



Maintenance Strategy – Housekeeping and Custodial Services

This category covers a broad range of a housekeeping and custodial services recommendations. The information contained in this document are general recommendations and guidelines designed to bring attention to the importance and benefits of preventive maintenance strategies supporting quality educational environments. It is important for facility managers and maintenance staff to be aware of the specific systems asset types and maintenance required to effectively maintain the systems functionality and reliability through preventive maintenance requirements. Qualified in-house maintenance combined with certified vendor staff may be necessary to manage systems safely and effectively. Consult manufacturer recommendations, industry standards and best practices for more information.

When it comes to building interiors cleanliness is one of the most important considerations to ensuring a healthy and safe educational environment for building occupants. Children spend hours in the educational environments learning and studying. It is important to provide environments where they can learn and grow as individuals. Healthy learning environments are critical for teachers and staff success.

The health, safety and education of our children and young adults are among the top concerns of parents, teachers, district leaders and other school officials. If children spend hours every day studying and learning in unhealthy environments, it can impede their ability to learn and grow. Employee illnesses can cost schools significant amounts of money in terms of employee health related costs and pay for substitute teachers. That being said... As a first line of defense, it is highly important to maintain clean and sanitized public school environment.

From parking lots and doors to interior walls, floors, ceilings and stairs, bathrooms and equipment rooms, school systems take a lot of use and sometimes abuse over time. Day-in and day-out, after hours and on weekends, public school buildings get constant use. Environmental conditions such as salt, sand, dirt, moisture, and mud can build up over time leaving long-lasting, unappealing conditions and damage if not maintained properly – no matter the system. Developing and implementing consistent processes to manage the grime that builds up will go a long way in ensuring your facilities maintain a quality curb appeal and stay looking great for years to come. From daily cleaning routines and spring cleaning to summertime detailed cleaning, maintaining a healthy and clean environment is critical to reducing health issues and reducing absences.

Schools for a long time were considered hotspots for germs even in the best of times. With COVID-19 and flu factors now a daily part of our learning environments, parents and school employees are more concerned than ever before about cleaning educational facilities well enough to curb the spread of viruses.

Processes to consider when cleaning include, but are not limited to the following:

- Developing effective cleaning frequencies of building systems such as classrooms, offices, libraries, hallways and mechanical rooms,
- Cleaning of high frequency touch points,
- Developing and following official guidelines and protocols for staff, and

- Encouraging personal hygiene practices

It is critical to take special care in cleaning educational buildings and grounds that host students and teachers throughout the day. It may make the work a little more challenging, but in the end, you'll feel have a school facility that provides an environment conducive to teaching and learning.

Spring and Summer Cleaning: There is something refreshing about deep cleaning and disinfecting areas as spring and summer arrives. It is a lot of work, but it will make for a new and fresh feeling when your spring cleaning is done in a timely manner. Spring cleaning efforts not only promotes a healthier workplace, but areas that rarely get cleaned are focused on, creating better work environments that supports a districts bottom line.

One thing is for certain, germs, dirt, and grime will always migrate into your school buildings. Conducting routine and thorough cleaning and disinfecting of all surfaces regularly, and determining high-frequency touchpoints, will remove the built-up and tracked in unwanted germs and dirt. Dust and allergens have also had months to build up behind furniture and appliances. This will make your facility safer and healthier.

There a many areas that aren't getting cleaned every night. Spring and summer is a great time to get areas cleaned and disinfected that are not included in your daily or weekly cleaning schedule. Deep cleaning efforts supports school environments with a new shine. The cleaning of these missed workspaces and common areas supports improved productivity, safety and promotes a positive mindset. The health benefits, avoided illnesses and improved safety are side effects of well-maintained buildings.

Maintenance Recommendations: There should be evidence of routine environmental cleaning & maintenance efforts occurring in this category both interior and exterior. Protocols should be established for general completion of housekeeping tasks to support a healthy environment such as: cleanliness of restrooms, offices, classrooms, return air vents, high dusting, light fixtures, trash removal, duct diffusers, window sills, vacuuming and window washing. Districts should be cognizant of the proper use and safe organization of custodial closets and appropriate storage of hazardous chemicals. Trash receptacles, recycle bins should be available and routinely emptied. Safety, risks, hazards or physical property damage should be mitigated to prevent additional damage or risks.