

## SECTION 7 BUILDING SERVICE STANDARDS

The frequency of specific cleaning tasks has been itemized in the MCPS Procedures Manual. A copy of chapter five follows and items requiring special attention are highlighted.

The work of the building service staff consists of many tasks. The sum of these tasks, when properly carried out, should result in all areas of the building 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 service supervisor, who will investigate the matter and make recommendations for action that should be taken to resolve the problem.

Items that have been added to the standard Building Service Standard Checklist as found in the MCPS Procedures Manual, are listed in a separate chart at the bottom of each page with recommended frequencies indicated with an 'REC'. Changes to the frequencies of tasks on the standard checklist are indicated with a 'REC'.

### KEY FOR TASK/WORK PERFORMANCE GUIDE FREQUENCY

D-----DAILY  
W-----WEEKLY  
M-----MONTHLY  
Q-----QUARTERLY  
A-----ANNUALLY  
R-----AS REQUIRED

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## CORRIDOR AND ENTRANCE CARE

Includes sweeping the corridors and entrance areas; removing all loose paper, trash, and rubbish; removing gum, tar, and other sticky substances from the floors; keeping trash receptacles emptied and presentable; cleaning drinking fountains and glass surfaces in the area; mopping up wet spots due to bad weather, leaks, or spills; keeping floor mats clean; and the proper care and maintenance of equipment and materials used. When floors are wet or slippery, keep warning signs in place.

DUTIES	D	W	M	Q	A	R
Dust horizontal surfaces	X					
Dust mop floors & steps	X					
Secure windows & doors	X					
Wash fountains & fittings	X					
Wash windows						X
Wash doors, frames, & glass						X
Wash entrance doors & glass	X					
Wash lockers			X			X
Wash woodwork & trim						X
Wash lights and fixtures			REC			X
Dust walls & ceiling corners		X				
Damp wipe exit lights & clocks			X			
Damp wipe walls			X			X
Clean exhibit cases & art work		X				
Clean/vacuum walk-off mats	X					
Spot mop floors	X					
Spray buff floors		X				
Scrub or strip floors						X
Refinish floors						X

Wash interior window sills			REC			
Wash window troughs			REC			
Wash steps & handrails		REC				
Clean supply & return grills				REC		

## STAIRWAY CARE

Includes all cleaning work inside the confines of the stairwells such as sweeping stair landings and steps; removal of gum or other foreign substances; dusting stair railings, clean glass, fire extinguisher, doors, ledges, etc.; cleaning and polishing handrails; wall spot cleaning; mopping or scrubbing stair landings and steps, thoroughly drying all water from these areas after mopping or scrubbing; and proper care and maintenance of stair cleaning equipment. The stairwell must be properly lighted.

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

Wash interior window sills			REC			
Wash window troughs			REC			
Clean supply & return grills				REC		

## OFFICE, LOUNGE, AND HEALTH ROOM CARE

Includes emptying wastebaskets; damp-wiping or dusting desks, counter tops, tables, filing cabinets, and other specified surfaces; cleaning sinks and toilets; sweeping or mopping floors and vacuuming carpet; scrubbing, stripping, refinishing, and buffing floors; proper care and maintenance of equipment and materials.

DUTIES	D	W	M	Q	A	R
Dust desks, tables, & chairs	X					
Dust filing cabinets	X					
Dust open book shelves		X				
Dust telephones	X					
Dust walls & ceiling corners			X			
Dust mop floors	X					
Vacuum carpet/rugs	X					
Empty wastebaskets	X					
Damp wipe telephones		X				
Damp wipe clock			X			
Wash windows			X			
Wash door glass	X					
Wash doors & frames		X				
Wash woodwork & trim		X				
Wash walls						X
Wash lights & fixtures					X	X
Clean shades/drapes			X			
Adjust shapes/drapes uniformly	X					
Secure windows & doors	X					
Wet mop or spray buff floors		X				
Scrub/strip & refinish floors						X

Wash interior window sills			REC			
Wash window troughs			REC			
Clean supply & return grills				REC		
Intensively clean carpets					REC	

## CLASSROOM CLEANING

Includes emptying pencil sharpeners and wastebaskets; cleaning chalkboards and chalk trays; damp wiping or dusting desks, tables, cabinets, and other specified surfaces; cleaning student cloak closets, sinks, and toilets in assigned work area; sweeping or mopping floors; vacuuming carpet; securing windows; adjusting venetian blinds and drapes uniformly.

DUTIES	D	W	M	Q	A	R
Dust horizontal surfaces	X					
Dust mop floors	X					
Empty pencil sharpeners	X					
Empty wastebaskets	X					
Secure windows	X					
Adjust blinds/drapes uniformly	X					
Wash sink & fittings	X					
Wash windows				X		X
Wash woodwork & trim						X
Wash doors & frames						X
Wash baseboards				X		
Wash furniture				X		
Wash lights & fixtures					X	
Clean chalkboards & trays		X				X
Clean venetian blinds			X			
Dust walls & ceiling corners				X		
Vacuum carpet/rugs	X					
Damp wipe clock, TV, computer monitors			X			
Replace light tubes						X
Wet mop &/or spray buff floor						X
Scrub/strip & refinish floors						X

Wash interior window sills		REC				
Wash window troughs		REC				
Clean supply & return grills				REC		
Intensively clean carpet					2REC	

## RESTROOM CLEANING AND SERVICE

Includes all cleaning work inside restrooms such as: emptying waste receptacles; dusting window sills and ledges; cleaning walls, grills, mirrors, shelves, dispensers, waste receptacles, stall partitions and doors, wash basins, commodes, urinals, and polishing metal work; sweeping, mopping, or scrubbing floor; servicing toilet tissue, paper towel, sanitary napkin, soap dispensers; and the proper care and maintenance of restroom cleaning equipment.

DUTIES	D	W	M	Q	A	R
Dust horizontal surfaces	X					
Wash sinks/basins & fittings	X					
Wash urinals & fittings	X					
Wash commodes including seats	X					
Wash windows			X			
Wash walls & ceiling					X	X
Wash lights & fixtures					X	
Damp wipe partitions & walls		X				X
Polish metal work		X				
Clean mirrors	X					
Empty waste receptacles	X					
Fill toilet tissue dispenser	X					
Fill paper towel dispenser	X					
Fill sanitary napkin dispenser	X					
Clean and fill soap dispensers	X					
Wet mop floor	X					
Secure windows	X					
Replace light tubes						X
Scrub and strip floors			X			X

Wash interior window sills			REC			
Wash window troughs			REC			
Clean supply & return grills				REC		

## KITCHEN AND CAFETERIA SERVICES

Includes removing trash/garbage from the kitchen and dining areas; washing and sanitizing trash cans, compactor room and compactor; washing overhead hoods, ducts, and pipes; removing and washing range hood filters; cleaning refrigerator/walk-in box floors; washing walls, windows, doors and door frames; wet mopping the kitchen and dining area floors with a sanitizing solution; setting up tables before lunch; damp wiping tables and putting them away after lunch; and the proper care and maintenance of the cleaning equipment.

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

Wash interior window sills			REC			REC
Wash window troughs			REC			REC
Clean supply & return grills				REC		

## 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 presentable condition by mowing grass, trimming around the building, sidewalks, fence lines, etc.; pulling weeds and trimming shrubbery as necessary. During the winter, removing snow and ice from sidewalks, entrances, bus loading and unloading areas, oil fill pipe and stick lines, fire hydrants; and sanding icy areas as required.

DUTIES	D	W	M	Q	A	R
Pick up trash & debris	X					
Sweep entrances & sidewalks	X					
Sweep play area pavement		X				X
Sweep parking lots & driveway		X				X
Remove graffiti	X					
Check playground equipment	X					
Rake grounds						X
Remove leaves						X
Clean storm drain grating		X				X
Clean roof drains			X			
Inspect gutters & downspouts		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
Sand icy areas						X
Replace burnt out light bulbs						X

## GYMNASIUM CARE

Includes all cleaning and service work associated with the gymnasium and related equipment such as: dust mopping floors daily and before and after athletic events, spot mopping as necessary; cleaning trash and debris from under and around bleachers; emptying trash receptacles; washing walls, doors, door frames, windows, and bleachers; making sure that bleachers, partition operators, basketball backboard operators, etc. are in good and safe working order; replacing light bulbs/tubes as necessary.

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

Clean supply & return grills				REC		
Wash interior window sills				REC		
Wash window troughs				REC		