

## CLEANING PROTOCOLS FOR BUILDINGS IN USE

- Determine building usage timelines and schedules
- Clean and disinfect between staff and classroom usage if feasible
- Monitor restroom usage every two hours and clean and disinfect accordingly
- Clean and disinfect occupied areas after the last scheduled use
  - Clean and disinfect classrooms
  - Clean and disinfect offices
  - Clean and disinfect meeting rooms
  - Clean and disinfect breakrooms
  - Clean and disinfect common areas
  - Clean and disinfect elevators
  - Clean and disinfect handrails
  - Clean and disinfect door knobs, handles and push bars
  - Clean and disinfect hard floor surfaces
  - Clean and disinfect carpets

## CLEANING PROTOCOLS FOR BUILDINGS NOT IN USE

- Determine building usage timelines and schedules
- Determine the last time the building was occupied
  - If building occupancy was more than 14 days before scheduled cleaning, a deep cleaning of all areas will be performed
  - If building was occupied less than 14 days before scheduled cleaning, wait until the 14 days have expired before cleaning commences
  - If the building was occupied less than 14 days before scheduled cleaning and needs to be cleaned, follow steps as indicated above
- After buildings have been cleaned, the buildings will be secured with the appropriate signage posted prohibiting/restricting entrance

## CLEANING METHODOLOGY

- Routine cleaning and deep cleaning
  - Cleaning will be performed in accordance with department guidelines
  - Cleaning will adhere to the Association of Physical Plant Administrators (APPA) guidelines

- Cleaning will adhere to guidelines set forth by independent consultant William R. Griffin <sup>1</sup>
- Disinfecting areas
  - Disinfecting will be performed according to department guidelines
  - Disinfecting will be performed according the Center for Disease Control (CDC) guidelines

## SUPPLIES

- Supplies used for cleaning
  - Spartan non-acid bathroom cleaner (NABC)
  - Spartan hard surface cleaner
  - Spartan glass and mirror cleaner
  - Xcelente hard surface cleaner
  - Ajax oxygen bleach cleaner
  - Betco degreaser
  - Unisource all-purpose cleaner
- Supplies used for disinfecting
  - Clorox germicidal bleach
  - Clorox 360 hard surface disinfectant
  - Clorox 360 porous surface disinfectant
  - Clorox disinfectant wipes
  - Pur-Tabs disinfection tablets
- Equipment used for disinfecting
  - Clorox 360 electrostatic sprayer
  - Protexus electrostatic sprayer

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

- N-95 masks
- Surgical/dental mask
- Nitrile gloves
- 18 mil 12" rubber gloves
- Safety goggles
- Coveralls

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<sup>1</sup> William R. Griffin has been in the cleaning and maintenance industry since 1973 and has written numerous publications, articles and books related to the management, operation and technical aspects of cleaning. In addition, Mr. Griffin was an instructor at South Seattle Community College, Renton Vocational Technical Institute, Lake Washington Voc Tech and was teaching cleaning and building maintenance at the Washington Institute of Applied Technology in Seattle, Washington.

