
INTEROFFICE MEMORANDUM

TO: ALL CUSTODIANS
FROM: CRAIG SCHMARR
SUPERVISOR OF BUILDING OPERATIONS
SUBJECT: INCREASE SURFACE CLEANING PROTOCOL
DATE: MARCH 3, 2020

In effort to increase our standard cleaning procedures for all of our school buildings, we are taking extra steps to enhance cleaning and prevent the potential spread of disease.

- Install handwashing signs in all bathrooms.
- Increase high touchpoint area wipe down to five times per week, such as railings, door knobs, bathrooms and fixtures.
- Increase cleaning of desktops in classrooms to 3 times per week, area to be cleaned of clutter.
- Custodians will check all bathrooms twice per day for soap and paper supply, once in the morning and once in early afternoon and replenish as needed. The second shift custodial staff will also check and replenish supplies as needed.
- Day shift custodians will carry wipes and clean high traffic touchpoint areas.
- A bottle of hand sanitizer will be provided to each classroom teachers desk. (Pre-K through 12)
- At least two additional hand sanitizers will be installed in various areas of each school.