



Standard District Cleaning Procedures

Reviewed August 1, 2019

This administrative guideline for cleaning in schools was prepared by Menasha Joint School District, as directed by board policy 7420. The information contained within this document is the program that this district will follow. Each section describes how the district will address each cleaning area. This program includes plans, processes, procedures, policies and/or activities that are already in place and/or are being developed to prevent or resolve concerns over cleaning standards. The goal of this program is to demonstrate compliance with the planning and implementation requirement of school board policy 7420

1. Mission Statement

School buildings are kept in good repair, suitably equipped and in safe and sanitary condition to promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the Menasha Joint School District's designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the Menasha Joint School District will maintain indoor environmental quality (IEQ) in schools as appropriate with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

2. District Cleaning Procedures

1. **Only cleaning products supplied by the MJSD Facilities Department** will be used for cleaning by staff, and they will be used uniformly across the district. Products used in MJSD will be chosen based on current information that establishes them to be safe and, to the extent possible, Green. If a staff member requests a cleaner for their rooms they may use 3M #5 Quat Disinfectant Surface Cleaner in a properly HAZCOM labeled spray bottle provided by our Facilities Department to clean in the classroom, cafeteria, offices and other common areas. General cleaning by the contracted cleaning service should be performed with the appropriate cleaning product using microfiber cloths (see 2. Below). These "Green" products are effective; they are also as odorless and colorless as possible for indoor air quality (IAQ) reasons. In certain locations and situations requiring a higher concentration of disinfectant, such as bathrooms, health offices, locker rooms, and certain biology labs, the 3M specific Quat Disinfectant Cleaner will be used.

2. **Microfiber cloths (rags)** will be supplied and utilized by the contracted cleaning staff for cleaning purposes. The blue microfiber rags shall be used for daily cleaning with 3M #5 Quat Disinfectant Surface Cleaner (e.g., for desk tops, counters). The dark pink-colored microfiber rags shall be used for bathrooms only. Used microfiber rags must be returned to a specified location nightly so that they can be laundered and replaced by cleaning contract.

3. **Cleaning of the computer keyboard, smart board, or mouse** is the responsibility of each staff member utilizing this equipment. Staff can submit a tech work request to identify ways to clean the exterior of the computer. The district approved Good and Clean Wipes can be utilized for the cleaning of the keyboard and mouse. The wipes should not be used on monitors, smart boards or touch screens.

4. **Disposable cleaning wipes** provided by the Facilities Department and approved for cleaning in classrooms by the Supervisor of Facilities may be used in ***limited capacity*** where wipes are truly required. Disinfectant wipes provided by the Facilities Department and approved by the Supervisor of Facilities may be used in limited areas for disinfecting high risk equipment or areas such as equipment in health offices, and OT and PT rooms. All approved wipes shall be bleach and minimal or fragrance free. Good and Clean Wipes have been approved for general cleaning where wipes are required, and Good and Clean Wipes have been approved for higher level disinfectant cleaning where required.

5. **No cleaning products may be brought into school from home by staff, students or parents.** This prohibition includes any consumer products which is intended to clean, deodorize, sanitize or disinfect, such as: Clorox Wipes, 409, Fantastic, Windex, Lysol spray, scented air fresheners in aerosol cans, air freshener plug-ins, Oust, any cleaners with bleach, Tide with bleach, hand soaps, etc. These items bring chemicals and fragrances into the environment that can negatively affect IAQ and the health of sensitive individuals. Furthermore, if a student should ingest or otherwise come into contact with a chemical in one of these products, there would be no Safety Data Sheet (SDS) information to share with poison control.

6. **Teachers, staff and administrators may request a properly labeled spray bottle with the approved cleaning products** for immediate use in their classrooms or offices. Each building will be
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supplied properly labeled bottles of cleaner for same day use by staff. NO STUDENTS are authorized to use any of the district cleaning products. The day porter will refill bottles as needed. Staff will use paper towels to wipe desks down if they choose to use the cleaner themselves.

Cleaning Procedures for Facilities/Custodial Staff

1. Green Cleaning Solutions/materials:

a. All of the bulk chemicals used is dispensed with the 3M Twist and Fill System. Our cleaning chemicals are as follows:

- 3M #3 Neutral Cleaner (floors) **Green Seal Certified**
- 3M #5 Disinfectant Cleaner (multipurpose for light duty spray and wipe and high risk areas)
- 3M #8 Spray and Wipe Cleaner (heavy duty) **Green Seal Certified**
- 3M #5 Disinfectant Cleaner (2 labeled bottles per school provided in office for staff use)
- 3M #13 Odor Eliminator (minimal use)
- 3M #1 Glass Cleaner **Green Seal Certified**
- 3M #4 Bathroom Disinfectant Cleaner (Bathrooms)
- Foxy Bowl Cleaner
- Fox Glass Cleaner
- Consume Bathroom Cleaner for floors and locker rooms (Deep Clean)
- Ungoo: Removes sticky surface contaminants
- Ink Out Graffiti Remover
- Pro Cyon Carpet Cleaner
- Ben-a-Que Graffiti Remover
- Chewing Gum Remover
- Vinegar Salted floors

b. Staff may utilize the 3M #5 Disinfectant Cleaner bottles provided in each building for classroom use with paper towels to wipe desks if they feel it is necessary (not required by staff). The bottles are to be used and brought back for others to use. Day Porters will ensure the bottles are maintained with the appropriate product and full. See your building Day Porter or Maintenance Team member.

2. Contracted Cleaning Requirements - (Bold items are completed during the winter months 1 October – 1 April):

Classrooms

Daily:

- Empty garbage
- Empty pencil sharpener
- Dust mop /Spot mop floor
- Clean sink and counter
- Fill dispensers
- Clean window glass
- **Sanitize using a disinfectant on all high touch areas (Handrails, Door Knobs, Lockers, Faucets..etc)**
- **Disinfect nightly using a disinfectant on all high touch areas (Handrails, Door Knobs, Lockers, Faucets..etc) **ensure required wet time is achieved for disinfecting properties of product.**

Weekly:

- Wet mop entire floors
- Vacuum carpet

School Breaks:

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- In depth disinfection of classrooms
- Clean stain carpets as needed

Offices/LMC/Lounges

Daily:

- Empty garbage
- Full clean bathrooms
- Clean window glass
- Wipe counter and open areas on desks
- Empty pencil sharpeners
- **Sanitize using a disinfectant on all high touch areas (Handrails, Door Knobs, Lockers, Faucets..etc)**
- **Disinfect nightly using a disinfectant on all high touch areas (Handrails, Door Knobs, Lockers, Faucets..etc) **ensure required wet time is achieved for disinfecting properties of product.**

Weekly:

- Vacuum rugs
- Wet mop entire floors

School Breaks:

- In depth disinfection of offices and cleaning desk tops
- Clean stain carpets as needed

Bathrooms/ Locker Rooms

- Full clean daily
- Fill dispensers daily
- **Sanitize daily using a disinfectant on all high touch areas (Handrails, Door Knobs, Lockers, Faucets..etc)**
- **Disinfect nightly using a disinfectant on all high touch areas (Handrails, Door Knobs, Lockers, Faucets..etc) **ensure required wet time is achieved for disinfecting properties of product**

School Breaks:

- In depth disinfection of bathrooms
- Deep clean as needed

3. Health Office

- On a daily basis, the countertops, sinks, faucets, all doorknobs, cots, any hard surfaces, such as cabinet handles, window ledges, push/grab bars, etc. will be cleaned with 3M #5 Disinfectant Cleaner.
- On a daily basis, floors will be cleaned with 3M #3 Neutral Cleaner.
- Trash is emptied daily.
- Health Office will be supplied with 3M #5 Disinfectant Cleaner.
- Good and Clean wipes will be supplied to Nurse’s Office.

4. High contact points and high risk areas

- High contact points, such as door knobs and stairway railings, are cleaned daily with 3M #5 Disinfectant Cleaner.
- High risk areas such as surfaces in health office, locker rooms, and certain science labs are cleaned and disinfected daily with 3M #5 Disinfectant Cleaner.

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5. Flu Season:

Keeping a clean and sanitary environment is one of the most important defenses against the spread of illness or infection among children. Cleaning and disinfecting are part of a broad approach to preventing infectious diseases in Menasha Joint School District. To help slow the spread of influenza (flu), the first line of defense is getting vaccinated. Other measures include covering coughs and sneezes, washing hands, and keeping sick people away from others.

Carefully washing surfaces, materials, and equipment with detergent and water or other cleansers is sufficient for cleaning them and for removing many germs that could present a health risk. However, some surfaces and items must be sanitized with a disinfectant after they are washed or cleaned because they are especially likely to become contaminated and serve as vehicles for transmitting illness. In these cases, only use of a disinfecting agent will ensure that germs are virtually eliminated or reduced to a level where the transmission of illness is unlikely. The Supervisor of Facilities will direct the cleaning contractors to commence deep/disinfectant cleaning in classrooms above and beyond contracted requirements when requested by building administrators due to high absenteeism from sickness to control the spread of cold and flu viruses. During the winter months, classroom desk tops and counters will be disinfected once a week using an electrostatic sprayer which allows the appropriate sanitizers, and disinfectants to wrap around and evenly coat all types of surfaces for a more complete clean. As the chemical exits the electrostatic sprayer, it's given a positive electrical charge.

6. **Cleaning Issues or Special Requests** are done through the work order system. If you have a cleaning issue or special requests please submit a work order under **cleaning** and it will be processed immediately.

7. **Exhaust grills and supply grills** are inspected and cleaned on a monthly basis.

8. **Summer break and summer shutdown cleaning:** During summer break and shutdown times, classrooms and office areas are thoroughly cleaned, including light fixtures, walls, floors, cabinets, and kick plates. Hallway and area floors are stripped of all old wax and re-coated and carpets are shampooed. Window sills and shelving units are cleaned (with microfiber cloths) when items are removed from the classroom leaving clear surfaces.

9. **Safety Data Sheets (SDS):** All cleaners used in the school district will have an SDS Sheet on file in the health office and maintenance office of each school.

10. Bodily Fluids Cleaning Procedures:

- For small amounts of urine and stool on smooth surfaces:
 - Wipe off urine/stool and wash affected area with a detergent solution.
 - Rinse the surface with clean water.
 - Apply a disinfectant to the surface for at least the minimum required contact time.
- For larger spills on floors, or any spills on rugs or carpets:
 - Wear gloves while cleaning.
 - Take care to avoid splashing any contaminated material onto the mucous membranes of your eyes, nose or mouth, or into any open sores you may have.
 - Wipe up as much of the visible material as possible with disposable paper towels and carefully place the soiled paper towels and other soiled disposable material in a leak-proof, plastic bag – then securely tie or seal the plastic bag.
 - Use a wet/dry vacuum on carpets, if such equipment is available.
 - Immediately use a detergent, or a disinfectant-detergent to clean the spill area. Then rinse the area with clean water.
 - For blood and body fluid spills on carpeting, blot to remove body fluids from the fabric as quickly as possible. Then spot-clean the area with a detergent-disinfectant instead of a bleach solution. Additional cleaning by shampooing or steam cleaning the contaminated surface may be necessary.

- Sanitize the cleaned and rinsed surface by wetting the entire surface with a Strong Disinfectant.
 - Dry the surface.
 - Discard disposable gloves.
- Mops and other equipment used to clean up body fluids should be:
 - Cleaned with detergent and rinsed with water,
 - Rinsed with a fresh batch of Strong Disinfectant, wrung as dry as possible, and air-dried.
 - Wash your hands afterward, even though you wore gloves.
 - Bag clothing items (yours and those worn by children) that have body fluids on them.
 - Put on fresh clothes after washing the soiled skin and hands of everyone involved.

NOTE: Always treat urine, stool, vomit, blood, and body fluids as potentially infectious. Always clean up spills of body fluid and sanitize contaminated surfaces immediately.

11. Lice Procedures:

This process is to be used by the custodial staff in the building after a report of lice in a room. (The term disinfection is used because we are using 3M #5 Quat Disinfectant Cleaner, our quaternary disinfectant cleaner, to destroy any eggs or lice that may be present.) We limit the use of pesticides in the building to large infestations or repeat problems due to the regulations governing the use of pesticides in schools.

The day porter or their designee will:

- Bag all stuffed animals and pillows with the help of the teacher. These must then be put in a freezer for 72 hours to kill any lice or eggs that may be on them.
- Any upholstered furniture should be disposed of. We cannot clean or treat these items effectively without using a pesticide.
- All carpets will be thoroughly vacuumed and lightly misted with 3M #5 Quat Disinfectant Cleaner
- All desks and hard surfaces will be wiped down with 3M #5 Quat Disinfectant Cleaner.
- Entire floor will be moped using 3M #5 Quat Disinfectant Cleaner.

Procedure steps 3 through 5 should also be used in “pink eye” outbreaks.

12. Anything not specifically outlined in this guideline:

Contact the District Facilities Supervisor for any situation not specifically addressed in this administrative guideline.

This guideline will be reviewed by the District Supervisor of Facilities on a yearly basis and updated as required to meet current cleaning or safety requirements.