



AUSTIN
Independent School District



STANDARD OPERATING PROCEDURES FOR CUSTODIAL STAFF

AUSTIN ISD SERVICE CENTER
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MISSION & VISION

Mission

We prepare every student with the knowledge and skills to thrive in college, career, and life.

VISION

We are Austin's home for inclusive learning: high expectations for all children, and high outcomes for every student.

CORE VALUE

In our interactions with students, families, community stakeholders, and each other, we commit to:

- Caring for every child to be healthy, safe, engaged, supported, and challenged.
- Educational equity ensures every child receives what is needed to develop to their full potential.
- Innovation and academic excellence to inspire the next generation of leaders, civically engaged citizens, creative and critical thinkers, and lifelong learners.
- Valuing diversity, inclusion, and meaningful engagement of all voices as we collaborate to improve the common good.
- A culture of respect, transparency, and data-informed decision-making to build trusting relationships with each other and those we serve.
- Engaging our employees and inviting their collaboration to make AISD a great place to work.
- Aligning resources to students' needs, to be strategic stewards of financial and human capabilities to achieve our vision mission.



SAFETY PRACTICES

It is important that our employees practice safety throughout the workday and at the end of their work shift, to encourage the safety protocols of the district.

- Ensure that all exterior doors are closed and always locked.
 - Do not open doors for anyone. Point them in the direction to the main entry/office.
 - Wear your AISD Employee badge where it is always visible.
 - Evening employees are to check all windows, and doors to ensure they are locked at the end of each workday and turn out lights.
 - Custodial staff are to adhere to all safety practices thorough the day to ensure the safety of the students, staff, and victors.
- 1.) Utilize wet floor signs when mopping floors, or where spills exist.
 - 2.) Utilize proper PPE when performing tasks.
 - 3.) Label all secondary chemical bottles correctly and store them properly.
 - 4.) Maintain custodial closet locked at all times, and custodial care near you where it is visible.
 - 5.) Inspect equipment before each use to ensure there are no broken or viable wires, and that ground plug is in place.
- Report any safety situation to the campus administrator or Campus Police immediately.
 - Employees are expected to follow all safety drills (evacuation), such as fire drills, building lock down, reverse lock down, and shelter in place.
 - We encourage all evening employees to move their personal vehicles closer to the building after student dismissal.
 - It is important for all evening custodians to report to the area of time clock, clock out at the end of their shift, and walk out as a team to ensure their peers make it to their vehicles safely.





Classroom Cleaning

Standards

With a strong emphasis on teamwork, communications, and training the custodial operations department will be stewards and take ownership of each facility to ensure all building classrooms are clean, sanitary, and safe for our students to expand their knowledge to the utmost highest level.

Required Tasks

- Pick up large trash and debris from the floor.
- Empty pencil sharpeners as needed.
- Dust air vents, window blinds, windowsills, and other vertical surfaces once a week.
- Dust bookshelves, tops of file cabinets, and other furniture once a week.
- Spray #24 QT Plus disinfectant on student desktops/tabletops and allow dwelling time of three to five minutes as other tasks are completed.
- Sweep edges, and corners with a standard **angle broom** removing all cobwebs, and other debris.
- Dust mop floors with a **24" dust mop** sweeping all debris toward the classroom door.
- Vacuum wall-to-wall or area rugs completely. Vacuum in both directions to maximize dirt removal.
- Spot clean carpet with #15 carpet spotter as needed.
- Empty trash, wash/wipe trash container, and reline.
- Clean and disinfect sinks and countertop areas utilizing #24 QT Plus disinfectant. Refill hand towels, and hand soap as needed.
- Clean walls and classroom doors removing all pencil markings, and other smudges as needed weekly.
- Clean and disinfect doorknobs/handles utilizing #24 QT Plus disinfectant.
- Wipe desktops, and tabletops utilizing a blue microfiber cloth.
- Spot mop tiled floors daily, completely mop once a week utilizing **#10 Top Clean**.
- For Restrooms at the back of each classroom in





Classroom Cleaning

CONTINUED:

Instructions

Develop a workflow as you clean classrooms. Move floor surface dirt from the far end of the classroom towards the entrance area. Move classroom furniture back in place as you are sweeping or vacuuming daily. Communicate with classroom teachers as to how frequently they would like their classroom whiteboard cleaned. Be sure that the classroom is neatly arranged and secured when cleaning is completed. Schedule spot mop of tile floors daily, and completely mop once a week or as needed.

Frequency

Once a day; check periodically as needed.

Supplies and PPE needed to perform tasks:

Microfiber cloths (Red & Blue)

Custodial Cart and trash barrel

24" Dust Mop/frame and handle

Putty Knife

Mop bucket

20oz Mop

Wet Floor Sign

#29 Green Select Bathroom Cleaner

#10 Top Clean

#39 Suprox

#24 QT Plus Disinfectant

Angle Broom

Sponge with semi-abrasive pad

Dusting tools

Vacuum

Nitrile Gloves

Trash liners (23"x31", 33"x39")

Toilet bowl swab mop

Gray 12 qt. Bucket w/disinfectant

Disposable Mask

Spray Bottles

#15 Carpet Spotter

Dustpan



Classroom Cleaning Protocols

Area & Tasks	Daily	Twice a Week	Weekly	As Needed	Monthly
Classrooms					
Empty Recycling Containers					
Straighten Furniture	X				
Wash/Wipe Classroom Walls					
Wash/Wipe Classroom Doors/Cabinets					
Vacuum AISD Area Carpet	X				
Sweep Corners and Edges		X			



Restroom Cleaning



Standards

Upon completing this work activity, restrooms are to be clean, sanitary, and safe with all fixtures and floors disinfected. Paper towels, tissue, hand soap, and sanitary napkin dispensers are to be replenished daily. Walls, partition doors/wall surfaces, sinks, mirrors, and restroom doors are to be washed/wiped daily. Graffiti must be removed immediately. Restrooms must be free of unhealthy odors.

Required Tasks

- Place a restroom closed sign at the door while cleaning is in process.
- Perform high dusting of air return vents, and tops of partitions once a week. Remove all debris from the ceiling.
- Sweep floors utilizing an angle edge-type broom including corners, edges, and areas around the base of the toilet.
- Spray #24 QT Plus disinfectant on sink plumbing fixtures, allowing 3 – 5 min. dwelling time.
- Once a week, spray down sink plumbing fixtures with **#39 Suprox**
- Spray **#29 Green Select Bathroom Cleaner** on urinals, toilets, & flush handles, allowing 3 – 5 min. dwelling time.
- Wash/wipe walls, partitions, doors, etc. Removing all smudges, graffiti, etc.
- Swab/brush toilets, and urinals. (**#39 Suprox** needs to be applied once a week to prevent hard water stains).
- Scrub porcelain sinks, and urinals outside/undersides with a simi abrasive sponge/pad utilizing #24 QT Plus disinfectant.
- Dry all chrome, toilet seats, and porcelain on sinks and urinals.
- Clean mirrors, and countertops, utilizing **#39 Suprox**.
- Refill paper towels, tissue, hand soap, and sanitary products.
- Check the floor drain for unhealthy odors. Pour six liters of #3 Harmony Air Freshener down the drain once a week or as needed to prevent unhealthy drain odors.
- Mop floor utilizing #24 QT Plus disinfectant Monday – Thursday, and **Suprox #39** on Fridays
- Place a wet floor sign at the door if necessary.



Restroom Cleaning



Continued:

Instructions

Spray #29 Green Select Bathroom Cleaner on urinals, toilets, & flush handles, allowing 3 – 5 min. dwelling time. Spray sinks with #24 QT plus disinfectant and allow disinfectant 3 – 5 minutes of dwelling time. Spray Suprox on the entire floor, rinse and then utilize wet vac to pick up residue. Damp mop edges and corners of floor dry. Utilize a "RED" microfiber cloth when wiping restroom fixtures. Pour 12 quarts of Harmony Air Freshener down floor drain to prevent odors.

Frequency

High-traffic multi-stall restrooms must be checked, and spot cleaned and restocked three to four times a day (2 – 2.5 hours during your shift when the building is occupied).

Supplies and PPE Needed to perform tasks.

Angle type Broom

24 QT Plus disinfectant

#39 Suprox

#3 Harmony Air Freshener

#29 Green Select Bathroom Cleaner

Trash liners 33"x39"

Sponge with semi-abrasive pad

Hillyard Restroom Companion

Sanitary napkin wax liners

"Red" Microfiber Cloths

Gray 2 qt. pail, w/swab mop

Wet Floor Sign

20 oz. Wet Mop

Nitrile glove

Protective face mask

Putty Knife

Mop bucket

Dustpan



Restroom Cleaning Protocols

Area & Tasks	Daily	Twice a Week	Weekly	As Needed	Monthly
Restrooms					
Empty Trash and Replace Liners	X				
Wash/Wipe Walls, and Partitions Removing Graffiti					
Refill Paper Towels, Tissue, Hand Soap & Sanitary Napkin Dispensers					
			X		
Pour #3 Harmony Air Freshener Down Restroom Floor Drain					
Sweep Edges, Corners, and Areas Around and Behind Toilet Base	X				
Sweep Floor	X				
					X



Office Cleaning



Standard

Upon completing this work activity, offices are to be clean, and safe. Flood surface areas and carpeted areas are to be free of litter, dirt, gum, and other debris. All horizontal and vertical surfaces are to be dust-free. Windows and glass on doors, and walls are to be free of markings, and other smudges.

Required Tasks

- Complete high and low dusting of horizontal and flat vertical surfaces, removing cobwebs.
- Clean windows, windowsills, and doors removing fingerprints, pencil markings, and other smudges.
- Dust bookcases, tops of file cabinets, front counter, and other furniture in the office areas.
- Empty trash, wash/wipe and replace trash liner.
- Dust mop tiled floor areas, removing gum and other debris with a putty knife.
- Vacuum carpeted areas. Spot clean as needed utilizing #15 Carpet Spotter.
- Wet mop tiled floors w/**#10 Top Clean** placing a wet floor sign at all entry points.
- Wipe down doorknobs/handles w/**#24 QT Plus** disinfectant.
- Secure the office area, close and lock windows, turn out lights, and lock/secure doors.



Office Cleaning



Continued:

Instructions: Develop a workflow as you clean offices. Move floor surface dirt from the far end of the office, towards the entry door. Move office furniture back into place after cleaning under, behind, and around it. Be sure the office furniture is neatly arranged and secure the office.

Frequency: Once a day (Check throughout the shift).

Supplies and PPE Needed to perform tasks.

24" Dust mop/w handle & frame

High and low dusting tools

#39 Suprox

#10 Top Clean

#24 QT Plus Disinfectant

#15 Carpet Spotter

Wet Floor Sign

Trash Liners 23"x31"

Trash Liners 33"x39"

20oz. Mop w/mop bucket

Angle Broom

Putty Knife

Upright Vacuum

Nitrile Gloves

Disposable Mask

Blue Microfiber Cloths

Dustpan



Office Cleaning Protocols

Area & Tasks	Daily	Twice a Week	Weekly	As Needed	Monthly
Office Areas					
Empty Recycling Containers					
Straighten Furniture	X				
Dust Tops Of File Cabinets, Bookcases, and Other Office Furniture					
Dust Windowsills & Window Blinds			X		
Wash/Wipe Doors & Kick Plates					
Clean & Disinfect Doorknobs/Handles	X				
Spot Clean Carpeted Areas					



Cafeteria Duty



Standard

The cafeteria should reflect the utmost cleanliness and presentation. This area is used daily by the students and must be cleaned, disinfected, and in neat order as students are dismissed, and prior to the next lunch period to start. Upon completion of this work activity, two custodians are required to work cafeteria duty to always ensure a clean area for students.

Required Tasks

- Sweep up food spills, trash, and other debris with a broom and dustpan.
- Spot mop milk, juice, and other drink spills, with **#10 Top Clean**, placing a wet floor sign in place to prevent slips, trips, or falls.
- Dispose of Compost collected into the exterior compost bin, reline, and set it back in place for the next lunch group.
- Dispose of trash collected into exterior landfill container, reline, and set back in place for the next lunch group.
- Wipe tables, chairs, booths, and benches utilizing **#39 Suprox**.



Cafeteria Duty



Continued:

Instructions

Head Custodians are to develop a rotation schedule for employees to work cafeteria duty schedules to ensure our students have a clean, sanitary healthy environment to enjoy their breakfast and lunch. It is required that two employees assist as a team with cleaning tables in-between lunches, sweeping up food/trash on floors, spot-mopping of spills, and disposing of trash/compost as other team members are spot-cleaning their assigned areas.

Frequency

After Breakfast, and between every lunch period.

Supplies and PPE Needed to perform tasks.

Push Broom

Angle Broom and Dustpan

Putty Knife

33"x39" Trash Liners

20oz Rayon Mop

"GREEN" Microfiber Cloths

12qt. Bucket w/**#39 Suprox**

Wet Floor Signs

Nitrile Gloves

Mop bucket filled w/**#39 Suprox**



Cafeteria Final Cleaning



Standard

The cafeteria is a place where students take a break from their lessons, build relationships, and leave feeling wholly nourished. We believe cafeterias contain a world of potential and our students deserve a clean, sanitary space to enjoy their breakfast and lunch each day. Head Custodians will develop a rotation schedule for custodial staff to complete the required tasks listed below to ensure a healthy space for our students and staff.

Required Tasks

- Complete all high/low dusting once a week.
- Clean and disinfect tables, chairs, stools, and bench areas w/#39 Suprox and a "GREEN" microfiber cloth.
- Lift tables/chairs as a team for final clean up.
- Sweep floors utilizing a medium bristle brush push broom, while utilizing a putty knife to remove gum, and other residue.
- Wash/wipe walls and doors removing all food and drink splashes.
- Clean windows/windowsills.
- Remove trash, wash out all trash containers, and set them back in place with a new trash liner.
- Place a wet floor sign at every entryway.
- Wet mop all edges, corners, and under benches.
- Utilize an auto scrubber to clean the remainder of the floor.
- Reset tables and chairs after the floor is dry.



Cafeteria Final Cleaning



Continued:

Instructions

Upon completion of this work activity, the team will work together with cleaning and disinfecting tops of cafeteria tables, benches, booths, and chairs utilizing #39 Suprox, lifting tables, with one employee on each side for safety purposes and or lift chairs and place on top of cafeteria tables. As two employees start the sweeping of the floors, other employees will wash/wipe walls removing food/drink splashes, and other smudges, clean and disinfect hand washing areas and drinking fountains, refill paper towels, and hand soap, dispose of trash, wash out trash containers, dry, and reset them in place, wet mop edges and corners, and run auto scrubber thought open spaces of cafeteria. Once the floor is dry, all employees will help reset all tables, and place chairs back in place.

Frequency

After all lunches are completed for tor the day.

Supplies and PPE Needed to perform tasks.

Push Broom

Angle Broom and Dustpan

Putty Knife

33"x39" Trash Liners

20oz Rayon Mop

"GREEN" Microfiber Cloths

12qt. Bucket w/#39 Suprox

Wet Floor Signs

Nitrile Gloves

Mop bucket filled w/#39 Suprox

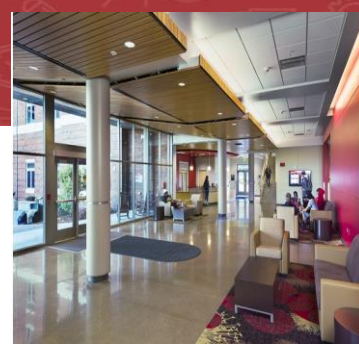


Cafeteria Cleaning Protocols

Area & Tasks	Daily	Twice a Week	Weekly	As Needed	Monthly
Cafeteria					
Cleaning of Windows, Window Seals, and Window Blinds					
Remove Gum From Under Tables					
	X				
Wash/Wipe Walls Removing Food/Drink Splashes, Pencil Markings, & Graffiti					
Lift Tables/Stack Chairs for Cafeteria Final Cleaning	X				
Sweep Corners & Edges Removing Cobwebs, & Other Debris	X				
Remove Gum, Candy, and Other Debris From Floor with Putty Knife	X				
Mop Corners and Edges w/#10 Top Clean	X				



Main Entrances & Lobby Areas



Standard

Main entrances and lobby area are first impressions areas for students, staff, and visitors of Austin ISD. The area should reflect a high level of cleanliness for all work activities. Areas are to be checked frequently during the entire shift, especially when the community members will be visiting or hosting an event. Upon completion of this work activity, the main entry areas and lobby areas are to be cleaned, and safe. Tiled floor areas are to be free of litter and dirt, and all horizontal and vertical surfaces are to be free of dust. Doors, windows, and window seals are to be free of smudges.

Required Tasks

- Complete high/low dusting of horizontal and vertical surfaces removing all cobwebs. Focus on windows, display cases, and furniture in lobby areas.
- Clean main entry doors, door handles, push bars, etc. utilizing **#39 Suprox**
- Clean windows, windowsills, and window panels utilizing **#39 Suprox**
- Sweep corners and edges using an angle-type broom.
- Dust mop tile floor with a 36" or 48 " dust mop. Utilize a putty knife to remove gum, candy, and other debris from floors.
- Vacuum carpeted areas, and entry floor mats.
- Clean and disinfect drinking fountains utilizing **#39 Suprox**
- Mop or auto scrub tiled floors utilizing **#10 Top Clean**.
- Schedule routine high-speed buffing of tiled floors.
- Clean elevator doors, inside and out disinfecting floor push keys utilizing **#39 Suprox**
- Sweep and mop elevator floors utilizing **#10 Top Clean**
- Empty trash containers in hallway areas and the exterior of the main entrance.



Main Entrances & Lobby Areas



Continued

Instructions

Complete high-low dusting of all corners and edges using a high dusting tool and cobweb remover, clean windows, windowsills, doors, door frames and kickplates (both interior and exterior) utilizing **#39 Suprox**, clean and disinfect door handles, and push bars utilizing **#24 QT Plus** disinfectant, wash/wipe columns and walls removing pencil markings, graffiti, and other smudges. Vacuum interior and exterior matting. Wash out as needed removing any gum, candy, and other debris. Dust mop tiled floors with a 36" or 48 " dust mop. Mop corners and edges with a wet mop and utilize auto scrubber in wide open spaces with **#10 Top Clean**. Vacuum wall to wall carpeted entry way areas.

Frequency:

Two to three times a day, monitoring throughout shift while the building is occupied.

Supplies and PPE Needed to perform tasks.

36" or 48" dust mop	" BLUE" Microfiber Cloths
Angle Broom	20oz. Mop
Mop bucket w/ #10 Top Clean	Gray 12 qt. Bucket w/ #10 Top Clean
Dustpan	Auto Scrubber
Putty Knife	Wet floor signs
Spray bottle w/ #39 Suprox	Vacuum
Nitrile Gloves	33'x39 Trash Liners
Auto Scrubber w/ #10 Top Clean	



Main Entry & Lobby Area Cleaning Protocols

Main Entry & Lobby Areas					
	X				
				X	
			X		
	X				
	X				
			X		
			X		
			X	X	
	X				
	X				
				X	
	X				
	X				
	X				
			X		



Stairway Cleaning



Standard

Stairway areas are high-traffic areas, frequently used by students, staff, and visitors, and should be free of clutter at all times in the event of an emergency evacuation. Stairways should be cleaned frequently during the first shift, mid-shift, and end of the day. Upon completion of this work activity, stairways and landing surfaces (walls/floors) must be clean, safe, and free of litter, dust, dirt, and stains at all times.

Required Tasks

- Complete high/low dusting of windows, ledges, wall/ceiling joints, ac ventilation vents, railings, and corners, removing cobwebs and other debris.
- Wash/wipe walls, removing pencil/pin/marker markings, and other smudges.
- Beginning at the top, sweep the stairway steps and landing area with an angle-type broom, standing two steps below the stair surface you intend to sweep. Sweep the soil from one side of the stair step lengthwise to the other side of the stair-step, and then down to the next step. Use a putty knife to remove gum, and other residue. Repeat the process down the stairway until the task is completed.
- Pick up the accumulated dirt/trash/debris at the bottom of the stairway with a dustpan and counter brush.
- Spray **#24 QT Plus disinfectant** on stairway rails, and wipe with a “BLUE” microfiber cloth.
- Place a wet floor sign at the top of the stairway area, another on the landing area, and at the bottom of the stairway area.
- Damp mop stairways to remove stains, and other accumulations **utilizing #10 Top Clean.**
- Clean glass, with **#39 Suprox.**



Stairway Cleaning



Instructions

Complete high low dusting of windows, windowsills, and ledges. Disinfect handrails from top to bottom utilizing #24 QT Plus disinfectant. Clean walls removing all pencil markings, and other smudges. Sweep stairway steps and landing starting at the top, to bottom removing gum, candy and other residue from steps with a putty knife. Place a wet floor sign at the top of the stairway area, one on the landing, and another at the bottom of the stairway area. Damp mop.

Frequency

Two times throughout the employees work shift, and again at the end of the school day.

Supplies and PPE Needed to perform tasks.

Spray bottle w/**#24 QT Plus Disinfectant**

Dustpan

Putty Knife

“BLUE” Microfiber Cloth

12 qt. Bucket with **#10 Top Clean**

Angle Broom

High/low dusting tools

Mop Bucket w/20oz mop

Nitrile Gloves



Stairway Area Cleaning Protocols

Stairway Area					
	X				
Sweep Stairs & Landing Areas	X				
Remove Gum, Candy, & Other Debris	X				



Cleaning of Corridor/Hallway



Standard

Corridors should reflect a high level of safety and cleaning. Corridors are high-traffic areas, utilized by our students, and staff, and must be free of clutter in the event of an emergency evacuation. This area should be checked frequently throughout the school day. Use clean dust mops, and mops at all times, changing them out as necessary. Upon completion of this work activity, corridors/hallway areas must be clean and safe, floor surfaces should be free of litter, and dirt, and all horizontal and vertical surfaces must be dust-free. Doors, windows, and window seals of all entry areas are to be clean, and free of dirt, stains, and graffiti.

Required Task

- Complete high/low dusting of clocks, fire extinguisher cabinets, emergency lighting fixtures, windows, window casings, ledges, tops of lockers, vending machines, etc.
- Clean doors, inside and out, and wash/wipe kick plate.
- Clean and disinfect door handles, push bars, etc.
- Wash/wipe walls utilizing #10 Top Clean. Remove graffiti, pencil markings, and other smudges.
- Clean windows, & windowsills utilizing #39 Suprox.
- Clean and disinfect drinking fountains with #39 Suprox
- Sweep corners and edges with an angle-type broom removing cobwebs and other debris.
- Dust mop floors with a 36" or 48" dust mop (Change frequently).
- Vacuum entry mats (wash out, hang, and reset as needed).
- Place wet floor signs in place.
- Mop edges and corners utilizing #10 top clean.
- Run Auto Scrubber throughout the entire hallway/corridor area.



Cleaning of Corridor/Hallway



Instructions

Complete high-low dusting of all corners and edges using a high dusting tool and cobweb remover, clean windows, windowsills, doors, door frames and kickplates (both interior and exterior) utilizing **#39 Suprox**, clean and disinfect door handles, and push bars utilizing **#24 QT Plus** disinfectant, wash/wipe columns and walls removing pencil markings, graffiti, and other smudges. Dust mop tiled floors with a 36" or 48 " dust mop. Mop corners and edges with a wet mop and utilize auto scrubber in wide open spaces with **#10 Top Clean**. Vacuum wall to wall carpeted entry way areas.

Frequency: Once or twice daily (should be monitored throughout shift when the building is occupied)

Supplies and PPE Needed to perform tasks.

High/low dusting tools
Bucket w/#24 QT Plus

Angle Broom

Wet Floor Signs

Putty Knife

20oz Mop

"BLUE" Microfiber Cloth 12qt. Gray
36" or 48" Dust mop

Nitrile Gloves

Dustpan

Auto Scrubber

Mop bucket filled w/#10 Top Clean



Corridor/Hallway Cleaning Protocols

Area & Tasks	Daily	Twice a Week	Weekly	As Needed	Monthly
Classroom					
Perform High/Low Dusting					
	X				
Wash/Wipe Walls & Lockers Removing Pencil Markings, Graffiti, etc.					
Dust and Straighten Furniture Back In Place	X				
Clean Fire Extinguisher Cabinets & Pull Stations					
Clean Elevator Inside and Out	X				
Wash Out Floor Matting Removing Soil, Gum, etc.					
Sweep Corners and Edges w/Angle Broom	X				
Dust Mop Tiled Floors	X				
Wet Mop Corners and Edges	X				

Shower Locker Areas



Standard: Shower locker areas should meet the utmost standards of cleanliness and safety. All fixtures and floors, including shower stalls, are to be cleaned and disinfected daily. Hand soap, tissue paper, paper towels, and sanitary napkin dispensers are to be replenished daily. Wall surfaces, mirrors, and benches are to be cleaned and free of graffiti. These areas should be well-ventilated and free of unhealthy odors.

Required Tasks

- Remove objects from the ceiling, i.e., pencils, paper, etc.
- Complete high/low dusting of lockers, and horizontal/vertical surfaces removing all cobwebs.
- Sweep locker cages, corners, and edges of the entire shower locker area with an angle broom removing all cobs and other debris.
- Sweep the entire shower/locker area with a push-type broom pick up all trash and debris and remove gum with a putty knife.
- Wash/wipe walls removing smudges, pencil markings, graffiti, etc. w/**#39 Suprox**.
- Spay down sinks and shower stalls/poles with **#24 QT plus disinfectant**. Allow disinfectant dwelling time of 3 to five minutes.
- Spray down toilets and urinals with **#29 Green Select Bathroom Cleaner**. (once a week spray down with #39 Suprox)
- Wash/Wipe/Scrub benches, and lockers removing pencil markings and graffiti utilizing **#39 Suprox**.
- Scrub shower poles and sinks with a sponge that is semi-abrasive removing all soap residue and **#39 Suprox**. Rinse thoroughly, and dry with a “RED” microfiber cloth.
- Scrub toilets and urinals with a toilet brush or swab mop and use a semi-abrasive sponge to scrub the outside/underside utilizing **#29 Green Select Bathroom Cleaner**.
- Refill paper towels, tissue, hand soap, and sanitary napkins.
- Mop floors completely with #24 QT plus daily, and with **#39 Suprox** once a week.



Shower Locker Areas



Continued

Instructions: Develop a three-step “spray-swab-wipe” cleaning process. Use separate solutions for disinfecting sinks, as opposed to urinals and toilets, and never mix chemicals.

Frequency: Once a day

Supplies and PPE Needed to perform tasks.

Can Liners 33” X39”

Push-Type broom

Angle Broom

Dustpan

Low/high dusting tools

Spongers w/semi-abrasive pad

Plus Spray bottle w/#39 Suprox

Disposable Mask

“RED” Microfiber Cloths

Toilet Brush/Swab

Gray 12-quart bucket

Putty Knife

Nitrile Gloves

Spray bottles w/#24 QT



Shower/Locker Cleaning Protocols

Area & Tasks	Daily	Twice a Week	Weekly	As Needed	Monthly
Shower Locker Areas					
	X				
			X		
				X	
	X				
	X				
	X				
	X				
					X
	X				
				X	
	X				
	X				
	X				
			X		



Gymnasium Cleaning



Standard

Upon completion of this work activity, all surface areas in the gym should be clean and safe for the students, staff, and visitors of Austin ISD. Floor surfaces must be free of dirt, and debris, with all horizontal and vertical surfaces free of dirt. Doors and wall surfaces are to be free of dirt, stains, and graffiti. The proper maintenance of gym floors is a daily process involving consistent (daily) cleaning procedures and floor product application.

Required Tasks

- Complete all high/low dusting of wall clocks, bells, and beams, up to 8 feet high, and lowers high and low.
- Wash/wipe the basketball backboard as needed to remove smudges and other markings using #10 Top Clean.
- Wash/wipe walls removing all pencil markings, fingerprints, and other smudges using **#10 Top Clean**.
- Wash/wipe doors and kick plates removing markings, dirt, etc. utilizing **#10 Top Clean**. Clean windows on door utilizing **#39 Suprox**.
- Sweep bleachers, removing all trash, and debris from top to bottom utilizing an angle-type broom.
- Clean and disinfect bench seats and handrails with #24 QT Plus disinfectant.
- Mop bleacher floor and steps from top to bottom utilizing **#10 Top Clean**.
- Sweep corners and edges of the gym with an angle-type broom removing all dirt, cobwebs, and other debris.
- Dust mop the gym floor completely with a 48" dust mop.
- Empty trash containers. Wash/wipe as needed. Replace the liner, and set it back in place.
- Place wet floor signs in place at every entrance for safety.
- Damp mop floor utilizing **#8 Super Shine-All** to clean and protect wood floors.



Gymnasium Cleaning



Continued

Standard

Upon completion of this work activity, all surface areas in the gym should be clean

Instructions

To maximize the investment in the gym floor, and to retain a high level of appearance, a well-planned floor maintenance program should be implemented. The proper maintenance of gym wood floors is a daily process involving consistent (daily) cleaning procedures and floor product application. Twice daily dust mop the wood floor. This will enhance the floor's appearance and lend to the longevity of the floor.

Frequency: Once a day

Supplies and PPE Needed to perform tasks.

Can Liners 33" X39"

48" Dust mop w/handle

Angle Broom

Dustpan

Low/high dusting tools

Spray bottles w/#24 QT Plus

#8 Super Shine-All

"BLUE" Microfiber Cloths

Toilet Brush/Swab

Gray 12 quart bucket

Putty Knife

Nitrile Gloves

#39 Suprox

Disposable Mask



Gymnasium Cleaning Protocols

Area & Tasks	Daily	Twice a Week	Weekly	As Needed	Monthly
Gymnasium					
Perform High/Low Dusting					
Sweep Bleachers Removing Trash, Gum, and Other Debris	X				
Clean and Disinfect Handrails	X				
Wash/Wipe Walls, & Wall Matting					
Wash/Wipe Doors, Kick Plates, & Door Handles					
Sweep Edges & Corners w/Angle Type Broom					
Auto Scrub Entire Gym Floor	X				



Grounds Care



Standard

The grounds at each campus must reflect an excellent “curb appeal” for students, staff, and the community. Grounds areas are a priority in terms of daily monitoring and clean-up. All debris such as glass, rocks, paper, and other debris must be picked up once a day. The same applies to playground areas.

Required Tasks

- The Head Custodian must develop a schedule for each employee to pick up areas surrounding the perimeter of the campus. These areas are to have trash and debris picked up daily.
- All entrances to the facility should be swept and cleared of debris prior to the school day starting and should be monitored throughout the day.
- Trash and debris around shrubs/plants should be picked up daily.
- Curbside areas must be swept and free of leaves, trash, glass, and other debris.
- Playground areas are to be inspected early morning to ensure the play area is free of trash, glass, leaves, etc. for the safety of the students.
- Submit a work order for any damages to the playground equipment that may cause an injury.
- Once a week the custodial team is expected to pick up trash around the entire campus, up to the fence line.
- Storm drains on the ground are to be free of leaves and other debris to prevent flooding in these areas.
- During the winter season, snow, and ice removal from entrances, walkways, and parking lot areas are priority.



Grounds Care



Continued:

Frequency: Daily

Supplies and PPE Needed to perform tasks.

Push-type broom

Protective Work Gloves

Angle-type broom

Nitrile Gloves

Dustpan

Trash Picker Tool

Rake

33"x39" Trash Liner



Grounds Cleaning Protocols

Area & Tasks	Daily	Twice a Week	Weekly	As Needed	Monthly
Grounds					
Wash Out Trash Containers					
Sweep Curbside Picking Up Leaves, Trash, Broken Glass & Other Debris	X				
Pick Up Trash, Leaves & Other Debris On Campus Grounds, Flowerbeds, & Shrub Areas	X				
Pick Up Trash & Other Debris In Playground Areas	X				
Sweep Sidewalks & Exterior of All Entry Way Areas	X				
Vacuum Exterior Matting	X				
				X	



Cleaning Protocols To Prevent Communicable Diseases

Standard

When a communicable disease is reported on a campus, the Head Custodian is responsible to ensure a deep cleaning and disinfecting of each area that were exposed is completed. Once areas have been deep cleaned and disinfected, the application of “LAST” Antimicrobial is to be applied with a Gen Eon sprayer.

Required Tasks

Classrooms, Library Areas, Office Areas, & Lounge Areas

- Clean and disinfect student desktops, including edges, and areas under desk utilizing #24 QT Plus Disinfectant.
- Clean countertop areas utilizing #24 QT Plus Disinfectant.
- Spray #24 QT Plus Disinfectant on all chairs and wipe down with a blue microfiber cloth.
- Clean and disinfect computer keyboards by spraying #24 QT Plus Disinfectant onto a blue microfiber cloth and wiping keypad and desk/table areas beneath the keyboard.
- Clean and disinfect sink areas, countertops, soap dispenser lever, and paper towel dispenser utilizing #24 QT Plus Disinfectant.
- Spray #24 QT Plus on all doorknobs, and light switches, and wipe down with a blue microfiber cloth.
- Sweep floor completely.
- Utilize Gen Eon sprayer to apply “LAST” Antimicrobial throughout the entire room by merging from left to right, sweeping through the entire room.
- Wet Mop floor utilizing #A24 QT Plus Disinfectant.



Cleaning Protocols To Prevent Communicable Diseases

Required Tasks

Restrooms and Shower Locker Areas

- Place a restroom closed sign at the door while cleaning is in process.
- Perform high dusting of air return vents, and tops of partitions once a week. Remove all debris from the ceiling.
- Sweep floors utilizing an angle edge-type broom including corners, edges, and areas around the base of the toilet.
- Spray #24 QT Plus disinfectant on sink plumbing fixtures, allowing 3 – 5 min. dwelling time.
- Once a week, spray down sink plumbing fixtures with **#39 Suprox**
- Spray **#29 Green Select Bathroom Cleaner** on urinals, toilets, & flush handles, allowing 3 – 5 min. dwelling time.
- Wash/wipe walls, partitions, doors, etc. Removing all smudges, graffiti, etc.
- Swab/brush toilets, and urinals. (**#39 Suprox** needs to be applied once a week to prevent hard water stains).
- Scrub porcelain sinks, and urinals outside/undersides with a semi-abrasive sponge/pad utilizing #24 QT Plus disinfectant.
- Dry all chrome, toilet seats, and porcelain on sinks and urinals.
- Clean mirrors, and countertops, utilizing **#39 Suprox**.
- Refill paper towels, tissue, hand soap, and sanitary products.
- Check the floor drain for unhealthy odors. Pour six liters of #3 Harmony Air Freshener down the drain once a week or as needed to prevent unhealthy drain odors.
- Mop floor utilizing #24 QT Plus disinfectant Monday – Thursday, and **Suprox #39** on Fridays
- Place a wet floor sign at the door if necessary.
- Apply “LAST” antimicrobial by sifting spray mister from left to right, of entire restroom. Apply heavily on all flush valves, faucets, and door handles.



Custodial Cart and Closet Organization



Standard

Custodial closets provide efficient access to custodial supplies and equipment as well as a location for proper clean-up and storage of equipment and materials. Employees are expected to maintain a clean, organized, and fully supplied custodial closet and cart at all times. Sinks and walls are to be clean, with dry and wet mops hung on appropriate hardware. Microfiber cloths “RED”, “BLUE”, and “YELLOW” should be neatly folded on shelving, and ready for use. Dust mops must be laundered, folded neatly on shelving, and ready for next use. Dirty microfiber and dust mops should be placed in two separate waste baskets and laundered weekly. All products and chemicals are to be secured and capped tightly. Custodial closets must remain locked at all times.

Required Tasks

- Complete all high/low to include air return vents, shelving, top of the chemical dispensing unit, etc.
- Wash out mops, and mop buckets, and properly hang mop hanging on hardware with mops facing down into the sink.
- Re-stock toilet paper, paper towels, hand soap, trash liners, wax liners, gloves, and other supplies needed to complete daily tasks.
- Wash/scrub out the mop sink with a Sponge with a semi-abrasive pad, and #24 QT Plus Disinfectant.
- Laundry dust mops and microfiber cloths weekly.
- Fold dust mops and microfiber cloths and place them neatly on shelving so that they are ready for the next day.
- Sweep edges and corners of floor, removing all cobwebs, and other debris.
- Mop floor with #10 Top Clean.



Custodial Cart and Closet Organization

Continued

Frequency: Daily

Supplies and protective equipment (PPE) needed to perform tasks.

- High low dusting tools
- Angled Broom
- Dustpan
- Sponge with a semi abrasive pad
- Microfiber cloths
- Putty Knife
- Gloves
- 20 oz mop
- Mop Bucket w/#10 Top Clean



Custodial Cart/Closet Cleaning Protocols

Custodial Closet & Cart					
				X	
				X	
	X				
	X				
			X		
		X			
			X		
			X		
	X				
	X				
	X				
	X				
	X				
	X				



Central Office

Standard

Housekeeping Specialist, along with Head Custodian(s) will develop work schedules to best serve the needs of Central Office, and coverage for all board meetings, and professional staff development meetings based on the monthly calendar provided by the Operations Administrative Supervisor.

Required Tasks

- Head Custodian (s) will meet with employees as they arrive each day and share scheduled team tasks for the team to complete together.

Examples: Setting up for board meetings, and professional staff development meetings, picking up trash and debris in parking lot areas, sweeping of curbside areas, etc.

- Work as a team to break down and clean each meeting room as scheduled by the Head Custodian (s).
- Complete high and low dusting of horizontal and flat vertical surfaces, removing cobwebs.
- Clean windows, windowsills, and doors removing fingerprints, pencil markings, and other smudges.
- Dust bookcases, tops of file cabinets, front counter, and other furniture in the office areas.
- Empty trash, wash/wipe and replace trash liner.
- Dust mop tiled floor areas, removing gum and other debris with a putty knife.
- Vacuum carpeted areas. Spot clean as needed utilizing #15 Carpet Spotter.
- Wet mop tiled floors w/**#10 Top Clean** placing a wet floor sign at all entry points.
- Wipe down doorknobs/handles w/**#24 QT Plus** disinfectant.



Central Office

Continued

Instructions: Develop a workflow as you clean offices. Move floor surface dirt from the far end of the office, towards the entry door. Move office furniture back into place after cleaning under, behind, and around it. Be sure the office furniture is neatly arranged and secure the office.

Frequency: Daily

Supplies and PPE Needed to perform tasks.

24" Dust mop/w handle & frame

High and low dusting tools

#39 Suprox

#10 Top Clean

#24 QT Plus Disinfectant

#15 Carpet Spotter

Wet Floor Sign

Trash Liners 23"x31"

Trash Liners 33"x39"

20oz. Mop w/mop bucket

Angle Broom

Putty Knife

Upright Vacuum

Nitrile Gloves

Disposable Mask

Blue Microfiber Cloths

Dustpan

6ft, & 8ft ladders



Central Office Custodial Schedule

Floor	Employee	Shift	Lunch	Phone	Grounds	Departments
9	9 th & 8 th Fl. Employee Name & E#	12:30 pm – 9:30 pm	A. 4 pm – 5 pm	A. Phone #	1:30 pm	Superintendent, DCCE, Legal, Equity, OID
8	A. 9 th & 8 th Fl. Employee Name & E# B. 7 th fl. Employee Name & E#	12:30 pm -9:30 pm.	A. 4 pm –5 pm B. 3 pm – 4 pm	A. Phone # B. Phone #	1:30 pm	Finance & Human Capital
7	7 th & 8 th fl. Employee Name & E#	12:30 p.m. – 9:30 pm.	B. 3 p – 4 pm	B. Phone Number	1:30 pm	Finance & Human Capital
6	A. 6 th & 4 th fl. Employee Name & E# B. 6 th & 3 rd fl. Employee Name & E#	12:30 pm – 9:30 pm	A. 4 pm – 5 pm	A. Phone # B. Phone #	1:30 pm	School Leadership
5	A. Head Custodian & E# B. Crew Leader & E#	A: 6:00 am – 3:00 p.m. B. 12:30 pm – 9:30 pm	A. 11:30 am - 12:30 pm B. 3:00 pm – 4:00 pm	A. Phone # B. Phone #	A. 9:00 am B. 1:30 pm	Academics, Career & Tech Ed (CTE), School Family & Community Ed. & Special Ed.
4	6 th & 4 th fl. Employee Name & E#	12:30 pm – 9:30 pm	B. 3 pm – 4 pm	B. Phone #	1:30 pm	Construction Management, Facilities & Planning, Operations
3	6 th & 3 rd fl. Employee Name & E#	12:30 pm – 9:30 pm	A. 4 pm – 4 pm	A. Phone #	1:30 pm	AISD Police
2	A. Head Custodian & E# B. Crew Leader & E#	A: 6:00 am – 3:00 p.m. B. 12:30 pm – 9:30 pm	A. 11:30 am - 12:30 pm B. 3:00 pm – 4:00 pm	A. Phone # B. Phone #	A. 9:00 am B. 1:30 pm	Learning Spaces, Professional Development, Tech Design
1	AM: Crew Leader PM: All EV Employees	Crew Leader 6 pm – 3 p.m. EV Staff 12:30 pm – 9:30 pm	Lunch Breaks are indicated above	Phone numbers are indicated above	Grounds areas are listed above	Board Room, Mail Room, & Student Services
Contacts	Hskp. Specialist					

Cleaning of Areas When Short Staffed

When an employee is out due to sick, personal, job-related, a vacancy, or FMLA, the task listed below need to be completed.

- Trash containers are to be emptied and relined.
- Empty recycle containers if needed.
- Area carpets are to be vacuumed, and wall to wall carpet need to be vacuumed in the areas of high traffic or where heavy debris are found.
- Tabletops that have heavy soils or graffiti are to be cleaned and disinfected.
- Classrooms or other areas with sinks and counter tops need to be cleaned and have supplies restocked.
- Tile floors are to be swept and spot moped.



Cleaning of Areas When Short Staffed

Restrooms:

- Sweep restroom floor to include edges, corners, and areas around toilets and urinals.
- Empty sanitary napkin dispensers, wash out if needed, and reline.
- Empty trash containers and reline.
- Spray #24 QT plus on all toilets, sinks, and urinals including fixtures. Allow three minutes for disinfectant to dwell as you perform other tasks.
- Refill paper towel, tissue, hand soap, and sanitary napkin dispensers.
- Scrub sink bowl utilizing the aggressive side of the sponge to remove soap and dirt scum.
- Clean mirror and counter tops with a red microfiber cloth.
- Scrub toilet bowl and urinals utilizing cotton swab mop. Dry all fixtures with a red microfiber cloth.
- Mop floors utilizing #24 QT plus disinfectant. Once a week utilize #39 Suprox.



Work Hours and Team Cleaning on PLED Day's

On PLED Staff Development Day's, the work hours for all employees will be as listed below.

- Morning: 6:00 a.m. – 3:00 p.m.
- Mid shift: 8:00 a.m. – 5:00 p.m.
- Evening: 10:00 a.m. – 7:00 p.m.

If your campus is hosting events on PLED Staff Development Day's, evening staff work hours will remain the same as they are on a regular school day to ensure the events are covered.

Task to Be Completed by Custodial Staff

Cleaning and Disinfecting of Public Areas/Hallways

- Vacuum entry door floor mats.
- Spray disinfectant on door handles and push bars (allow dwelling for three minutes as other tasks are performed).
- Clean exterior and interior windows, windowsills, and doors from top to bottom, inside and out.
- Clean and disinfect light switches.
- Complete high/low dusting of all corners and edges in open foyer areas and hallway areas.
- Dust tops of lockers, clean display cases inside and out and clean any other furniture in the hallway.
- Clean wall clocks, fire extinguisher cabinets, etc.
- Clean and disinfect drinking fountains.
- Clean and disinfect touch buttons on elevator doors, inside and out.
- Clean and polish elevator doors.
- Dust mop, wet mop, and buff hallway floors.
- Sweep stairway steps removing gum and other debris.
- Clean and disinfect handrails.
- Wet mop stairs.
- Empty all trash receptacles, wash/wipe and replace trash liner.



Work Hours and Team Cleaning on PLED Day's

Continued:

Cleaning and Disinfecting of Administrative Areas/Lounge

- Spray disinfectant on countertops (allow three minutes for disinfectant to dwell as other tasks are performed).
- Dust air vents, air return vents.
- Complete high/low dusting of all corners and edges along walls.
- Complete high/low dusting of bookshelves, tops of file cabinets, office copier, and other office furniture.
- Clean and disinfect shared computer keyboard and mouse.
- Clean windows, windowsills, and doors.
- Clean and disinfect telephone receivers.
- Clean and disinfect doorknobs/handles.
- Sweep and mop tiled floor areas.
- Vacuum carpeted areas (Spot clean as needed).
- Empty all trash receptacles, wash/wipe and replace the liner.

Cleaning and Disinfecting of Health Rooms

- Spray disinfectant on countertops and sink areas (allow three minutes for disinfectant to dwell as other tasks are performed).
- Clean and disinfect medical bed areas (allowing three minutes for disinfectant to dwell as other tasks are performed).
- Dust air vents, air return vents.
- Complete high/low dusting of all corners and edges along walls.
- Complete high/low dusting of bookshelves, tops of file cabinets, office copier, and other office furniture.
- Clean and disinfect the computer keyboard and mouse.
- Clean windows, windowsills, and doors.
- Clean and disinfect telephone receivers.
- Clean and disinfect doorknobs/handles.
- Empty all trash receptacles, wash/wipe and replace the liner.
- Spray countertops, sink areas, and sick beds with disinfectant again, wipe dry with a yellow microfiber cloth.
- Refill hand towels and hand soap.
- Sweep and mop tiled floor areas.

Cleaning and Disinfecting of Library

- Spray disinfectant on countertops, and book return area. (Allow three minutes for disinfectant to dwell as other tasks are performed).
- Dust air vents, air return vents.
- Complete high/low dusting of all corners and edges along walls.



Work Hours and Team Cleaning on PLED Day's

Continued: Cleaning and Disinfecting of Library

- Complete high/low dusting of bookshelves, open bookcases, tops of file cabinets, copier, and other furniture.
- Clean and disinfect shared computer keyboard and mouse.
- Clean and disinfect telephone receivers.
- Clean windows, windowsills, and doors.
- Clean and disinfect light switches and doorknobs/handles.
- Clean and disinfect countertops, sinks, and drinking fountains.
- Sweep and mop tiled floor areas.
- Vacuum carpeted areas (Spot clean as needed).
- Empty all trash receptacles, wash/wipe and replace the liner.
- Spray countertops and plexiglass with disinfectant again, wipe dry with a blue microfiber cloth.

Cleaning and Disinfecting of Rest Rooms

- Spray disinfectant on all plumbing fixtures including toilets, urinals, and sink areas. (Allow the disinfectant to dwell as other tasks are performed.)
- Dust air vents, and air return vents.
- Complete high/low dusting of all corners and edges along walls.
- Wash/wipe partition walls, tile walls, and dispensers utilizing a disinfectant. Remove graffiti.
- Refill paper towels, tissue, and hand soap. Wipe the tops of dispensers and walls under the towel dispenser.
- Empty waste and sanitary receptacles, thoroughly clean/disinfect and reline.
- Clean mirrors.
- Sweep floors and clean floor drain area.
- Re-spray disinfectant on all plumbing fixtures, scrub with a sponge or scrub and wipe with a red microfiber cloth.
- Wet mop floor utilizing a disinfectant.

Weekly or as needed: Pour a two-gallon bucket of harmony air freshener down the floor drain to rid of sewer odors.

Bi-weekly: Machine scrub floors utilizing Suprox Peroxide cleaner.

Cleaning and Disinfecting of Shower/Locker areas

- Spray disinfectant on all plumbing fixtures including shower poles/stalls, toilets, urinals, and sink areas. (Allow the disinfectant to dwell as other tasks are performed.)
- Dust air vents, and air return vents.
- Complete high/low dusting of all corners, and edges along walls.
- Wash/wipe partition walls, tile walls, and dispensers utilizing a disinfectant. Remove graffiti.



Work Hours and Team Cleaning on PLED Day's

Continued: Cleaning and Disinfecting of Shower/Locker areas

- Refill paper towels, tissue, and hand soap. Wipe the tops of dispensers and walls under the towel dispenser.
- Empty waste receptacles, thoroughly clean/disinfect and reline.
- Clean mirrors
- Clean and disinfect countertop areas.
- Clean and disinfect benches.
- Clean and disinfect lockers.
- Sweep floors.
- Re-spray disinfectant on all plumbing fixtures, scrub with a sponge or scrub and wipe with a red microfiber cloth.
- Polish shower poles with stainless steel polish.
- Clean and disinfect drinking fountains.
- Wet mop floor utilizing a disinfectant.

Bi-weekly: Machine scrub floors utilizing Suprox Peroxide cleaner.

Cleaning and Disinfecting of Gym Areas

- Pull bleachers out, sweep, and remove gum and other debris utilizing a putty knife.
- Spray disinfectant on all handrails and benches.
- Mop utilizing a disinfectant.
- Allow time to dry and push back in place.
- Dust mop floors removing gum and other debris utilizing a putty knife.
- Spray disinfectant on all wall matting (allow to dwell as other tasks are completed).
- Clean vertical wall surfaces removing all fingerprints, smudges, and other markings.
- Clean and disinfect light switches, door handles, and push bars.
- Wash/wipe doors and clean windows on doors.
- Clean basketball goals and replace netting as needed.
- Clean and disinfect drinking fountains utilizing disinfectant. Dry and polish.
- Damp mop floors or utilize a floor scrubber.
- Vacuum exit floor mats. Wash out as needed.

Cleaning and Disinfecting of Weight Rooms

- Sweep wood/vinyl floors removing gum and other debris utilizing a putty knife.
- Spray disinfectant on all wall matting, equipment, and benches. (allow disinfectant a three-minute dwelling time as other task areas are completed).
- Clean mirrors and walls.
- Clean and disinfect light switches, door handles, and push bars.
- Clean vertical wall surfaces removing all fingerprints, smudges, and other markings.



Work Hours and Team Cleaning on PLED Day's

Continued: Cleaning and Disinfecting of Weight Rooms

- Wash/wipe matting, equipment, and benches with disinfectant and a blue microfiber cloth.
- Clean mirrors
- Sweep and mop floors.

Fine Arts Areas

- Vacuum entry door floor mats.
- Spray disinfectant on door handles and push bars (allow dwelling for three minutes as other tasks are performed).
- Clean windows, windowsills, and doors from top to bottom, inside and out.
- Clean and disinfect light switches.
- Complete high/low dusting of all corners and edges in open foyer areas and hallway areas.
- Dust tops of lockers, clean display cases inside and out and clean any other furniture in the hallway.
- Clean wall clocks, fire extinguisher cabinets, etc.
- Clean and disinfect drinking fountains.
- Dust mop, wet mop, and buff hallway floors.
- Empty all trash receptacles, wash/wipe and replace trash liner.
- Buffing of hallway areas must be completed two to three times a week.

Vending Machine Areas

- Dust the tops of vending machines.
- Spray disinfectant on the vending machine to include all touch buttons.
- Wash/wipe utilizing a blue microfiber cloth.
- Mop floors around vending machines.

Cleaning and Disinfecting of the Cafeteria

- Spray tables, booths, chairs, and benches down utilizing a disinfectant and allow to dwell for a minimum of three minutes while you perform another task.
- Sweep floors removing gum, candy, and other debris.
- Re-spray disinfectant and wipe with a green microfiber cloth.
- Clean and disinfect desk shields if utilized in the cafeteria.
- Clean and disinfect hand washing areas, refill hand soap and paper towels. Wash/wipe tops of dispensers, and area under paper towel dispenser.
- Clean windows, windowsills, and doors from top to bottom, inside and out.
- Clean and disinfect light switches.
- Complete high/low dusting of all corners in the cafeteria



Work Hours and Team Cleaning on PLED Day's

Continued

Exterior Grounds

- As a team, pick up trash and other debris and sweep broken glass up with a broom, and dustpan.
- Pick up trash, leaves, and other debris in driveway and parking lot areas.
- Curbside areas need to be free of trash, leaves, and other debris.
- Drains must be cleaned daily. Trash, leaves, and other debris need to be removed to prevent flooding when heavy rain occurs.
- Playground areas: These areas should always be free of trash, leaves, and other debris. Playground equipment will need to be cleaned and disinfected weekly utilizing a disinfectant.
- If you have broken furniture or other debris that does not go into the dumpster container, please have a work order submitted, and send an e-mail to your housekeeping specialist so that we can communicate with the Supervisor of Building and Grounds to coordinate a pick-up of these items.

Trash, Recycle, and Compost Disposal Areas

- Keep areas around trash, recycle, and compost containers always clean.
- Sweep up any trash, broken glass, and other debris to keep areas clean.
- Wash containers out when emptied to prevent bad odor and smell utilizing harmony air freshener.
- Keep lids always closed to each of these containers.
- Custodial staff are to lock these containers at the end of each day. If your locks are missing or broken, simply place a work order and your housekeeping specialist will deliver them to you asap.

Custodial Closets and Equipment

- Keep custodial closets swept and mopped daily.
- Ensure cleaning materials are properly and safely stored.
- Keep equipment properly cleaned and properly stored.
- Keep custodial closets always locked.
- Keep custodial closets fully supplied.
- Mop buckets need to be washed out daily.
- Mops need to be washed out after each use and hung to dry properly.
- The sinks must be clean and free of debris.



Head Custodian Responsibilities

Standard

The responsibilities of a Head Custodian include assisting and supervising employees with maintaining a clean, sanitary, and safe environment for the students, staff, and visitors of Austin ISD. Providing continued training for employees (as needed), developing work schedules for lunch duty, cafeteria cleaning, maintaining grounds, payroll, placing order requests for supplies needed, and other duties as assigned. Assist and supervise team with setting up for meetings, and other campus activities.

Required Tasks

- Greets employees each day as they report to work, making them feel welcomed each day.
- Prepares work schedules and duty assignments for employees under his/her supervision and ensures the workload is balanced equally for each employee.
- Inform evening staff of scheduled evening events, and the need to merge work shifts to cover evening meetings and events two days in advance to allow employees the time needed to adjust needed for childcare, transportation, etc.
- Develop a rotation schedule for cleaning of the cafeteria, campus grounds, and other team projects.
- Provides continued training for employees on all daily, weekly, bi-weekly, and monthly tasks to be completed in each area to help them be successful with their work and carrier with Austin ISD.
- Develop a secondary backup schedule to cover areas when short-staffed due to an employee being out ill, on personal leave, on vacation, or when supporting other campuses.
- Ensures all employees are aware of all safety protocols to follow to prevent a job-related injury, and or to prevent others from being injured.
- Ensures job related injury report packets available and provides training for staff on how to complete all documentation in the event of a on the job injury (regardless if the injury is small or large). Notifies and sends all documentation to the Leave Office, Director of Housekeeping Operations, Housekeeping Supervisor and to campus administrator.
- Place order requests for supplies needed for employees to perform job tasks, and maintain the building in a clean, sanitary, and safe condition.
- Maintains inventory control to ensure adequate cleaning supplies and equipment are available for employees to perform job tasks.
- Ensures all custodial closets and main supply room are kept maintained in a clean, organized, and fully supplied order.
- Schedules daily/weekly meetings with employees, notifying them of setups needed for scheduled meetings, events, etc., and or of additional areas to be cleaned due to being short-staffed.



Head Custodian Responsibilities

Continued

- Assist with picking up trash and debris on campus grounds, parking lot areas, curb side areas, playground areas.
- Assist with emptying trash containers and replacing containers with a new liner. Also wash out trash containers as needed.
- Work as a team with raking up leaves around the perimeter of the campus, and in and around storm drains.
- Reports unsafe conditions to campus administrators, and the person assigned to submit work order request for repairs needed.
- Listens to employees by providing opportunities for employees to speak/share their concerns and ideas.
- Keeps information regarding an employee's health, work ethic, job performance, issues, concerns, or anything always shared by an employee confidential.
- Evaluates job performance of each employee.
- Responsible for cleaning assigned areas that consist of (8) to (10) classrooms or an area equal in size.
- Responsible for proper care, maintenance, and safe use of all custodial equipment.
- Prepares payroll on frontline by ensuring employees enter leave requests,
- Leads by example.



Crew Leader Responsibilities

Standard

The responsibilities of a Crew Leader includes assisting Head Custodian with supervising employees with maintaining a clean, sanitary, and safe environment for the students, staff, and visitors of Austin ISD, and securing the campus at the end of each day. Assist with providing continued training for employees (as needed), inspecting of areas to ensure they are ready for the next school day, assist with breaking down, and cleaning areas utilized for meetings, and other campus activities.

Required Tasks

- Assist with preparing work schedules and related tasks during the absence of the Head Custodian.
- Provides all necessary on the job training for custodial staff as needed.
- Assist custodial team with setting up, break down, and cleaning before and after all campus meetings, events, etc. to ensure all is ready for the next school day.
- Assist with picking up trash and debris on campus grounds, parking lot areas, curb side areas, playground areas.
- Assist with emptying trash containers and replacing containers with a new liner. Also wash out trash containers as needed.
- Work as a team with raking up leaves around the perimeter of the campus, and in and around storm drains.
- Evaluate work performance of all custodial staff under his/her supervision.
- Assist with maintaining inventory control to ensure that adequate cleaning supplies and equipment are always available.
- Assist Head Custodian with inventory control to ensure adequate cleaning supplies and equipment are available for employees to perform daily tasks.
- Ensures all custodial closets and main supply room are kept and maintained in a clean, organized, and fully supplied order.
- Responsible for the proper care, maintenance, and safe use of all custodial equipment.
- Knowledge of how to operate the alarm system and ensure that all custodial staff understand the proper school opening and closing procedures.
- Document and report all observed maintenance repairs needed to the person assigned to submit work order request.



Crew Leader Responsibilities

Continued

- Report all unsafe conditions, vandalism, break-ins, or unauthorized persons in or around school property to the campus administrator.
- Ensures all employees are aware of all safety protocols to follow to prevent a job-related injury, and or to prevent others from being injured.
- Ensures job related injury report packets available and assist with providing training for staff on how to complete all documentation in the event of a on the job injury (regardless if the injury is small or large). Notifies and sends all documentation to the Leave Office, Director of Housekeeping Operations, Housekeeping Supervisor and to campus administrator.
- Encourage evening custodial staff to merge their personal vehicles closer to the building, and in an area where all staff are parked close together so that every one can walk out together at the end of their work shifts for safety purposes.
- Assist and supervise the securing of all doors and windows and turning out lights in all area of the building.
- Designate an area for all evening employees to meet by a time clock, to ensure everyone is ready to clock out, and walk out of the building as a team after campus alarm is set for safety purposes.



Campus Support

Standard

Our Custodial Specialist will balance support when a campus is short-staffed due to a campus vacancy, when an employee is out long-term because of a job-related injury, when an employee is out on approved FMLA or because of a custodial vacancy.

Required Tasks

- When a campus is short-staffed, the Custodial Specialist assigned to each Region/Campus will coordinate with the Head Custodian, and the campus Administrators when needing to merge an employee from one campus to other to balance the custodial support for the reasons indicated above.
- Up to (six) 6 hours of overtime will be automatically approved by the Director of Custodial Operations and or the Supervisor of Custodial Operations for employees to cover the area of the employee that was merged to support the campus needing support.
- It is the responsibility of the Head Custodian to keep a log of which employee was merged each time, as this must be assigned on a rotation bases.
- It is the responsibility of the Head Custodian to equally divide the areas and overtime among the entire team.
- If the employee that was merged to support at another campus decides to return their home campus, to clean his/her own area, the employee will be granted to do so, and paid up to (6) six hours overtime that has been pre-approved.
- Overtime is not an expectation for any employee to work, however it is the responsibility of the Head Custodian to have the employee sign sharing that the employee prefers not to work overtime, however the employee should be asked each time the Head Custodian circles back to the employee's opportunity.
- If an employee that receives the 1.10 differential is asked to support a feeder school at earlier hours than normally scheduled, this will not impact their pay.
- Head Custodians will coordinate a rotation schedule to comply with district policy on *equity for all employees*.
- If a campus is short-staffed long term, we will rotate employees weekly.



Overtime

Standard

When an employee has been out due to an illness for more than (2) two consecutive days, the Director or Supervisor of Custodial Operations will approve up to (6) six hours overtime.

Required Tasks

- It is the responsibility of the Head Custodian reach out to their Region/Custodial Specialist to inform them when an employee has been off work for more than (2) two consecutive days.
- The Custodial Specialist must ensure that the Head Custodian is rotating the overtime hours approved for the campus and documenting the name(s) of the employee(s) that worked the overtime, and when overtime is offered again, to offer it to the next employee in line.
- The Head Custodian is responsible for notifying the Custodial Specialist of the name and E-Number of the employee(s) that will be working the overtime to cover the area(s) of the employee(s) that is/are out.
- The Custodial Specialist if responsible for preparing an overtime pre-approval doc. that includes the campus name, date(s) overtime is being requested for, name of the employee, e-number, the reason for the overtime, and the employees' initials, which will then need to be signed by the Custodial Specialist, the Supervisor and Director of Custodial Operations to be filed for our records.
- If an employee is not available to work overtime when it is his/her time on the rotation list, the supervisor is to go on to the next employee on the rotation list. This employee will need to wait until the rotation circle back to them before overtime is offered again. (Note: Employees are not required to work more than 40 hours a week).
- If an employee chooses not to work overtime, it is the responsibility of the Head Custodian to inform his/her Region/Custodial Specialist for support on how to create a document to be signed by the employee that indicates that he/she has no interest to work more than 40 hours per week. The document must include a timeline. This shall not impact the employee in any way.
- The Head Custodian is responsible for notifying the Custodial Specialist of the name and E-Number of the employee(s) that will be working the overtime to cover the area(s) of the employee(s) that is/are out.
- The Custodian(s) being paid the overtime are responsible for cleaning and disinfecting the area of the employee(s) that is/are out so that areas are ready for the next school day



Attendance

Standard

Communication among all employees is important in order to be efficient and transparent.

Required Tasks

Employees

- Employees are to notify their Head Custodian when they will be out due to being ill or if a family member is ill, as soon as possible.
- Employees are required to request personal leave two days in advance and approved by the supervisor to comply with AISD policy.
- Vacation leave needs to be requested by the employee and approved by the supervisor. It must not create a conflict that will impact the campus.

Example: Scheduled events, meetings, or testing days, and or if another employee has requested the same time off.

Head Custodians

- Head Custodians are to notify Housekeeping Specialist when an employee is out due to being ill, if a family member is out ill, if an employee is out due to personal leave, and or if an employee will be out on vacation leave.
- Head Custodians are to notify their Housekeeping Specialist when they will be out due to being ill or if a family member is ill, as soon as possible.
- Head Custodians are required to request personal leave two days in advance and be approved by the supervisor in order to comply with AISD policy.
- Vacation leave needs to be requested by the Head Custodian and approved by their Housekeeping Specialist. It must not create a conflict that will impact the campus.

Example: Scheduled events, meetings, or testing days, and or if another employee has requested the same time off.



Benefits & Leave

WORK CALENDAR	PERSONAL	SICK	TOTAL
<u>Accrual Maximum</u>	<u>(Days)</u>	<u>(Days)</u>	<u>(Days)</u>
10 Month Employee:	5	4	9
11 Month Employee:	5	5	10
12 Month Employee	5	6	11

Reminder: Employees must report their absences in ERP.

Personal (State)

- To care for personal matters
- Religious Observance
- Cannot be used any day scheduled for a district-wide test or before/after a holiday
- Request must be submitted 2 days in advance (except in extenuating circumstances)
- Restricted to no more than 3 consecutive work days
- Transferrable between public school districts in TX, via service record

Sick Leave (Local)

- Employee's own illness
- Family Illness
- Funeral
- Natural Catastrophe

Both accumulate and do not expire while employee is active.

Both are available at the beginning of each school year.

Neither are eligible for compensation upon resignation/retirement.

Both are pro-rated upon separation of employment based on actual days worked.



Benefits & Leave

Main Numbers:

Phone: (512) 414-2297 **Fax:** (512) 414-9976

Benefits Email: benefits@austinisd.org

Leave Email: leaveoffice@austinisd.org

Benefits Website:

www.austinisdbenefits.com

Employee Wellness & Employee Assistance

Email: eap.wellness@austinisd.org

Note: Employees needing to apply for FMLA need to communicate with the Leave Department.



Summer Cleaning Process

Standard

Develop a summer cleaning schedule that includes a rotation of areas to be stripped “vs” top scrubbed **every six years** in order to reduce the labor for employees, and to prevent floors from being damaged due to high use of water.

When should floors be stripped?

- Change of products.
- If floors are heavily damaged or scratched with dark markings from chairs.
- To Remove Silicone Protective Coating
- When stripping floors, it is important that you utilize minimal water to prevent them from damaging floors.

New Tile

- Wait 7 days before top scrubbing
- Wet Strip – USE MINIMUM WATER

What happens if we utilize too much water when stripping floors or too much stripping solution?

- The floor tile will raise Mastic oozes through
- Too much water will keep mastic from drying
- Will leave the checkerboard design
- Usually requires tiles to be replaced

Build up of Wax

- What causes build-up? **We do.** **How?**
- Waxing too close to edges, walls, and Posts.
- Applying wax and water to the floor can cause the wax to build up too.
- Failure to sweep and mop prior to burnishing floors causes build-up.



Summer Cleaning Process

Continued

When Do We Light Scrub a Floor?

- When there is no wax build-up.
- The floors are not severely damaged.
- Floors already conditioned.
- Remove surface dirt.
- Vinyl asbestos tile.

CORRECT PROCEDURES FOR STRIPPING FLOORS

- Gather equipment.
- Move everything out of the way.
- Dust mop the floor removing any tape or gum.
- Apply stripping solution along the edges and corners of the room floor.
- Use a doodlebug pad around the edges of the floor and along baseboards.
- Apply stripping solution to the entire room floor.
- Use low-speed (175 rpm) buffer and black pad.
- Scrub floor in one direction and then cross going the opposite direction overlapping as needed.
- Use a wet/dry vacuum to pick up the slurry.
- Rinse the floor 3 or more times with clear water.
- Rinse until no residue is left.



Summer Cleaning Process



Continued

- Detail clean baseboards.
- Check again to be sure all residue has been removed.
- Apply the first coat of finish by applying next to, but not on baseboards. Then apply finish to the rest of the floor.
- Cross going the opposite direction between coats. Classrooms 6 to 8 coats.
- Hallway areas and heavy traffic areas 8 – 10 coats
- Allow the floor to dry completely.

Applying Wax After Stripping Floors

- Apply 6 – 8 coats for classrooms
- Apply 8 – 10 coats for hallway areas and other heavy traffic areas.
- Allow each coat to dry in between before applying the next coat. Only the first and last coat of finish goes all the way to the edge of the baseboards. The remaining coats stop ten to twelve inches from the baseboard.
- After the finish dries thoroughly, wait at least 48 hours before burnishing the floors.
- This will harden the wax.
- After burnishing the floors, dust mop floors thoroughly to remove powdery residue.
- Return all furniture, equipment, etc. back to its original position in the room.



Summer Cleaning Process

Continued

Correct Procedures for Top Scrubbing Floors

- Prepare three mop buckets and wet mops with clean water
- Prepare a 20-gallon trash container with **Recoat Prep #34**.
- Place a thin coat of the **Recoat Prep #34** on to floor including corners and edges.
- Scrub the floor using a floor scrubber, overlapping each passing. **Recoat Prep #34**.
- Repeat going in the opposite direction.
- Use a Wet Dry Vac to pick up solution once floor has been scrubbed.
- Rinse floor using the three-mop bucket system until floor all residue is removed.

Applying Wax After Top Scrubbing Floors

- Apply 4 – 5 coats for classrooms
- Apply 5 – 6 coats for hallway areas and other heavy traffic areas.
- Allow each coat to dry in between before applying the next coat. Only the first and last coat of finish goes all the way to the edge of the baseboards. The remaining coats stop ten to twelve inches from the baseboard.
- After the finish dries thoroughly, wait at least 48 hours before burnishing the floors. This will harden the wax.
- After burnishing, dust mop floors thoroughly to remove powdery residue.
- Return all furniture, equipment, etc. back to its original position in the room.



Portable Cleaning Process

Standard

When performing the top scrubbing of floors in portable buildings, it is very important that minimal water be applied for the top scrubbing process to avoid damage to floor tile, or the wood floor under the tile.

Required Tasks

- Prepare three mop buckets and wet mops with clean water.
- Prepare a 20-gallon trash container filled with #34 Recoat Prep.
- Place a thin Coat of #34 Recoat prep onto the floor including corners and edges.
- Scrub all edges and corners with a doodlebug scrub pad removing dirt and other debris.
- Top Scrub floor utilizing a 20" floor scrubber (side-to-side buffer).
- Scrub floor in one direction and then cross going the opposite direction overlapping as needed.
- Use a wet-dry vac to pick up the solution once the floor has been scrubbed.
- Rinse the floor thoroughly with a three-mop bucket system until all the soap residue is removed.
- Allow the floor to dry completely.

Applying Wax After Stripping Floors

- Apply 4 – 6 coats for classrooms
- Apply 6 – 8 coats for hallway areas and other heavy traffic areas.
 - Allow each coat to dry in between before applying the next coat. Only the first and last coat of finish goes all the way to the edge of the base boards. The remaining coats stop ten to twelve inches from the base board.
 - After the finish dries thoroughly, wait at least 48 hours before burnishing floors. This will harden wax.
- After burnishing, dust mop floors thoroughly to remove powdery residue.
- Return all furniture, equipment, etc. back to it's original position in the room.



North Region Specialist

Pete Gallegos
(512) 414-3583

High Schools

- * Anderson
- * McCallum

Middle Schools

- * Burnet
- * Lamar
- * Murchison

Elementary Schools

- * Brentwood
- * Brown
- * Bryker Woods
- * Casis
- * Davis
- * Doss
- Gullett
- * Highland Park
- * Hill
- * Pillow
- * Reilly
- * Summitt
- * Wooten

Special Buildings

- * Rosedale
- * Rosedale/Old Bldg.

Zaida Ramirez Hinojo
(512) 414-5473

High Schools

- * Navarro
- * Northeast

Middle Schools

- * Dobie MS
- * Sadler Means
- * Webb

Elementary Schools

- * Andrews
- * Barrington
- * Cook
- * Graham
- * Guerrero Thompson
- * Harris
- * Hart
- * McBee
- * Padron
- * Pickle
- * Ridgetop
- * Walnut Creek
- * Wooldridge

Special Buildings

- * Clifton Center
- * Nelson Field



Central Region Specialist

Joshua Charles
(512) 414-3256

High Schools

- * ALC
- * Austin
- * Ann Richards
- * Garza

Middle Schools

- * Lively
- * Kealing
- * O'Henry

Elementary Schools

- * Allison
- * Barton Hills
- * Becker
- * Blackshear
- * Dawson
- * Galindo
- * Lee
- * Mathews
- * Sanchez
- * Zavala
- * Zilker

Special Buildings

- * House Park
- * PAC
- * Metz
- * Pease
- * Sims

Vacancy
(512) 414-XXXX

High Schools

- * Eastside (Joshua)
- * LASA (Pete)
- * LBJ (MaryAlice)

Middle Schools

- * Garcia (Johanna)
- * Martin (MaryAlice)
- * Marshal (Joshua)

Elementary Schools

- * Blanton (MaryAlice)
- * Campbell (Joshua)
- * Govalle (Johanna)
- * Jordan (Johanna)
- * Linder (Joshua)
- * Maplewood (Johanna)
- * Norman – Sims (Pete)
- * Oak Springs (Pete)
- * Ortega (Pete)
- * Overton (Johanna)
- * Pecan Springs (MaryAlice)
- * Winn (MaryAlice)

Special Buildings

- * Brooke (Joshua)
- * Delco (MaryAlice)
- * Metz (Johanna)
- * Noack (Pete)
- * Service Center (Pete)



South Region Specialist

MaryAlice Castillo
(512) 414-3215

High Schools

- * Akins
- * Bowie

Middle Schools

- * Bailey
- * Paredes
- * Gorzycki
- * Small

Elementary Schools

- * Baldwin
- * Baranoff
- * Bear Creek
- * Boone
- * Casey
- * Clayton
- * Cowan
- * Kiker
- * Kocurek
- * Menchaca
- * Mills
- * Oak Hill
- * Patton
- * Williams
- * SS Valley

Special Buildings

- * Saegert Bus Term
- * Central Office

Rodolfo Molina
(512) 414-6262

High School

- * Crockett
- * Travis

Middle Schools

- * Bedichek
- * Mendez
- * Covington

Elementary Schools

- * Blazier
- * Blazier Intermediate
- * Cunningham
- * Houston
- * Joslin
- * Langford
- * Odom
- * Palm
- * Perez
- * Pl. Hill
- * Rodriguez
- * St. Elmo
- * Travis Heights
- * Uphaus
- * Widen

Special Buildings

- * Pl. Hill Annex
- * SE Bus Term
- * Warehouse



AISD Custodial Committee Members for School year 2023 - 2024

Employee Name	Campus	Title
David Morales	Lee ES.	Custodian
Maria Valadez	Covington MS.	EV Custodian
Jose Rodriguez	Menchaca ES.	Head Custodian
Remedio Vallejo	Austin HS.	Head Custodian
Veronica Martinez	Burnet MS.	Head Custodian
Raquel Castelan	Langford ES.	Head Custodian
Jose Dejesus	Austin HS.	EV Custodian
Nancy Nunez	Austin HS.	EV Custodian
Maria Rocha	Gorzycki MS.	Head Custodian
Daysi Rivera	Crockett HS.	EV Custodian
Roseanne Gonzales	Cook ES.	Head Custodian
Marisol Verastegui	Barington ES.	EV Custodian



Austin Independent School District

Keidi Sandoval, Supervisor of Custodial Operations

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Linda Coronado, Director of Custodial Operations

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linda.coronado@austinisd.org

- Revised on February 26, 2024
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- Revised on August 12, 2024

