

## Housekeeping and Maintenance

1. Trash
  - a. Waste containers in the classrooms are emptied at the end of every day. This task is the Teachers responsibility.
  - b. Waste containers in the kitchen/ cafeteria are emptied as needed. Part of our daily evening close up is to make sure all kitchens/ cafeteria containers are emptied and lids are on.
  - c. Office container are changed on a routine basis and whenever needed.
  - d. Outdoor container .... Trinity Christian School has a contract with Republic Trash Service. (They empty our dumpster 3 times a week. More if needed. )
2. Dusting / Sweeping
  - a. Sweeping of the cafeteria :  
It is kept up as needed between breakfasts/ morning snack/lunch/p.m. snack  
Students are not to be present when the cafeteria is being swept.
  - b. Dusting of classrooms, computer lab, & office's:  
Classrooms on a daily basis are kept up by the Teacher  
Classrooms are thoroughly cleaned on Christmas & Spring Breaks.  
Computer lab is cleaned on a weekly basis. (The computer lab also as a thorough cleaning on Christmas & Spring Break.)  
Offices are cleaned every Friday. This is done by Jacky Gomez
3. Mopping

Mopping of the hallways and bathrooms are done in the evening. Students are not present.

Mopping of the cafeteria is done every day after lunch and or as needed. Students should never be present.
4. Vacuuming
  - a. Classrooms are vacuumed every afternoon once the students have been dismissed. This is the Teacher's responsibility as well.
  - b. Hallways are done on a routine basis and or as needed. Typically this is done in the evening as well.  
(We are required by the State to have HEPA Vacuum's.)
5. Carpet Cleaning
  - a. Spills should be spot cleaned as soon as possible.
  - b. We have a schedule to which we have our carpets cleaned.  
(Christmas Break, Spring Break, end of the school year. High traffic areas are cleaned again before school starts if needed. )
6. Florescent light bulbs
  - a. The only place in Trinity Christian School that there are still florescent bulbs would be in the computer lab, and the offices. (We converted to LED lighting in the fall of 2014.)

- b. Florescent light bulbs contain mercury and should be stored and disposed in safe manner. Broken bulbs can release mercury vapor into the air so they should be cleaned up and properly stored until disposal. Call the office immediately if this should occur.

## 7. Chemicals

- a. Protect yourself and coworkers. Follow all safety instruction.
- b. We have chosen the least hazardous chemical that safely performs the task.
- c. Prepare solutions following manufacturer's instruction, never exceed maximum strength.
- d. Never blend chemicals unless specifically allowed on the label.
- e. Use chemical for purpose designed, i.e. never use a floor cleaner on a desk.
- f. Make sure all containers are properly labeled.
- g. Store chemicals safely, following rules for compatibility(able to exist together with something else), spill guards, temperature, and ventilation.
- h. We purchase in smaller quantities to avoid storage of large volumes over extended periods. This is for the safety of the school.
- i. Please properly dispose of excess material that is out dated, no longer useable, or no longer needed. By the school purchasing in smaller quantities this should not be an issue. However it is possible. This is the job of the janitorial staff to make sure all materials are not out dated or no longer usable.

At the end of every school year all rooms closets are cleaned by whom the Director appoints. At that time we do take inventory of our entire stock of chemicals.