



Boerne ISD
Disinfecting Procedures
2021/2022

The purpose of this manual is to:

- ❖ Standardized methods of disinfecting performing tasks.
- ❖ Insure each current employee knows the proper procedures, products, tools, and equipment needed to complete a task.
- ❖ Provide an opportunity to learn, increase and improve knowledge and skills level.
- ❖ Generate competence and professional pride among the custodians.

CLEANING PRODUCTS

All Purpose Cleaner:

Use: #44 Clean Scrub HD

Daily use on floors with auto scrubber machine and most surfaces such as counter tops, desktops, wall, etc.

Glass Cleaner:

Use: #39 Suprox

Daily use on glass and other surfaces. Clean grease, grim, soap film, finger marks. Dispense concentrated amount of solution from dispensing system, proceed with cleaning. No rinse required, just wipe clean.

Disinfectant:

Use: #16 Re-Jul-Nal

Daily use, a board spectrum hospital grade disinfectant for use in restroom's, showers, nurses' station, desktops, and floors. Dispense concentrated amount of solution from dispensing system, proceed with cleaning. No rinse

Scale and Lime Remover:

Use: #5 Restroom Cleaner – Heavy Duty Acidic Cleaner

Method: Follow manufactures instructions.

For initial de-liming of restroom fixtures, sinks, and water fountains.

Assembling Equipment and Supplies:

At the beginning of each shift, the custodian should assemble all custodial tools and materials needed to clean thoroughly. This will minimize frequent return to the custodial closet to get something else.

- Custodian cart with custodial tools
- Spray bottles with appropriate SDS label solutions to clean glass, counters, sinks, disinfect surfaces, and spot clean,
- Dust cloth
- Putty knives/razor blade scrapper
- Dust mop
- Wet mop
- Mop bucket and wringer
- Vacuum cleaner complete
- Liners (small and large)
- Counter brush
- Dustpan
- Gum remover
- Protective glasses and glovers
- **Electric Static Sprayers**

Personal Protective Equipment (PPE)

Custodial staff to wear personal protective equipment.

- Face Mask (optional)
- Gloves (when cleaning)
- Safety Glasses (optional)

Custodial Services Disinfecting Cleaning Duties

This section discusses cleaning procedures by function. It provides information on daily, and other cleaning procedures in these areas.

1. Entrance, lobbies, and corridors.
2. Classrooms
3. Offices, clinic, and library
4. Restrooms
5. Lounges and cafeteria
6. Gymnasium, dressing, shower, and locker rooms
7. Auditorium and stage
8. Exterior area

ENTRANCE, LOBBIES and CORRIDORS:

1) Entrance and Lobbies

- a) Installed hand sanitizer dispenser at all main entrances of the campus.
- b) Dispensers check twice per day
- c) Wiped exterior of dispenser with **disinfectant Re-Juv-Nal #16** every two hours starting at 8am

2) Front doors

- a) Spray and wipe **disinfectant Re-Ju-Nal #16** every two hours starting at 8am

3) Corridors

- a) Install hand sanitizers dispensers in hallways
- b) Install hand sanitizers dispensers in open pod areas
- c) Dispensers check twice per day
- d) Spray and wipe **disinfectant Re-Juv-Nal #16** twice per day

CLASSROOM:

- 1) Hand sanitizer 14oz bottle per classroom and checked and wiped daily using microfiber towels at end of day
- 2) Roll of towel and 32oz spray bottle of **disinfectant Re-Juv-Nal #16** per classroom and checked daily for restock.
- 3) Spray and wiped with **disinfectant Re-Juv-Nal #16** daily using microfiber towels at the end of day
 - a) Student desks
 - b) Student chairs
 - c) Teacher's desk
 - d) Tabletops
 - e) Countertops
 - f) Light switch
 - g) Door handle

OFFICE, CLINIC, AND LIBRARY CLEANING:

1) Offices

- a) Hand sanitizer 14oz bottle per classroom and checked and wiped daily using microfiber towels at end of day
- b) Roll of towel and 32oz spray bottle of **disinfectant Re-Juv-Nal #16** per classroom and checked daily for restock.
- c) Spray and wiped with **disinfectant Re-Juv-Nal #16** daily using microfiber towels at the end of day
 - i) Desks
 - ii) Chairs
 - iii) Tabletops
 - iv) Countertops
 - v) Light switch
 - vi) Door handle

2) Clinic

- a) Installed hand sanitizer dispenser
- b) Dispensers check twice per day
- c) Wiped exterior of dispenser with **disinfectant Re-Juv-Nal #16** using microfiber towel every two hours starting at 8:15am
- d) Roll of towel and 32oz spray bottle of **disinfectant Re-Juv-Nal #16** per classroom and checked daily for restock.
- e) Spray and wiped with **disinfectant Re-Juv-Nal #16** daily using microfiber towels at the end of day
 - i) Desks
 - ii) Chairs
 - iii) Tabletops
 - iv) Countertops
 - v) Light switch
 - vi) Door handle

3) Library

- a) Hand sanitizer 14oz bottle per classroom and checked and wiped daily using microfiber towels at end of day
- b) Roll of towel and 32oz spray bottle of **disinfectant Re-Juv-Nal #16** per classroom and checked daily for restock.
- c) Spray and wiped with **disinfectant Re-Juv-Nal #16** daily using microfiber towels at the end of day
 - i) Chairs
 - ii) Tabletops
 - iii) Countertops
 - iv) Light switch
 - v) Door handle

RESTROOM CLEANING:

- 1) Custodial staff will increase the frequency of cleaning and disinfecting of restrooms throughout the day twice per in the morning and once in afternoon
- 2) Restroom's detail cleaned and disinfected at end of the day using **disinfectant Re-Juv-Nal #16**

LOUNGE AND CAFETERIA:

1) Lounge and Work Room

- a. Hand sanitizer dispenser installed checked and wiped daily using microfiber towels at end of day
- b. Roll of towel and 32oz spray bottle of **disinfectant Re-Juv-Nal #16** and checked daily for restock.
- c. Spray and wiped with **disinfectant Re-Juv-Nal #16** daily using microfiber towels at the end of day
 - i. Chairs
 - ii. Tabletops
 - iii. Countertops
 - iv. Light switch
 - v. Door handle

2) Cafeteria

- a. Hand sanitizer dispenser installed entrance of serving line checked and wiped after each scheduled lunch with **disinfectant Re-Juv-Nal #16** of exterior dispensers using microfiber towel and restock when is needed
- b. **Disinfectant Re-Juv-Nal #16** daily using microfiber flat mop system between lunches on
 - i. Chairs
 - ii. Tabletops
 - iii. Countertops

GYMNASIUM, DRESSING, SHOWER, AND LOCKER ROOM

1) Gymnasium

- a. Hand sanitizer dispenser installed checked and wiped daily using microfiber towels at end of day
- b. Spray and wiped with **disinfectant Re-Juv-Nal #16** daily using microfiber towels at the end of day
 - i. Chairs
 - ii. Tabletops
 - iii. Light switch
 - iv. Door handle

2) Dressing, Showers and Locker Rooms

- a. Spray and wiped with **disinfectant Re-Juv-Nal #16** daily using microfiber towels at the end of day
- b. Restroom's detail cleaned and disinfected at end of the day using **disinfectant Re-Juv-Nal #16**

7. AUDITORIUM AND STAGE CLEANING

- a) Spray and wiped with **disinfectant Re-Juv-Nal #16** daily using microfiber towels at the of schedule event.
 - i) Chairs
 - ii) Tabletops
 - iii) Countertops
 - iv) Light switch
 - v) Door handle

9. PLAYGROUND AREA

- 1) Spray disinfectant with electrostatic sprayer or 2 gal. pump sprayer using **#16 Re-Juv-Nal** product
- 2) Custodians scheduled to spray at 2 pm daily
- 3) Daily log used for time and employee performing the task.

STANDARDS FOR CLEANING CLASSROOMS

1. EXCEPTIONAL:

- Floor covering are bright and clean
- Litter containers with little waste
- White boards and trays only showing day's use
- No dust on vertical surfaces
- Furniture clean and orderly
- Glass clean and sparkling
- GENERAL IMPRESSION IS ONE OF ORDERLY SPOTLESS

2. EXCEEDS STANDARDS:

- Floor coverings clean
- Litter containers clean with liter waste
- White boards and trays only showing day's use
- Little dust accumulation
- Furniture orderly
- Glass clean and sparking
- GENRE IMPRESSION IS ONE OF ORDINARY TININESS

2. MEETS STANDARDS:

- a. Floor coverings clean
- b. Litter containers have little waste
- c. White boards and trays only showing Days; use
- d. Some dust accumulation on surfaces
- e. Furniture orderly
- f. Glass clean and sparking
- g. GENREAL IMPRESSION IS ONE OF CASUAL INATTENTION'

3. MARGINAL:

- a. Floor coverings dull
- b. Litter containers often full or overflowing
- c. White boards and trays will be dusty and streaked
- d. Dust accumulation will be evident
- e. Furniture will be in disarray
- f. Glass will show some streaks and handprints
- g. GENERAL IMPRESSION IS ONE OF MODERATE DINGINESS

4. UNACCEPTABLE:

- a. Floor coverings will be dull and dusty showing spots and marks
- b. Litter containers will be full to overflowing
- c. White boards and trays will be dusty and streaked dust and dust balls will be evident
- d. Furniture will be dusty, marked and in disarray
- e. Glass will be dirty, and hand printed
- f. GENERAL IMPRESSION IS ONE OF UNKEMPT NEGLECT

NOTES:

- These standards and frequencies of cleaning are based on normal working circumstances. Variable such as inclement weather, special event, staffing shortages, and unusual workloads may impact schedules.