



**JUDSON CUSTODIAL
DISINFECTING
PROCEDURES
2020-2021**

The purpose of this manual is to:

1. Standardize methods of disinfecting tasks.
2. Insure each current employee knows the proper procedures, products, tools, and equipment needed to complete a task.
3. Provide an opportunity to learn, increase and improve knowledge and skills level.
4. 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, desk tops, walls, etc.

Glass Cleaner:

Use: # 39 Suprox

Daily use on glass and other surfaces. Cleans grease, grime, soap film, and finger marks. Dispense concentrated amount of solution from dispensing system. Proceed with cleaning. Wipe clean – no rinse is required.

Disinfectant:

Use # 16 Re-Juv-Nal

Daily use as a broad spectrum, hospital grade disinfectant for use in restrooms, showers, nurses' stations, desk tops, and floors. Dispense concentrated amount of solution from dispensing system. Proceed with cleaning. Wipe clean – no rinse is required.

Scale and Lime Remover:

Use # 5 Restroom Cleaner – Heavy Duty Acidic Cleaner

Method: Follow instructions from manufacturer.

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

ASSEMBLING EQUIPMENT AND SUPPLIES

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

- 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/ scraper
- Dust mop
- Wet mop
- Mop bucket and wringer
- Vacuum cleaner complete
- Liners (small and large)
- Counter brush
- Dustpan
- Gum remover
- Gloves

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Custodial staff is to wear personal protective equipment at all time when reporting to scheduled shift.

- Face Mask
- Gloves
- Non-skid shoes

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. Entrances, lobbies, and corridors
2. Classrooms
3. Offices, clinics, and libraries
4. Restrooms
5. Lounges and cafeterias
6. Gymnasiums, dressing rooms, showers, and locker rooms
7. Auditoriums and stages
8. Exterior areas

ENTRANCES AND LOBBIES:

- a) Hand sanitizer dispenser at all main office entrances
- b) Dispenser check twice per day
- c) Wipe exterior of dispenser with **disinfectant Re-Juv-Nal #16** every two hours

FRONT DOORS:

Spray and wipe **disinfectant Re-Juv-Nal #16** every two hours

CLASSROOM:

1. Hand sanitizer bottle per classroom, checked and wiped daily
2. Roll of towels, gloves, and spray bottle of **disinfectant Re-Juv-Nal #16**
3. Spray and wipe with **disinfectant Re-Juv-Nal #16** daily
 - a) Students desks
 - b) Students chairs
 - c) Teachers desk
 - d) Tabletops
 - e) Countertops
 - f) Light switches
 - g) Door handles OFFICES, CLINICS, AND LIBRARIES

OFFICES:

1. Hand sanitizer bottle per classroom, checked and wiped daily
2. Roll of towels, gloves and spray bottle of **disinfectant Re-Juv-Nal #16**
3. Spray and wiped with **disinfectant Re-Juv-Nal #16** daily
 - a) Desks
 - b) Chairs
 - c) Tabletops
 - d) Countertops
 - e) Light switches
 - f) Door handles

CLINIC:

1. Hand sanitizer
2. Roll of towels, gloves, and spray bottle of **disinfectant Re-Juv-Nal #16**
3. Spray and wiped with **disinfectant Re-Juv-Nal #16** daily
 - a) Desks
 - b) Chairs
 - c) Tabletops
 - d) Countertops
 - e) Light switches
 - f) Door handles

LIBRARY:

1. Hand sanitizer
2. Roll of towels, gloves, and spray bottle of **disinfectant Re-Juv-Nal #16**
3. Spray and wiped with **disinfectant Re-Juv-Nal #16** daily
 - a) Desks
 - b) Chairs
 - c) Tabletops
 - d) Countertops
 - e) Light switches
 - f) Door handles

RESTROOM CLEANING:

1. Restrooms will be cleaned and disinfected after each class period
2. Restrooms detail cleaned and disinfected at end of the day using **disinfectant Re-Juv-Nal #16**

LOUNGE AND CAFETERIA:

1. LOUNGE AND WORK ROOMS:

- a) Hand sanitizer
- b) Roll of towels, gloves and spray bottle of **disinfectant Re-Juv-Nal #16** and checked daily for restock.
- c) Spray and wiped with **disinfectant Re-Juv-Nal #16** daily
 - i. Chairs
 - ii. Tabletops
 - iii. Countertops
 - iv. Light switches
 - v. Door handles

2. CAFETERIAS:

- a) Hand sanitizer
- b) **Disinfectant Re-Juv-Nal #16** after each lunch seating
 - a) Chairs
 - b) Tabletops
 - c) Countertops

3. GYMNASIUM, DRESSING ROOMS, SHOWER, AND LOCKER ROOM

1) Gymnasium

- a) Hand sanitizer
- b) Spray and wiped with **disinfectant Re-Juv-Nal #16** daily
 - i. Chairs
 - ii. Tabletops
 - iii. Light Switches
 - iv. Door handles

2) Dressing Rooms, Showers, and Locker Rooms

- a) Spray and wiped with **disinfectant Re-Juv-Nal #16** daily
- b) Restrooms detail cleaned and disinfected at end of the day using **disinfectant Re-Juv- Nal #16**

3) AUDITORIUM AND STAGE CLEANING

- a) Spray and wiped with **disinfectant Re-Juv-Nal #16** daily
- b) Chairs
- c) Tabletops
- d) Countertops
- e) Light switch
- f) Door handle

PLAYGROUND AREA (When used)

Spray and wipe hard surfaces with **disinfectant Re-Juv-Nal #16** after each class period

HVAC (Fresh Air)

Currently, the majority of our buildings do not have operable windows to allow fresh air into our buildings. We do have the capability of introducing fresh air into our building through the HVAC system. The vast majority of campus HVAC systems are configured such that technicians can control the amount of outside air. All related regulatory agencies and organizations agree that the best practice is to increase the fresh air intake. It should be noted that based upon the information models currently available, increasing the fresh air intake within the system design limits will have beneficial effect in reducing transmission of COVID-19.

Judson ISD's existing ventilation and fresh air combination meet or exceed ASHRAE's recommended minimums for normal operations. Given we will not be operating normally, we will be increasing fresh air intake in all campus buildings. The vast majority of our set points are already set to accommodate these conditions within our HVAC units as well as in conditioned spaces to control air flow and humidity.

NOTES::

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