

Tools for Schools/Indoor Air Quality Updates
2013-2014 School Year
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Did you know ... that both custodians and teachers have responsibilities for cleaning the classrooms?

The Custodians:

- Dust - mop the tile classroom floors on a daily basis and wet mop them as needed
- Vacuum areas with wall to wall carpet and district provided area rugs daily
- Spot clean carpets and area rugs as needed. The need for this must be reported to the custodian by the staff member and is accomplished at night when no students or staff members are in the building.
- Remove trash and recyclable items on a daily basis.
- Wipe down all hard surfaces including desks, counter tops, sinks, etc., two times per week and dust on an ongoing basis. This can only be done if areas are free of clutter.
- Clean door glass daily.
- Clean windows and glass throughout the schools on an ongoing basis.
- Shampoo and vacuum extract carpets during vacations when the schools are shutdown, as needed and during summer break.
- Clean high contact points and high risk areas daily
 - High contact points, such as door knobs and stairway railings, are cleaned daily with a disinfectant wipe, currently PDI Sanicloth HB Wipes.
 - High risk areas, such as surfaces in the health office, locker rooms, and certain science labs are cleaned and disinfected daily with Stetson's products PC 103, PC 120, and PC 121.
- Inspect and clean exhaust grills and supply grills on a monthly basis.

The Teachers:

- Are given a green cleaning product (PC-120 Peroxide Multi Surface cleaner) and microfiber rags by the WPS Facilities Department to clean the counter and desk surfaces (It is against the CT Green Cleaning law to bring in non-approved cleaning products from home). The blue microfiber rags are used for wet cleaning of desks and counter surfaces and the green microfiber rags are used for dry or minimally damp cleaning (keyboards and white boards). Used rags must be left out on the teacher's desk for the custodian to collect and launder properly. The custodial staff will replace them with clean ones.
- Clean their own desks, counter surfaces, bookshelves, etc if they are not free of clutter for the custodians to clean. If a teacher wants a certain surface cleaned by the night custodian, the teacher will need to clear all items off the surfaces first and let the custodian know. Then that area will be cleaned at night.
- Are responsible to clean their own computers, screens, keyboards, and mice. Teachers can submit a request to borrow a special static free vacuum in order to clean the exterior of the classroom computers.

The PE Staff:

- Wipes down gym mats and gym equipment as needed. The facility dept. supplies the PE dept with the cleaning materials when requested. PE staff uses disinfectant wipes, MD Stetson PC-120 peroxide based multi-surface cleaner and microfiber rags reserved for this purpose.

Please go to the WPS Standard Cleaning Procedures dated Dec 7, 2012 on the district website at www.westport.k12.ct.us for details. District -Tools for Schools - Procedures