



JULY 2022

WHO ARE WE?

WHAT DO WE DO?

HOW DO WE DO IT?

WHY DO WE DO IT?



CERTIFIED CUSTODIAL TRAINERS (5)
CUSTODIAL STRIKE TEAM (5)



Provide uniform cleaning standards and procedures

EACH SITE IS ASSIGNED A CERTIFIED CUSTODIAL
TRAINER

MONTHLY (SITE OF THE DAY) SITE VISITS

BUILD RELATIONSHIPS WITH SITE-BASED
ADMINISTRATORS, CUSTODIAL STAFFS AND
CAFETERIA MANAGERS

GET TO KNOW ASSIGNED SITES EACH SITE IS
UNIQUE & DIFFERENT



[Board Policy 7420](#)

BPS CUSTODIAL STANDARDS MANUAL

DUTIES & RESPONSIBILITIES

LEVELS OF CLEANING

PRIORITY AREAS

LOG SHEETS

FACILITY CUSTODIAL ASSESSMENT





LEVEL 1: ORDERLY SPOTLESSNESS:

Floors and base moldings are bright and clean; colors are fresh. Vertical and horizontal surfaces look freshly cleaned or polished. No build-up in corners. The lights work and the fixtures are clean. Washroom and shower fixtures and tiles gleam. Adequate cleaning supplies are on hand. Trash containers contain only daily waste.

LEVEL 2: ORDINARY TIDINESS:

Virtually the same as level one, but there may be up to two days of dust, dirt, stains, or streaks.

LEVEL 3: CASUAL INATTENTION:

Floors are swept or vacuumed clean, but close observation may reveal stains and dirt build-up may be apparent in corners and along walls. In addition, there may be dull spots, matted carpet, and streaks on base molding. Vertical and horizontal surfaces have dust, dirt, marks, smudges, and fingerprints. Lamps work and fixtures are clean. Trash containers have daily waste only.

LEVEL 4: MODERATE DINGINESS:

Floors are swept and vacuumed clean but may be stained. Dirt buildup is evident. Carpets show paths of use. Molding is dirty. Surfaces are obviously dusty and dirty. Trash containers have old trash and may give off a sour smell.

LEVEL 5: UNKEMPT NEGLECT:

Dull, dirty scuffed floors and carpets. The corners and base moldings are obviously dirty. Dirt has accumulated on all vertical and horizontal surfaces. Light fixtures are dirty, and some lamps are burned out. Trash containers are overflowing and have begun to smell.

- Priority 1 Areas

Spaces: Clinics/First aid rooms

BPS Cleaning Standard: Level 1

Tasks/Frequency

Clean/Disinfect floors Daily

Empty trash Daily

High frequency touch services clean/disinfect-
Daily

- Priority 2 Areas

Spaces: Restrooms, Locker Rooms, ESE Classrooms, Cafeteria, Culinary Arts Labs, Staff Lounges where food is present, Staff Offices, Flammable Storage.

BPS Cleaning Standard: Level 2

Tasks/Frequency

Clean/Disinfect floors Daily

Empty trash Daily

High frequency touch surfaces clean/disinfect Daily

Dusting As needed

Restrooms Toilets/Sinks>Showers/Water fountains
clean/disinfect Daily

Glass surfaces cleaned As needed



- Priority 5 Areas

Areas: Mechanical rooms, general school storage, stage storage.

BPS Cleaning Standard: Level 2

Tasks/Frequency

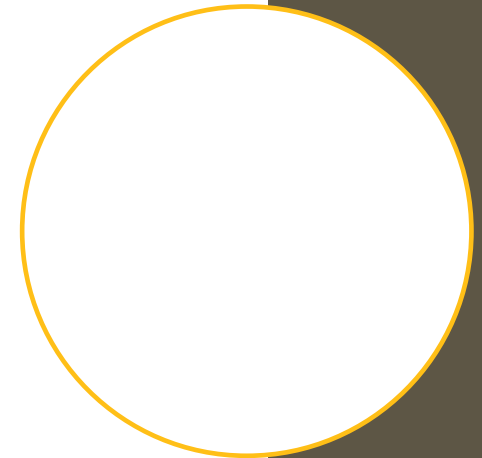
Clean floors Monthly

Empty Trash As needed

High frequency touch surfaces

clean/disinfect Monthly

Dusting Monthly



- Administered at each facility twice a year (Fall-Formative Assessment/Spring Summative Assessment)
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Emphasis will be placed on areas that occupy students.

Less emphasis will be placed on Priority Areas 4 & 5.

Increase weighting to Custodial Records and Safety.

Inside circulation has been added as a Priority Area 3 to evaluate.



- Each facility will receive an overall assessment grade of:
 - Exceeds Custodial Standards (95% and above - A)
 - Meets Custodial Standards (90-94.99% - B)
 - Below Custodial Standards (0-89.99% - C/D)

Central Custodial Services will work with site-based administration and site-based custodial teams to develop an action plan in order to correct practices that are below standards.



What is an emergency?

ALWAYS call 633-3600 for emergencies

DO NOT CALL 633-3600 after 3pm for non-emergency work orders

**Provide DETAILS on all work requests

**Be sure to investigate issues PRIOR to submitting a work request

Avoid duplicate requests - Communicate



ASSIGNED CUSTODIAL TRAINER

[IPM WORK ORDER GUIDE](#)

What goes in Pest Log?

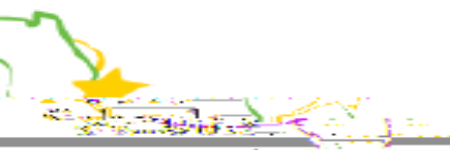
What gets put in as a work request?

What is an emergency pest issue?

[IPM PROCEDURES MEMO](#)

Identifies use of select pesticides/herbicides that can be used by school-based staff.





ANTS

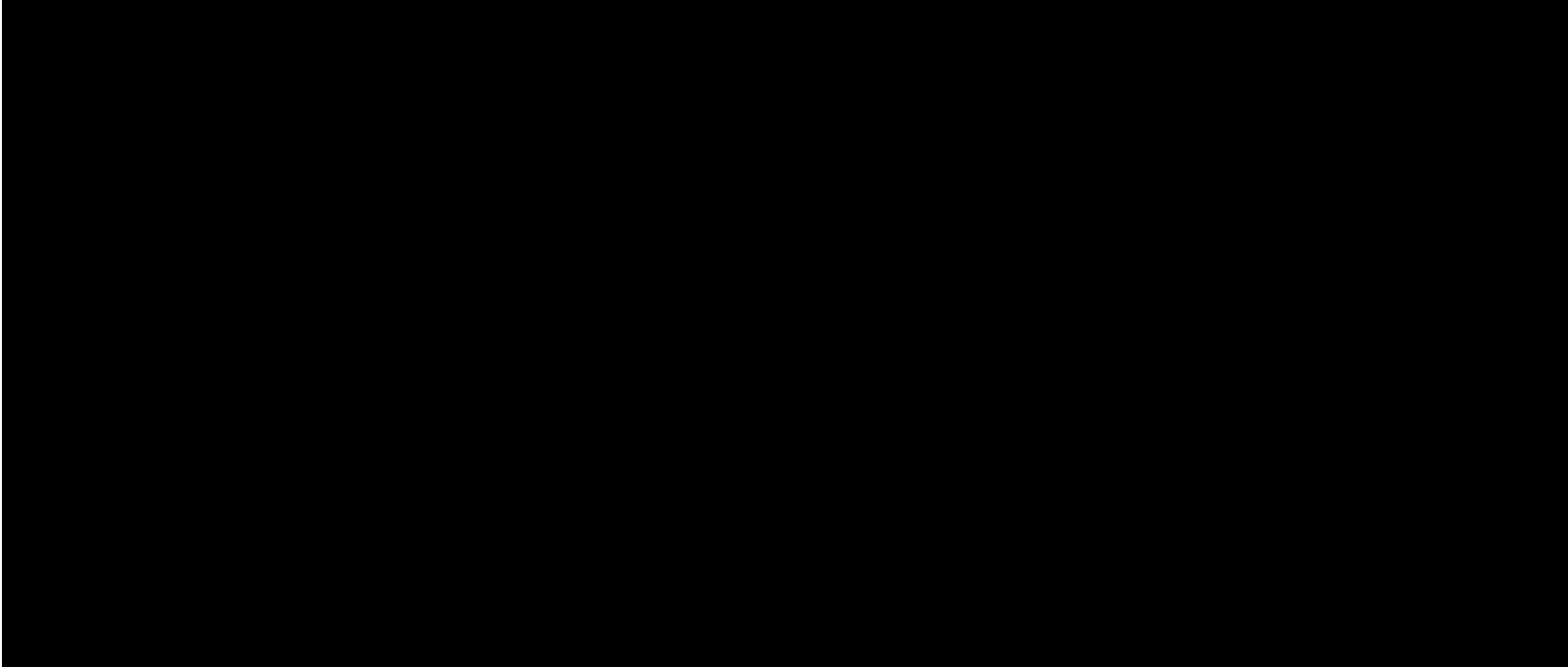
FLYING

RODENTS &

ROACHES

(BEST LOG ENTRY)

<p>AMBER HIT TAKING AMBER</p> <p>AMBER HIT TAKING AMBER</p> <p>AMBER HIT TAKING AMBER</p>	<p>AMBER HIT TAKING AMBER</p> <p>AMBER HIT TAKING AMBER</p> <p>AMBER HIT TAKING AMBER</p>	<p>AMBER HIT TAKING AMBER</p> <p>AMBER HIT TAKING AMBER</p> <p>AMBER HIT TAKING AMBER</p>	<p>AMBER HIT TAKING AMBER</p> <p>AMBER HIT TAKING AMBER</p> <p>AMBER HIT TAKING AMBER</p>
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LIGHT BULBS

MUST be boxed with like bulbs and taped closed NO

Tape on bulbs

Communicate with assigned Custodial Trainer

Custodial Trainer will pick up

Partial boxes will not be picked up

A/C FILTERS

Please scan packing slips & send to Tracie Arzola
(Building Automations Plant Operations) via email

Arzola.tracie@brevardschools.org



CUSTODIAL EQUIPMENT LINK

PEVENTATIVE MAINTENANCE IS KEY!!!
COMMUNICATE WITH CUSTODIAL TRAINER
LIMITED BUDGETS ALL AROUND



CUSTODIAL SERVICES

Auto Scrubbers

Wet/Dry Vacuums

START WITH SITE-BASED ADMINISTRATOR!!!

TIME MANAGEMENT

VACANCIES

ENCOURAGE HEAD CUSTODIAN TO MONITOR 2nd
SHIFT

CERTIFIED CUSTODIAL TRAINER