PREVENTATIVE MAINTENANCE

The focus of the maintenance program shall be on preventive maintenance. Every part of the facility shall be inspected according to the following schedules.

Mechanical equipment shall be serviced according to the instructions from the manufacturer. Filters shall be changed and equipment shall be adjusted and lubricated according to the appropriate operations and maintenance instructions.

Servicing and adjustments shall be done during inspections unless parts need to be ordered. In the event parts are to be ordered, the person conducting the preventive maintenance inspection shall complete and submit a work order for parts and any necessary work that was not completed at the time of the inspection.

Deferred maintenance shall be avoided unless time, facility use, or funding prevents immediate completion of necessary maintenance or repairs. All deferred work orders shall be reviewed monthly and completed at the earliest possible time. Every effort will be made to eliminate all remaining deferred maintenance work orders during the summer months so that no deferred maintenance will remain at the beginning of every school year.

Every six months the Maintenance Supervisor shall review the work order log for the previous 24 months to identify trends and equipment that fails or requires adjustment more frequently than the manufacturer's recommended maintenance schedule or more frequently than other equipment of the same type. Special attention will be given to equipment under warranty.

Equipment identified as requiring an unexpected level of attention will be considered for replacement at the earliest opportunity. If appropriate, technical assistance shall be requested from the manufacturer.

Every Two Weeks

Inspect the following items. Adjust as appropriate. Repair immediately or complete work order for future repairs.

Automatic Doors	All automatic doors will be inspected biweekly. These include automatic vehicular gates, doors with ADA controls, and overhead doors in delivery areas and shops. Routine maintenance is the best method to ensure operational integrity.	
	_____**Nut bolt and fastener conditions**	_____**Weatherproofing/caulking condition**
	_____**Operating devices (motors) pneumatic powering**	_____**Lubrication of guides, hinges, and locks**
	_____Cleanliness	_____**Roller alignment**
	_____Lubrication	_____**Glazing integrity**
	_____Lubrication	_____**Hinge conditions**
	_____Stability	_____**Lock conditions and security**
	_____Structural integrity	_____**Alignment**

PREVENTATIVE MAINTENANCE

	_____Shaft conditions	_____Plumb
	_____Bearing conditions	_____Building settlement
	_____Overload and other relay conditions	_____Straightness of guides
	_____Circuit breaker conditions	_____**Overall condition for deficiencies such as water intrusion and corrosion**
	_____Overall appearance for damage or vandalism	
	_____**Overall operation**	

Lighting: Exterior and Interior

All lighting systems will be inspected biweekly. Extreme care must be taken to identify and correct deficiencies.

This checklist will be applied to the following lighting systems:

- Building Exterior
- Pedestrian
- Parking Area
- Field and Sports Areas
- Building Interior (classrooms, common areas, offices, hallways, exists, etc.)
- Emergency

Various fixture and lamp types are used according to area needs, including fluorescent, incandescent, high intensity discharge (HID), mercury vapor, metal halide and arcs, or high pressure sodium (HPS). It is important to fully wash, rather than dry-wipe, exterior surfaces to reclaim light and prevent further deterioration. Illumination will be maintained according to the Illuminating Engineering Society's recommended levels.

_____Cleanliness	_____Wire conditions
_____Voltage consistency	_____Ballast conditions
_____Glassware conditions	_____Timers/sensors function (make seasonal adjustments)
_____Diffusing louver conditions	_____Junction box and cover conditions

PREVENTATIVE MAINTENANCE

_____Counter reflector conditions	_____Switch conditions
_____Fixture support conditions	_____Outlet and cord conditions (if applicable)
_____Stanchion conditions	_____Protective caging conditions (if applicable)
_____Luminary conditions	_____Overall condition for deficiencies such as arcing, wire exposure, unauthorized connections, and moisture problems

Security Systems Biweekly preventive maintenance of security systems is critical for occupant safety.

_____**Pagers**	_____**Metal detectors**
_____Charge	_____Function
_____Battery efficiency	_____Service schedule by appropriate servicing agent for timeliness
_____Function	_____Power source stability and continuity
_____Possession by authorized users	_____Overall condition
_____Battery Chargers	_____**Surveillance cameras and monitors**
_____Overall condition	_____Function
_____Spare Batteries	_____Fixture integrity
_____**Portable Radios**	_____Mounting condition/stability
_____Charge	_____Location accuracy
_____Battery efficiency	_____General console condition
_____Function	_____Power source continuity
_____Possession by authorized users	_____Overall condition
_____Battery Chargers	_____Function
_____Overall condition	

PREVENTATIVE MAINTENANCE

_____Spare Batteries

Monthly

Inspect the following items. Adjust as appropriate. Repair immediately or complete work order for future repairs.

Alarm Systems

The following checklist covers automated smoke and burglar alarm systems throughout the school. Preventive maintenance consists of validating that all equipment is present and functional on a monthly basis. Only certified professionals shall make repairs or adjustments to alarm systems. Maintenance staff will accompany professionals during statutory inspections.

____**Smoke detectors**:

_____Operation

Procedure: Use UL-approved smoke alarm tester in aerosol can. One spray will activate both photo electric and ionization detectors.

_____Battery efficiency

_____Hard wire connections

_____Housing condition

_____Overall condition

_____**Intruder alarm system**:

Note: Many systems are self-tested on a daily basis. Manufacturer's instructions should be followed at all times.

Fire Suppression System Testing

The fire sprinkler system shall comply with the requirements of the National Fire Protection Association (NFPA) Fire Protection Handbook (NFPA 72, National Fire Alarm Code).

Preventive maintenance in this area consists of validating that all equipment is present and functional on a monthly basis. Only certified professionals should make repairs or adjustments to sprinkler systems. Maintenance personnel must be familiar with the testing procedures.

_____**Fire department connection**

_____Inlet cap conditions

_____System pressure

_____Supply pressure

PREVENTATIVE MAINTENANCE

	_____Couplet conditions	_____**Sprinkler conditions and performance**
	_____Gasket conditions	_____**Gravity condition and function**
	_____Clipper valve conditions	_____**Suction tank condition and function**
	_____**Control valve conditions**	_____**Reservoir supply**
	_____**Riser conditions**	_____**Pressure tank supply**
	_____**Gauge conditions**	_____**Overall condition for signs of obstructions**

Doors and Windows	Inspect all doors and windows for general condition and operability. Adjust and repair as necessary.	
	_____**Windows**	_____**Doors and hardware**
	_____Pane conditions	_____Automatic closure operation. Must open with no more than 5 pounds of force pulling or pushing.
	_____Screen conditions	_____Lock operation
	_____Storm window conditions	_____Hardware conditions and lubrication
	_____Lock operation	_____Weather sealing condition
	_____Frame alignment and conditions	_____Paint or surface conditions
	_____Security	_____Frame alignment and conditions
	_____Weather sealing condition	_____Door stop placement and stability
	_____Paint or surface conditions	_____Alarm system operation
	_____Blind function and conditions	_____Overall condition
	_____Hardware conditions and lubrication	
	_____Overall condition	

PREVENTATIVE MAINTENANCE

Gas Connections

The following check shall be performed monthly for all gas connections and main valves throughout the facility. The gas company should be contacted if:

- There is an odor of gas anywhere at any time, or
- Valves cannot be turned off or appear to be rusted or damaged, or
- For minor repairs if maintenance personnel do not have adequate training or tools.

When gas is detected by odor, building occupants should immediately evacuate, and the gas company and fire department should be contacted.

_____Possible undetected leakage: Visually check – Do not open and close valves

_____Operation

Procedure: Perform a bubble test with soap and water, or use a handheld combustible gas detector (of professional quality).

Restrooms

The following checklist shall be applied monthly to all restrooms within the school facility.

_____**Fire safety**

_____Electrical outlet load

_____Positioning of paper/flammable materials away from heat sources

_____Accessible route

_____Visible exit

_____**ADA accessibility**

_____Accessible toilet stalls with wheelchair turning radius

_____Accessible sinks

_____Accessible mirror

_____Hand rail stability and condition

_____Special features function such as “help” mechanisms and automated systems

PREVENTATIVE MAINTENANCE

_____Overall condition

_____**Plumbing**

_____ Inspect all component conditions for deficiencies such as leakage, corrosion, and failure potential

_____**Sinks and hardware**

_____Faucet function and hardware conditions

_____Drain function

_____Water flow/pressure

_____Overall condition

_____**Urinals**

_____Water flow/pressure

_____Cap and part conditions

_____Overall condition

_____**Toilets**

_____Water flow/pressure

_____Cap and part conditions

_____Seat support conditions

_____Overall condition

_____**Dispenser operation and conditions (soap, paper towels, etc.)**

_____Partitions

_____Stability

_____Surface conditions for deficiencies such as sharp or worn areas or vandalism

PREVENTATIVE MAINTENANCE

_____Part conditions

_____Security

_____Overall condition

_____**Trash receptacles**

_____Sanitation conditions

_____Stability

_____Overall condition

_____**Mirrors**

_____Cleanliness

_____Overall condition for deficiencies such as cracks, sharp edges, or vandalism

_____**Overall cleanliness**

_____**Overall privacy**

_____**Overall appearance for damage and vandalism such as graffiti**

_____**Fire extinguishers (See also annual inspection of Fire Extinguishers)**

_____Tag currency

_____Hose condition

_____Placement in correct proximity to potential hazards per code

_____Overall condition

_____Housing condition

Offices Check the following once per month.

_____**Fire safety**

_____Electrical outlet load

_____Positioning of paper/flammable materials away from heat sources

_____**Stationary partitions**

_____Stability

_____Surface conditions for deficiencies such as sharp or worn areas and vandalism

PREVENTATIVE MAINTENANCE

_____Accessible route	_____Overall condition
_____Visible exit	_____**PA system**
_____**Emergency control panels**	_____Operation
_____Operation	_____Overall condition
_____Part conditions	_____**Alarm system for student records (if applicable)**
_____Overall condition	_____Operation
_____**Floor condition for deficiencies such as excessive wear, tears, stains, and tripping hazards**	_____Power source stability and continuity
_____**Walls/ceiling condition**	_____Overall condition
_____**Furniture: desks, chairs, tables, and shelves**	_____**Fire extinguishers** (See also annual inspection of Fire Extinguishers)
_____Stability	_____ Charge
_____Surface conditions for deficiencies such as sharp or rough edges or protruding hardware	_____Tag currency
_____Lubrication of hardware	_____Placement in correct proximity to potential hazards per code
_____Overall condition	_____Housing condition
_____**File cabinets**	_____Hose condition
_____Stability	_____Overall condition
_____Lock function	
_____Overall condition	

PREVENTATIVE MAINTENANCE

Kitchen and Dining Areas	School kitchens and dining areas contain many pieces of equipment that can jeopardize life safety if preventive maintenance is neglected. The following monthly checklist includes common cooking equipment and dining furniture. Preventive maintenance for general features including Lighting, Alarm Systems, Fire Extinguishers, Doors and Windows, and HVAC Systems also applies to this area. Refer to the corresponding checklists.
	_____**Fire safety**
	_____Electrical outlet load
	_____Positioning of paper/flammable materials away from heat sources
	_____Accessible route
	_____Emergency exit visibility
	_____**Equipment**
	Note: When checking kitchen equipment, first consult operating or area personnel for any deficiencies. For each item, check overall condition, switches, timers, piping and valves for leaks, wiring, pilots, doors, gaskets, and belts, where applicable. Always follow manufacturers' guidelines.
	_____Beverage dispenser
	_____Broiler
	_____Cooker
	_____Dishwasher
	_____Drink cooler
	_____Food slicer or chopper
	_____Freezer
	_____Fryer
	_____Garbage disposal
	_____Grill
	_____Ice machine

PREVENTATIVE MAINTENANCE

_____Mixer

_____Oven

_____Refrigerator

_____Steamer

_____Toaster

_____**Gas connections** (See Gas Connections checklist)

_____**Floor condition** for deficiencies such as excessive wear, stains, and tripping hazards

_____**Exhaust system**

_____Hood function and condition

_____Grease trap function and condition

_____Filter condition

_____Exhaust duct condition

_____Fan function and condition

_____Supply duct condition (if applicable)

_____**Furniture: counters, tables, benches, and chairs**

_____Stability

_____Surface condition for deficiencies such as rough areas or protruding hardware

_____Overall condition

_____**Fire extinguishers (See also annual inspection of Fire Extinguishers)**

_____ Charge

_____Tag currency

_____Placement in correct proximity to potential hazards per code

PREVENTATIVE MAINTENANCE

_____Housing condition

_____Hose condition

_____Overall condition

Classrooms

Classrooms comprise the bulk of the rooms in a school facility. While their usage can vary and require special equipment, such as in laboratory or shop classrooms, their basic components are similar. Classrooms have, in recent years, grown to accommodate audiovisual, computer, and collaborative learning equipment. Many classrooms have moveable partitions to allow the room to be more functional. All of these elements create a need for more intensive maintenance and greater diligence during the monthly PM process.

Classrooms with special uses may have additional equipment that needs to be inspected and maintained. Examples include laboratory, art, wood and automotive shop, and culinary classrooms. Career-technical centers will have additional space and equipment requirements. Maintenance personnel should clarify preventive maintenance duties with instructors and administrators. Some equipment procedures may include a check of gas valve security, ventilation systems, and special storage areas in laboratories. Art classrooms may require inspections of kilns, pottery wheels, and easels, for example. Staff should check with administration regarding off-hours use of these areas and equipment, which may limit their availability for maintenance procedures. PM for Gas Connections, Lighting, Alarm Systems, Fire Extinguishers, Doors and Windows, and HVAC Systems also applies to classroom areas. Refer to the corresponding checklists.

_____**Fire safety**

_____Electrical outlet load

_____Positioning of paper/flammable materials away from heat sources

_____Accessible route

_____Emergency exit visibility

_____**Furniture: desks, chairs, tables, and shelves**

_____Surface conditions for deficiencies such as excess wear, rough areas, or protruding hardware

_____Part conditions

_____Cleanliness

_____Stability

PREVENTATIVE MAINTENANCE

_____Overall condition

_____**Blackboard/marker board**

_____Mounting condition/stability

_____Overall appearance

_____Cleaning capability

_____Overall condition

_____**Audio/visual equipment**

_____Overhead equipment condition and stability

_____Housing condition

_____Electrical service condition

_____Part conditions

_____Screen operation and condition

_____Speaker system operation

_____Electrical cord and outlet conditions

_____Overall condition

_____**Computer system/Work stations**

_____Electrical integrity/surge protector conditions

_____Equipment condition

_____Cleanliness

_____Overall operation

_____Work station and member parts function

_____Overall condition

PREVENTATIVE MAINTENANCE

_____**Partitions**

_____Lubrication

_____Stability

_____Overall condition for deficiencies such as excessive wear, vandalism, improper function, or broken/missing parts

_____**Flooring**

_____Surface condition for deficiencies such as excessive wear, stains, tears, and tripping hazards

_____**Plumbing systems (if applicable)**

_____Sink conditions and drainage

_____Overall condition for deficiencies such as leaks, corrosion, or failure potential

_____**Timer function (if applicable)**

_____**Trash receptacles**

_____Location

_____Cleanliness

_____Overall condition

_____**Inter-class speaker system operation**

_____**Clock function**

_____**Closets/storage areas**

_____Door/lock operation

_____Appearance, interior and exterior

_____Overall condition for debris and safety hazards

_____**Wall map function and general condition**

PREVENTATIVE MAINTENANCE

	_____**Panic button/security operation**
	_____**Fire extinguishers (See also annual inspection of Fire Extinguishers)**
	_____Tag currency
	_____Placement in correct proximity to potential hazards per code
	_____Housing condition
	_____Hose condition
	_____Overall condition
Library	K-12 schools employ a library/media center as a central information resource for students, faculty, and staff. In addition to books and periodicals, this area may house videotapes, cassettes, CDs, computers, closed circuit TV programming and production areas, cameras, and projection equipment. Monthly attention to its overall maintenance needs is critical. Preventive maintenance for general features including Lighting, Alarm Systems, Fire Extinguishers, Doors and Windows, and HVAC Systems also applies to this area. Refer to the corresponding checklists.
	_____**Fire safety**
	_____Electrical outlet load
	_____Positioning of paper/flammable materials away from heat sources
	_____Accessible route
	_____Emergency exit visibility
	_____**Furniture: tables, chairs, and other seating**
	_____Surface conditions for deficiencies such as rough areas, excess wear, or protruding hardware
	_____Cleanliness
	_____Stability
	_____Part conditions
	_____Overall condition

PREVENTATIVE MAINTENANCE

_____**Shelving**

_____Structural alignment

_____Overall appearance

_____Stability

_____Overall condition

_____**Bulletin board**

_____Mounting condition/stability

_____General appearance

_____Overall condition

_____**Audio/visual and micro-fiche equipment**

_____Housing condition

_____Electrical service condition

_____Part conditions

_____Screen function and condition

_____Speaker system operation

_____Electrical cord and outlet conditions

_____Overall condition

_____**Partitions**

_____Lubrication

_____Stability

_____Mechanical function, if operable

_____Overall condition for deficiencies such as excessive wear, vandalism, improper function, or broken/missing parts

PREVENTATIVE MAINTENANCE

_____**Floors**

_____Surface integrity

_____Overall condition for deficiencies such as excessive wear, stains, tears, and tripping hazards

_____**Signage** (See also Signage checklist)

_____Cleanliness

_____Visibility

_____General appearance

_____Message currency

_____Overall condition

_____**Walls/ceiling**

_____Structural integrity

_____Paint condition

_____Plaster/drywall condition

_____Molding condition

_____Overall condition

_____**Inter-class speaker system operation**

_____**Clock operation**

_____**Closets/storage areas**

_____Door/lock operation

_____Appearance, interior and exterior

_____Overall condition for debris and safety hazards

_____**Wall map condition**

PREVENTATIVE MAINTENANCE

_____**Turnstiles**

_____Lubrication

_____Operation

_____Edge conditions

_____Integrity of member pieces

_____Overall condition

_____**File systems**

_____Overall function

_____Lubrication

_____Overall condition

_____**Librarian consoles** (including desks, chairs, partitions, and counters)

_____Operation

_____Surface condition for deficiencies such as excessive wear, rough areas, or protruding hardware

_____Part conditions

_____Overall condition

_____**Security system** (See also Alarm Systems checklist)

_____Overall operation

_____Speaker/communication system function

_____Hardware conditions

_____Cameras/video operation

_____Panic button operation

_____Alarm operation

PREVENTATIVE MAINTENANCE

	_____Light operation and conditions
	_____Overall condition
	_____**Computer systems, modules**
	_____Electrical integrity (including surge protectors)
	_____Equipment completeness
	_____Cleanliness
	_____Operation
	_____Work station function
	_____Overall condition
	_____**Fire extinguishers** (See also annual inspection of Fire Extinguishers)
	_____ Charge
	_____Tag currency
	_____Placement in correct proximity to potential hazards per code
	_____Housing condition
	_____Hose condition
	_____Overall condition

Auditorium

Auditoriums are a focal point in school facilities, as they are areas that service a great number of students, faculty, parents, and community members. Auditoriums must comply with ADA accessibility standards, including those for seating, sight lines, fire egress, and listening systems. These areas are often open for access both during school and after hours, often late into the night. With such use comes wear and abuse. Monthly preventive maintenance serves a vital role in promoting and sustaining the life of this important school asset. Preventive maintenance for general features including Lighting, Alarm Systems, Fire Extinguishers, Doors and Windows, and HVAC Systems also applies to this area. Refer to the corresponding checklists.

	_____**Fire safety**

PREVENTATIVE MAINTENANCE

_____Electrical outlet load

_____Positioning of paper/flammable materials away from heat sources

_____Accessible route

_____Evacuation plan visibility

_____**Seating**

_____Surface conditions for deficiencies such as tears, blemishes, and excessive wear

_____Track alignment

_____Lubrication of chair mechanisms

_____Stability

_____Overall integrity

_____Upholstery condition

_____Passageway clearance and markings

_____Folding arm conditions

_____Floor mounting conditions

_____**Risers**

_____Overall condition for tripping hazards

_____Lighting function and conditions

_____Safety tread conditions

_____Overall condition

_____**Message boards/marquees**

_____Stability of mountings

_____Overall appearance

_____Lighting condition

_____Cleanliness

_____Glass condition

_____Lettering condition

_____Overall condition

_____**Stage**

_____Overall condition for deficiencies such as excessive wear, stains, and tripping hazards

_____**Curtains**

_____Cleanliness

_____Alignment

_____Function

_____Pulley, weight, counterweight, and hoist conditions

_____Cable/rope conditions

_____Electrical connection conditions

_____Lubrication

_____General safety conditions

_____Current certifications from authorized agents

_____Overall condition for deficiencies such as tears, tripping hazards, and missing parts

_____**Costume rooms**

_____Cleanliness

_____Overall condition for deficiencies such as excessive wear and safety hazards

_____**Floor**

PREVENTATIVE MAINTENANCE

_____Surface condition for deficiencies such as excessive wear, stains, and tripping hazards

_____**Area lighting**

_____Bulb conditions

_____Switch conditions

_____Guard conditions

_____Fixture conditions and stability

_____Overall condition

_____**Stage lighting**

_____Overall operation

_____Cleanliness of lenses

_____Apparatus stability and movement per design

_____Dimmer circuit operation

_____Light circuit quantities and distribution

_____Electrical feed conditions

_____Control console operation

_____Patch panel operation

_____Transfer panel operation

_____Marquee lighting operation

_____Follow spot operation

_____Lighting fixtures cleanliness and operation

_____Connector strip conditions

_____Box boom conditions

PREVENTATIVE MAINTENANCE

_____Cove, beam, slot, and truss conditions

_____Control booth overall condition

_____Dimmer room overall condition

_____Boom, ladder, torm, and tormentor locations and conditions

_____Pipe, batten, and electric locations and operation

_____**Catwalks**

_____Overall structural stability

_____Railing stability

_____Walkway stability

_____Overall condition for deficiencies such as tripping hazards, impediments, and electrical contact

_____**Staging equipment**

_____Member integrity

_____Wheel conditions

_____Overall function as intended

_____Overall condition

_____**Sound system**

_____Operation

_____Part conditions

_____Overall condition

_____**Trash receptacles**

_____Location

_____Overall condition

PREVENTATIVE MAINTENANCE

_____**Walls/ceiling**

_____Paint condition

_____Plaster/drywall conditions

_____Acoustical material conditions

_____Overall condition

_____**Clock operation**

_____**Closets/storage areas**

_____Door/lock operation

_____Overall appearance, interior and exterior

_____Overall condition for debris and safety hazards

_____**Lobby/entrance area**

_____Accessibility

_____Overall condition

_____**Refreshment stand/area (if applicable)**

_____Cleanliness

_____Appliance operation and cleanliness

_____Utility connection conditions (check for gas leaks)

_____Table/chair conditions and stability

_____Roll top door operation

_____Floor conditions

_____Wall and ceiling conditions

_____Grease trap cleanliness

PREVENTATIVE MAINTENANCE

_____Vent cleanliness

_____Overall condition

_____**Signage (See also Signage checklist)**

_____Cleanliness

_____Currency of message

_____General appearance

_____Overall condition

_____**Emergency exit visibility and lighting conditions**

_____**Fire extinguishers** (See also annual checklist for Fire Extinguishers)

_____ Charge

_____Tag currency

_____**Placement in correct proximity to potential hazards per code** (e.g. lighting/curtain areas)

_____Housing condition

_____Hose condition

_____Overall condition

Gymnasium

The gymnasium is a multi-venue event center where heavy traffic can have a dramatic impact on the life expectancy of the equipment and area. With such extreme use, monthly preventive maintenance is critical. The Life Safety Code requires an annual inspection of bleachers by the school staff and a biennial inspection by a licensed engineer, architect, or individual certified by the manufacturer. (Preventive maintenance for general features including Lighting, Alarms Systems, Fire Extinguishers, Doors and Windows, and HVAC Systems also applies to this area. Refer to the corresponding checklists. Also see Locker Room checklist.)

_____**Fire safety**

_____Electrical outlet load

PREVENTATIVE MAINTENANCE

_____Positioning of flammable materials away from heat sources

_____Accessible route

_____Emergency exit visibility

_____**Seating**

_____Surface conditions for deficiencies such as excessive wear, rough areas, or protruding hardware

_____Track alignment

_____Overall stability

_____Overall integrity

_____Railing conditions (per code requirements)

_____Lubrication

_____Passageway clearance and markings

_____Overall condition

_____**Floors and mats**

_____Surface integrity

_____Overall condition for deficiencies such as excessive wear, stains, tears, and tripping hazards

_____**Walls/ceiling**

_____Paint condition

_____Plaster/drywall condition

_____Overall condition

_____**Bell system operation**

_____**Scoreboard**

_____Operation (audio and visual)

PREVENTATIVE MAINTENANCE

_____Bulb conditions

_____Overall condition

_____**Sound/speaker system**

_____Operation

_____Clarity

_____**Lighting fixture protection conditions**

_____**Gymnastic equipment**

_____Positioning

_____Member integrity

_____Bar/rope conditions

_____Overall condition

_____**Team/coaches' benches**

_____Stability

_____Condition of surfaces for deficiencies such as excessive wear, rough areas, or protruding hardware

_____Cleanliness

_____Positioning

_____Overall condition

_____**Staging equipment**

_____Member integrity

_____Wheel conditions

_____Edge conditions

_____Overall condition

PREVENTATIVE MAINTENANCE

_____**Signage** (See also Signage checklist)

_____Currency of message

_____Location

_____Overall condition

_____**Fire extinguishers** (See also annual checklist for Fire Extinguishers)

_____ Charge

_____Tag currency

_____Placement in correct proximity to potential hazards per code

_____Housing condition

_____Hose condition

_____Overall condition

_____**Trash receptacles**

_____Location

_____Overall condition

_____**Clock operation**

_____**Closets/equipment storage area**

_____Door/lock operation

_____Appearance, interior and exterior

_____Overall condition for debris and safety hazards

_____**Refreshment stand/area** (if applicable)

_____Cleanliness

_____Appliance operation and condition (See also Kitchen and Dining Areas checklist)

PREVENTATIVE MAINTENANCE

_____Utility connections (check for gas leaks) (See also Gas Connections checklist)

_____Furniture condition and cleanliness

_____Floor condition and cleanliness

____**Wall and ceiling conditions and cleanliness**

_____Vent and trap cleanliness

_____Overall condition

Locker Rooms

The following monthly checklist applies to locker areas that house individual student lockers, as well as those that function as part of gymnasium areas that feature sport equipment, sport lockers, showers, and changing areas. (Preventive maintenance for general features including Restrooms, Lighting, Alarm Systems, Fire Extinguishers, Doors and Windows, and HVAC Systems also applies to this area. Refer to the corresponding checklists.)

_____**Fire safety**

_____Electrical outlet load

_____Positioning of flammable materials away from heat sources

_____Accessible route

_____Emergency exit visibility

_____**Benches**

_____Surface conditions for deficiencies such as excessive wear, rough areas, or protruding hardware

_____Stability

_____Overall condition

_____**Exercise/weight equipment**

_____Bolt conditions

_____Fastener conditions

PREVENTATIVE MAINTENANCE

_____Cable conditions

_____Electrical connection conditions

_____Pad conditions

_____Runner conditions

_____Overall condition

_____**Bulletin board**

_____Mounting condition/stability

_____Overall appearance

_____Overall condition

_____**Floors**

_____Surface integrity

_____Overall condition for deficiencies such as excessive wear, stains, tears, and tripping hazards

_____**Lockers**

_____Lock operation

_____Hinge conditions

_____Paint condition

_____Shelf stability and condition

_____**Overall appearance**

_____Overall condition of lockers (group appearance)

_____**Plumbing** (See also Restrooms checklist)

_____Connection conditions for deficiencies such as leaks, corrosion, and failure potential

_____Overall appearance

PREVENTATIVE MAINTENANCE

_____Overall condition

_____**Showers**

_____Fixture conditions

_____Surface/tile conditions

_____Overall condition

_____**Whirlpool function** (if applicable)

_____**Sinks and faucets**

_____Drainage function

_____Hardware conditions

_____Overall condition

_____**Timer function** (if applicable)

_____**Trash receptacles**

_____Location

_____Overall condition

_____**Walls/ceiling**

_____Paint condition

_____Plaster/drywall condition

_____ Ceramic tile condition

_____Overall condition

_____**Signage** (See also Signage checklist)

_____Cleanliness

_____Message currency

PREVENTATIVE MAINTENANCE

	_____General appearance
	_____Overall condition
	_____**Fire extinguishers** (See also annual checklist for Fire Extinguishers)
	_____Tag currency
	_____ Charge
	_____Placement in correct proximity to potential hazards per code
	_____Housing condition
	_____Hose condition
	_____Overall condition
Landscape	Due to the comprehensive nature of preventive maintenance, select critical areas within the landscape domain should be inspected monthly. Note: Make sure the actual number of drains and their locations correspond with those shown on the "as built" drawings. (The Irrigation Controllers checklist also applies to this area.)
	_____**Drains**
	_____Proper water flow
	_____Piping conditions
	_____Cover conditions
	_____Overall condition for obstructions
	_____**Vegetation conditions for deficiencies such as root systems near buildings and walkways, shrubs and trees near buildings and power lines, vines on buildings (except as designed), and overgrown shrubs**
	_____**Irrigation systems** (See also annual Irrigation Controllers checklist)
	_____Sprinkler head operation and direction of water flow
	_____Piping integrity

	_____Runoff conditions
	_____**Overall appearance**
Asphalt	Asphalt surfaces at school facilities receive extensive wear and tear from contact with buses, cars, and pedestrians. Because such deficiencies as potholes, broken edges, and eroded areas can jeopardize life safety, it is essential for maintenance personnel to take monthly measures to promptly address and anticipate failing elements. The Americans with Disabilities Act also requires accessible parking spaces and pathways, slip-resistant surfaces, and curb cuts. This checklist can be applied to the following areas; ■ Walkways ■ Parking Lots ■ Driveways ■ Other athletic activity areas (See also Tennis Courts)
	_____**Parking bumper conditions and position**
	_____**Speed bump conditions**
	_____**Striping and pavement signage conditions**
	_____**ADA accessibility**
	_____**Signage** (See also Signage checklist)
	_____Compliance with codes and standards
	_____Message currency
	_____Visibility
	_____Overall condition
	_____**Edge conditions**
	_____**Surface conditions for deficiencies such as buildup from salt, ice melting materials, motor oil, or gasoline**

PREVENTATIVE MAINTENANCE

	_____**Overall appearance**
	_____**Overall condition for deficiencies such as potholes, softening, erosion, weed and root encroachment, chalking, cracking, and tripping hazards**
Signage	Signage is not only important for directing school occupants and visitors, but it is also a reflection of the facility's character. Dirty, damaged, or inaccurate signage can send the wrong message to the community by making the school as a whole appear neglected. It can also jeopardize the safety of users. Signage must comply with codes and standards, such as the ADA, and is important for alerting area users of potential hazards, recent changes, or other important messages. A critical eye is needed in the maintenance process to address and anticipate sign inadequacy. The following monthly checklist applies to wall-mounted and pole-mounted exterior signage, as well as interior signage.
	_____Compliance with codes and standards
	_____Cleanliness
	_____Accuracy of message
	_____Accuracy of lettering and numbering
	_____Adherence to surface or stabilizer
	_____Hardware conditions
	_____Illumination (if applicable)
	_____Location and visibility
	_____Paint condition
	_____Overall appearance
	_____Overall condition for deficiencies such as excessive wear, missing or broken parts, obstruction from view, or message inaccuracy
Track and Field Areas (In-Season)	The following checklist refers to permanently installed equipment and materials within track and field areas such as surfaces, bleacher/grandstand systems, goal posts (for sports such as football), water fountains, and surrounding fencing systems. Monthly

preventive maintenance of these areas is crucial, as life safety can be jeopardized by something as small as a rusted fastener or missing part. (The Exterior Lighting and Fences checklists also apply to this area.) .

_____**Concrete, turf, dirt, and sand areas**

_____Overall integrity

_____Overall condition for deficiencies such as tripping hazards, holes, cracks, and stray equipment

_____**Water fountains**

_____Operation

_____Bolt, nut, and anchor conditions

_____Mounting security, if applicable

_____Cleanliness

_____Overall condition

_____**Bleacher systems**

_____Structural stability, including railing, seating, and foundation

_____Bolt, nut, spring, and anchor conditions

_____Edge and surface conditions

_____Overall safety and code compliance

_____Overall condition for deficiencies such as rusted

_____**Equipment**

_____Goal post stability

_____Overall integrity

_____Proper function, as intended

_____Overall safety and code compliance

	_____Overall condition
	_____**Fencing** (See also semiannual Fences checklist)
	_____Post stability
	_____Overall condition for deficiencies such as gaps, root/weed encroachment, and failing areas
	_____ **Paint condition** (of equipment, seating, etc.)
Tennis Courts—Hard (In-Season)	The safety of students and visitors is the focus of PM for tennis courts, which should be maintained monthly. Tennis courts are widely used by sporting teams and the general student population, as well as community members. Such use can lead to rapid wear and tear. (The Exterior Lighting and Fences checklists also apply to this area.)
	_____**Deck**
	_____Coating condition
	_____Overall condition for deficiencies such as ponding, cracks, holes, weed/root encroachment, tripping hazards, or excessive wear
	_____**Fencing** (See also semiannual Fences checklist)
	_____Post stability
	_____Alignment
	_____Backdrop condition (where applicable)
	_____Overall condition for deficiencies such as gaps, weed/root encroachment, and failing areas
	_____**Gates**
	_____Lock function
	_____Closure function
	_____Hinge conditions
	_____Alignment
	_____Lubrication

	_____Webbing condition
	_____Overall condition
	_____**Nets**
	_____Overall condition for deficiencies such as holes, slack areas, and sagging
	_____**Posts**
	_____Alignment
	_____Hardware conditions
	_____Stability
	_____Base integrity
	_____Overall condition
	_____**Overall condition**
Exterior Stairs, Decks, and Landings	The following is a PM checklist for exterior stairways, decks, and landings. Maintenance personnel should carefully check the building materials, particularly concrete, on a monthly basis. (The Exterior Lighting checklist is also applicable to these areas.)
	_____**Overall appearance**
	_____**Concrete**
	_____Expansion joint conditions
	_____Metal spacer conditions
	_____Overall condition for deficiencies such as alkali-aggregate expansion, cavitation (honeycombing, spalling around projections), chips, cracks, crazing, dusting, efflorescence, charred and spalled surfaces, stains, lifted areas, pock marks/pop-outs, scaling, tripping hazards, unevenness, or voids
	_____**Railings**
	_____Stability

PREVENTATIVE MAINTENANCE

_____Hardware conditions

_____Overall condition

_____**Wood material** (if applicable)

_____Stability

_____Overall condition for deficiencies such as dry rot, termites, instability, worn edges, cracks, holes, and splintering

_____**Coverings**

_____Surface condition

_____Overall integrity

_____Overall condition

_____**Grade appearance**

_____**Footings/foundation**

_____Stability

_____Overall condition for deficiencies such as cracks and broken or missing components

Non-Power Gates

The operational integrity of gates on school grounds is crucial to ensure that the elements of safety and controlled access are not compromised. Whereas automated gates should be inspected biweekly, non-power gates shall be examined monthly.

_____**Chains**

_____Linkage conditions

_____Lubrication

_____Overall condition for deficiencies such as cracks and excess tension

_____**Emergency key boxes**

_____Hinge conditions and operation

PREVENTATIVE MAINTENANCE

_____Lock conditions and operation

_____Key placement

_____Overall condition

_____**Hinge conditions and lubrication**

_____**Weld joint conditions**

_____**Bolt and screw conditions**

_____**Locks**

_____Overall operation

_____Lubrication

_____Security

_____Overall condition

_____**Painted surfaces**

_____Overall condition for deficiencies such as rust, peeling, and abrasion

_____**Structural condition**

_____Stability

_____Joint conditions

_____Overall condition for deficiencies such as weak spots, rust, or missing parts

_____**Tracks**

_____Alignment

_____Lubrication

_____Adherence to surface

_____**Overall condition for deficiencies such as dents and rust**

PREVENTATIVE MAINTENANCE

Semiannual

Inspect the following items. Adjust as appropriate. Repair immediately or complete work order for future repairs.

Fences	Fences on school property are usually made of aluminum, steel, concrete block, or wood. Metal fences, such as chain link, require regular inspection of paint condition, rust and other corrosion, and vegetation and trash buildup. Wood fences are additionally susceptible to rot and loose components, such as pickets, planks, and braces. Perimeter and boundary fences shall be checked semiannually.
	_____**Alignment**
	_____**Structural stability**
	_____Post integrity and alignment
	_____Foundation integrity
	_____Overall condition
	_____**Paint condition**
	_____**Hardware condition and lubrication**
	_____**Gate and lock function and conditions**
	_____**Safety for deficiencies such as sharp edges, large gaps, and splintering**
	_____**Overall condition for deficiencies such as vegetation encroachment, debris buildup, holes, sagging areas, missing segments, rot, fungus, termites, and rust**
HVAC Systems	Regular preventive maintenance of HVAC (heating, ventilation, and air-conditioning) systems is crucial to the quality of air and comfort level within school facilities. HVAC systems should always sufficiently control temperature and humidity, distribute outside air uniformly, and isolate and remove odors and pollutants. Improper function and maintenance can cause indoor air pollution by allowing stale or contaminated air to remain in the building. As there are many areas within a school that house activities with unique ventilation requirements, such as art, shop, culinary, and laboratory classrooms, it is essential that the HVAC system has fully functional and regularly inspected pressure control, filtration, and exhaust equipment.

PREVENTATIVE MAINTENANCE

The following checklist shall be used for semiannual inspections of the HVAC system.

When performing any maintenance procedures, always refer to manufacturers' recommendations.

For all types of HVAC systems, change filters twice a year and post a sticker on the HVAC unit with the date of change and initials of the mechanic. Use only MERV 13 rated filters unless otherwise directed by the Maintenance Supervisor.

_____**General conditions**

_____Overall cleanliness

_____Wall mount stability

_____System calibration

_____Condensation drain condition (A/C only)

_____Electrical connection conditions

_____Filter conditions (Use only MERV filters)

_____Motor

_____Lubrication

_____Housing stability

_____Connection conditions

_____Oil cup conditions

_____Unit operation and noise level

_____Coil conditions

_____Window seal and gasket conditions

_____**Central/ground or roof mounted**

_____Air filter conditions

_____Burner assembly conditions

PREVENTATIVE MAINTENANCE

	_____Circulation
	_____Combustion chamber/smoke pipe conditions
	_____Condensate drain conditions (A/C only)
	_____Condenser/compressor function
	_____Cooling coil conditions
	_____Electrical disconnect function
	_____Electrical heating unit function
	_____General wiring and electrical control conditions
	_____Guard, casing, hanger, support, platform, and mounting bolt conditions
	_____Piping conditions
	_____Liquid receiver conditions
	_____Lubrication
	_____Motor, driver, and assembly conditions
	_____Platform stability
	_____Pump unit function
	_____Refrigerant dryer, strainer, valve, oil trap, and accessories conditions
	_____Refrigeration lines/coil conditions for deficiencies such as frosting or icing
	_____Registers and ducts for proper air distribution
	_____Temperature and humidity control function
	_____Thermal insulation and vapor barrier conditions
	_____Water spray, weir, and similar device conditions
	_____Overall cleanliness
	_____Overall condition for deficiencies such as rust, corrosion, and mineral deposits

PREVENTATIVE MAINTENANCE

_____**Heat pumps**

Check all items listed above under "central/ground/roof mounted," plus:

_____Temperature setting

_____Noise and vibration levels

_____**Heating systems** (See also annual checklist for Hot Water Heaters)

_____Amp draw per manufacturer's specs

_____Equipment cleanliness

_____Flow switch operation

_____Mechanical equipment function

_____Pull header conditions (on units more than 5 years in age)

_____Pumps

_____Function

_____Oil condition

_____Overall condition

_____Safety limit switch operation

_____Water temperature (in and out)

_____Overall condition for deficiencies such as corrosion, scale, and entrapped air

_____**Boilers**

(Note: Shall be performed by a licensed professional inspector/maintenance contractor to ensure compliance with state and federal regulations.)

_____Air heater function

_____Auxiliary equipment function

_____Back feed pumps function

PREVENTATIVE MAINTENANCE

_____Blowoff and blowdown lines function

_____Boiler room log condition

_____Burner and control conditions

_____Deaerator function

_____Energy efficiency

_____Electric power function

_____Feedwater supply conditions

_____Feedwater treatment/control

_____Firing rate control conditions

_____Fuel supply line conditions

_____Fuel system/control conditions

_____Heat recovery equipment conditions

_____Limit device conditions

_____Pressure gauge and relief valve function

_____Overall cleanliness

_____Overall condition

_____**Overall safety**

_____Anchor stability

_____Deck areas for deficiencies such as moisture, grease, mold, and tripping hazards

_____Doors

_____Hinge conditions

_____Lock and knob function

PREVENTATIVE MAINTENANCE

_____Guard stability per code

_____Overall condition

_____Handrail stability

_____Harness

_____Fastener conditions

_____Strap conditions

_____Tie conditions

_____Overall condition

_____Ladders

_____Step conditions

_____Rail stability

_____Overall condition

_____Vibration limit switch function

_____Work area conditions

_____Top surface/fan deck conditions

_____Water distribution system

_____Distribution pipe condition

_____Eliminator conditions

_____Hot water distribution basin support member conditions

_____Internal strainer conditions (if applicable)

_____Lubrication of flow control valves

_____Spill flash bar conditions

_____Structural integrity

PREVENTATIVE MAINTENANCE

	_____Bolted joint conditions
	_____Nozzle conditions
	_____Overall condition for deficiencies such as leads between joints, leaks, corrosion, buildup, breaks, and obstructions
	_____Overall condition for deficiencies such as leaks, cracks, deterioration, end panel separation, corrosion, pitting, wood casing for signs of rot, brittleness or cracking of fiberglass
	_____Safety limit and interlock function
	_____Shutdown operation
	_____Walkway/platform stability and condition
	_____Overall condition
Asbestos	As required by federal law all identified asbestos containing materials (ACM) must be inspected every six moths by a trained school staff member. Physically look at each area identified in the school's asbestos management plan to ensure that ACM have not been damaged or deteriorated so as to become friable. In the event any ACM must be removed, mark the area according to the plan and perform abatement as necessary.
Smoke Alarms	The following is a preventive maintenance checklist for individually installed smoke alarms that are not part of the larger automated alarm system. This check shall be performed semiannually. These smoke alarms may be battery-operated or hard-wired, and may be found in various areas of the facility, including out buildings. (See Alarm Systems checklist for automated smoke alarms.)
	_____Battery efficiency (if not hard wired)
	_____Connection conditions for proper wiring and deficiencies such as arcing or exposed wires
	_____Housing condition
	_____Mounting security
	_____Overall operation

	_____Overall condition
Structural Members	Preventive maintenance entails a comprehensive visual inspection of each building material twice a year. Particular emphasis during this inspection process should be on load-bearing support areas that can be observed externally during a walking tour. The greatest cause of building demise is the penetration of water. Particular attention should be given at this time to evaluate the potential for access by water into building materials.
	_____Beam integrity for deficiencies such as rot ,termites, bowing, splitting, slippage, or fungus
	_____Foundation condition for deficiencies such as cracking, slippage, or water encroachment
	_____Joist conditions for deficiencies such as rot, termites, bowing, splitting, or fungus
	_____Overall building integrity for signs of structural failure
	_____Sill conditions for deficiencies such as rot, termites, or fungus
	_____Stud conditions for deficiencies such as rot, termites, bowing, splitting, or fungus
	_____Wall conditions
	_____Masonry for deficiencies such as cracks, scaling, mortar, crumbling, or efflorescence
	_____Wood for deficiencies such as termites, peeling paint, dry rot, popping, or fungus
	_____Overall condition

Annual

Inspect the following items. Adjust as appropriate. Repair immediately or complete work order for future repairs.

Emergency Generators	The emergency generator in a school should be maintained annually. However, during the school year, the fuel level, battery charge, cleanliness, and wiring shall be checked monthly. PM shall also be performed after each use of the generators.
	_____Operation
	_____Fuel level

PREVENTATIVE MAINTENANCE

	_____Oil and engine air filter conditions
	_____Battery charger condition
	_____Battery conditions for proper charge and connection
	_____Gauge conditions
	_____Circuit breaker conditions
	_____Activation device conditions (starter, pull cord, switches, etc.)
	_____Spark plug conditions
	_____Terminal conditions
	_____Belt conditions for deficiencies such as wear and stress
	_____Wiring conditions
	_____Cleanliness
	_____Overall condition
Backflow Devices	Backflow devices prevent the flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable supply of water from any source other than intended. All backflow devices shall be tested annually by a certified contractor. Maintenance personnel shall monitor the contractor's performance and obtain written certification upon completion of work.
	_____Backflow devices (shall be tested only by a certified contractor)
Electrical Systems	Electrical systems and closets shall be inspected annually. Maintenance personnel will be familiar with the locations of all electrical equipment, including circuit breakers, fuses, main feeders, subfeeders, panel boards, and substations. All wiring shall be in compliance with the National Electric Code. The safety of workers is paramount; staff shall ensure that power is shut off and/or lines are de-energized where work is performed and that the LOCK-OUT TAG-OUT system is used. Electrical equipment will be serviced by outside contractors unless there is a licensed journeyman electrician among the in-house staff.

PREVENTATIVE MAINTENANCE

_____**Equipment cleanliness**

_____**Distribution system**

_____Wire and cable conditions for deficiencies such as corrosion, dirt, moisture, and fire hazards

_____Connection conditions

_____Overall condition

_____Circuit breakers

_____Oil level and potential leakage

_____Hardware conditions

_____Porcelain condition

_____Cotter pin conditions

_____Air supplier operation

_____Overall condition for deficiencies such as corrosion, noise, and excessive temperatures

_____**Fuses**

_____Insulator conditions for deficiencies such as burns or cracks

_____Contact surface conditions for deficiencies such as burning, pressure, and misalignment

_____Fuse holder conditions

_____Hardware condition

_____Overall condition

_____**Lock security and lubrication**

_____**Utility room cleanliness and safety**

_____**Overall integrity**

PREVENTATIVE MAINTENANCE

	_____**Overall condition for deficiencies such as loose wires, debris, corrosion, potential power failure, and water encroachment**
Elevators	Elevators shall be serviced annually by a licensed elevator contractor. Elevators shall be Inspected annually by the state Department of Labor.
	_____ Elevators
Fire Extinguishers	The following annual PM checklist is for fire extinguishers throughout the school facility. This inspection and certification must be conducted by a licensed specialty contractor and should be scheduled in advance to ensure that the date on extinguishers will not expire. Monthly inspections of fire extinguishers' general condition, housing, and location per code shall be conducted as part of preventive maintenance procedures in areas of the school including Business Offices, Kitchen and Dining Areas, Classrooms, Auditorium, Library, Gymnasium, Locker Rooms, Restrooms, and Swimming Pools. (See corresponding checklists.)
	_____Certification
	_____ Charge
	_____Housing condition
	_____Hose condition
	_____Proper location per code
	_____Overall condition
Hot Water Heaters	Preventive maintenance of hot water heaters shall be performed annually. (See also HVAC Systems for other heating components.)
	_____Circulation pump connections
	_____Gas flame color (gas pilot should be blue with yellow at tip)
	_____Burner conditions for deficiencies such as corrosion, inordinate flame pattern, and cinders
	_____Pilot function

PREVENTATIVE MAINTENANCE

	_____Tank plate and jacket conditions for deficiencies such as corrosion or rust
	_____Door and lock function
	_____Drain valve lubrication and function
	_____Earthquake strap and bolt conditions
	_____Gas shut-off valve lubrication and function
	_____Piping supply lines for leaks
	(Note: Use soap and water and/or hand-held gas detector)
	_____Pressure relief valve function
	_____Temperature setting
	(Note: Use commercial grade thermometer)
	_____Draft diverter conditions
	_____Flue and chimney conditions
	_____Vent condition
	_____Utility room for deficiencies such as dirt, debris, and storage of materials
	_____Overall condition for deficiencies such as rust in water, water and fuel leaks, and unusual sounds or odors
Roofing	The roof is the most costly and abused area of the facility, subject to a variety of weather conditions and temperature fluctuations. The early discovery and preventive maintenance of minor deficiencies extends its life and reduces the chance of premature failure and costly repairs. Annual inspections of both membrane and building components shall be conducted for all roofs, including newly installed ones. Adequate time will be allotted to properly perform the many tasks involved in inspection. A roof will be surveyed completely, either by carefully walking it in its entirety where accessible (wearing soft shoes), or by visual inspection with binoculars where inaccessible. Visual inspection

from the attic side is also important.

Attention should be paid to southern and northern exposures, weather-generated problems, horizontal lines, peak areas, and areas of sagging. Ventilation areas should also be examined for obstructions. (For preventive maintenance of Gutters/Roof Drains, see corresponding annual checklist.)

_____Supporting structural integrity for deficiencies such as cracks, moisture stains, and potential failure

_____Flashing conditions for deficiencies such as water penetration, displacement, oxidation, excessive stretching delamination, and tearing

_____Surface conditions for deficiencies such as contaminants such as exhaust or vegetation buildup

_____Subsurface conditions (including insulation) for signs of moisture penetration

_____Membrane conditions

_____Chimney conditions

_____Parapet integrity

_____Plumbing stack vent and roof connection conditions

_____Roof ventilation conditions

_____Skylight conditions for deficiencies such as broken glass or frames and flashing corrosion or rust

_____Structural conditions for deficiencies such as settling of the deck, membrane splits, or cracks in walls

_____Roof edging conditions for deficiencies such as deterioration and loose fasteners

_____Expansion joint conditions for punctures, splits, and insecure fasteners

_____Shingle conditions

_____Asphalt roof conditions for deficiencies such as brittle or missing shingles, cracking, curled edges, erosion, or exposed wood

_____Flat roof conditions for evenness across the horizontal plane and deficiencies such as bare areas, blisters, cove areas abutting

	parapets, cracks, curling, exposed nail heads, or ponding
	_____Overall condition
Gutters/Roof Drains	Drainage devices are important in protecting buildings from water intrusion and damage. The following is an annual preventive maintenance checklist for gutters, downspouts, scuppers, and roof drains. Maintenance personnel shall ensure that these areas are free of debris such as leaves and branches, and that large debris has also been removed from the roof.
	_____Mounting stability
	_____Bolt, screw, and strap conditions
	_____Discharge area function for proper drainage away from building
	_____Joint conditions and stability
	_____Roof atrium drains
	_____Cleanliness
	_____Caulking condition
	_____Mounting stability
	_____Overall condition for deficiencies such as blockage and cracks
	_____Splash block location
	_____Seam and elbow conditions
	_____Caulking condition
	_____Gutter positioning toward downspouts
	_____Overall condition for deficiencies such as corrosion, rust, blockage, obstructions, and disconnection
Sewer Laterals	All drain lines in the physical school facility connect to the main drain, which is referred to as the “sewer” beyond the foundation. All sewer

	lines outside of the foundation have clean-out points at various locations. Reaming from these points requires the use of a high-power hose, hydro-jet, or power equipment. Sewer laterals should be annually reamed from clean-out points by in-house personnel.
	_____Caulking condition adjacent to building exit point
	_____Plug conditions
	_____Pipe integrity
	_____Plaster condition adjacent to building exit point
	_____Overall condition for deficiencies such as soil erosion (if line exits ground)
Irrigation Controllers	Annual inspection of each irrigation controller helps guarantee operational performance. This should be done jointly with a landscape contractor. (See also monthly Landscape checklist.)
	_____Timer accuracy
	_____Housing condition for deficiencies such as water encroachment
	_____Door and lock function and conditions
	_____Electrical connection conditions
	_____Security (stations should be locked)
	_____Overall condition
Storm Drains	Storm drains or sewers are underground systems used to collect and dispose of surface water. They shall be cleaned and flushed annually to ensure blockages are removed and piping is functional.
	_____Grate conditions
	_____Cover conditions
	_____Adjacent concrete or asphalt conditions

PREVENTATIVE MAINTENANCE

	_____Drainage
	_____General safety conditions
	_____Overall condition for deficiencies such as dirt buildup around drain that might preclude proper directional flow

Every Two Years

Outdoor Grandstands & Indoor Bleachers	Must be inspected by a professional engineer, registered architect, or individual certified by the manufacturer as required by the Life safety Code, NFPA 101-2003 Sections 13.7.9 and 13.7.10.

Every Three Years

Asbestos	Every three years an inspection of all asbestos containing materials (ACM) must be performed by a licensed asbestos contractor as required by federal law.

Every Five Years

Fire System Certification	Comprehensive servicing and certification of the entire fire suppression system should be done every five years in accordance with current local, state, and federal requirements, including NFPA-defined guidelines. A licensed state contractor must be used, and this work shall be validated by local fire authorities. The following items should be inspected by the contractor during this process. ■ Signal initiation ■ Manual Alarm operation

- Water flow system components including valves, piping, pressure regulators, gauges, sprinkler heads, and shut-off operation
- Smoke detection systems
- Voice systems
- Automatic extinguishing systems
- Signage, visual notifications
- Supervisory signals
- Maintenance testing and protocol
- Central station monitoring
- Code compliance

_____**Fire system certification (should be tested only by a certified contractor)**

GROUNDS MAINTENANCE

Frequency	Grounds Maintenance
Summer	Grass shall be cut based on weather according to the schedule established by the Grounds Supervisor.
	Athletic fields shall be overseeded and resodded as necessary.
	Grass shall be irrigated as necessary based on weather.
	Outdoor bleachers shall be inspected annually for general condition of components and tightness of connections. Every two years bleachers must be inspected by a licensed engineer, architect, or individual certified by the manufacturer as required by the Life Safety Code.
	Asphalt surfaces shall be sealed every five years.
	Running tracks and tennis courts shall be sealed every five years.
Fall	Grass cutting shall continue until the growing season has ended.
	Fall athletic fields shall be marked prior to the first competition and as necessary thereafter.
	Leaves shall be raked and removed weekly.
	Trash shall be picked up and trash containers emptied after every event.
Winter	Snow and ice shall be removed from entry ways and sidewalks at least 30 minutes prior to the start of school for the day.
	Sidewalks and entry ways shall be sanded as necessary.
	When snow continues to fall after the start of the school day, the main entrance shall be cleared hourly. Other entrances and sidewalks shall be cleared at least every two hours.
	The snow plowing contractor shall clear all parking lots and driveways at least one hour prior to the start of school. A decision to plow once school has started shall be made by the Grounds Supervisor in cooperation with the School Principal. Maintenance staff shall assist in coordinating the movement of vehicles as necessary.
Spring	All grass surfaces shall be raked as soon as weather conditions allow.
	All storms drains and culverts shall be cleared of debris.
	Mulch shall be placed around planted shrubs.

GROUNDS MAINTENANCE

	Pesticides shall be applied as directed by the Grounds Supervisor.
	Spring athletic fields shall be marked prior to the first competition and as necessary thereafter.
	Trash shall be picked up and trash containers emptied after every event.

CUSTODIAL MAINTENANCE

Custodial Cleaning Frequency

Entrances, Lobbies and Corridors

These areas are generally the first areas seen by students, staff and visitors. Their condition and cleanliness leaves a lasting impression on all that enter the building. It is of the utmost importance that these areas are maintained to a standard of excellence.

Considerable dirt is carried in and deposited in entryways and corridors. The custodian's schedule should include adequate time to sweep these areas of travel more often than once a day. Regular sweeping or snow removal from the sidewalks outside of entryway doors will prevent some dirt and sand from entering the building. Snow and ice should be removed from the entryway as soon as possible using sand or ice melt to avoid slips and falls. Use only those ice melt products that are approved by the school district. Some entryways have floor mats to serve as a dirt and sand trap. These must be cleaned periodically, or daily during the 'mud' season. Entryway carpet is cleaned most effectively with an extractor running the rinse cycle 1-3 times. Fans need to be on during this process to speed drying

Frequency	Entrances, Lobbies and Corridors
Daily	Empty waste receptacles, remove debris, police entrance for snow, leaves, and litter, and remove.
	If floor is resilient tile, dust mop floors with a wide, treated dust mop, keeping the dust mop head on the floor at all times. Pick up soil from floor with dustpan. With a lightly dampened mop, spot-mop floors as necessary to remove soil.
	Vacuum carpet areas and mats; remove gum and soil spots.
	Disinfect drinking fountains. *(see following procedures)*
	Clean entrance door glass.
Weekly	Dust the tops of lockers, fire closets, extinguishers and window casings. (Low dusting, below 5')
	Clean glass partitions, display cases, and interior door glass.
	Spot-clean finger marks and smudges on walls, door facings, and doors. Use detergent solution in spray bottle and a cloth.
	Dust Furniture.
	Restore floor finish on non-carpeted floors.
Monthly	High dust vents, lights, pipes, window blinds, over doorways, hanging light fixtures and connecting and horizontal wall surfaces. (High dusting, above 5')
	Note: When cleaning stairways, on a routine schedule clean out the corners and the edges of each step. Remove gum, etc. with a putty knife. Damp mop or spot clean as necessary.

CUSTODIAL MAINTENANCE

Classrooms and Laboratories

There is more time spent in classroom cleaning than any other phase of custodial duties. Valuable time and many steps can be saved by careful planning. Due to the many different types of furniture and equipment used in the classroom, a careful analysis should be made to determine how to clean each room in the shortest time with the fewest steps and still maintain the required standard of cleanliness. To keep a classroom clean will entail much more than just sweeping the floor and dusting the furniture. It will require a technician with a willingness to work, a custodian who takes pride in his/her work and one who is interested in the welfare of the youngsters. Some classrooms will have desks that may be shifted from side to side each day as you clean the floor, while others have tables that can only be moved a few inches. Some furniture in the rooms can be rolled away from the wall to make sweeping easier; other furniture is stationary and must be cleaned around and underneath. Tables and desks must be wiped off with disinfectant. The custodian's cart will hold the necessary equipment and materials to clean classrooms.

Classrooms should have adequate lighting. Check for burned out tubes or bulbs and replace them with bulbs of the same wattage. Properly dispose of used fluorescent tubes.

Frequency	**Classrooms and Laboratories**
Daily	Empty waste receptacles and replace liners.
	Clean marker boards, chalk boards and chalk trays.
	Vacuum traffic patterns on carpets floors; remove gum and soil spots.
	Dust mop and wet mop tiled floors.
	Clean glass in doors and partitions.
Weekly	Dust furniture surfaces and damp clean desk and table tops. (low dusting, below 5 feet)
	Empty pencil sharpeners.
	Vacuum carpeted areas thoroughly.
	Clean door surfaces.
Twice Monthly	Restore floor finish on non-carpeted floors.
Monthly	High dust vents, lights, pipes, window blinds, and connecting vertical and horizontal wall floors. (high dusting, above 5 feet)
	Vacuum upholstered furniture.

CUSTODIAL MAINTENANCE

Office, Lounge and Conference Rooms

Most of the same cleaning procedures, as outlined for 'Classroom Cleaning' in the previous section, can be followed for cleaning office areas, faculty lounges, conference rooms, libraries, media center areas, etc.

Frequency	Office, Lounge and Conference Rooms
Daily	Empty waste receptacles and damp clean.
	Clean chalkboards and chalk trays and dry erase marker boards.
	Vacuum traffic patterns on carpeted floors and remove gum and soil spots.
	Dust mop and wet mop tiled floors.
	Clean glass in doors and partitions.
Weekly	Dust furniture surfaces and damp clean tabletops. (low dust below 5 feet)
	Empty pencil sharpeners.
	Vacuum carpeted areas thoroughly.
	Clean door surfaces.
Monthly	Restore floor finish on non-carpeted floors.
	High dust vents, lights, pipes, window blinds, and connecting vertical and horizontal wall surfaces. (High dust above 5 feet)

Restrooms, Locker Rooms and Showers

Frequency	Restrooms, Locker Rooms and Showers
Daily	Empty waste receptacles and change liners.
	Thoroughly clean and disinfect toilets and urinals.
	Thoroughly clean and disinfect shower rooms and dressing rooms.
	Restock dispensers: soap, paper towel, toilet tissue and sanitary napkins.
	Clean mirrors; clean and disinfect urinals and stools; clean basins; polish stainless steel and chrome surfaces.

CUSTODIAL MAINTENANCE

	Spot wash walls, lockers, and partitions.
	Dust mop and wet mop floors with disinfectant solution.
Weekly	Damp clean and polish partitions thoroughly.
	Pour at least one gallon of water down floor drains.
	Dust wall and ceiling vents.

Frequency	**Restrooms, Locker Rooms and Showers**
	Clean doors and wall tile.
Twice Monthly	De-scale fixtures.
	Scrub floor with floor scrubber.

Cafeterias and Lunch Areas

Frequency	**Cafeterias and Lunch Areas**
Daily	Clean table tops with disinfectant.
	Empty waste receptacles and replace liners.
	Dust mop and wet mop tiled areas.
	Vacuum carpeted areas and mats, remove gum and soil spots.
	Disinfect drinking fountains.
Weekly	Clean glass partitions, display cases, and interior door glass.
	Spot clean walls.
	Dust furniture, fire closets and extinguishers. (low dusting, below 5 feet)
	Restore floor finish on non-carpet floors.
Twice Monthly	High dust vents, lights, pipes, window blinds, and connecting vertical and horizontal wall surfaces. (high dusting, above 5 feet)
Monthly	Thoroughly clean furniture.

CUSTODIAL MAINTENANCE

Shop Areas

Frequency	Shop Areas
Daily	Empty waste receptacles and replace liners, dust mop or sweep floors; and spot - mop floors.
Twice Monthly	Dust sills and ledges; spot - clean walls
Monthly	Mop floors with detergent solution and buff floors coated with floor finish or wax.

Frequency	Gyms and Multipurpose Rooms
Daily	Empty waste receptacles and replace liners.
	Dust mop court floors and spot clean using recommended treatment for dust mop.
	Clean glass in doors and partitions.
	Clean and disinfect drinking fountains.
	Vacuum traffic patterns on carpeted floors; remove gum and soil spots.
	Dust furniture.
	Dust mop and wet mop tiled floors.
	Spot clean walls; remove graffiti.
Weekly	Vacuum carpeted areas thoroughly.
	Clean door surfaces.
	Vacuum upholstered furniture. Clean all wooden and vinyl furniture. (low dusting, below 5 feet)
	Clean and polish brass or chrome.
	Spray buff tiled floors; remove scuffmarks.
Monthly	High dust (above 5') or vacuum vents, lights, pipes, window blinds, drapes, connecting horizontal and vertical wall surfaces.
Annually	Reseal floor using manufacturer's recommended procedures and finishes.

CUSTODIAL MAINTENANCE

Custodial Methods and Procedures

Assembling Equipment and Supplies

At the beginning of each shift, the custodian should assemble all tools and materials needed to clean thoroughly. This will minimize frequent return trips to the custodial closet to get something else.

- Custodian cart with caddy
- Spray bottles with appropriate solutions to clean glass, counters, sinks, disinfect surfaces, and spot cleaning
- Dust cloths
- Paper towels
- Putty knife/razor blade scrapper
- Dust mop (treated if needed)
- Wet mop (if needed)
- Mop bucket and press (if needed)
- Vacuum cleaner complete
- Plastic liners (small and large)
- Counter brush
- Dust pan
- Gum remover
- Protective glasses and gloves

Drinking Fountains

If drinking fountains are not cleaned regularly and correctly, they can become a health hazard. The public expects clean drinking water, therefore it is the responsibility of the custodian to keep the drinking fountains clean and sanitary. Drinking fountains should be cleaned daily using the following methods:

1. Use spray bottle or bucket with water and detergent/disinfectant solution to spray or wipe solution over all surfaces.
2. Agitate with clean cloth, small brush, or paper towel.
3. Rinse.
4. Use clean cloth or paper towel to wipe dry and polish chrome and other surfaces.
5. Adjust the bubbler so that the water stream is the correct height (not hitting the spout and not spraying).

CUSTODIAL MAINTENANCE

Chalkboards and Marker Boards

- Be sure to check for information to remain on the board before cleaning.
- Most chalkboards can be cleaned by simply erasing with a clean felt eraser and wiping with a clean cloth.
- Water is not recommended for most chalkboards as the water plus chalk equals glue and will fill the chalkboard pores, giving a poor writing surface.
- Some of the newer boards require washing as they are not designed for chalk. If you are not sure, check with your supervisor.
- An eraser and treated dusting cloth can be used to remove the fine chalk dust if necessary.
- On occasion, as assigned, fine cleanser can be used carefully on some chalkboards to restore "bite".
- The chalk tray can be damp wiped at this time or vacuumed out later while vacuuming carpet. Vacuum erasers, if needed.
- Use only solutions recommended by the manufacturer when cleaning "Dry Erase Marker Boards".

Dusting

From the standpoint of health as well as appearance, dusting is one of the most important jobs of the custodian. Dust can be a carrier of disease germs. Visible dust presents a dirty appearance that needs to be taken care of as soon as possible.

A vacuum cleaner is the best tool for removing dust.

Treated "dust cloths" can be used for most dusting. These are usually rolls of factory treated flannel cloth.

Some surfaces lend themselves well to 'damp dusting' using a clean cloth and plastic sprayer with appropriate solution. Where students eat at their desks, the desk tops are to be cleaned daily with a district-approved disinfectant.

Dust all horizontal surfaces such as window ledges, sills, files, counter tops, and desks. Inspect student desk tops and spot clean them to remove heavy soil, heavy marking or graffiti.
As a general rule all horizontal surfaces less than 5' will receive a thorough dusting weekly. Horizontal surfaces greater than 5' will receive a thorough dusting monthly. Some surfaces may require spot dusting on a daily basis.

Note: Lock all windows when you clean the sills.

Cleaning Classroom Sinks and Counters

1. Clean sinks and replenish paper towels and hand soap daily. Clean sinks by using plastic sprayer with disinfectant/detergent solution. Spray and wipe dry with a paper towel, or use fine cleanser, rinse and wipe dry with clean cloth or paper towel.
2. Spray solution on counter and wipe clean with clean cloth or paper towel.

CUSTODIAL MAINTENANCE

Dust Mopping Resilient Floors

If the floor is resilient type either totally or partially, the following is recommended:

1. Pick up large pieces of paper or other debris before starting to clean.
2. Use treated dust mop and carefully dust mop all resilient floor areas. Clean under all desks, equipment, etc. that are off the floor.
3. Dust mop debris to one area for pick up with counter brush and dust pan.
4. Dust mop may be lightly shaken or vacuumed to remove dust. Do in appropriate area.
5. Retreat dust mop as necessary by lightly spraying with dust oil and allow setting before using, or hanging up.
6. If area is carpeted, with a strip of resilient flooring, it is permissible to sweep dust onto carpet for pick up when vacuuming.

Trash

Empty all trash receptacles. Do not reach into the receptacles, but carefully dump the contents of the receptacle into the waste collection bag. Damp wipe soiled receptacles. Replace plastic liners only when soiled or otherwise needed.

Note: Remove lunch trash immediately following lunch. Use ramp or steps provided when throwing trash into dumpsters. Do not throw over your head. This will minimize injury.

Carpet Vacumming

The vacuum cleaner is the most effective tool to remove soil from many surfaces, especially carpeting.

1. Move furniture in room only as necessary to vacuum all areas of the carpeting.
2. Pick up large pieces of paper and other debris before vacuuming (perhaps teachers and students may be asked to assist).
3. Vacuum all carpeted areas, getting under desks, furniture and equipment that is off the floor.
4. Vacuum chalk trays (if not already done) and erasers (as needed).
5. Replace all furniture.
6. Look for and clean up spots or soiled areas on carpeting using plastic sprayer, appropriate cleaner, and clean cloths or paper towels. Remove gum by using gum remover-follow manufacturer's instructions.

Spot Cleaning

1. Spot clean walls, doors, and ledges as previously recommended. Spot clean daily in carpeted areas where students are eating. Use clean cloth or paper towels and detergent solution in plastic spray bottle.
2. Spot clean glass in doors and partitions and on the inside of windows to remove smudges as previously recommended. Use soft, lint free, clean cloth or paper

towels and glass cleaner in plastic sprayer.
3. Dust or clean vents in ceilings of classrooms, offices, etc. as previously recommended.
4. Before leaving the room, visually check to make sure all the following duties are completed:
   - Windows are locked.
   - All items are in appropriate place.
   - Room looks clean and - is clean!
   - Lights are turned off.
   - Door is locked.

Restroom Cleaning

The job of cleaning and disinfecting your rest rooms is not a difficult one, if the work is done efficiently and daily as it should be. Modern fixture design usually makes cleaning them fast and effective if proper procedures are followed. Remember that deodorant blocks are not permitted. Deodorants do not clean or sanitize, but merely cover up one odor with another. Clean rest rooms are important for a number of reasons:

- Bacteria control to help eliminate cross infections to safeguard health.
- Many times the custodial staff is judged on the appearance and cleanliness of the rest rooms.
- Clean rest rooms encourage the public to help keep them that way.
- Clean rest room fixtures greatly reduce the possibility of offensive odors (and complaints).
- The most frequent lingering cause of odors in rest rooms is due to uric acid salts. Remove these salts through proper cleaning procedures and the odors are gone! Rest rooms also require adequate ventilation.

Refilling Dispensers

1. Check all dispensers daily to insure adequate supply.
2. Refill all dispensers as required (including toilet paper dispensers).
3. Interfold the bottom sheet with the remaining top sheet in the dispenser when adding paper towels.
4. Check the working condition of the units.
5. Close and lock dispenser.
6. Spray the surfaces with germicidal/disinfectant solution and wipe dry with paper towel. At the same time check the soap valve to assure proper operating condition.
7. Clean the surface of the dispenser as above.
8. Fill all soap dispensers.
9. Stock the sanitary napkin/tampon dispenser.
10. In the women's restrooms, it is essential that the sanitary napkin/tampon machine be stocked at all times. If the machine becomes inoperable, it must be repaired or reported promptly.

11. Unlock the machine.
12. Refill machine correctly to ensure that it will dispense napkins properly.
13. Close and lock the machine.

Cleaning Sinks and Wash Basins

Several methods can be used to clean sinks with equal final results, however, the following is recommended:

1. Use spray bottle with germicidal/disinfectant solution and spray sink (inside and outside), faucets and adjacent wall areas.
2. Let sit a minute, and then scrub with paper towel, clean cloth, or brush. (Paper towel preferred.)
3. Use a small amount of fine cleanser if necessary.
4. Rinse as necessary and polish with clean cloth or paper towel.
5. Wipe walls adjacent to sinks to remove grime, spots, etc. as above.
6. Clean pipes underneath sinks daily as part of the procedure.
7. Do not use lime de-scaler on counter tops.

Mirrors

Mirrors in rest rooms are easy to keep clean by spraying lightly with glass cleaner or germicidal/detergent solution and wiping dry and/or polishing with a clean, lint free cloth or paper towel. Never use an abrasive cleaner or acid or dirty cloth on minor. These may mar or scratch surface. Avoid using excessive water as it may get into the frame backing and damage the silvering.

Urinals and Toilet Bowls

Wear rubber gloves at all times. This is for your personal protection.

To clean inside bowl:

1. Flush toilet and/or urinal.
2. Use hospital disinfectant from dispensing system-follow manufacturer's instructions.
3. Use cotton swab (poodle tail) and/or toilet brush and swab inside of bowl using solution.
4. Scrub as necessary-be sure to swab solution up and under the flush rim. Scrub thoroughly.
5. Flush toilet or urinal and rinse swab or brush in clean water before proceeding to next fixture.

CUSTODIAL MAINTENANCE

To clean seat and outside of fixtures using sprayer:

1. Spray germicidal/disinfectant solution on toilet seat (both sides), and all of the outside surfaces of the fixtures (toilets and urinals).
2. Let stand a minute or so.
3. Wipe dry with paper towels starting with the top of the seat, then underside and finally the balance of the fixture down to the floor.

Note: This procedure is the most effective way to sanitize a fixture, because you are always using clean solution with no chance of cross-contamination. Also, plastic spray bottles or one (1) gallon pressure sprayers can be used.

Note: Be sure to spray plunger with disinfectant after use. Keep in a bucket when not in use.

Bathroom Walls and Partitions:

1. Spray or damp dust with a germicidal/detergent solution on surfaces such as ledges, partitions, dispensers, wainscoting, shelves, areas around urinals and toilets, and lower walls as necessary.
2. Use either sprayers or bucket with germicidal/detergent solution, paper towels, clean cloths or a brush.
3. Wipe dry, if necessary, with paper towels or clean cloth to prevent streaks and spotting.

Additional Notes

To discourage graffiti, always remove it right away. Test chemical or cleaner in an obscure area prior to use. In older buildings it may be necessary to paint the stalls frequently to maintain desired levels of appearance.

Bathroom and Shower Floors: (Does not include wood floors)

The floors are made of a variety of materials. Some judgment is necessary as to the use of strong chemicals and excessive amounts of water. If the floor can be damaged by over-wetting, substitute with light damp mopping.

1. Mix mopping solution per manufacturer's instructions.
2. Use clean, wet mop and wet down the floor thoroughly with the solution (damp mop if floor would be damaged as above).
3. Let stand a few moments for the chemicals to work.
4. Agitate the solution with your mop as needed.
5. Pick up soiled solution with mop, floor squeegee, and pick-up pan or floor drain, or use wet-vac for pick up. Clean all corners and edges. (Scrape if necessary.)
6. Return all receptacles to proper position.

CUSTODIAL MAINTENANCE

Note: Do not rinse floor as we want to take full advantage of the residual benefits of the germicide. Before leaving the rest room, take a quick visual check of the area and see if it smells clean and looks clean! Be proud of doing the job well.

Shower Rooms, Locker Rooms and Dressing Rooms

Trash

1. Empty all trash containers (including small pieces of soap and other debris) into cart.
2. Reline containers with plastic liner.
3. Spray or wipe containers with germicide/disinfectant solution. Wipe dry with clean cloth or paper towel.

Benches Furniture and Lockers

1. Spray or wipe (with cloth) with germicide/disinfectant solution and scrub or wipe dry with clean cloth.
2. Spot clean walls and lights as needed (as above). Replace burned out lights.
3. Replenish paper towels, soap, etc. Clean dispensers and lock.

Showers

1. Wipe down walls with germicide/disinfectant solution and cloth, wedge mop, sponge mop, or brush. Let solution stay on walls a few minutes to allow chemicals to work.
2. Scrub or agitate solution to loosen soil and scum. Rinse with clean water.
3. Polish handles, shower heads, and other hardware and wipe dry.

1. Clean hair, etc. from shower drain.

Floor Surfaces

1. The flooring surfaces vary considerably in the different buildings, however, the following is recommended:
2. Sweep or dust mop (treated) floor to remove large pieces of paper and other debris.
3. Pick up towels, socks, shoes, etc. and store appropriately (PE teachers and students should assist).
4. Lightly flood floors with germicide/detergent solution and warm water.
5. Let stand 3 minutes or more for chemical action.
6. Agitate or scrub with wet mop, brush (long handled),or power buffer, if necessary.
7. Pick up soiled solution with mop, squeegee to drain, or wet vacuum up.

CUSTODIAL MAINTENANCE

Note: Rinsing not necessary as the residual benefits of the germicide are desirable. Clean all equipment and store properly.

Vomit Cleanup

Clean up vomit as soon as possible and always use gloves. Follow the instructions below:

1. If on carpeting only, use absorbent granules, sweep, then extract with disinfectant and dump waste directly into basin.
2. Clean off furniture.
3. Clean all equipment and store properly.

Gym and Multi-Purpose Room Floors

These areas present two (2) different types of flooring material (wood and resilient flooring), therefore each type of flooring will be addressed here.

Resilient Floors

These include such flooring surfaces as asphalt tile, hard vinyl tile, sheet goods, and resilient 'poured' floors. Most of the custodian's work in these areas will consist of floor care procedures, with a limited amount of time spent dusting or cleaning benches, bleachers, or chairs.

1. Use treated dust mop using factory recommended treatment to clean floor. Do not 'sweep' with dust mop as this will scatter dust into the air. Keep dust mop on the floor and clean in long 'runs'. Clean out dust mop by carefully shaking where appropriate or clean with vacuum cleaner.
2. Re-treat lightly with 'mop dressing' as needed.
3. Pick up dust and debris with dust pan and counter brush or with vacuum and dispose of trash.
4. Wet mop total floor or damp mop as needed to remove spots. Use detergent and water solution. Agitate with wet mop or lightly scrub with buffer if necessary.
5. Pick up soiled solution.
6. Reseal as necessary (floors are sealed when new).
7. High speed buff as needed. Very effective way to clean and repair floor.
8. Spray buff as needed. Very effective, spray as you go.

Maple Wood Floors-Follow manufacturer's instructions.

Frequency	Maple Wood Floors
Daily	Pick up and dispose of debris.
	Remove chewing gum.

CUSTODIAL MAINTENANCE

	Dust mop floor with a clean and properly treated mop.
	Wipe floor with bare hand to test if dust remains on the floor. If dust is detected, repeat step No. 3.
	For normal soil removal, use a waterless cleaner suitable for wood surfaces and as recommended by the manufacturer.
Monthly	Remove rubber burns and floor marks with a solvent-dampened cloth as recommended by the manufacturer.
	Tack or damp-mop floor with solvent cleaner.
Annually	For lightly worn floors a light “screening” may be required and one coat of floor finish Consult manufacturer for approved finishes.
	For badly worn or damaged floors, consult your installer to determine if heavy screening or sanding is needed.
	Don’t use an automatic scrubber on wood floor.
	Don’t allow water or liquids to stand on floor.
	Most manufacturers recommend maintaining relative humidity between 35-50% year round.