

Cleaning Protocols - “Normal” Conditions

For more detailed information, see [this form](#)

Area to be cleaned	Responsible Person	Frequency	Do	Don't	Misc Notes:
Classrooms	Custodial/Teachers/Students	Daily	<ol style="list-style-type: none"> 1. Students - pick up large item trash and personal belongings. 2. Teachers - may clean keyboards/mice, microphones and office supplies 3. Custodians - Clean FTOs (whiteboards, desks, tables, pencil sharpeners, counters, door handles, light switches, sinks, fountains, lockers) clean floors, empty trash 	Don't use chemicals on computer screens or whiteboards. Water and microfiber towels only.	Most surfaces can be cleaned with microfiber cloths, peroxide-based cleaner or water. Required PPE: Gloves
Office	Custodial/Office Staff	Daily	<ol style="list-style-type: none"> 1. Office Staff - pick up personal items. may clean keyboards/mice, microphones and office supplies 2. Custodial - Clean FTOs (whiteboards, desks, tables, pencil sharpeners, counters, door handles, light switches, sinks, fountains, lockers) clean floors, empty trash 	Don't use chemicals on computer screens or whiteboards. Water and microfiber towels only.	Most surfaces can be cleaned with microfiber cloths, peroxide-based cleaner or water. Required PPE: Gloves
Gym	Custodial/Teachers/Students	Daily	<ol style="list-style-type: none"> 1. Students - pick up large item trash and personal belongings. 2. Teachers - may clean keyboards/mice, microphones and office supplies 3. Custodians - Clean FTOs (whiteboards, desks, tables, pencil sharpeners, counters, door handles, light switches, sinks, fountains, lockers) clean floors, wood floor care, bleachers, empty trash 	Don't use chemicals on computer screens or whiteboards. Water and microfiber towels only.	Most surfaces can be cleaned with microfiber cloths, peroxide-based cleaner or water. Required PPE: Gloves

Cafeteria	Custodial/Student Monitors/ Kitchen staff/Students	Daily	<p>1. Students/Student Monitors - pick up trash and personal belongings. Wipe large food off table.</p> <p>2. Custodians - floors, empty trash, large spills, mop, clean tabletops. Scrub floors and clean all FTOs.</p>		Chemicals for wiping tables/surfaces provided by Nutrition Services. Additional surfaces cleaned with microfiber cloths, peroxide-based cleaner Required PPE: Gloves
Restrooms	Custodians	Daily	<p>1. Clean and Disinfect all areas (toilets, sinks, all dispensers, ADA rails, walls, partitions, floors)</p> <p>2. Empty trash</p> <p>3. Refill disposables</p>		All surfaces cleaned with microfiber cloths, peroxide-based disinfectants. Required PPE: Gloves
Common Areas	Custodians/Teachers/ Campus Security/ Student Monitors/Volunteers	Daily	<p>1. Students - pick up large item trash and personal belongings.</p> <p>2. Teachers - may clean keyboards/mice, microphones and office supplies</p> <p>3. Custodians - Clean FTOs (whiteboards, desks, tables, pencil sharpeners, counters, door handles, light switches, sinks, fountains, lockers) clean floors, empty trash</p>		Most surfaces can be cleaned with microfiber cloths, peroxide-based cleaner or water. Required PPE: Gloves
FTOs (Frequently Touched Objects)	Custodians	Daily	Whiteboards, desks, tables, pencil sharpeners, counters, door handles, push bars, light switches, sinks, fountains, lockers, appliances		PPE: Personal Protective Equipment
FTOs (Frequently Touched Objects)	Other Staff	Daily	Personal items, desk phones, cell phones, desk drawer handles, keyboards, microphones, staplers		

Cleaning Protocols - Pandemic Conditions

For more detailed information, see [this form](#)

Area to be cleaned	Responsible Person	Frequency	Do	Don't	Misc Notes:
Classrooms	Custodial/Teachers/Students	Daily	<p>1. Students - pick up large item trash and personal belongings.</p> <p>2. Teachers - wipe FTO's periodically throughout the day. Wipe keyboards/mice, microphones and office supplies frequently.</p> <p>3. Custodians - Clean FTOs (whiteboards, desks, tables, pencil sharpeners, counters, door handles, light switches, sinks, fountains, lockers) clean floors, empty trash</p>	<p>Don't use chemicals on computer screens or whiteboards.</p> <p>Water and microfiber towels only.</p> <p>Don't use any cleaning chemicals without proper PPE.</p>	<p>Most surfaces can be cleaned with microfiber cloths, peroxide-based cleaner or water.</p> <p>Required PPE: Gloves</p> <p>Use Oxivir HP in place of Alpha HP for accelerated disinfecting</p>
Office	Custodial/Office Staff	Daily	<p>1. Office Staff - pick up personal items. wipe FTO's periodically throughout the day. Wipe keyboards/mice, microphones and office supplies frequently.</p> <p>2. Custodial - Clean FTOs (whiteboards, desks, tables, pencil sharpeners, counters, door handles, light switches, sinks, fountains, lockers) clean floors, empty trash</p>	<p>Don't use chemicals on computer screens or whiteboards.</p> <p>Water and microfiber towels only.</p> <p>Don't use any cleaning chemicals without proper PPE.</p>	<p>Most surfaces can be cleaned with microfiber cloths, peroxide-based cleaner or water.</p> <p>Required PPE: Gloves</p> <p>Use Oxivir HP in place of Alpha HP for accelerated disinfecting</p>
Gym	Custodial/Teachers/Students	Daily	<p>1. Students - pick up large item trash and personal belongings.</p> <p>2. Teachers - wipe FTO's periodically throughout the day. Wipe keyboards/mice, microphones and office supplies frequently.</p>	<p>Don't use chemicals on computer screens or whiteboards.</p> <p>Water and microfiber towels</p>	<p>Most surfaces can be cleaned with microfiber cloths, peroxide-based cleaner or water.</p> <p>Required PPE: Gloves</p> <p>Use Oxivir HP in place of</p>

			<p>3. Custodians - Clean FTOs (whiteboards, desks, tables, pencil sharpeners, counters, door handles, light switches, sinks, fountains, lockers) clean floors, wood floor care, bleachers, empty trash</p>	<p>only. Don't use any cleaning chemicals without proper PPE.</p>	<p>Alpha HP for accelerated disinfecting</p>
Cafeteria	Custodial/Student Monitors/ Kitchen staff/Students	Daily	<p>1. Students/Student Monitors - pick up trash and personal belongings. Wipe large food off tables. 2. Custodians - floors, empty trash, large spills, mop, clean tabletops. Scrub floors and clean all FTOs.</p>	<p>Don't use any cleaning chemicals without proper PPE.</p>	<p>Chemicals for wiping tables/surfaces provided by Nutrition Services. Additional surfaces cleaned with microfiber cloths, peroxide-based cleaner Required PPE: Gloves Use Oxivir HP in place of Alpha HP for accelerated disinfecting</p>
Restrooms	Custodians	Daily	<p>1. Clean and Disinfect all areas (toilets, sinks, all dispensers, ADA rails, walls, partitions, floors) 2. Empty trash 3. Refill disposables Add frequent daily checks to wipe clean FTOs</p>	<p>Don't use any cleaning chemicals without proper PPE.</p>	<p>All surfaces cleaned with microfiber cloths, peroxide-based disinfectants. Required PPE: Gloves Use Oxivir HP in place of Alpha HP for accelerated disinfecting</p>
Common Areas	Custodians/Teachers/ Campus Security/ Student Monitors/Volunteers	Daily	<p>1. Students - pick up large item trash and personal belongings. 2. Teachers - wipe FTO's periodically throughout the day. Wipe keyboards/mice, microphones and office supplies frequently. 3. Campus Security/Hall Monitors Wipe handrails, door handles/push bars, and lockers. Wiping of teaching material</p>	<p>Don't use any cleaning chemicals without proper PPE.</p>	<p>Most surfaces can be cleaned with microfiber cloths, peroxide-based cleaner or water. Required PPE: Gloves Use Oxivir HP in place of Alpha HP for accelerated disinfecting</p>

			<p>FTOs throughout their daily building travels. Such as PE equipment (basketballs, scooters, jump ropes, etc.), weights and weight room equipment, shared musical instruments, science equipment and PPE (eye protection, gloves, etc.), recess equipment (playground equipment, balls, jump ropes, etc.), computer labs and equipment (keyboards, mouse, etc.)</p> <p>3. Custodians - Clean FTOs (whiteboards, desks, tables, pencil sharpeners, counters, door handles, light switches, sinks, fountains, lockers) clean floors, empty trash</p>		
FTOs (Frequently Touched Objects)	Custodians	Daily	Whiteboards, desks, tables, pencil sharpeners, counters, door handles, push bars, light switches, sinks, fountains, lockers, appliances	Don't use any cleaning chemicals without proper PPE.	PPE: Personal Protective Equipment
FTOs (Frequently Touched Objects)	Other Staff	Daily	Personal items, desk phones, cell phones, desk drawer handles, keyboards, microphones, staplers	Don't use any cleaning chemicals without proper PPE.	