



## Nunez Community College

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### Cleaning Procedures Campus Wide

The purpose of this protocol is to maintain a sanitary environment and to control bacteria, odor, and infections. The step-by-step procedure was developed for daily to yearly cleaning, and to establish the responsibilities of the Environmental Services (Maintenance / Custodial) personnel assigned to clean all areas. All areas will be cleaned properly to minimize odor, contamination, or infections.

#### Procedure

1. Empty all waste containers twice a day. The waste containers will be sprayed with a disinfectant spray and wiped with disposable paper towels and bag liner replaced.
2. Starting at the highest point, go around the perimeter of the room, dust the ceilings, vents, light fixtures, and ledges.
3. Using a disinfectant spray spot clean the walls. In stubborn areas use a magic eraser to remove dirt or stain.
4. Using a disinfectant spray clean high-touch areas such as light switches, door handles, door plates, fixtures, telephones, keyboards, mice, vending machines, white boards, chairs and allow to air dry.
5. Using a disinfectant spray clean all window sills, tracks, and ledges.
6. Using a foaming window disinfectant clean mirrors, pictures, windows, and glass surfaces with disposable paper towels.
7. Using a feather duster and furniture polish, dust all work stations, office furniture, lab furniture, classroom furniture, window ledges, door frames, and HVAC vents.
8. Using a disinfectant clean all countertops and sink areas with disposable paper towels.
9. Replenish the soap, sanitizer, paper towels, and toilet paper as needed.
10. Using a disinfectant clean inside of toilet bowl with a toilet brush. Clean outside of bowl and fixture with disposable paper towels.
11. Using a disinfectant clean all baseboards, using a disinfectant solution sweep or dust mop, and wet mop VCT, ceramic, terrazzo or wood flooring, and vacuum carpeted areas. When beginning place a wet floor sign in areas that will be wet. Do not use soiled wet mop, replace often as needed.

Once a semester:

1. Remove bugs from light lenses, and clean all dust and grim build up.
2. Strip, buff, wax and/or seal all floors.

**\*\*Remember when cleaning a room to examine for areas in need of repair and forward a work order to appropriate individual.**