buildings and relocatables, mowing of ball fields, watering of ball fields and landscape vegetation, maintenance of school courtyard, flower beds and gardens (from student organizations, PTA, PTO, and etc.), trimming of bushes and shrubs, repairing or removing chain link fencing.

Community Organizations are not permitted to apply chemicals, fertilizers, and etc., to school grounds.

Maintenance Department

Contact the maintenance department for the following:

Mowing ball fields, removal and replacement of tot lot timbers, removal and installation of playground equipment, landscape improvements relating to construction projects and snow removal.

Education

Building supervisors, custodial staff, school staff, students and the public will be educated about potential school pest problems and the IPM policies and procedures to achieve the desired pest management objectives.

Record Keeping

Records of pesticide shall be maintained by the building supervisor on site to meet the requirements of the state regulatory agency and Carroll County Public School Board. Records must be current and accurate for IPM to work properly. In addition, pest surveillance data sheets record the number of pests or other indicators of pest populations to maintain and verify the need for treatments.

Notification

The Carroll County Public School system takes full responsibility to notify the school staff and students of upcoming pesticide treatments. Notices will be posted in designated areas at the school site and sent home in advance to inform parents of pesticide and herbicide applications.

Other Important Reminders

- **Community groups are not permitted to apply chemicals, fertilizers, and etc. to the grounds**
- The maintenance department is to be contacted to have ball fields mowed
- The maintenance department is to be contacted to have tot lot timbers maintained or replaced, playground equipment installed, removed or relocated
- The school construction department is to be contacted about trees and landscape items relating to construction projects
- The maintenance department is to be contacted about snow removal

**NOTIFICATION TO PARENTS, GUARDIANS,
AND STAFF OF HERBICIDE APPLICATION**

Integrated herbicide-pest management procedures such as inspections and monitoring are used to determine when to control weeds and vegetation in order to identify conditions contributing to herbicide and pest problems. The necessity for herbicide control, if warranted, is evaluated and one or more herbicide methods including sanitation, structural repair, non-chemical methods and herbicides are utilized. Problem areas are identified where alternative herbicide control technologies can be incorporated in order to eliminate routine herbicide applications. It has been determined that a current herbicide-pest problem warrants the use of a herbicide to effectively control the weed, vegetation, and pest problem.

SCHOOL: _____

COMMON NAME OF HERBICIDE TO BE APPLIED:

LOCATION(S) OF THE HERBICIDE APPLICATION:

PLANNED DATE AND TIME OF APPLICATION:

If unfavorable weather conditions or other extenuating circumstances arise, the intended pesticide application may have to be delayed or postponed to a later date(s). If the application cannot be made within 14 days of the original planned date a new notice will be issued.

Note: The Maryland Department of Agriculture's Regulations pertaining to Integrated Herbicide-Pest Management and Notification of Herbicide Use in Public Schools requires that the following information be provided as part of this notice:

The Office of Herbicide Programs of the United States Environmental Protection Agency has stated: Where possible, persons who potentially are more sensitive, such as pregnant women and infants (less than two years old), should avoid any unnecessary herbicide exposure.

The following information regarding potential adverse effects was taken from the material safety data sheet (MSDS) of the herbicide to be applied:

1. May be harmful if swallowed.
2. Causes moderate eye irritation.

If you require further information regarding this notice you can contact John Timcheck at 410-751-3114.

GROUNDS EQUIPMENT PRE-SEASONAL CHECK SHEETS

Building supervisors are required to perform annual pre-seasonal maintenance inspection for all grounds equipment, spring and summer equipment, and fall and winter equipment. The check sheets are forwarded to Plant Operations by April and November.

FALL AND WINTER EQUIPMENT CHECK SHEET

SCHOOL: _____ DATE: _____

INSPECTED BY: _____

PLEASE RETURN TO FACILITIES OPERATIONS BY NOVEMBER 9, 2015

	Good	Poor	Comments
Simplicity Tractor			
Starting Conditions			
Operation			
Oil and Hydraulic Levels			
Cooling System			
Grease Tractor			
Attachment Snow Blower			
Grease Auger			
Grease Drive Chain			
Grease Drive Shaft			
Gear Box Oil			
Check Scraper Bar			
Check Shear Bolts			
Check Skid Shoes			
Check Operation			
Accessories			
Snow Shovels			
Scrapers			
Salt			
Walk Behind Snow Blower			
Check Engine Oil			
Lubricate According to Manual			
Check Scraper Bar			
Check Shear Bolts			
Check & Adjust Skid Shoes			
Check Belts			
Check Operation			
Do you have used oil to pick up?	Yes	No	

SPRING AND SUMMER GROUNDS EQUIPMENT CHECK SHEET

SCHOOL _____ DATE _____

INSPECTED BY _____

PLEASE RETURN TO PLANT OPERATIONS BY APRIL 4, 2008

Weed Eater	Good	Poor	Comments
Gear Box Greased			
Polly Blades Condition			
Head Condition			
Starting Condition			
Operation			
Push Mower	Good	Poor	Comments
Oil Clean			
Oil Level			
Blade is Tight			
Blade Condition			
Air Filter Condition			
Starting Condition			
Operation			

Gravely Riding Mowers	Good	Poor	Comments
Battery Fluid			
Battery Cable Ends Clean			
Battery Charged			
Oil is Clean			
Oil Filter Changed			
Air Filter Clean			
Pre Cleaner Clean			
Engine Screen Clean			
Engine Fan Clean			
Starting Condition			
Operating Condition			
General Lubrication Points Refer to Operator's Manual On the front Pedal			
On the front Axle			
On the front Axle at Both King Pins			
On the steering Mechanism			
On the Steering Arm Columns			
On the Steering Gear Rack			
On the Adjustment Bar			
On the Adjustment Nuts			
On the Brake Pedal			
In the Front Wheel Bearing Caps			
Gravely Mower Deck	Good	Poor	Comment
Belt Condition			
Belt tension			
Blade Condition			
Lifting Rod Condition			
Height Setting			
General Lubrication Points Refer to Operator's Manual 3 each Spindles			

Gear Box $\frac{3}{4}$ in. Full			
Drive Shaft			
2 Each Gauge Wheels			
Do you have used oil to be picked up?	Yes	No	

Simplicity Riding Mowers	Good	Poor	Comments
Battery Fluid			
Battery Cable Ends Clean			
Battery Charged			
Oil is Clean			
Oil Filter Changed Every 150 Hours			
Air Filter Clean			
Clean Cooling Fins			
Check Engine Coolant Level			
Starting Condition			
Operating Condition			
General Lubrication Points Refer to Operator's Manual (Pages 30 & 31)			
Grease Steering Linkage			
Grease Foot Pedal			
Grease Mower Linkage			
Grease Transmission Idler Assy. Pivot			
Grease Rear Axle Shafts			
Grease Front Axle at Frame			
Grease All Drive Shaft Universal Joints			
Grease Mower Belt Tension Bracket Pivots			
Oil Control Linkage			
Oil Seat Adjustment Assembly			
Oil Brake Linkage			
Oil Mower Deck Height Adjustment Linkage			
Oil Manual Lift Lever			

Simplicity Mower Deck	Good	Poor	Comment
Belt Condition			
Blade Condition			
Grease Idler Pully			
Grease Mower Arbor			
Grease Lift Rod			

PLAYGROUND EQUIPMENT

Playground equipment should be inspected semi-annually, before school begins and in the early spring (mid-March). Inspections are important to determine faulty equipment to eliminate risk of injury to students and other community users. Following preventative maintenance inspections and detailed record keeping will aid in the reduction of liability issues.

Requests for repairs should be submitted to the Maintenance Department. Some replacement parts are stocked for minor repairs while other parts may have to be ordered.

Bedding material or mulch is necessary in playground areas. Injuries due to falls from equipment are greatly reduced when sufficient bedding material is maintained. Mulch can be requested from the Plant Operations IPM program.

Painting of playground equipment should be submitted as a request to the Maintenance Department.

Tot lots are usually purchased and installed from funds provided by the school PTA/PTO and recreation council groups. The Director of Facilities must approve these projects.

Maintenance and repair of tot lots are the responsibility of the Board of Education. Wooden tot-lots are no longer in usage in the CCPS system and are being replaced with modular equipment such as metal, aluminum, and plastic.

The location of all new or replacement tot lots or other outside playground equipment must be approved in advance by the Director of Facilities.

CARROLL COUNTY PUBLIC SCHOOLS PLAYGROUND INSPECTION CHECKLIST

School _____ **Date** _____

Inspected by _____

Playground equipment should be inspected for safety before school starts in the fall. A July inspection allows time for repairs to be made before students return for the first day of school. An early spring inspection (mid-March) should also be accomplished. The following checklist should be used for these semi-annual inspections and keep with other preventive maintenance records. Minor repairs should be made at the school level. Repairs beyond the capability of in-school personnel should be placed on a "Maintenance Requisition."

Checked	Play Equipment	State the Repairs Needed	What Repairs Were Made
	SLIDES		
	Exposed concrete footing		
	Protruding bolts or hardware		
	Head entrapment areas (between 3" and 9")		
	Metal slide bed separating from equipment base at entrance, exit or joints		
	Loose, bent, sharp, or missing parts		
	Unstable equipment		
	Rough or broken slide bed		
	Finger entrapment areas (between 3/8" and 1")		
	Rust or dry rot on frame		
	Peeling paint or graffiti		
	Obstructions in 8' fall zone		
	Rusty/worn hardware		
	Debris littered steps		

Checked	Play Equipment	State the Repairs Needed	What Repairs Were Made
	CLIMBERS		
	Exposed concrete footing		
	Protruding bolts or hardware		
	Head entrapment areas (between 3" and 9")		
	Loose, bent, sharp, or missing parts		
	Unstable equipment		
	Peeling paint or graffiti		
	Finger entrapment areas (between 3/8" and 1")		
	Rust-worn hardware		
	Rust or dry rot on frame		
	Loose railings		
	Obstruction in 8' fall zone		
	TENNIS COURTS		
	Surface cracked or pitted		
	Concrete footing of net supports loose		
	Fixtures broken		
	Fencing around courts loose, torn or broken		
	Broken glass or gravel on courts		
	FOOTBALL/SOCCER FIELDS		
	Goals bent or broken		
	Grounds in poor shape		

Checked	Play Equipment	State the Repairs Needed	What Repairs Were Made
	BASEBALL/SOFTBALL DIAMONDS		
	Backstop fencing bent, torn or broken		
	Glass or rocks scattered on fields		
	Grounds in need of care (i.e., ground hog holes, gullied areas, etc.)		
	Glass, bottles, paper or cans need to be cleaned up		
	SWINGS		
	Loose/worn chain swivels		
	Badly worn chain links		
	Seats cracked or broken		
	Protruding nuts and bolts		
	Loose concrete footings – unstable equipment		
	Lose, bent or missing parts		
	Excessively dangerously rusted parts		
	SEESAWS		
	Rotted or cracked boards		
	Protruding or exposed nuts or bolts		
	Badly worn pivotal joints		
	Cracked boards or handles		
	Loose concrete footing		

Checked	Play Equipment	State the Repairs Needed	What Repairs Were Made
	BASKETBALL COURTS/HOOPS		
	Hoops loose/broken		
	Backstop loose		
	Surface (concrete or blacktop) cracked, loose or pitted		
	Surfaces with broken glass or gravel		
	CRAWL TUNNELS		
	Peeling paint		
	Finger entrapment areas (between 3/8" and 1")		
	Cracked or broken areas		
	Obstruction in 8' fall zone		
	Rough/sharp edges		
	Glass or debris present		
	PLAY AREA SURFACING & BORDERS		
	Surfacing border has rough or cracked concrete, rough boards, or protruding bolts or nails		
	The depth of loose surfacing material is less than 6"		
	Surfacing border is not adequately containing the material		
	Glass and/or debris present		
	Play pieces are not at least 8' apart		

Checked	Play Equipment	State the Repairs Needed	What Repairs Were Made
	MODULAR EQUIPMENT (WOODEN CLIMBING EQUIPMENT)		
	Split uprights on wooden equipment		
	Exposed footing		
	Uprights worn/loose		
	Platforms, rungs, railings loose or worn		
	Loose bolts		
	SPRING RIDING TOYS		
	Concrete footing loose		
	Exposed bolts and nuts		
	Plastic structure broken or cracked		

Please Note: In no case should the fall height of a child to the cushioned ground surface exceed 7 feet.

Overall comments on playground: _____

OUTDOOR AND GROUNDS CARE

Consists of keeping school grounds clear of trash, glass, leaves and other debris; sweeping sidewalks, parking lots and paved play areas; hosing down sidewalks, steps and outside entrance areas; maintaining the lawn in a neat and presentable condition by mowing grass, trimming around the building, sidewalks, fence lines, etc.; pulling weeds and trimming shrubbery as necessary; spreading mulch in tot-lots as needed. During winter months removing snow and ice from sidewalks, entrances, bus loading and unloading areas, oil fill pipe and stick measuring caps, fire hydrants, and treating icy areas as required.

Purpose

To maintain outside grounds for safety of staff, students and visitors.

Equipment and Materials Needed (Spring/Summer)

Heavy work gloves, hedge trimmer, gas powered grass trimmer, power mower, lawn tractor equipped with mower deck, utility cart/wheel barrow, large plastic bags, trash can, pruning shears, shovel, rake, fuel, safety goggles.

Equipment and Materials Needed (Fall/Winter)

Lawn tractor equipped with snow blade and chains, snow blower, heavy winter clothes, gloves, fuel, salt/calcium, spreader, shovel, ice scraper.

Safety Precautions (Spring/Summer)

1. Use caution when picking up broken glass.
2. Use gloves when using power equipment.
3. Check fuel and oil reservoir on equipment before attempting to start.
4. Keep children and pets away from mowers and other related equipment.
5. Do not place any yard waste in waste container designed for other trash. Put in plastic bags and contact Plant Maintenance for pick up; i.e., tree branches, leaves, grass clippings, trimmings from hedges.
6. Pick up all objects before attempting to operate mowing equipment.
7. Keep blades sharpened and balanced, grease and adjust equipment to proper adjustments (read operator's manual). Make safety a first priority.
8. Keep lawn grasses approximately 3" high. Do not scalp the ground. This could ruin the equipment and cause blades to fly off.

9. Use safety goggles when using gas operated grass trimmer.
10. Never leave a mower unattended and with the engine running. This situation tempts the curious youngster.
11. Mow a sloping lawn sideways, not up and down. This way you won't be hurt if you slip or if the mower slides backward.
12. Shut down engine before attempting to clean grass from chute or working on the blades or other mowing parts.

Safety Precautions (Fall/Winter)

1. Always read operator's manuals carefully and learn how to operate all equipment before using. Safety should always be a first priority.
2. Check oil reservoir and fuel before attempting to start equipment. Use recommended fuels and oils.
3. Do not use calcium/salt on new concrete. Concrete must cure for one (1) year. Use sand/barn grit instead.
4. Stop engine before attempting to dislodge ice and snow from snow blower. Safety first.
5. Use tire chains on lawn tractor for better traction.

**OUTDOOR AND GROUNDS CARE
BUILDING SUPERVISORS/GROUNDS KEEPERS**

FREQUENCY

DUTIES	D	W	M	A	R
Pick up trash & debris	X			X	
Sweep entrances & sidewalks	X			X	X
Inspect play area pavement		X		X	X
Remove graffiti	X			X	X
Check playground equipment			X	X	
Rake grounds				X	X
Remove leaves				X	X
Clean storm drain grating			X	X	X
Clean roof drains			X	X	X
Inspect gutters & downspouts			X	X	
Mow lawn (in season)		X			X
Trim around building & walks		X			X
Trim along fence lines		X			X
Pull weeds					X
Trim shrubbery					X
Remove ice & snow					X
Salt icy areas					X
Replace burnt out light bulbs				X	X

LAWN TRACTOR

Always read the owner's manual.

Before operating:

Pick up trash and debris.

Be sure the tractor and engine have been properly serviced and maintained.

General Safety Precautions:

1. Clear area of all objects which could be picked up and thrown by the mower or other attachments.
2. Be sure area is clear of other people.
3. Before starting make sure PTO lever in OFF position.
4. Never carry passengers.
5. Operate only while in seat.
6. Always look down and behind before and while using reverse.
7. Slow down before making turns.
8. Never leave tractor running unattended.
9. Turn off power to attachment when not in use.
10. Do not wear loose clothing that may get caught in rotating parts of unit.

Slope Operation Safety:

1. Slopes are a major factor related to loss-of-control and tip-over accidents, which can result in severe injury or death. All slopes require extra caution. If you cannot back up the slope or if you feel uneasy on it, do not operate on it.
2. Operate up and down slopes, not across. Do not operate on steep slopes.
3. Remove obstacles such as rocks, tree limbs, etc. from the area of operation.
4. Watch for holes, ruts or bumps. Uneven terrain could overturn the machine. Tall grass or deep snow can hide obstacles.

5. Use slow speed. Choose a low ground speed so that you will not have to stop or shift while on the slope. Engage the directional control pedal slowly.
6. Follow the manufacture's recommendations for wheel weights or counterweights to improve stability.
7. Use extra care with grass catchers or other attachments. These can change the stability of the machine. Use only approved hitch points.
8. Limit loads to those you can safely control.
9. Keep all movement on the slopes slow and gradual. Do not make sudden changes in speed or direction.
10. Avoid starting or stopping on a slope. If tires lose traction, disengage attachment power and proceed slowly straight down the slope. If you must stop when going up the slope and cannot safely back down, disengage the PTO, release the direction control pedal, and depress the brake pedal. Then place the gear selector in low speed and slowly release the brake pedal, while slowly engaging the direction control pedal.
11. DO NOT turn on slopes unless necessary, and then turn slowly and gradually downhill, if possible.
12. DO NOT operate near drop-offs, ditches, or embankments. The tractor could suddenly turn over if a wheel is over the edge of a cliff or ditch, or if an edge caves in.
13. DO NOT operate on wet grass. Reduced traction could cause sliding.
14. DO NOT try to stabilize the machine by putting your foot on the ground.
15. DO NOT use grass catcher on steep slopes.

Service Safety:

1. Do not change engine governor setting or over speed the engine.
2. Replace damaged or worn out muffler immediately. Continued use could result in fire or explosion.
3. Use extra care in handling gasoline and other fuels. They are flammable and vapors are explosive.
 - A. Use only an approved container.
 - B. Never remove gas cap or add fuel with the engine running. Allow engine to cool before refueling. Do not smoke. Wipe off any spilled gasoline and allow vapors to dissipate before starting engine.

- C. Replace fuel tank cap and container cap securely.
 - D. Never refuel the machine indoors.
 - E. Never store the machine or fuel container inside where there is an open flame, such as in a water heater. Allow engine to cool before storing in any enclosure.
4. Never run a machine inside a closed area. Exhaust fumes contain carbon monoxide, an odorless and deadly gas.
 5. Keep nuts and bolts, especially blade attachment bolts, tight and keep equipment in good condition.
 6. Never tamper with safety devices. Check their proper operation regularly.
 7. Keep machine free of grass, leaves or other debris build up. Clean up oil or fuel spillage. Allow machine to cool before storing.
 8. Stop and inspect the equipment if you strike an object or if there is a sudden change in the sound or vibration of the equipment. Repair any damage before restarting.
 9. Never make adjustments or repairs with the engine running or when engine and exhaust parts are hot from operation.
 10. Mower blades are sharp and can cut.
 11. Refer to Storage Section in owners manual if tractor is to be stored for extended period.

Operation:

NOTE: Read the tractor and attachment(s) manuals before operating the equipment. Operate the tractor only from the operator's position on the seat. Service the tractor and attachment before operating.

1. Direction Control Pedal

The direction control pedal controls the movement of the tractor. Push the pedal forward to go forward. Push the pedal back to move the tractor backwards.

2. Throttle Control

The throttle lever is used to control the engine speed. To increase the engine speed, move the lever up to the "FAST" position. To decrease the engine speed, move the lever down to the "SLOW" position.

3. Choke Control

The choke control is used to choke a cold engine for starting. The choke control is located on the instrument panel. Pull the choke out to the “ON” position to choke the engine. When the engine is warm, move the control to the “OFF” position.

4. PTO Control

The PTO control is used to connect or disconnect the engine power to an attachment. The forward position is “OFF,” the rearward position is “ON.”

5. Hourmeter

The hourmeter (on some models) shows total time which the ignition switch has been in the “ON” position.

6. Fuse

All models have a fuse to protect the electrical system. The fuse is located in the wire harness.

7. Ignition Switch

The ignition switch is operated with a removable key. The switch has three positions: “Off,” “On,” and “Start.”

To start the engine, the key must be in the “Start” position. Once the engine has started release the key and it will return to the run position. To stop the engine, turn the key to the “Off” position.

8. Gear Selector

The gear selector has four operating positions. See manual for ground speeds produced in each gear.

9. Attachment Lift Switch

The attachment lift switch is used to raise and lower the attachment. The lift switch is located on the instrument panel. Move the switch up to raise and down to lower the attachment.

10. Ammeter

The ammeter indicates the condition of the charging system. Normal operation will show the indicator needle slightly to the “Plus” side of zero.

11. Brake Pedal

Pushing the brake pedal down will stop the tractor and return the direction control pedal to “NEUTRAL.” Use the brake pedal for sudden stops and for holding the tractor on slopes.

12. Brake Lock Lever

To lock the brake for parking, depress the brake pedal and pull back on the brake lock lever. To release, push on the pedal and move the lock lever forward.

13. PTO Control

To power an attachment, push the PTO control forward to “ON.” To stop an attachment, pull the PTO control rearward to “OFF.” The operator must be in the tractor seat to operate the PTO. If the operator leaves the seat while the PTO control is in the “ON” position, the engine will stop.

14. Warning Light

The tractor is equipped with a warning light to alert the operator in the event there is a problem with the engine. The warning light is located on the upper left side of the instrument panel.

NOTE: The light is activated when there is a loss of oil pressure. If the light comes on while operating the tractor, stop the tractor and engine as quickly as possible and check the engine oil level.

To check to see if the light is operating correctly, turn the ignition switch to the “ON” position. The light should glow red.

NOTE: The engine must have been off for at least five minutes prior to performing this test.

15. Using the Attachment Lift Systems

Manual or hydraulic lift systems are used to raise and lower attachments. Either can hold an attachment in position or let it follow the ground.

A. Using the Manual Lift System

1. To hold an attachment in position:
 - a. Lift the attachment to the raise position.
 - b. Lift the lift range control and slide it to the desired position.

- c. Lower the attachment. The lift lever will stop against the lift range control. If the attachment is not in the desired position, repeat the first two steps.

2. To let an attachment follow the ground

- a. Move the lift range control to the lowest position.
- b. Lower the attachment to the ground.

B. Using the Hydraulic Lift System

1. To hold an attachment in position

- a. Lift the attachment by moving switch to the “up” position until the attachment is fully raised.
- b. Lower the attachment to the desired position by moving switch to the “down” position.
- c. When the attachment reaches the desired position, release the switch. The attachment will be held in that position.

2. To let an attachment follow the ground

- a. Move the switch to the “down” position. When the attachment reaches the ground, hold the switch in the “down” position for approximately 1/2 second before releasing the switch.

Preventive Maintenance

See operator’s manual for full instructions

Engine:	Check oil daily Change oil every 25 hours See engine manual for oil specifications Keep engine and cooling fins clean
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Air Cleaner:	Check daily or every 5 hours Replace element when clogged
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Transmission: Check oil level every 200 hours or at any sign of leakage
Fill to check level plug with SAE 10W-30

Hydraulic System: Check hydraulic fluid every 200 hours or at any sign of leakage
See operator's manual

REF.	LUBRICATION	QTY.	DESCRIPTION-LOCATION	INTERVAL	
				Daily	25 Hrs.
1	GREASE	2-3	MOWER SPINDLE	•	
2	GREASE	1	STEERING SPINDLES		•
3	GREASE	2	STEERING PIVOT		•
4	GREASE	2	STEERING ARMS		•
5	GREASE	2	STEERING COLUMN		•
6	GREASE	2	WHEEL BEARING	•	
7	GREASE★	2	U-JOINT		
8	GREASE*	2	WHEEL BEARING		•
9	GREASE*	2	CASTER SPINDLE		•
10	GREASE	1	SLIP JOINT		•
11	GREASE*	2	IDLER ARM PIVOT	•	
	OIL		ALL PIVOT POINTS, PIN CONNECTIONS		

★ Grease every 500 hrs.

* 60" Mower deck only

Tire Pressure: Front 14 - 18 PSI (94 - 124 kN/m²)
Rear 10 - 14 PSI (69-97 kN/m²)

PUSH MOWERS

Always read the owner's manual.

Do not allow children in the mowing area.

Safety Preparation:

1. Never operate mower without proper guards, plates, safety switches, or other safety protective devices in place and properly connected. Inspect to determine that these safety devices are installed properly, are in good repair, and operate properly. If the condition or operation of these devices are questionable, they must be repaired or replaced before using the mower. Be thoroughly familiar with the controls and proper use of the equipment.
2. Thoroughly inspect the area where the mower is to be used and remove all stones, sticks, wire, bones and other foreign objects. Also note the location of holes, stumps, and other possible hazards.
3. DO NOT operate mower when barefoot or wearing open sandals. Always wear substantial footwear and long pants.
4. Fill fuel tank before starting engine. Use approved fuel container. DO NOT smoke near open fuel container. DO NOT fill fuel tank indoors or when engine is running. Allow engine to cool for at least ten minutes before refilling. Wipe off any spilled fuel before starting engine. DO NOT run engine indoors.
5. Make sure that the wheel drive clutch control is disengaged before starting engine.
6. Never attempt to make a cutting height adjustment while the engine is running.
7. When mowing over rough ground or in tall grass, mower must be set at highest cutting position.
8. Mow only in daylight or in good artificial light.
9. Never operate mower in wet grass. Always be sure of your footing; keep a firm hold on the handle and walk; never run!

Safety Operation:

1. DO NOT change engine governor settings or over speed engine.
2. DO NOT put hands or feet near or under rotating parts. Keep clear of discharge area while engine is running.

3. STOP engine when crossing gravel drives, walks, or roads, and under any conditions where thrown objects might be a hazard.
4. After striking a foreign object or if mower vibrates abnormally, STOP the engine, disconnect and secure spark plug wire. Inspect the mower for any damage and repair the damage.
5. STOP blade and engine whenever you leave the operating position behind the handle for any reason, including clearing grass, emptying grass bag and making any adjustments, repairs, or inspections.
6. Before cleaning, repairing or inspecting, make certain blade and all moving parts have STOPPED. Disconnect and secure spark plug wire away from plug to prevent accidental starting.
7. STOP engine and wait until the blade comes to a complete STOP before removing grass bag and/or clearing grass.
8. Mow across slopes, never up-and-down. Exercise CAUTION when changing directions on slopes. DO NOT mow steep slopes or other areas where stability or traction is in doubt.
9. STOP engine and blade before shifting ground speed control.

Operation:

1. Move choke/engine speed control to the choke.
2. Push primer button three times to start cold engine.
3. Pull blade control against handle
4. Pull rope start handle to crank engine.
5. After engine starts, move choke/engine speed control away from the choke position to the fast position and allow engine to warm up, until engine runs smooth.
6. To stop engine release blade control handle.

SNOW THROWERS

Always read the operator's manual.

General Safety Precautions:

1. Never allow children to operate the machine. Do not allow adults to operate it without proper instructions.
2. Keep the area of operation clear of all persons. Never discharge materials towards persons or pets.
3. Make sure snow thrower is in good operating condition.
4. Make sure all safety devices and shields are in place and working.
5. Make sure all adjustments are correct.

Safety Preparation:

1. Never make adjustment while engine is running.
2. Inspect the area where the snow thrower is to be used and remove all objects that could enter the auger gear case.
3. Disengage all clutches, release drive levers, before starting engine.
4. Do not operate snow thrower without wearing proper winter clothing and foot wear.
5. Handle gasoline with care.
6. Never remove fuel tank cap or add gasoline while engine is running or hot.
7. Fill the fuel tank outdoors. Wipe off all spills.
8. Adjust skid shoe height to clear gravel surface.
9. Do not run engine indoors.

Operation Safety:

1. Keep hands and feet away from rotating parts. Keep clear of discharge opening at all times.
2. Always remove snow up and down the face of slopes, never go across the face of slopes. Do not attempt to clear slopes over 19.3°.

3. If striking an object, release drive levers, stop the engine, remove spark plug wire. Inspect the snow thrower for damage before restarting.
4. Use extreme caution when operating on or crossing gravel areas.
5. Be especially careful not to touch parts of the snow thrower that might be hot from operation. Allow to cool down.
6. If snow thrower starts or vibrates abnormally, disengage drives and stop engine. Vibrations are a warning of trouble.
7. When leaving snow thrower, always shut off engine.
8. Before cleaning, repairing or inspecting make certain all moving parts are stopped. Remove spark plug wire and key.
9. Do not overload machine capacity by clearing snow at too fast a ground speed.
10. Disengage auger drive when transporting or not in use.
11. Never operate the snow thrower without good visibility or lighting. Always be sure of your footing.
12. Do not change the engine governor settings or engine speeds.

Maintenance and Storage Safety:

1. Keep all nuts, bolts and screws tight to be sure the equipment is in safe working condition.
2. Allow the engine to cool before storing in any enclosure.
3. Run auger drive a few seconds after each completion of throwing snow to help clear out shoot.

Operation:

1. Checks before each startup
 - A. Make sure all safety guards are in place and all nuts, bolts and clips are secure.
 - B. Check the engine oil level. See your engine Owner=s Manual for procedure and quantity.
 - C. Check the fuel supply. Fill the tank to within 3 to 2 inch of top of tank to provide space for expansion.

- D. Position the deflector at the desired angle and the scraper bar at the desired height. Engage or disengage the traction drive lock. These procedures are explained in the following paragraphs.

2. Deflector Adjustment

- A. The angle and distance of the discharged snow is controlled by the position of the deflector. (Engine speed also affects distance of discharge.) The more the deflector is tilted back, the farther snow will be thrown.

3. Scraper Bar Height Adjustment

- A. On smooth surfaces such as concrete or asphalt, the scraper bar should scrape the surface. On surfaces such as gravel, the scraper bar should be high enough so that it will not pick up gravel or debris. The height of the scraper bar is controlled by raising or lowering the skid shoes.
- B. To raise the scraper bar, rest the scraper bar on a piece of wood of thickness equal to desired height of the scraper bar. Make sure the scraper bar is parallel to the surface. Loosen the skid shoe nuts and let the skid shoes drop to the surface. Tighten the nuts, making sure the skid shoes are adjusted equally and are parallel to the surface.
- C. To lower the scraper bar, raise the skid shoes.
- D. If the scraper bar becomes worn, it can be moved down. Rest the skid shoes on pieces of wood. Loosen the nuts which secure the scraper bar to the housing, and slide the scraper bar down (holes in housing are slotted). Tighten the nuts securely.

4. Traction Drive Lock

- A. For easier turning when transporting unit, disengage the traction drive lock so each wheel can turn independently. When blowing snow, engage the lock so both wheels drive the snow thrower.
- B. To disengage the lock, insert the pin thru the outer hole in the axle.
- C. To engage the lock, insert the pin thru the hub and axle. If the hole in the hub is not aligned with the inner hole in the axle, push the snow thrower until the holes align. Be sure to install spring clip to secure pin.

5. Starting the Engine

- A. To start the engine with the rewind starter or with the 120 volt electric starter, follow the instructions in the engine Owner's Manual. If the snow thrower is equipped with battery start, follow this procedure to start the engine.

1. Move the throttle lever to FAST position.
2. To crank the engine, turn the key switch to START. If the engine is cold, move the choke to FULL while cranking. If the engine is warm, try starting without the choke. If engine doesn't start, move the choke to FULL while cranking.
3. When the engine starts, release the key switch. If the engine falters, move the choke to FULL and then gradually to OFF.

6. Ground Speed Selection

- A. Use the ground speed selector to control the drive speed of the snow thrower. There are five forward speeds and two reverse speeds. Use the lower speeds to blow deep or wet snow. Use the higher speeds to blow light snow or to drive the snow thrower without blowing snow. To change speed, first release the traction drive lever. Then move the selector to the desired speed.

7. Engine Speed

- A. Set the engine speed control lever to full speed.

8. Starting and Stopping Operation

- A. Determine the best snow removal pattern. Wind direction is an important factor to consider. Avoid blowing snow on cleared areas and on yourself as you're operating. Always rotate the spout to discharge snow downwind.
- B. Start the engine.
- C. Select desired ground speed and engine speed.
- D. To transport the snow thrower, engage only the traction drive lever. To throw snow, engage the auger drive first and then the traction drive. If snow stops flowing freely from the spout, stop or back up to allow snow thrower to clear itself.
- E. To stop auger drive, release the auger drive lever. To stop traction drive, release the traction drive lever. To stop engine, move throttle control lever to SLOW and turn ignition key to OFF.

Preventive Maintenance:

1. Off-Season Storage

Before you store your snow thrower for the off-season, take the following precautions.

NOTE: Fuel may be stored in the tank or in a container for long periods if a gasoline stabilizer is used which prevents formations of gum and varnish for up to one year.

- A. Prepare your snow thrower engine for storage according to your engine Owner's Manual.
- B. Lubricate the snow thrower as described in the Normal Care section.
- C. If equipped with a battery, disconnect the cables or remove the battery from the snow thrower. The battery should be kept fully charged during storage.
- D. Clean the snow thrower thoroughly. Coat all exposed bare metal parts with a good quality paint (available from your dealer) or a light film of grease, oil or automotive wax.

Care Required	See	Every 25 Hours**	Yearly
Check auger gear case lubrication		X	
Lubricate snow thrower		X	
Check tire pressure		X	
Inspect battery (if equipped)		X	
Change engine oil*	Eng. Manual	X	
Clean or replace spark plug	Eng. Manual		X
* Change original engine oil after first two hours of operation ** At least once a year			

Normal Care Chart

2. Starting After Storage

- A. Remove the spark plug and wipe dry. Crank engine a few times to blow excess oil out of plug hole. Then reinstall plug.
- B. Fill fuel tank with fresh gasoline (unless a fuel stabilizer was used).
- C. Check to be sure engine fins are clean and air flow is unobstructed.
- D. Start the engine outdoors. Do not run engine at high speeds immediately after starting.
- E. Check the operation of the controls. If necessary lubricate the snow thrower to improve operation of the spout control.

3. Check Auger Gear Case Lubrication

- A. Place the snow thrower on a level surface. Remove the pipe plug. The lubricant should be level with the hole.

WEEDEATERS

Always read the owner's manual.

Safety Precautions:

1. You should be shown how to use your weed eater for the first time.
2. Children should not be around when using the weed eater.
3. If lending your weed eater, the person should be familiar with it. Always give them the manuals.
4. Only use cutting tool and attachment supplied or explicitly approved for mounting on your weed eater. (No other cutting attachments may be used.)
5. Always wear the proper safety equipment such as goggles or a helmet and shield, gloves, safety shoes.
6. Never wear clothes or jewelry that might get caught.
7. Use ear plugs to protect your hearing.
8. Always inspect your area for stones, glass, pieces of metal, trash, and other solid objects before cutting.
9. Never touch a rotating cutting tool.
10. Always adjust harness.
11. Check for cracks and breaks on attachments. If damaged, replace.
12. If the cutting attachment becomes clogged or stuck, always switch off engine before cleaning.

Operation Procedures:

1. Adjust harness and hand grip to suit your size before starting. The machine must be balanced.
2. Hold down the throttle trigger interlock and squeeze the throttle trigger.
3. Move the slide control to start position.
4. Now release the control and trigger interlock in that order.

5. Set the choke lever.
6. Press fuel pump bulb several times until you see fuel in the transparent hose.
7. Put the unit on the ground. Hold firmly.
8. Pull the starter cord grip slowly until you feel it engage and then give it a brisk strong pull. Slowly release the starter cord grip back into housing.
9. When engine begins to fire, change the choke lever. As soon as the engine runs, grab the throttle trigger. Slide the control to the run position in the middle. This will have the engine run its idle speed.
10. Squeeze throttle trigger to proper speed, move weed eater in sweeping motion same as or similar to a scythe. When area is complete, push control to stop position.

Preventive Maintenance:

		Before starting work	After finishing work or daily	Weekly	Monthly	As required
Complete machine	Visual inspection (condition, leaks)	x				
	Clean		x			
Throttle trigger, slide control	Check operation	x				
Air filter	Clean	x				
	Replace					x
Fuel tank	Clean				x	
All accessible screws and nuts (not adjusting screws)	Retighten					x
Cutting tools	Visual inspection	x				
	Replace					x
Gear box lubrication	Check			x		
	Top up					x

PLANT OPERATIONS PROCEDURE MANUAL



Operations of Equipment

SECTION 9

OPERATION OF EQUIPMENT

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CUSTODIAL EQUIPMENT

New – Replacement – Repairs

New Equipment – Each school has its own equipment allocation based upon the cleaning job that is required, the people available to use the equipment, and the money available for purchase of new equipment. Basically, the equipment machines referred to are: Wet/Dry vacuums, floor buffing machines, floor scrubbing machines, carpet vacuum cleaners, carpet extractor machines, lawn mowers, and snow removal equipment.

Should additional new or used equipment be required, the school principal should contact the assistant of Plant Operations and together the requirement will be established. A review of surplus and unused equipment will be made to see if this source can fulfill the need.

If not, then the budget will be reviewed to see if there is money available for purchase of the required equipment. If so, the supervisor of Plant Operations will establish the equipment specifications, and the supervisor of Plant Operations for the cost center after will requisition the requested new equipment item bids are received.

If money and priorities are not available, then the specifications and cost will be used to budget for subject equipment in the next fiscal year as an “additional minor piece of equipment.”

Replacement Equipment – When the school custodial equipment is worn out or beyond repair as determined by the principal and the assistant supervisor of Plant Operations jointly, it should be replaced in kind with an improved model of the same equipment.

First the assistant supervisor of Plant Operations will determine if surplus or unused equipment exists that can be transferred to fulfill the need. If not, then the budget will be reviewed to see if there is money for the purchase of the required replacement equipment. If so, the assistant supervisor of Plant Operations will establish the equipment specification and the supervisor of Plant Operations for the cost center will requisition the requested replacement equipment after the bids are received.

If money and priorities are not available, the specifications and cost will be used to budget for subject equipment in the next fiscal year as “equipment replacement of portable tools and equipment.”

Repairs of Equipment – All repair parts should be ordered on line using a custodial request. If repairs are beyond in-house capabilities, assistance should be requested from the assistant supervisor of Plant Operations via e-mail. Should the equipment be beyond repair or have an extensive repair record as determined by the assistant supervisor of Plant Operations, the principal will be so advised and together they will proceed as above to replace same.

CUSTODIAL MAINTENANCE EQUIPMENT

A major factor affecting the cost of maintaining a school facility involves the proper use of cleaning equipment. Labor costs can be reduced if consideration is given to the selection and proper use of equipment used in your maintenance program.

Labor saving equipment such as vacuums, buffers, extractors, automatic scrubbing machines, pressure washers and other labor saving devices must be used and maintained if an efficient and economical maintenance program is to be successful.

The custodial staff must have training for proper use and care of equipment used in the school system. When using any type of equipment, basic precautions must always be followed. Always read the operator's manual before attempting to operate any equipment. Failure to observe instructions can cause personal injury to the operator and/or bystanders.

As part of an effort of CCPS to help protect the environment when emptying waste solution/water from equipment such as buckets, extractors, automatic scrubbers, etc. Do not empty their contents onto any impervious areas, such as blacktop or concrete where it may run into a storm drain system. Always empty equipment into a slop sink with running water.

Knowing when and where to use certain types of equipment is important if you are to reduce labor costs. Some examples are: when vacuuming large open areas use a large 3-motor vacuum 28 in. instead of a small 12 in. single motor vacuum; to scrub a large area such as hallways and dining rooms use an automatic scrubber 20 in - 30 in. instead of a 17 in. hand buffer. These types of equipment will greatly reduce labor in your school facility.

AUTOMATIC SCRUBBER, 20 INCH ELECTRIC

Always read the operators manual

The machine is capable of scrubbing a swath of 20 inches wide. This means it has one single brush or pad or two over lapping brushes or pads. The machine is also capable of sucking up water by means of a squeegee and vacuum motor. It also has a solution tank to supply water to the brushes or pads.

Safety Precautions

To reduce the risk of fire, electric shock, or injury:

1. Do not leave the machine unattended when it is plugged in. Unplug the unit from the outlet when not in use and before servicing.
2. To avoid electric shock, do not expose to rain. Store indoors.
3. Do not allow to be used as a toy. Close attention is necessary when used by or near children.
4. Use only as described in the manual. Use only manufacturer=s recommended attachments.
5. Do not use with damaged cord or plug. If appliance is not working as it should, has been dropped, damaged, left outdoors, or dropped into water, report this to the building supervisor.
6. Do not pull or carry by cord, use cord as a handle, close a door on a cord, or pull cord around sharp edges or corners. Do not run appliance over cord. Keep cord away from heated surfaces.
7. Do not unplug by pulling on cord. To unplug, grasp the plug, not the cord.
8. Do not handle plug or appliance with wet hands.
9. Do not put any object into openings. Do not use with any opening blocked; keep free of dust, lint, hair and anything that may reduce air flow.
10. Keep hair, loose clothing, fingers, and all parts of body away from openings and moving parts.
11. Do not pick up anything that is burning or smoking, such as cigarettes, matches, or hot ashes.
12. Turn off all controls before unplugging.

13. Use extra care when cleaning on stairs.
14. Do not use to pick up flammable or combustible liquids such as gasoline or use in areas where they may be present.
15. Connect to a properly grounded outlet only. See grounding instructions in owners manual.

Operation

1. Brush or pad installation - Make sure tanks are empty before tilting machine backwards to install or change a brush or to install, change or turn over a pad. On some machines to install brush or pad holders you align the slots on the brush or pad holder with the lugs on the drive hubs. Turn the brush or pad holder until it locks in place.

On some machines you have to hold the brush or pad holder into position so that three retaining springs line up with the elongated slots in the brush or pad holder locking plate. Mount brush by engaging parts and rotating the right brush clockwise and the left brush counter clockwise.

Removing brushes and pad holders are done by reversing these procedures.

When installing stripping, scrubbing or buffing pads, make sure you center all pads before using.

2. Fill solution tank - (Be careful not to overfill.) Fill tank with water and then add chemical. This will reduce foaming of solution.
3. Wet scrubbing - Fill tanks with solution, turn machine vacuum and brush motor on. Lower squeegee, turn on solution "only half way" to start with. Lower brush or pads.

CAUTION! To avoid damaging the floor keep the machine moving while the brush or pads are moving.

Adjust the solution flow so a thin, even layer of solution can be seen in front of the squeegee. For best results, move the machine at a slow walking speed. The recovery tank has an automatic float shut off to prevent water getting into the vacuum system when the recovery tank is full. When the float closes, the recovery tank must be emptied. The machine will not pick up water when float is closed. Always drain the recovery tank into a slop sink, bucket, or outdoors.

4. Dry buffing - Make sure the floor is clean, dry, and in good condition before polishing. Always install buffing pads. Make overlapping passes with the solution off and the squeegee in the up position.

Procedures/Daily

1. Do not overfill the clean water solution tank.
2. Use defoamer if the recovery tank is recovering foam.
3. Drain and thoroughly rinse the recovery tank.
4. Rinse and clean float housing.
5. Rinse and clean the recovery tank dome.
6. Make sure float is free to move up and down.
7. Remove hose from the recovery tank dome and run vacuum for 5 minutes.
8. Drain and rinse the solution tank.
9. Remove and clean brushes or the brush pad holder.
10. Rinse the squeegee.
11. Check cord for damage and report it if found.
12. Wipe all dirt off the machine with a clean cloth.

Procedures/Monthly

1. Clean the solution tank with 3 gallons of water and 3 quarts of vinegar. Discharge the entire solution.
2. Spray silicone on all pivot joints.
3. Tighten all nuts and bolts.
4. Grease wheels.

Procedures/Yearly

1. Check carbon brushes in the electric motor and replace if needed.
2. Replace filters and squeegee if needed.
3. Replace worn skirts.

AUTOMATIC SCRUBBER, 28 INCH TO 32 INCH BATTERY

Always read the operators manual

These machines are battery operated instead of electric operated “no cords.” They have six, six volt batteries with charger. These machines also have traction drive operation rather than pushing and pulling.

Safety Precautions

1. You must have training in the operation of this machine before using it. **READ THE INSTRUCTION BOOK.**
2. Operate this machine only from the rear of the machine. Do not ride on this machine or install attachments for riding behind the machine.
3. Be careful when operating the machine on ramps. Always move slowly on a ramp. Do not turn this machine on a ramp. Do not stop and leave this machine on a ramp.
4. Stop and leave this machine only on a level surface. When you stop the machine, put the A main switch in the “OFF” position. Engage the parking brake.
5. To prevent injury and damage to the machine, do not lift the machine or move it to an edge of a stair or loading dock.
6. Machines can cause an explosion when operated near flammable materials and vapors. Do not use this machine with or near fuels, grain dust, solvents, thinners, or other flammable materials.
7. Lead acid batteries generate gases which can cause an explosion. Make sure the timer knob on the charger is in the OFF position before connecting or disconnecting the charger. Keep sparks and flames away from batteries. **NO SMOKING.** Charge the batteries only in an area with good ventilation.
8. Always wear eye protection and protective clothing when working near batteries. Do not put tools or other metal objects across the battery terminals, or the tops of the batteries.
9. Maintenance and repairs must be done by authorized personnel only. Keep all fasteners tight. Keep adjustments according to the specifications given in the service manual for this machine.
10. Keep the electrical parts of the machine dry. For storage, keep the machine in a building.
11. Make sure all labels, decals, warnings, cautions and instructions are fastened to the machine. Get new labels and decals from the dealer.

12. Water solutions or cleaning materials used with this type of machine can leave wet areas on the floor surface. These areas can cause a dangerous condition for the operator or other persons. Always put CAUTION signs near the area you are cleaning.

Operation

Check these conditions before starting the Clarke machine.

1. Make sure the timer knob on the charger is off. Disconnect the connector on the battery charger from the connector on the machine.
2. Make sure the shut-off valve and foam filter are clean and in the correct position.
3. Close the valves to the drain hoses. Make sure the valves close tightly. Put the hoses in the slots on the back of the machine.
4. Make sure the brushes are in position on the brush head.
5. Make sure the apron is in position around the brush head. The apron prevents the solution from flowing out the sides of the brush assembly.
6. Make sure the squeegee is in the correct position and the hose is installed on the squeegee.

NOTE: If the machine is equipped with a key, turn it on before you start the machine. When you are done with the machine each night, remove the key.

How to move the machine:

1. Release the parking brake.
2. Put the main switch in the on position.
3. Put the lever for the brush or pads valve in the up position.
4. Put the lever for the squeegee valve in the up position.
5. Put the switches for the vacuum motor and the brush or pad drive motor in the off position.
6. To go forward, push the handles towards the machine until the machine starts to move forward.
7. To go forward faster, push the handles towards the machine all the way.
8. To stop the machine, put the handles in the center position.

9. To go backwards, pull the handles away from the machine.
10. To stop quickly when moving forward, pull the handles away from the machine. Put the handles in the center position when the machine stops.
11. To stop quickly when moving backwards, push the handles towards the machine. Put the handles in the center position when the machine stops.
12. To turn the machine, put the handles in the center position and push the rear of the machine to the side until you can run the machine in a straight line.
13. When you stop the machine, put the main switch in the “off” position and engage the parking brake.

This machine is equipped with the following for operations:

1. **The Lever for the Solution.** This control gives a variable flow of solution. Push the lever up for the “OFF” position. Pull the lever down for the “ON” position. Put the lever between these two positions to get the correct flow.
2. **The Lever for the Brush Pressure.** This control gives variable brush pressure. Push the lever up to raise the brushes and decrease the pressure. Pull the lever down to lower the brushes and increase the pressure.
3. **The Main Switch.** To start the machine, put the switch in the “ON” position. To stop the machine, put the switch in the “OFF” position.
4. **The Brush Pressure Ammeter.** Use this gauge to see the amount of pressure on the brush. If the ammeter shows in the red area of the gauge, decrease the pressure.
5. **The Indicator Light.** This light illuminates when the main switch is in the “ON” position and the machine has power.
6. **The Lever for the Squeegee Valve.** Put the lever up to raise the squeegee. Put the lever down to lower the squeegee.
7. **The Switch for the Vacuum Motor.** This control starts the vacuum motor. Put the switch in the “ON” position to start the vacuum motor. Put the switch in the “OFF” position to stop the vacuum motor.
8. **The Switch for the Brush Motors.** Put the switch in the “ON” position to start the motors that turn the brushes. Put the switch in the “OFF” position to stop the motors that turn the brushes.
9. **The Switch for the Light in the Battery Compartment.** To illuminate the battery compartment, put this switch in the “ON” position and put the main switch in the “ON” position. Engage the parking brake.

- 10. The Control Handles.** These handles control the speed and direction of the machine. To move the machine, follow the procedure under number 11.
- 11. The Switch for the Range of Drive Speeds.** Put the switch in the “HIGH” position to use the faster speeds of the machine. Put the switch in the “LOW” position to use only the slower speeds of the machine.
- 12. The Parking Brake.** This brake prevents accidental movement of the machine. The brake has a disc brake and an electrical interlock that prevents the motor from running.

Check these conditions before starting the Kent machine.

1. Make sure the timer knob on the charger is off. Disconnect the connector on the battery charger from the connector on the machine.
2. Make sure dump valves are in “OFF” position.
3. Make sure the brushes are in position on the brush head.
4. Make sure the apron is in position around the brush head. The apron prevents the solution from flowing out the sides of the brush assembly.
5. Make sure the squeegee is in the correct position and the hose is installed on the squeegee.

How to move the machine:

1. To move the machine forward or reverse, first push the drive switch “ON.” The forward motion of the machine is controlled by squeezing the control bar until the traction motor is engaged. Once engaged, the speed of the machine may be increased or decreased by turning the speed control knob on the instrument panel. To increase the speed, turn the knob clockwise. To reduce speed, turn the knob counter clockwise.
2. Reverse is controlled by pulling the control rod backwards until the motor is engaged in reverse. The machine is equipped with differential drive for easy turning in either direction.

This machine is equipped with the following for operations:

- 1. Battery Meter.** The needle must be within the “GREEN” area for efficient operations.
- 2. Water Flow Control Knob.** To control solution.
- 3. Main Drive On/Off Switch With Red Indicator Light.**
- 4. On/Off Switch for the Vacuum Motor.** Red light indicates a full recovery tank.

5. Variable Speed Control Knob. To control the speed of the machine.

Procedures/Daily

1. Do not overfill the clean water solution tank.
2. Use defoamer if the recovery tank is recovering foam.
3. Drain and thoroughly rinse the recovery tank.
4. Rinse and clean float housing.
5. Rinse and clean the recovery tank dome.
6. Make sure float is free to move up and down.
7. Remove hose from the recovery tank dome and run vacuum for 5 minutes.
8. Drain and rinse the solution tank.
9. Remove and clean brushes or the brush pad holder.
10. Remove and rinse the squeegee.
11. Check cord for damage and report it if found.
12. Wipe all dirt off the machine with a clean cloth.
13. Plug in charger and make sure the charger comes on.

Procedures/Weekly

1. Check each battery cell.
2. If water is below the cell plate, fill each battery cell with distilled water.
3. Do not over fill.
4. Coat machine with clear dressing.

Procedures/Monthly

1. Clean the solution tank with 3 gallons of water and disinfectant cleaner. Discharge the entire solution.
2. Check the battery tray for moisture. Remove water from the tray. Line the tray with baking soda to neutralize any acid.

3. Spray silicone on all pivot joints.
4. Tighten all nuts and bolts.
5. Grease wheels.
6. Clean battery terminals if necessary.

Procedures/Yearly

1. Check carbon brushes in the electric motor and replace if needed.
2. Replace filters and squeegee if needed.
3. Replace worn skirts.

BACK PACK VACUUM OPERATION

Always read the owners manual

Preparing the vacuum for operation

At the beginning of each shift, the filter bag should be checked. Empty or replace as necessary. Never use a paper filter alone; always use a paper filter inside the cloth filter bag.

Push the swivel cuff of the hose into the vacuum cap opening. Place the other cuff end over the wand. Make sure both are secure. Loosen the shoulder straps and hip belt. Lift the vacuum by one shoulder strap and slide your free arm into it. Then slip your other arm into the other shoulder opening. (If possible, you can set the vacuum on a desk or table to put it on.) Fasten the hip belt **SNUGLY** and make sure the weight is resting comfortably on your hips and distributed.

Place the extension cord between the hip belts strap and padded area to signal you if you run out of cord while vacuuming.

Proper vacuuming motion

1. Begin with the wand parallel to your body.
2. Draw the wand to your waist and turn the wand so that the carpet tool lays flat on the floor. When walking backwards or forwards, the wand should move in a side to side motion (similar to weed eating). This motion will keep the upper body and arms from tiring. There will be times that you will have to reach and use the back and forth motion, but you should use the side to side motion whenever you can.
3. Use the proper attachments for the job. The vacuum has attachments to perform most jobs without requiring that the operator bend over or get into difficult positions.

Adjustments

1. Adjustments can be made to the shoulder straps as well as the back plate. The back plate can be moved up or down by removing four screws that attach to the vacuum body.

Preventive Maintenance

Daily

1. Never stretch the cord tightly between the vacuum and the outlet.
2. Every time you finish vacuuming shake out the cloth and paper bag.

3. Every time you empty cloth and paper bags, check your dome top filter for cleanliness and check the inside walls for dirt. Wipe off with damp rag.
4. Check cord for damage. Unplug cord at both ends.
5. Wind the cord loosely.
6. Replace paper bag as needed.

Weekly

1. Rinse out, dry and replace the foam filter/diffuser at the bottom of the vacuum below the motor.
2. Remove dome filter (or more often if needed) and clean by washing and drying completely before replacing.

BUFFER OPERATION

Always read the owners manual.

Buffers come in several sizes: 15", 16", 17", 20", and 22." They come in belt drive or gear drive operation. Carroll County Public Schools buffers have a 175 R.P.M. brush speed. They all have adjustable handles.

When you operate a buffer for the first time, you want to get familiar with it. Check out the cord, the handle, and how to lock on pad holder or brush.

Operation of Machine

To assemble the brush or pad holder, tilt back the machine, line up the lugs on the gear unit with the openings on the brush or pad holder locking plate. Then turn the brush or pad holder in a clockwise direction. This will lock the brush or pad holder to the machine.

Looking down at the machine, loosen the locking cam at the lower part of the handle. Take extreme caution when beginning to operate. The machine will jolt quite aggressively.

The on and off switch is operated by means of levers under the handle grips. Compress either lever on the handle grip to turn the machine on and release the lever to turn off.

Lower the handle to the best operating position (or where it is comfortable for the operator, about waist high). Then tighten locking cam. In operating the machine it will have a tendency to travel to the right or left depending on whether pressure is exerted on the front or rear of the brush or pad. When an operator lifts the handle, the machine will go to the right. When an operator pulls back on the handle, the machine will go to the left. The movement of the machine is easily controlled by moving the handle up or down.

While the machine is in operation make sure the cord does not get close to the brush or pad. This could cause the machine and the cord to tangle. This will pull the machine and that could cause personal injury. If the cord starts to tangle, just leave go of the handle lever.

Procedures/Daily

1. Check cord for cracks or breaks, report if found.
2. Center pads properly when in use.
3. Change pad often.
4. Unplug cord from wall and wind cord neatly.
5. Wipe all dirt and stripper residue off machine with clean dry cloth.
6. Remove pad and pad holder when in storage.

Procedures/Weekly

1. Use mild stripping chemical and remove all grime and finish residue.

Procedures/Monthly

1. Spray silicone on all pivot joints.
2. Tighten all exposed nuts and bolts.
3. Tighten handle bolts.

Procedures/Yearly

1. Check carbon brushes in the electric motor and replace if needed.

PREPARATION OF CARPET BEFORE EXTRACTING

1. Vacuum thoroughly, remove any gum and/or debris.
2. Always read the labels of chemicals. Mix pre-spray 1-8 oz. of cleaner to 1 gallon of water in a pressure sprayer.
3. Spray entire area to be extracted. Let pre-spray work for about five minutes before extracting or shampooing.

EXTRACTOR ATTACHMENTS, OPERATIONS AND PROCEDURES

To use accessory tools, attach the accessory vacuum hose to the left tube on the recovery tank cover. Attach the accessory solution hose to the quick disconnect fitting on the lower left side of the machine. Connect the other end of the vacuum and solution hoses to the accessory tool. When using accessory tools, turn off the brush motor switch.

Attachment includes the following parts: extractor wand, extractor hose assembly and power head.

HAND SPRAYER (PRESSURIZED)

Pressure sprayers are available in sizes ranging from one (1) gallon up to five (5) gallons. They can be purchased made of plastic, tin, and stainless steel. Pressure is obtained by manually pumping the handle located on the top of the tank. Virtually any type of liquid chemicals can be used in this type of sprayer; i.e., pesticides, herbicides, and detergents. The pressure sprayer tank must have proper label to identify the chemicals being used. The use of separate sprayers should be used when using different types of chemicals.

Purpose

To spray chemical solutions with different applications, from a fine mist to a stream.

Safety Precautions

1. Always use proper labels on container.
2. Use separate sprayer for separate chemicals.
3. Check hose and trigger mechanism for damage before attempting to use sprayer.
4. Always clean out sprayer with water and let dry.
5. Always wear safety equipment when using chemicals in sprayer; i.e., rubber gloves, safety goggles, respirator.
6. When using chemicals, always read instructions printed on label for proper usage.
7. Do not overfill the container. Fill to proper level.

Procedures

1. Assemble all necessary equipment: sprayer, rubber gloves, respirator, chemical.
2. Open sprayer by turning cap counter clockwise and pull up on pump handle.
3. Mix chemical according to directions on container. Do not overfill. When you replace the cap and pump, the solution will rise. If too full, the solution will pour out all over the container.
4. Replace pump and cap by pushing down and turning clockwise.
5. Pump handle until you have light pressure. You can tell because it will get harder to pump.

6. Once the pump and cap is locked down and container is pressurized, the tank can now be carried by the pump handle.
7. Depending on which type of spray is required, adjust the flow by turning the nozzle located on the end of the sprayer tube. It can be adjusted from a fine spray to a stream.
8. Activate the spray by squeezing the hand mechanism located at sprayer hose and nozzle.
9. Clean sprayer with soap and water. Let air dry.

7-GAL. EXTRACTOR OPERATION AND PROCEDURES

Always read the owners manual.

Pre-spraying carpet

Pre-spray spots and traffic lanes before extracting. Use a hand held bottle sprayer or a pressurized type sprayer. Mix the pre-spray according to the chemical manufacturers directions.

Plan for cleaning

Before you begin extracting, look at the area to be cleaned and plan your work. Divide the space into sections. Work away from where you plug in the machines electrical cable. Overlap each pass two inches.

Safety Precautions

1. To avoid electric shock, do not expose to rain. Store indoors.
2. Do not allow to be used as a toy. Close attention is necessary when used by or near children.
3. Use only as described in this manual. Use only manufacturer=s recommended attachments.
4. Do not use with damaged cord or plug. If the appliance is not working as it should, has it been dropped, damaged, left outdoors, or dropped into water, report this to the building supervisor.
5. Do not pull or carry by cord, use cord as a handle, close a door on cord, or pull cord around sharp edges or corners. Do not run appliance over cord. Keep cord away from heated surfaces.
6. Do not unplug by pulling on cord. To unplug, grasp the plug, not the cord.
7. Do not handle plug or appliance with wet hands.
8. Do not put any object into openings. Do not use with any opening blocked; keep free of dust, lint, hair, and anything that may reduce air flow.
9. Keep hair, loose clothing, fingers, and all parts of body away from openings and moving parts.
10. Do not pick up anything that is burning or smoking, such as cigarettes, matches, or hot ashes.

11. Turn off all controls before unplugging.
12. Use extra care when cleaning on stairs.
13. Do not use to pick up flammable or combustible liquids such as gasoline or use in areas where they may be present.
14. Connect to a properly grounded outlet.

Operation

1. Fill the solution tank with proper dilution of warm water and extractor chemical.
2. Unwrap the power cable and plug it into a properly grounded outlet.
3. Turn on master switch. This will turn on the vacuum motor.
4. Turn on the brush switch.
5. Lower the handle.
6. Turn the brush height adjustment knob until the machine just begins to move backward. Do not set the brush too low as this will cause the circuit breaker to trip. If circuit breaker does trip, wait two minutes for it to cool, then push the button in to reset it.
7. Push down on the handle and move the machine (on its rear wheels) to its starting position.
8. Pull the machine back slowly, dispensing solution as you go. Pick up all of the solution on each pass.
9. Watch the fluid entering the recovery tank. If there is a large amount of suds in the recovery tank, add a defoamer chemical to the tank.

Preventive Maintenance

Daily

1. Unplug cord from the wall and wind cord on machine.
2. Do not overfill the solution tank.
3. Do not allow water to enter the vacuum motor.
4. Use defoamer if extraction chemical foams.
5. Adjust brush so machine is easy to pull.

6. Drain and rinse solution tank.
7. Drain and rinse the recovery tank.
8. Clean and rinse brush and brush chamber.
9. Remove hose from the recovery tank and run vacuum for 5 minutes.
10. Store hose in the recovery tank.
11. Check for damage and report it if found.
12. Wipe all dirt off the machine with a clean cloth.

Weekly

1. Remove all fibers, hair and carpet strands from the brush.
2. Rinse vacuum shoe.
3. Tighten nuts and bolts.
4. Wipe all dirt off the machine with a clean cloth.

Monthly

1. Check the cord for cracks.
2. Check the ground on the plug.
3. Clean solution tank and fill it with 1 gallon of water and some disinfectant detergent. Run pump until the tank is empty.
4. Spray silicone on all pivot joints.
5. Tighten all nuts and bolts.

Yearly

1. Replace belt, covers, gaskets and brush if necessary.

After each operation

Emptying solution and Recovery Tanks

Drain hoses for solution and recovery are located at the front of machine behind access panel. The left hose is for recovery drain, the right hose is for solution drain.

Solution tank - Drain unused solution and store in a separate container for future use.

Recovery tank - Drain contents and flush tank until clear water appears.

Vacuum filter screens - Check vacuum tube filter screens for dirt and debris. Remove screens and flush with water.

15-GAL. EXTRACTOR OPERATION AND PROCEDURES

Always read the owners manual.

Pre-spraying carpet

Pre-spray spots and traffic lanes before extracting. Use a hand held bottle sprayer or a pressurized type sprayer. Mix the pre-spray according to the chemical manufacturers directions.

Plan for cleaning

Before you begin extracting, look at the area to be cleaned and plan your work. Divide the space into sections. Work away from where you plug in the machines electrical cable. Overlap each pass two inches.

Safety Precautions

1. To avoid electric shock, do not expose to rain. Store indoors.
2. Do not allow to be used as a toy. Close attention is necessary when used by or near children.
3. Use only as described in this manual. Use only manufacturer=s recommended attachments.
4. Do not use with damaged cord or plug. If the appliance is not working as it should, has been dropped, damaged, left outdoors, or dropped into water, report this to the building supervisor.
5. Do not pull or carry by cord, use cord as a handle, close a door on cord, or pull cord around sharp edges or corners. Do not run appliance over cord. Keep cord away from heated surfaces.
6. Do not unplug by pulling on cord. To unplug, grasp the plug, not the cord.
7. Do not handle plug or appliance with wet hands.
8. Do not put any object into openings. Do not use with any opening blocked; keep free of dust, lint, hair, and anything that may reduce air flow.
9. Keep hair, loose clothing, fingers, and all parts of body away from openings and moving parts.
10. Do not pick up anything that is burning or smoking, such as cigarettes, matches, or hot ashes.

11. Turn off all controls before unplugging.
12. Use extra care when cleaning on stairs.
13. Do not use to pick up flammable or combustible liquids such as gasoline or use in areas where they may be present.
14. Connect to a properly grounded outlet.

Operation

1. Slide the plug lug halves together. Connect the power cord to the machine at the power cord connection, then plug the power cord into a properly grounded outlet.
2. Make sure the solution fill cover and the recovery tank cover are firmly in place and the solution valve lever is in the ON position.
3. Turn the main switch on. The solution button will light up to indicate that the solution is ON.
4. Put the brush pedal UP to lower the brush to the floor.
5. Step DOWN on the drive pedal and push the pedal to the right to engage the drive motor.
6. Pull and hold the drive levers UP to propel the machine. To adjust the travel speed, press the increase speed button or the decrease speed button. To move backward, hold down the reverse button while pulling the drive levers; release the reverse button to move forward again.
NOTE: There will be a slight pause between direction changes.
7. Solution is dispensed only while moving forward and automatically shuts off in reverse. Press the solution button to stop solution flow; the light will turn off.
8. Watch the fluid entering the recovery tank cover. If there is a large amount of suds in the recovery tank, add a defoamer chemical to the recovery tank.

CAUTION!

Empty the recovery tank before the fluid or foam enters the vacuum hose on the right side of the recovery tank cover.

If there is little or no fluid entering the recovery tank, look to the clear solution hose on the right side of the machine. If there is no fluid running through the solution hose, the solution tank may be empty. Refill the solution tank with water and the proper ration of cleaning chemical.

9. The recovery tank has an automatic float shut-off to block the vacuum system when the recovery tank is full. You can tell when the float closes by the sudden change in the sound of the vacuum motor. When the float closes, the recovery tank must be emptied. The machine will not pick up water with the float closed.

Preventive Maintenance

Daily

1. Unplug cord from the wall and wind cord on machine.
2. Do not overfill the solution tank.
3. Do not allow water to enter the vacuum motor.
4. Use defoamer if extraction chemical foams.
5. Adjust brush so machine is easy to pull.
6. Drain and rinse solution tank.
7. Drain and rinse the recovery tank.
8. Clean and rinse brush and brush chamber.
9. Remove hose from the recovery tank and run vacuum for 5 minutes.
10. Store hose in the recovery tank.
11. Check for damage and report it if found.
12. Wipe all dirt off the machine with a clean cloth.

Weekly

1. Remove all fibers, hair and carpet strands from the brush.
2. Rinse vacuum shoe.
3. Tighten nuts and bolts.
4. Wipe all dirt off the machine with a clean cloth.

Monthly

1. Check the cord for cracks.

2. Check the ground on the plug.
3. Clean solution tank and fill it with 1 gallon of water and some disinfectant detergent. Run pump until the tank is empty.
4. Spray silicone on all pivot joints.
5. Tighten all nuts and bolts.

Yearly

1. Replace belt, covers, gaskets and brush if necessary.

After each operation

Emptying solution and Recovery Tanks

Drain hoses for solution and recovery are located at the front of machine behind access panel. The left hose is for recovery drain, the right hose is for solution drain.

Solution tank - Drain unused solution and store in a separate container for future use.

Recovery tank - Drain contents and flush tank until clear water appears.

Vacuum filter screens - Check vacuum tube filter screens for dirt and debris. Remove screens and flush with water.

30-GAL. EXTRACTOR OPERATION AND PROCEDURES

Always read the owners manual.

Pre-spraying carpet

Pre-spray spots and traffic lanes before extracting. Use a hand held bottle sprayer or a pressurized type sprayer. Mix the pre-spray according to the chemical manufacturers directions.

Plan for cleaning

Before you begin extracting, look at the area to be cleaned and plan your work. Divide the space into sections. Work away from where you plug in the machines electrical cable. Overlap each pass two inches.

Safety Precautions

1. Do not use in flammable areas.
2. Do not store outdoors.
3. Do not run on uncarpeted surfaces with vacuum shoes down.
4. To prevent damage to vacuum shoes do not exceed seven degree inclines for loading, transporting or cleaning.
5. Do not tip solution tank forward unless empty.
6. Do not use cleaning solutions which are hazardous to the skin or which emits vapors that can cause a health hazard to eyes or respiratory system.
7. Use extreme caution when working with batteries. Sulfuric acid in batteries can cause severe injuries.
8. When servicing batteries, you should:
 - a. Remove all jewelry.
 - b. Do not smoke.
 - c. Wear safety glasses.
 - d. Work in a well ventilated area.
 - e. Do not allow tools to touch more than one battery terminal at a time.

This machine is equipped with

1. Master switch - turns power on/off for all components of the machine.
2. Solution direction knob - directs solution to the nozzle for extraction or to foam generation tank for foam application.
3. Foam/extraction switch - electronically switches machine from extraction mode to foam mode.
4. Travel speed switch - determines speed of machine. Three speeds forward and two speeds reverse.
5. Vacuum shoe lever - lowers vacuum shoes and turns on vacuum motors.
6. Brush lever raises and lowers brush assembly.
7. Solution control lever - controls pump to provide constant or intermittent, or no solution.
8. Control handle - activates drive motor, brush motor and controls direction of machine.
9. Defoamer knob - opens and closes valve permitting or stopping flow of defoamer into recovery tank.
10. Parking brake - safety brake for use on inclines and storage.
11. Battery meter - indicates charge level of battery during operation and while charging.

Operation of machine

1. Filling solution tank - extraction - fill solution tank, 33 gallon capacity with manufacturers dilution recommendation.
2. Filling defoamer tank - fill the defoamer tank (2 gallon capacity) with defoamer diluted 1 to 1 with water.
3. Turn solution direction knob to extraction and depress foam/extraction switch to extraction.
4. Turn the “master switch” to activate the controls and drive the machine to the work site.
5. Select speed by depressing the position rocker switch to either slow, medium or fast, depending upon condition of the carpet.
6. Lower the brush assembly by lowering the lever on the right side to A down@ position.

Operating tips

1. Cleaning next to a wall is to be accomplished by working with the wall to the right of the machine. The machine will get two or three inches closer with the wall to the right.
2. Turns of 90 and 180 degrees can be made with less moisture in the carpet if the foam/solution control lever is turned off a couple of feet before the turn is begun. **DO NOT FORGET TO TURN IT BACK ON WHEN THE TURN IS COMPLETE.**
3. Pulling ramps or inclines may cause the machine to slow down. If this happens, move up in operation speed to the next highest. The higher the speed the greater the power to the drive system.
4. Reverse propelling during operation may be done without raising the pick up assembly.

Preventive Maintenance

Daily

1. Unplug cord from the wall and wind cord on machine.
2. Do not overfill the solution tank.
3. Do not allow water to enter the vacuum motor.
4. Use defoamer if extraction chemical foams.
5. Adjust brush so machine is easy to pull.
6. Drain and rinse solution tank.
7. Drain and rinse the recovery tank.
8. Clean and rinse brush and brush chamber.
9. Remove hose from the recovery tank and run vacuum for 5 minutes.
10. Store hose in the recovery tank.
11. Check for damage and report it if found.
12. Wipe all dirt off the machine with a clean cloth.

Weekly

1. Remove all fibers, hair and carpet strands from the brush.

2. Rinse vacuum shoe.
3. Tighten nuts and bolts.
4. Wipe all dirt off the machine with a clean cloth.

Monthly

1. Check the cord for cracks.
2. Check the ground on the plug.
3. Clean solution tank and fill it with 1 gallon of water and some disinfectant detergent. Run pump until the tank is empty.
4. Spray silicone on all pivot joints.
5. Tighten all nuts and bolts.

Yearly

1. Replace belt, covers, gaskets and brush if necessary.

After each operation

Emptying solution and Recovery Tanks

Drain hoses for solution and recovery are located at the front of machine behind access panel. The left hose is for recovery drain, the right hose is for solution drain.

Solution tank - Drain unused solution and store in a separate container for future use.

Recovery tank - Drain contents and flush tank until clear water appears.

Vacuum filter screens - Check vacuum tube filter screens for dirt and debris. Remove screens and flush with water.

12" UPRIGHT VACUUM

Commonly referred to as a (single motor) upright vacuum

Always read the owners manual

Purpose

To remove dirt and dust from carpets and walk off mats. Also to provide a clean, safe, and attractive environment.

Safety Precautions

1. Check equipment for proper electrical operation, cord and plug.
2. Do not stand in a wet area or do not try to vacuum up water or something that is wet.
3. Never leave machine running or plugged in when unattended.
4. Unplug cord using the plug, not by pulling on cord.
5. Always empty bag after the shift.
6. Do not run over cord.

Operation

Release the handle so that it tilts back towards the operator. Start the vacuum with your foot by stepping on the switch. Make sure the brush is adjusted properly. Push the vacuum back and forth, and if possible, go over the same area from a different angle.

Daily

1. Check belt and brush area for any obstructions or tangles.
2. Check the belt and look for cracks or excessive wear.
3. Check to see if the bag is more than half full.
4. Check for damage and report it if found.
5. Wipe all dirt off the machine with a clean cloth.
6. Check the cord for cracks.
7. Check the ground on the plug.

Monthly

1. Make sure the motor can turn freely.
2. Tighten all nuts and bolts.

Yearly

1. Check the fan chamber and fan for dirt and grease build up.
2. Replace filters if needed.
3. Replace the turbulator brush once the bristles are less than a quarter of the original length.

14", 16" UPRIGHT VACUUMS

Commonly referred to as a (two motor) upright vacuum

Always read the owners manual

Purpose

To remove dirt and dust from carpets, walk off mats, rugs. Some machines are equipped with flexible hoses and wands. This makes it easier to clean high surfaces and corners, and also provides a clean, safe, and attractive environment.

Safety Procedures

1. Do not allow to be used as a toy. Close attention is necessary when used by or near children.
2. Use only as described in the manual. Use only the manufacturer=s recommended attachments.
3. Do not use with damaged cord or plug. If the appliance is not working as it should be, has been dropped, damaged, left outdoors or dropped into water, report this to the building supervisor.
4. Do not pull or carry by the cord, use the cord as a handle, close a door on the cord, or pull the cord around sharp edges or corners. Do not run the appliance over the cord. Keep the cord away from heated surfaces.
5. Do not unplug by pulling on the cord. To unplug, grasp the plug, not the cord.
6. Do not handle the plug, cord or appliance with wet hands.
7. Do not put any object into openings. Do not use with any opening blocked; keep free of dust, lint, hair, and anything that may reduce air flow.
8. Keep loose clothing, hair, fingers, and all parts of body away from openings and moving parts.
9. Do not pick up anything that is burning or smoking, such as cigarettes, matches, or hot ashes, or any health endangering dusts.
10. Do not use without dust bag and/or filters in place.
11. Turn off all controls before unplugging.
12. Avoid vacuuming hard or sharp objects.

13. Use extra care when cleaning on stairs.

14. Do not use to pick up flammable or combustible liquids such as gasoline or use in areas where they may be present.

Operating Procedures

1. Begin with the bag in place and brush in the proper setting.
2. Turn on the machine. Some switches are on the handle, some switches are on the back of the canister and some switches are on the back of the brush housing that you turn on with your foot.
3. Step on the handle release button to lower the handle. This will also automatically start the brush motor.
4. Begin moving forward. A properly adjusted brush will allow the machine to virtually move itself on certain carpets. Walking behind your vacuum is less tiring than to stand in one spot and push and pull.
5. On some machines you have to step on the handle. Release button again to lower the handle further to get under lower furniture.

Using the wand

1. To use flexible vacuum hose and the wand, put the handle in the upright position. The brush motor will stop automatically. Remove the wand from its holder at the back of the machine.
2. Place the wand back into its holder after use to continue vacuuming.

Daily

1. Adjust brush to the highest setting that will assist in propelling the machine.
2. Unplug cord from the wall and wind cord on machine. Check for damage to cord and plug.
3. Use machine in a straight line.
4. Empty bag after use.
5. Dispose of paper bag when 3/4 full.
6. Check brush area for any obstructions or tangles.
7. Check for damage and report it if found.

8. Wipe all dirt off the machine with a clean cloth.

Weekly

1. Remove bag and turn it inside out to clean thoroughly.
2. Wipe all dirt off the machine with a clean cloth.
3. Remove and clean motor filters.

Monthly

1. Check the cord for cracks.
2. Check the ground on the plug.
3. Spray silicone on all pivot joints.
4. Tighten all nuts and bolts.

Yearly

1. Replace filters or as needed.
2. Replace the turbulator brush once the bristles are less than a quarter of the original length or as needed.
3. Replace carbon brushes or as needed.
4. Replace belt or as needed.
5. Replace cloth filter bag or as needed.

26", 28" UPRIGHT VACUUMS

Commonly referred to as a (three motor) upright vacuum

Always read the owners manual

Purpose

To remove dirt and dust from carpets in large areas; such as halls and corridors, and also provides a clean, safe, and attractive environment.

Safety Procedures

1. Do not allow to be used as a toy. Close attention is necessary when used by or near children.
2. Use only as described in the manual. Use only the manufacturer=s recommended attachments.
3. Do not use with damaged cord or plug. If the appliance is not working as it should be, has been dropped, damaged, left outdoors or dropped into water, report this to the building supervisor.
4. Do not pull or carry by the cord, use the cord as a handle, close a door on the cord, or pull the cord around sharp edges or corners. Do not run the appliance over the cord. Keep the cord away from heated surfaces.
5. Do not unplug by pulling on the cord. To unplug, grasp the plug, not the cord.
6. Do not handle the plug, cord or appliance with wet hands.
7. Do not put any object into openings. Do not use with any opening blocked; keep free of dust, lint, hair, and anything that may reduce air flow.
8. Keep loose clothing, hair, fingers, and all parts of body away from openings and moving parts.
9. Do not pick up anything that is burning or smoking, such as cigarettes, matches, or hot ashes, or any health endangering dusts.
10. Do not use without dust bag and/or filters in place.
11. Turn off all controls before unplugging.
12. Avoid vacuuming hard or sharp objects.
13. Use extra care when cleaning on stairs.

14. Do not use to pick up flammable or combustible liquids such as gasoline or use in areas where they may be present.

Operating Procedures

1. Start with brush all the way “up.” Twist operating handle to start brush motor.
2. Turn operating knob (lower) until brush begins to touch carpet. Stop when bristles touch carpet. Setting brush too low will cause undue bristle wear while not adding to cleaning ability.
3. Turn on vacuum motors. Twist operating handles and begin cleaning. If the brush adjustment is proper, the brush should tend to pull the machine forward. If the machine does not propel adequately, you may want to set the brush one or two notches lower.
4. When cleaning very dirty carpets or when picking up heavy debris such as sand, you should operate the machine in a forward and reverse motion keeping the brush and vacuum motor on during the reverse motion. When vacuuming, make a pass as far as you can go without stretching the cord. On the return pass overlap the prior pass. Do not run over the cord.

Daily

1. Adjust brush to the highest setting that will assist in propelling the machine.
2. Unplug cord from the wall and wind cord on machine. Check for damage to cord and plug.
3. Use machine in a straight line.
4. Empty bag after use.
5. Dispose of paper bag when 3/4 full.
6. Check brush area for any obstructions or tangles.
7. Check for damage and report it if found.
8. Wipe all dirt off the machine with a clean cloth.

Weekly

1. Remove bag and turn it inside out to clean thoroughly.
2. Wipe all dirt off the machine with a clean cloth.
3. Remove and clean motor filters.

Monthly

1. Check the cord for cracks.
2. Check the ground on the plug.
3. Spray silicone on all pivot joints.
4. Tighten all nuts and bolts.

Yearly

1. Replace filters or as needed.
2. Replace the turbulator brush once the bristles are less than a quarter of the original length or as needed.
3. Replace carbon brushes or as needed.
4. Replace belt or as needed.
5. Replace cloth filter bag or as needed.

WET AND DRY VACUUMING

Purpose

To remove dust, dirt and water, and to aid in reaching difficult to clean areas and for appearance. The operations may be performed on floors, walls, ceilings, walk off mats and carpeting.

Equipment and Materials Needed

A commercial tank type vacuum, hose, wand, carpet tool, wet pick up tool. (When dry vacuuming, you will need a filter.)

Safety Precautions

1. Check equipment for proper electrical operations - cord and plug. If frayed or broken, do not use.
2. Always remove filter before using vacuum to pick up water.
3. Always unplug machine from wall when not in use.
4. Do not stand in water when plugging into power outlet.
5. When unplugging machine, grasp by the plug. (Do not pull by the cord.)
6. When using vacuum accessories for vacuuming overhead, always wear safety glasses to protect eyes from falling particles.

Dry Vacuuming

1. Assemble proper equipment and attachments for the area to be vacuumed.
2. Remove furniture and other items that may interfere with vacuuming.
3. Start in the farthest corner of the room or the top of the item to be vacuumed. Vacuum in a back and forth motion.
4. Clean cloth filter daily. If your wet/dry has a paper bag in it, the bag should be changed when it is 3/4 full. This maintains maximum suction power.
5. Replace furniture or items.
6. Clean all equipment before putting into storage.

Wet Vacuuming

Purpose: Wet vacuuming is an effective method (with the proper type of vacuum) for picking up water or liquids in large areas after stripping, major scrubbing, minor flooding, shampooing, and in areas of large spills to speed up the work process and to save valuable man hours. Mopping in most areas will still have to be done after wet vacuuming has been completed. Wet vacuuming only accomplishes the quick removal of large amounts of water or various liquids.

1. Assemble all necessary equipment.
2. Take tools to area to be vacuumed.
3. Move all furniture out of area to be vacuumed.
4. Plug in machine. (Caution must be used when using electrical equipment in wet areas.) Always start from a dry area and work into the wet area in strips, keeping electrical cord out of water.
5. Use push and pull strokes with a 2' or 3' stroke and work forward, overlapping strokes.
6. Take extra caution with footing while working in wet areas to avoid falling.
7. Check water level in canister periodically to ensure float is operating.
8. Empty canister as required.
9. When using vacuum to pick up shampoo or soapy liquid, take extra caution as large amounts of suds will not activate float thus letting moisture get into fan assembly.
10. Empty all water out of canister when finished and wipe dry to eliminate any possibility of corrosion. This can also be done by running vacuum for approximately 5 minutes. This will dry out hose wand float of any moisture left.
11. Clean equipment and return to designated storage area.

Daily

1. Drain and thoroughly rinse the recovery tank.
2. Rinse and clean float housing
3. Make sure float is free to move up and down.
4. Wipe all dirt off the machine with a clean dry cloth.
5. Remove and rinse the squeegee.

6. Use defoamer if the solution recovery produces high foam.
7. Store machine with vac motor housing off center.
8. Let the vac motor run for 5 min. in off center position.
9. Check cord for damage and report it if found.

Weekly

1. Use mild stripping chemical to remove all grime and finish residue.
2. Check hose and attachments and report if damaged.

Monthly

1. Spray silicone on all pivot joints.
2. Tighten all nuts and bolts.

Yearly

1. Check carbon brushes in the electric motor and replace if needed.
2. Replace filter and squeegee if needed.

PLANT OPERATIONS PROCEDURE MANUAL

Building the Future



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