



Custodial Manual

THIS MANUAL IS FOR THE USE AND DIRECTION OF CUSTODIAL STAFF IN SCHOOL DISTRICT NO. 54 (BULKLEY VALLEY).

THE CUSTODIAL MANUAL IS FOR REGULAR AND SPARE CUSTODIANS SERVING AS A GUIDE FOR CLEANING IN THE SCHOOL DISTRICT.

AS WELL AS A REFERENCE FOR A VARIETY OF PROCEDURES RELATING TO THE OPERATIONS AND OF MAINTAINING OUR SCHOOLS IN A SAFE, CLEAN AND FUNCTIONAL CONDITION.

SECTION 1 – GENERAL INDEX

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SECTION 2 – GENERAL INFORMATION

INTRODUCTION

Custodians play a very important role in our educational system in School District 54. The basic reason for having a school custodian is to ensure that our facilities are clean, safe, efficient and functional. When custodians handle their responsibilities faithfully, conscientiously and intelligently, the results will be satisfying and rewarding.

It is expected that our custodians will become fully aware of and carry out their responsibilities, so they fulfill their part in our educational team. Custodians must make every effort to ensure high standards are consistently met.

In the evenings, custodians are often the first — and sometimes the only — staff members that members of the public interact with. Because of that, it's important to make a good impression. A custodian should bring the following qualities to the job:

- A neat and clean appearance
- Dependable and reliable behavior
- Polite and respectful communication with visitors
- A sense of maturity, honesty, and good judgment
- Willingness to take initiative and work hard
- Strong personal values and character
- Good personal habits

Custodians should be aware that the parents and the public feel competent to judge the appearance of a school building. In judging school buildings one of the basic criteria is good housekeeping. Poorly ventilated rooms and bathrooms, dirty halls in a general state of untidiness, are all negative influences and will be noted by the public.

OBJECTIVES

The objectives of the Custodial Department will include the following:

1. To use custodial supplies and equipment correctly and follow School District 54 procedures in regard to custodial maintenance, safety and security of school district buildings.
2. To protect the capital investment of school district buildings and furnishings by regularly scheduled custodial maintenance.
3. To establish and maintain good rapport with staff, students and members of the public.

4. Minimum accepted Appearance Level is Level 3 as defined below. The daily expectation of is APPA level 2 but we always strive for Level 1.

APPA CUSTODIAL APPEARANCE LEVELS

Level 1 – Orderly Spotlessness

- Floors and base mouldings shine and / or are bright and clean; colours are fresh. There is no buildup in corners or along walls.
- All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Lights all work and fixtures are clean.
- Washroom and shower fixtures and tile gleam, and are odour-free. Supplies are adequate.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odour-free.

Level 2 – Ordinary Tidiness

- Floors and base mouldings shine and / or are bright and clean. There is no buildup in corners or along walls, but there can be up to two days' worth of dust, dirt, stains, or streaks
- All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation. Lights all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odour-free.

Level 3 – Casual Inattention

- Floors are swept or vacuumed clean, but upon close observation there can be stains. A buildup of dirt and / or floor finish in corners and along walls can be seen.
- There are dull spots and / or matted carpet in walking lanes. There are streaks or splashes on base mouldings.
- All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Lamps all work and fixtures are clean.
- Trash containers and pencil sharpeners hold only daily waste, are clean and odour-free.

Level 4 – Moderate Dinginess

- Floors are swept or vacuumed clean, but are dull, dingy and stained. There is an obvious buildup of dirt and / or floor finish in corners and along walls.
- There is a dull path and / or obvious matted carpet in the walking lanes. Base mouldings are dull and dingy with streaks or splashes.
- All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks.
- Lamps fixtures are dirty and some (up to 5 percent) lamps are burned out.

- Trash containers and pencil sharpeners have old trash and shavings. They are stained and marked.
- Trash containers smell sour.

Level 5 – Unkempt Neglect

- Floors and carpets are dull, dirty, dingy, scuffed, and / or matted. There is a conspicuous buildup of old dirt and / or floor finish in corners and along walls. Base mouldings are dirty, stained, and streaked. Gum, stains, dirt, dust balls, and trash are broadcast.
- All vertical and horizontal surfaces have major accumulation of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.
- Light fixtures are dirty with dust balls and flies. Many lamps (more than 5 percent) are burned out.
- Trash containers and pencil sharpeners overflow. They are stained and marked. Trash containers smell sour.

CLEANING PRIORITY PROTOCOLS

Daily Standards and Exceptions

Custodians are allotted sufficient time to complete their daily duties, based on the floor plan formula. The formula accounts for square footage and usage of each designated space. Time allotment is regularly reviewed, by the Director of Facilities and the Custodial Manager. Custodial sections should be kept to the APPA appearance level 2 or higher. Shortcuts and skip duties are not acceptable to the daily standard.

Should an emergency arise leaving a section short staffed or impede a Custodian from completing their daily duties, the following list outlines the priority of cleaning that **must** be completed during their shift:

- Bathrooms – cleaned and disinfected.
- Garbage – emptied, liner replaced and removed from building.
- Horizontal surfaces (desk, tables, workstations etc.,) – cleaned & disinfected.
- Frequently touched surfaces – doorknobs, keyboard/mouse, handrails etc., - disinfected

The above priority list, ensures that the space is sanitary. The visual appearance may, in an emergent situation, be less than appealing because of incomplete floor cleaning. The sweeping and spot washing of floors should be attempted to prevent illness or injury to staff or students.

In some instances, the Custodial Manager may direct two Custodians of the same building to complete part of one's section to ensure the priority level has been met. The Custodial Manager, will inform the Principal of the exceptions to the daily routine. When staffing levels resume, additional custodial hours will be assigned the following a shortage.

CUSTODIAN CONDUCT AND APPERANCE

Custodial staff must be courteous and considerate at all times, to students, fellow workers and other building users.

Custodial operations should be conducted in a manner that minimizes disruption to the school's daily routine.

Maintaining a professional appearance helps create a respectful and positive work environment. Custodial staff are expected to dress in a manner that reflects the standards of the school district and promotes a welcoming atmosphere for students, staff, and visitors.

Custodians should wear clothing that is both professional and practical, allowing ease of movement for the physical nature of custodial work.

Custodians should be aware that the manner in which they do their job and how they relate to students, staff and the public will have an impact on the operation of the school and its' relationship to the community it serves.

REPORTING STRUCTURE

Custodians have distinct responsibilities within the school for which the Principal must exercise control. It is equally obvious that certain duties of custodians must be controlled at the system level by the Custodial Manager or designate, (Custodial Foreman or Lead Hand).

Principals, the Custodial Manager, Custodial Foreman, Lead Hands and Custodians must exercise every diligence to preserve harmony and efficiency in the daily operation of custodial services, by always being reasonable and cooperative.

Lines of communication with custodial staff will be through the Custodial Manager or designate who will liaise with the Principal or Vice-Principal at the school.

CHAIN OF COMMAND

The Principal is responsible for the day-to-day supervision and operational needs of the school. While the Custodial Manager holds primary responsibility for supervising custodial staff, Principals may provide direction to custodial staff in emergent or time-sensitive situations. Principals also serve as a liaison between school staff, the Custodial Manager, and the Director of Facilities to ensure ongoing communication and coordination regarding shared concerns.

The Custodial Foreman is responsible for training custodial staff, evaluating custodial methods and outcomes, and reviewing the quality and quantity of work performed. The Foreman reports these findings to the Custodial Manager.

The Custodial Manager is responsible for staffing custodial positions, maintaining communication with Principals and the Director of Facilities, and ensuring regular discussions regarding mutual concerns. The Custodial Manager also coordinates with Principals and with Facilities on special requests, such as additional work required for school events or specific areas of need.

Community use of facilities is booked through facilities rentals at facility@sd54.bc.ca. The Custodial Manager will advise Custodial staff on event dates and times and arrange for regular communication regarding mutual concerns between departments.

Reporting items that need the attention of Maintenance or Trades will be made through the site-based OTRS report system. Emergent items that compromise the integrity of the building such as water breaks, security matters or dangers to staff or students, will imminently be reported to the Custodial Manager or Custodial Foreman.

EMERGENCY NUMBERS

All School District 54 facilities have 911 access. Emergency numbers are commonly located by room exits, the office and staffroom.

In the event that you become aware of an emergency during your shift contact the Custodial Manager or designate. All emergencies are to be reported to your immediate Manager.

FACILITY RENTALS

Each organization or group renting school facilities will have one person designated, as the supervisor or permit holder. They will be responsible for the conduct of their group/organization while utilizing the facility. The renting group/organization must remain in the area they have booked for on their rental form. The designated supervisor will be responsible for this.

If the group/organization does not comply with the rental agreement they will jeopardize their future use of our facilities.

If you are unable to get the supervisor to cooperate in this regard, please contact the Custodial Manager.

All doors should be locked at 4:30 p.m., unless otherwise instructed. Please note that most of our schools are now equipped with access-controlled doors where fob access is required. All exterior doors will automatically lock on a scheduled timer. User groups will have card or fob access for their rental period and are only permitted to use the spaces outlined in their rental agreement.

Custodians are not to collect or handle any money associated with user groups. All rental provisions are done through facilities bookings <https://www.sd54.bc.ca/facility-rental/> inquiries about facility bookings can be made to facility@sd54.bc.ca

The Custodial Manager or Custodial Foreman will provide a copy of the rental invoice to the Custodian in charge of cleaning and/or security for the rented area. Please pay special attention to, what space is being used, any special instructions and the time and date of the rental.

PERMIT FOR USE OF BOARD PROPERTY

Subject to all terms, conditions, rules and regulations as stated in the Board's Policy and Procedures. In the event of an emergency, please call the number above and follow the instructions for a building related emergency.

Status: **Approved**

Permit number: 2024-09-17-0002 **Attendance:** 200
Purpose: Canadettes Debate
Permit type: III - Community Groups
Organization: Smithers Chamber of Commerce **Home phone:**
Permit holder: Sheena Miller **Work phone:**
Email: manager@smitherschamber.com **Mobile phone:** 403-497-6666

Facilities used: Smithers Secondary School (4408 3rd Avenue PO Box 849, Smithers, V0J 2N0)

Insurance company: CSIO
Policy number: 709285
Policy expire: Mar 1, 2025

Emergency numbers: 250-643-9435 Rolanda Lavallee, Custodial/H&S
250-877-2549 Stefan Young, Director of Facilities

Comments

Comments custom text is displayed here.

For custodian

Custodial required and security

Bookings

Bookings custom text is displayed here.

Status: **Approved**

Total hours: 3.5

Status	Date	Start	End	Facility and spaces
Approved	Tue, Oct 08, 2024	6:00pm	9:30pm	Smithers Secondary School in Della Herman Theatre, Round Room

SECTION 3 – JOB PARTICULARS

JOB DESCRIPTION

	School District #54 (Bulkley Valley) JOB DESCRIPTION
	MAINTENANCE – CUSTODIAN
	Location: District

SUMMARY:

Reporting to the Custodial Supervisor and working primarily an afternoon shift, the Custodian provides custodial and minor maintenance services ensuring District facilities are properly cleaned, safe and secure. The work may involve frequent interruptions. The custodian's work reflects the District's focus on facility cleanliness and safety

DUTIES

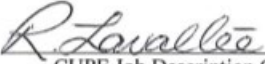
1. Cleans by dusting, mopping, washing vacuuming, polishing, sweeping, disinfecting or scrubbing all surfaces of furniture, furnishings, floors, walls and windows (inside and out).
2. Refills toilet paper, towel and soap dispensers.
3. Operates a variety of equipment such as vacuums and polishers, etc.
4. Empties and cleans garbage/recycling receptacles inside and outside.
5. Performs minor maintenance duties (e.g. unplugs toilets and sinks, tightens screws, replaces chair feet), as necessary.
6. Moves furniture and equipment as required to facilitate cleaning.
7. Replaces bulbs and fluorescent tubes as required.
8. Secures all doors and windows, makes security checks and sets intrusion alarms at end of shift.
9. Ensures furniture and equipment are ready for use by various user groups and monitors their use of facilities and equipment.
10. Orders and checks delivery of supplies.
11. Submits maintenance requests to the Custodial Supervisor.
12. Reports vandalism problems to the Principal/Vice-Principal.
13. Salts, sands and clears snow from exterior entrances.
14. Keeps custodial rooms neat and tidy.
15. Responds to requests from the Principal/Vice-Principal and Custodial Supervisor.
16. Communicates effectively using courtesy, tact and discretion with school staff, students and parents in the explanation and clarification of information.
17. Maintains the confidentiality of information seen or heard.
18. Works as a team member to manage the custodial work load and assists other Custodians as required.
19. May be required to perform other assigned comparable duties which are within the scope of knowledge, skills and abilities required by this class specification.

QUALIFICATIONS:

1. Completion of Grade 11
2. Previous custodial experience would be an asset
3. Demonstrated ability to use initiative to determine, judge and select appropriate course of action
4. Workplace Hazardous Materials Information System (WHMIS) Certificate and familiarity with Workers' Compensation Board (WCB) safety procedures
5. Physical capability to perform the job duties

N.B. This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation

Agreed to:


 CUPE Job Description Committee


 CUPE Job Description Committee


 Secretary/Treasurer

Job Description
Custodian

NOVEMBER 2018

HOURS OF WORK

A work schedule will be developed for each custodial section in the school district. In general, eight (8) hour Custodians will work from 3:00 p.m. to 11:00 p.m. Operational needs allow for variations of work schedules, such as daycares and other smaller spaces that do not require an eight (8) hour shift.

If Custodians complete all their regular daily duties, the expectation is custodians will complete extra tasks for the remaining time of their shift. (e.g., dusting, pulling staples, wall washing, cleaning glass, cleaning computer screens, etc.)

Employees may not alter their work schedule without prior approval of the Custodial Manager or Senior Admin for temporary variances.

Variation of work hours or breaks is only permitted after a review is completed and approved by the Custodial Manager, based on the operational needs of the district building(s).

All breaks will be conducted in accordance with the current CUPE Collective Agreement. Regular custodians working an eight (8) hour shift will be provided with two (2) paid fifteen (15) minute periods of rest and a paid thirty (30) minute meal break.

The Custodial Manager **must be notified of all shift variances prior to the start of the shift!**

Contact the Custodial Manager by:

- Email rolanda.lavallee@sd54.bc.ca
- Text 250-643-9435
- Telephone
 - Cell: 250-643-9435
 - Office: 250-847-2865 ext. 7005

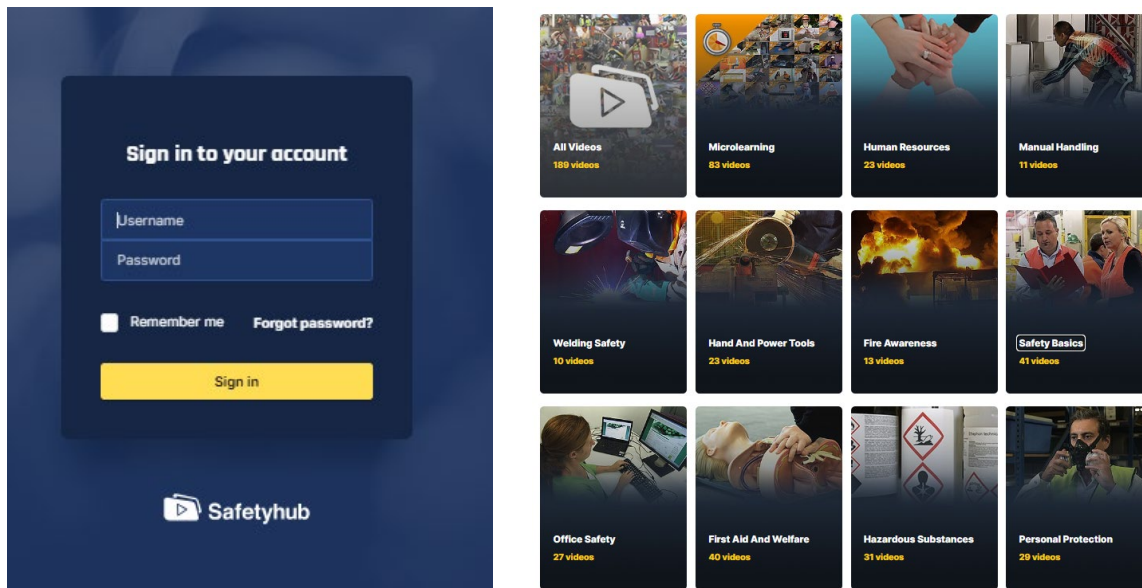
ONLINE TRAINING

All new employees are given an online training package including: New Worker Safety Orientation, Bullying and Harassment, Preventing Workplace Violence, Step Ladder Safety Training and WHMIS 2015 via safe23.com

SAFETYHUB

The Custodial Manager or Maintenance Secretary will assign safety and training videos with tests throughout the school year. Custodians will use their school district email as their login and create their own password to assess the assigned training.

Safetyhub can be found on the school district website under the *Staff Resources* tab, → *Safety and Reference Links and Guides*. <https://sd54bulkleyvalley.safetyhub360.com/>



EMOPLYER RESOURCES

School District 54 provides employees with access to a variety of resources and support services. Staff are encouraged to regularly visit the SD54 website and Staff Resources pages for information regarding:

- JEIS Program
- TELUS Health Employee and Family Assistance Program (EFAP)
- Benefits and Pension Information
- Employee Handbooks and District Policies
- Health and Safety Resources
- **Most employee resources can be found on the School District 54 website under Staff Resources:** <https://www.sd54.bc.ca/staff-resources/>

APPLYING FOR POSITIONS

Employees can apply for any internal temporary or regular posting. Printed copies of internal postings can be found on CUPE bulletin boards at each facility or on the school district website. Application for these postings must be made in writing to Human Resources within three (3) days of the posted position.

- Login to your school district email to contact HR.
- Include the job number you are applying for in your email, e.g., Posting 21/22-13.
- If you are applying for more than one job, list them in order of preference.
- HR will contact you by email informing you, your application has been received and filed.
- Only the successful applicant will be contact after the posting closes.

External CUPE job postings are often posted on indeed.ca, social media and WorkBC.

ABSENCE FROM WORK (ATRIEVE)

In order to ensure consistency in how custodians are dispatched through our Automated Dispatch System (ADS), the following process will be utilized:

- All absences will be entered by regular Custodians in Atrieve. For help in creating absences in Atrieve, please contact the Custodial Manager, Custodial Foreman, or the Human Resources Department.
- Atrieve is found on the School District website.
- Atrieve login is the same as your School District login info.
- **UNEXPECTED ABSENCES (ILLNESS) MUST BE ENTERED INTO ATRIEVE RIGHT AWAY!**
 - If you become ill and will not be attending work, you must contact the Custodial Manager and imminently enter your Atrieve absence.
- If you become sick and unable to finish your shift;
 - Discuss leaving early with the Custodial Manager or Custodial Foreman.
 - Entering your absence into Atrieve: The start time is the when your absence beginnings, not when your shift starts. The end time, is when the absence is over and you return to work. Example: your shift is 15:00 – 23:00 and you become ill at 16:30, your Atrieve entry would have a start time of 16:30 – 23:00.
 - Call, text or email the Custodial Manager the next day before noon with a wellness update.
 - Illness absences great than three (3) days will require a doctor's note, as per CUPE Collective Agreement.
- Medical appointments must be entered in to Atrieve as soon as possible.
 - ADS will dispatch replacement for your absence as soon as it's entered. When entering your absence, select **YES** for replacement needed.

- Vacation leaves - the Custodial Manager will instruct Custodians when to enter their Vacation absence into Atrieve. When entering your absence for vacation, select **NO** for replacement. If replacement is needed, the Custodial Manager will create the ADS coverage for Vacation leaves.
- Vacation accrual is based on years of service outlined in the CUPE Collective Agreement.
- General Leave of absence is a leave without pay. Each custodian is permitted five (5) days of GL per year. Extended unpaid leaves are made through application to the Secretary-Treasurer.
- Spare Custodians must enter the dates they are unavailable for work in Atrieve. ADS will

TIMESHEETS (ATRIEVE)

Custodians holding a regular or temporary contract will have their work schedule entered in Atrieve by the Custodial Manager and processed by Human Resources. Atrieve's function is to create a norm of where your hours are always populated without a timesheet. Making entries into Atrieve catches the exceptions, like employee illness, vacation or additional hours, etc.

Custodians are responsible for making sure their entries into Atrieve are correct. Open communication with the Custodial Manager prior to entries is recommended. Once an entry has been submitted by Custodians, an email notification is sent directly to the Custodial Manager for authorization.

The Custodial Manager enters dispatch details of the absence in Atrieve, this dispatch logs the hours of work for spare custodial staff.

Batches are authorized every Friday evening. Failure to have your Atrieve entries entered promptly could have effects on your payroll.

Any payroll discrepancies should be brought to the attention of the Custodial Manager straightaway. Amendments and corrections usually happen in the next payroll period.

- Home
- My Info
- ERP Administration

Absence Entry: Absence Information

BULKLEY VALLEY SD#54

?

?

Absence Reason

Absence Type

Absence Date

-----Choose A Reason-----

-----Choose A Reason-----

Additional Hours

Adoption

Bereavement - Extended

Bereavement Leave

Compassionate Care Leave

Curricular Trips

Employee Illness

Extra Curricular Trips

Extra Trips- Bus Only

Gen Leave (Above Annual Limit)

General Leave

Illness In Family

Indigenous Education

Jury

Miscellaneous

Parental Leave

Personal Care Allowance

Presidents Release Time

Pro-D (Cupe)

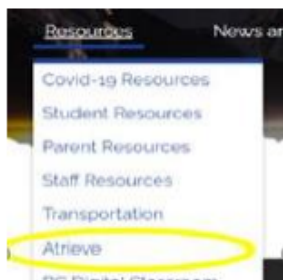
Next

PAYSTUBS (ATRIEVE)

Employee Statements & eForms

Step 1 – Access the Atrieve site www.sd54.bc.ca

Select “Resources” then “Atrieve”.



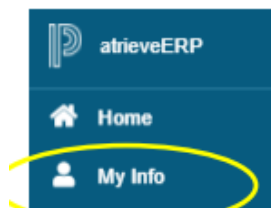
Step 2 – Login to the web portal

Your username and password will be the same as your District Network login.

 A screenshot of the Atrieve login page. It features a 'Sign in to your account' heading, followed by instructions to 'Enter your username and password to sign in'. There are input fields for 'Username' and 'Password', and a 'Continue' button at the bottom.

Step 3 – Access your Dashboard

Select “My Info” then “Dashboard”.



Step 4 – Review your monthly dispatches

Select “My Dispatches” then populate the date range for the month you would like to review and select next.

**Tip: Click on the calendar to quickly select dates.*

 A screenshot of the 'My Dispatches (TOCS/CAS)' selection screen. It shows a list of options: 'My Dispatches' and 'My Dispatch Qualifications'. Below this is a 'Selection Info' section with 'FROM' and 'To' date pickers. The 'FROM' date is set to '01-Apr-2021' and the 'To' date is '30-Apr-2021'.

Step 5 – Advise the respective school of any discrepancies by the last day of the month.

 A screenshot of the AtrieveERP dashboard. The 'Documents & eForms' menu item is highlighted with a yellow oval. Below it, the 'Employee Statement' option is also highlighted. The dashboard includes a header with the text '*****Access your pay slips and T4 information*****' and instructions to 'Select “My Info” then “Documents & eForms” and “Employee Statement”. Choose the statement type and the year of the document you would like to review.' At the bottom, there are fields for 'Statement Type' (set to 'Earnings Statements') and 'Year to View' (set to '2021').

DISPATCH PROCEDURE (ADS)

All replacement workers or causal on-call workers will be dispatched in accordance with CUPE Collective Agreement by the Automated Dispatch System (ADS) or Custodial Manager or designate.

ADS is the call system used by the District to dispatch employees for available causal on-call positions. The system dispatches employees based on seniority, certification and job type. Employees can view dispatches by logging into Atrieve or by calling the ADS system to review or cancel dispatches.

What to expect when ADS calls you

1. You will need to enter your PIN number followed by the # key. Your PIN is your six-digit employee number.
2. Listen to the assignment
3. Press 2 to listen to the subjects and levels
4. Press 3 to listen to the absent employees' message (if available)
5. Press 4 to accept the dispatch and record the dispatch number
6. Press 5 followed by the # key to refuse the dispatch
 - a. Refusal Reasons:
 1. Unavailable
 2. Illness
 3. other

Cancelling Dispatch

Employees can cancel a dispatch at any time. If you are suddenly not able to cover a shift you have previously accepted that is within 2 (two) hours of the shift starting, you must call the Custodial Manager.

To cancel a dispatch by phone:

1. Call **1-844-450-0962**
2. Press 4 for cancellation options
3. Press 1 and enter the dispatch number
4. Press 4 to cancel the absence
5. Press 1 to complete the process

Employees can mark themselves unavailable in Atrieve. The ADS will not call employees that have marked themselves unavailable for specific days/times. Marking yourself unavailable does not cancel any jobs you have previously accepted. You can change your unavailability as needed.

Step 1 – Select “My Info” then “Time and Attendance” then “Dispatch & Workboard” and “Unavailability”.



Step 2 – Enter the date or date range that you are unavailable and ensure that a checkbox is listed under unavailable.

Unavailability: Add, Change and View History

Enter your unavailability information then click Next.
Click on the calendar icon to select your dates from a pop-up calendar.

Choose the reason you are unavailable:
Choose A Reason

Enter the date(s) you will be unavailable:
04-Oct-2021 To 10-Oct-2021

Note:
The weekly schedule you enter is assumed to repeat for each week within the date range.
Please enter the time in 24 hour format.

Week Day	Unavailable	Start Time	To	End Time
Monday	☒	01:00	To	23:59
Tuesday	☒	01:00	To	23:59
Wednesday	☒	01:00	To	23:59
Thursday	☒	01:00	To	23:59
Friday	☒	01:00	To	23:59
Saturday	☒	01:00	To	23:59
Sunday	☒	01:00	To	23:59

Next

To mark every Monday as unavailable, enter Sept 1 – June 30 and uncheck all days other than Monday

Week Day	Unavailable	Start Time	To	End Time
Monday	☒	01:00	To	23:59
Tuesday	☐	01:00	To	23:59
Wednesday	☐		To	

* To mark afternoons only as unavailable, enter the date range, keep all days of the week checked and update the start and end times that you are unavailable. *

Week Day	Unavailable	Start Time	To	End Time
Monday	☒	13:00	To	15:00

WORKING ALONE

The following number is to be used by all school district staff when working alone. As a supporting part of the safety plan, based on risk assessment for Custodians- it is defined that anyone working where they could not call out for help and be heard, is deemed as working alone or in isolation. It is reasonable to believe that Custodians working after 5pm, would not be heard by a co-worker if they called for help. As, Custodians work the majority of their shift alone and to ensure their safety, a regular working schedule is provided to Replay of each Custodian working after 5pm by the Custodial Manager. Similarly, a working alone plan will be developed by the Custodial Manager for custodial staff during deep cleaning work. Custodians are expected to check in and check out the end of their shift.

1-866-763-8483

This number is available 24 hours a day, 7 days a week.

The steps to use this service are as follows:

- Call the number.
- Identify yourself & the location you are working at.
- Provide your contact number (cell phone).
- Let them know you will check back every 2 hours.
- Make sure to call back at your specified times, there is a 15-minute grace period. If you fail to call back by your designated time the service will call you immediately checking on your status.
 - Replay will first call the number you provide.
 - Failing to achieve contact with you will active a call-out procedure involving either the Custodial Manager, Custodial Foreman or the Director of Facilities depending on the time of the call-out.
 - Should either Supervisor fail to contact you by telephone, someone will come looking for you at your assigned worksite. Repeated false failures to respond will result in corrective action.

Please note the service can be used at any time during your shift. For instance, if you are undertaking a specific or risky task for a short period, (e.g., taking out the garbage in the dark, custodial ladder work, working on slippery surface, etc.) where you feel a call to the service is warranted, you can simply call Replay and add an additional check-in.

Spare staff schedules are updated daily, or as absences occur to Replay, to ensure the safety of spare custodians while working alone.

If you have any questions about this program, please contact the District Health & Safety Manager at 250-847-2865.

WORK SCHEDULE

Your work schedule is developed by the Custodial Manager. Daily work schedules are a part of your section training at your worksite. These are the tasks that are repeated daily for the school to open the following day, without affecting the delivery of educational program. Any items that are excluded from your daily routine must be reported to the Custodial Manager.

Incomplete tasks may be assigned to other custodial staff in the building. In the event that a site is short staffed, the incomplete tasks will be completed the following day. i.e., unvacuumed areas will be vacuumed the next day.

On occasions, there may be changes or modifications made to daily schedules, special circumstances or seasonal changes.

Winter, Spring and Summer schedules are approved by the Custodial Manager. Custodians must adhere to the same schedule for the entire period or until regular school operations resumes. i.e., seasonal shifts for all Custodians are 8am – 4pm.

Custodians are required to work all scheduled NID's, as per, CUPE Collective Agreement, CUPE members may attend training or other professional development opportunities on the NID. Custodians who are not attending training or workshops should have a list of extra tasks that need to be completed in their section for the NID. Attending a NID workshop is logged through Atrieve. (CUPE PRO D)

The following are examples of daily, weekly and monthly work schedules.

Items that may be included but not limited to a **DAILY SCHEDULE** are:

- Conduct a walkthrough of your area before you get started
- Washrooms
- Garbage removal
- Touch points (i.e., doorknobs, light switches, keyboards/mice, chairs, hand railings, etc.)
- Desk washing
- Spot washing walls (particularly need garbage bins or other splash points)
- White boards/Chalk boards that have been erased are to be cleaned
- Dry mopping and sweeping of floors
- Vacuuming
- Entrance glass
- Washing / Auto scrubbing floors
- Security
 - Inspect your section prior to leaving the area
 - Ensure all windows and doors are operable, closed and locked
 - Turn out lights (if applicable)
 - Lock building and set alarm system
- Remove snow and ice from doorways up to 20 feet from main entrance. (Seasonal)

- Other related duties as assigned

Items that may be included but not limited to a WEEKLY/MONTHLY SCHEDULE are:

- Stocking custodial cupboard
- Filling empty dispensers
- Replacing light bulbs or fluorescent tubes (if applicable)
- Dusting
- Washing Walls, locker fronts and bathroom stalls.
- Cleaning boot racks, shoe cubby or tops of shoe shelves
- Burnishing Tarkett floors
- Major floor washing (i.e., gym)
- Paper recycling (site specific)
 - NOTE: Custodians are not responsible for Compost or Refundable recycling
- Ordering supplies
- Organizing custodial room
- Other related duties as assigned

SEASONAL CLEANING CHART

Custodians will be required to perform certain cleaning duties that are impractical to be carried out during the normal school day.

The following chart lists is work that is expected to be done during the Winter, Spring, Summer school breaks and NIDs.

ACTIVITY	MONTHLY (NID)	QUARTERLY	ANNUALLY
Cleaning Furniture	X		
Washing outside windows		X	
Washing inside lockers	X		X
Washing fronts and tops of lockers	X	X	
Replacing and cleaning lights	X		
Washing inside/outside of garbage bins	X		
Washing doors and door frames	X	X	
Dusting shelves	X		
High dusting	X	X	X
Dusting behind computers	X		
Cleaning computer screens	X		
Shampooing entrance mats		X	X
Shampooing carpets/area rugs	X		X
Shampooing upholstery			X
Eyewash Stations – Inspection/Cleaning	X		
Vacuuuming vents	X	X	
Waxing floors			X
Tarkett floor care	X	X	X

ORDERING CUSTODIAL SUPPLIES

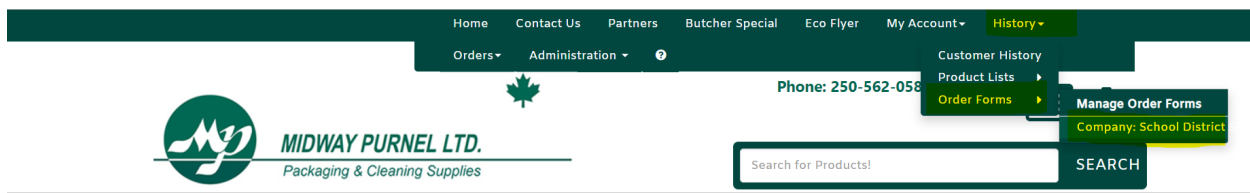
School District 54 has an ordering account set up through Midway Purnel. Orders are made on the Midway Purnel website. Your Manager will set up a login and password. **Orders due no later than the last Friday of each month** and are **delivered** on the **first Thursday of each month**. You will be provided with an order & delivery calendar at the beginning of each school year.

To place a supply order, log in and select your monthly cleaning supplies.

Here are some steps that will help you navigate through their ordering process.

<https://www.midwaypurnel.com/catalog/Login.aspx>

Once you've logged on, hover your mouse cursor over the History tab, then down over Order Forms and finally click Company: School District.



The order form has been broken down into categories to make finding your selection easier. The categories are listed in alphabetical order.

School District 54 Order Form

ORDER FORM

+ ADD ITEMS

MODIFY ITEMS

SORT ITEMS

OPTIONS

HELP

+ ADD TO CART

PRINTABLE ORDER FORM

Item #	Price	Quantity
Bathroom Cleaners / Accessories		
 090718-EA Dustbane Blu-Lite Cleaner & Disinfectant - 1 L 1 L, 12/cs	EA	 Last Sale Qty: 12 Last Sale Date: 9/2/2021 YTD Qty: 222
 040216-EA Dustbane Polar Bathroom Cleaner - 1 L 1 L, 12/cs	EA	 Last Sale Qty: 6 Last Sale Date: 1/6/2021 YTD Qty: 6
 090711-EA Dustbane Bio-Bac II Bio-Based Cleaner & Deodorizer - 4 L 4 L, 4/cs	EA	 Last Sale Qty: 4 Last Sale Date: 9/2/2021 YTD Qty: 5
 2 per PK Distributor #0104951-PK Fresh Wave 3D Urinal Screen - Mango 10/bx	PK	 Last Sale Qty: 50 Last Sale Date: 8/5/2021 YTD Qty: 50
 390010-EA AGF Acrylan Bowl Swab 100/cs	EA	 Last Sale Qty: 1 Last Sale Date: 5/6/2021 YTD Qty: 1

Select the number of items you need for the month. Pay attention to the column shows how the units are sold. EA for each, PK for package, CS for case and BX for box. If you have selected an EA item but want a CS, enter the quantity that a CS is sold in. For example: a case of Blue-Lite contains 12 bottles, enter EA 12. Or for a BX of Urinal Screens, enter PK 10.

Bathroom Cleaners / Accessories			
	090718-EA Dustbane Blu-Lite Cleaner & Disinfectant - 1 L 1 L, 12/cs	EA	12
	040216-EA Dustbane Polar Bathroom Cleaner - 1 L 1 L, 12/cs	EA	1
	090711-EA Dustbane Bio-Bac II Bio-Based Cleaner & Deodorizer - 4 L 4 L, 4/cs	EA	
	2 per PK Distributor #0104951-PK Fresh Wave 3D Urinal Screen - Mango 10/bx	PK	10

Double check that your order is correct and click the Check Out button.

Shopping Cart

✓ CHECK OUT
↻ UPDATE
🛒 EMPTY CART
🔒 RETURN TO APPROVAL

Remove	Item #	Quantity	UOM
☐	4600060372-EA AGF Ultrasilver General Purpose Hand Cloth - Green	5	EA
☐	79005534-BX Showa® N-Dex® 7700PFT Powder-Free Nitrile - XL	2	EA
☐	7900551-BX SemperGuard® Powder-Free Nitrile Gloves - Small	2	BX
☐	240725-CS Cascades PRO Select™ Roll Towel - 7.9" x 800', Natural	2	CS
☐	240727-CS Cascades PRO Select™ Jumbo Bath Tissue - 3.45" x 750'	2	CS
☐	650509-CS Ralston 2600 Industrial Garbage Bag - 30 x 38, Strong	2	EA
☐	650505-CS Ralston 2600 Industrial Garbage Bag - 26 x 36, Strong	2	CS
☐	430104-EA AGF 7" Flexi Scrub Brush - Blue	1	EA
☐	0401474006-EA Blue Steel HD Laundry Detergent - 3.78 L	4	EA
☐	090704-EA Dustbane Vanguard General Purpose Germicidal Cleaner - 5 L	4	EA

✓ CHECK OUT
↻ UPDATE
🛒 EMPTY CART
🔒 RETURN TO APPROVAL

Once the order has been placed, print a copy for your records. Use this copy to cross match the delivery.

Midway will leave delivery slip with the order. This is an itemized list of supplies that were ordered, delivered and/or back ordered (BO). As you're putting away supplies, check off the list. The checked off list needs to be **signed and dated and then sent to maintenance** by email-scan! Scan the document to your SD email and then forward the email to maintenance@sd54.bc.ca . In the subject line, title with the month of delivery and your site. (e.g., WPE January)

If you need assistance with the photocopier scanner or placing an order, contact the Custodial Manager or Custodial Foreman for training and support.

REPAIRS FOR CUSTODIAL EQUIPMENT

The following is the procedure for custodial equipment repairs:

1. Contact the Custodial Foreman about the needed of repair.
2. If the repair requires a Trades or Maintenance work order ticket, the Custodial Foreman will create a fix-it ticket. Staff members should not be making request of any kind to anyone other than the Custodial Manager or Foreman.
3. If the equipment needs to be transported from your work site to the maintenance yard, please ensure it is empty and clean and clearly marked with the site name & custodian name.
4. Repairs that require minor repairs still need to be reported to the Custodial Foreman. Your Foreman has the tools, equipment and training to make onsite minor repairs. Custodians -DO NOT TAPE YOUR VACUUM or OTHER EQUIPMENT!

Most vacuum issues are from plugged hoses and full bags. It is important that we respect our equipment by keeping it clean and stored properly (i.e.- if your vacuum has lost suction power, the bag is most likely full or there is a blockage in the hose). The bag should be replaced and the blockage removed right away. Take extra care when operating equipment that requires the area to be prepped first (i.e. – thoroughly sweep before washing or auto scrubbing floors, pick up larger items from the floor before vacuuming, like pencils, erasers and paper).

Midway services our scrubbers and extractors quarterly. Proper maintenance and care of our equipment is important for optimal performance!

If you have larger equipment that isn't operating at optimal levels, request for inspection can be made to the Custodial Manager or Foreman.

Equipment that isn't working correctly **should not** be used until repaired! Removing equipment from service can make the Custodial duties difficult. Backup equipment is available upon request, while site equipment is being repaired. Requests are made to the Custodial Foreman.

SECTION 4 – SAFETY & SECURITY

GENERAL SAFETY

Custodial tasks should always be performed with safety as a top priority. Key safety considerations include the following:

- Always follow WorkSafe Regulations.
- Refer to the Custodial Safe Operating and Work Procedures booklet.
- Use all equipment in a safe manner.
- Ensure mixing ratios are correct.
- Ensure only authorized people can access cleaning solutions.
- Ensure all spray bottles contain a legible Workplace label.
- Ensure “WET FLOOR” signs are used when required.
- Ensure correct personal protective equipment is used at all times.
- Make sure all electrical cords are in good condition, and the grounding plug is secure.
- Ensure that W.H.M.I.S regulations are complied with.

IN CASE OF INJURY

Safe Operating and Work Procedures No. 0060

- If you are hurt at work, ensure that you are OK and obtain help if necessary.
- Report on the events of the incident to the Custodial Manager and the VP. (usually school admin OH&S rep).
- See First Aid or seek further medical treatment if needed.
- Even if you do not require First Aid attention, you should still document your injury with a 6A form.
- Complete reporting instructions and other WSBC forms are found in the rainbow folder located in the school office.
- SD54 has a Health and Safety section on their website found under the *Resources tab*.

POWER OUTAGE

If the power fails during an evening custodial shift, this list protocol should be followed:

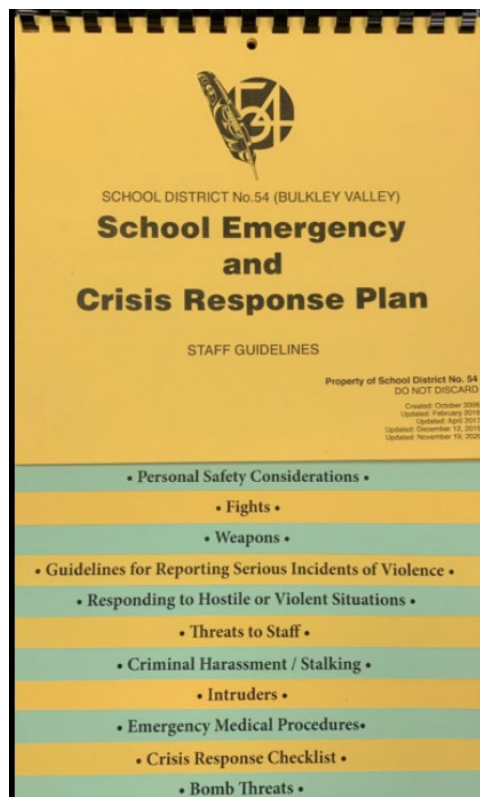
1. If the building is not completely secure, lock-up immediately.
2. Call out to other custodians that may be in the building and gather in a central location.
3. Call the Custodial Manager and wait for instructions. The Custodial Manager will contact BC Hydro and investigate how long the outage will potentially last.

4. Spring and Summer provide favorable climate and lighting – continue on with work than can be completed safely.
 - a. Clean bathrooms and garbage removal are top priorities in the event the power is out for a prolonged period.
5. Late Fall and Winter provide a less favorable climate and darker conditions. Emergency, lighting batteries only last about 20 mins. In the event of a prolonged power outage, custodians may be instructed to put away their custodial carts and remove the garbage before being sent home.

SECURITY OF BUILDING AND GROUNDS

- Ensure that all windows are closed and locked.
- Ensure that all interior and exterior doors are closed and locked.
- Ensure that lights are turned off (unless on a sensor).
- Ensure that the building alarm is set at the end of your shifts.
- Ensure that all gates and gate chains are locked at the end of your shifts.

PROTOCOL – SCHOOL EMERGENCY AND CRISIS RESPONSE PLAN



During regular school operations, please refer to the School Emergency and Crisis Response Plan flip chart. Should there be a threat of damage to persons or property by an intruder when Custodians are working alone, the listed procedure should be followed:

- Call the Police or R.C.M.P (911), or the following if non-emergent:
 - First call, Custodial Manager or Custodial Foreman. If there is no answer,
 - Call the Director of Facilities
- If you are experiencing difficulty with vandalism or intruders, please do not attempt to confront the individual(s).
- Under NO circumstances should you be involved in a physical altercation with anyone posing a threat to yourself or to school district property.
- Politely ask them to leave and inform them that the authorities have been notified. If they will not leave, call 911.
- Ensure the alarm system is set before leaving the building at the end of every shift.

SAFETY INSTRUCTIONS FOR LADDERS

Safe Operating and Work Procedures No. 0005

Always use a proper ladder. Never climb or stand on a “makeshift” ladder, such as chairs, barrels, drums, boxes etc. Use approved equipment only. Safe use of ladders requires careful attention to all details of maintenance and use. When you use a ladder, follow these safe practices:

- Nothing should be carried in either hand when climbing up or down a ladder. Materials should be hoisted separately or carried attached to your belt. Replacing light bulbs for example is a two-person job, with one person on the ladder and the second person handing the bulbs.
- Never stand on the top rung of a ladder, as stated on the ladder you are using. If you need to be higher, get a taller ladder.
- Never use a stepladder as a straight ladder- always open the legs fully and lock the braces.
- Check the condition of strength. Ladders with broken rungs, split sides rails, worn or broken safety feet, should not be used. Unsafe ladders should be repaired or destroyed.
- Do not paint ladders.
- Always place a ladder at least 25% of its length away from the base of the structure to be mounted. The ladder feet must be placed on a firm surface.
- Ladders longer than 16 feet should be carried by two people. When carrying short ladders, raise the front end to prevent striking someone in front of you or coming around a corner.
- Only one person should be on a ladder at a time.

- Always face the ladder when ascending or descending.
- Clean, muddy or otherwise slippery soles of shoes before mounting the ladder.
- Do not attempt to reach more than an arm's length in any direction from the ladder. If you are too far away, move the ladder.
- When a job is finished, the ladder should be returned to the ladder rack or storage area.
- When workers on ladders could be endangered by ground traffic, a guard should be stationed and signs posted to direct people away from the area.
- Metal and wire-bound ladders should not be used where there is a possibility of contact with electrical conductors, unless they have rubber feet or are placed on an insulated surface.
- Ladder safety training is available for all Custodians through Safetyhub
<https://sd54bulkleyvalley.safetyhub.com/>

SAEFTY INSTRUCTIONS FOR FLOOR MAINTENANCE

Safe Operating and Work Procedures No. 0092

Correct floor maintenance should not just be about an attractive and sanitary surface, but also a safe surface, both in the application of maintenance materials and in the later inspection of results. Attention to these guidelines may prevent an accident.

- Having adequate lighting will prevent walking into obstructions, slipping on foreign objects etc. Always have the room lights on when working.
- Ensure you have posted signs that indicate you are doing floor maintenance or that the floor is wet, to prevent others from slipping or entering your work area.
- Develop a rotational schedule for stripping floors, to prevent build-up of old wax.
- Floors should be kept dry at all times. Food, muddy or wet foot traffic and other spills should be mopped up right away.
- Floors are to be dry mopped and swept daily. A clean well-kept floor can prevent slips and trips. Everyday items such as: paper clips, dimes and pen lids can cause serious injury.
- Broken or items in need of repair such as: base moulding, floor transition strips or damaged tile should be reported right away.
- When applying floor finish, ensure you know the type of floor you are working on. Floor finish is not for every floor. Waxing tiles for example, makes the tiles very slippery and dangerous.
- Ensure that all extension and equipment electrical cords are in good condition. Do not use cords that have lost their ground post. These need to be replaced.

SAFETY INSTUCTIONS FOR ELECTRICAL EQUIPMENT

- Everyone is susceptible to electric shock, and more so when their hands or feet are wet, either through water or their own perspiration.
- Electricity cannot be seen. Assume all equipment to be alive, (power on) unless the main switch is off or the power is disconnected.
- Water hoses are not to be used to wash down areas containing electrical equipment at any time.
- Wear gloves when changing lamps.
- **Do not undertake any work you are not qualified for.** All work involving repairs, other than operating repairs, must be performed by Maintenance or Trades staff.

Florescent Light Tubes

Safe Operating and Work Procedures No. 0135

- Florescent light tubes are not to be destroyed by unauthorized persons.
- Do not break the tubes. Tubes that are burnt out should be safely packaged and clearly marked for pick up by the Custodial Foreman.
- If a florescent tube should break, you must wear all required PPE when handling the refuse (e.g., eye protection, mask and gloves).
- **DO NOT VACUUM-** Scoop or sweep up the broken pieces and debris with two pieces of stiff paper or cardboard (old file folders work best). Do not use a broom. Use sticky tape, such as duct tape or masking tape, to pick up any remaining fine glass or powder. Wipe the area with a damp paper towel, cloth or disposable wet wipe to remove any residual particles. Clearly mark the box – CONTAINS BROKEN FLOESCENT TUBE. Report the incident to the Custodial Manager.

SAFETY OF CHEMICAL CLEANERS – HANDLING & STORAGE

Safe Operating and Work Procedures No. 0036

The selection for use, application, handling and storage of chemical cleaners are matters of great concern. They involve not only the surface being cleaned, but also the safety of Custodians and others in the building. Indiscriminate mixing, improper handling and storage can result in injury to personnel and can cause damage surfaces.

To assist you in chemical handling, storage, proper use and mixing, the following procedures are recommended.

Storage

- Always keep chemicals locked in your custodial room, or in a cool dry locked area/cupboard or on your work cart.
- All School District 54 custodial rooms have been keyed with a special lock. Only custodians and P/ VP have permission to be in custodial rooms.
- All chemical containers must be clearly marked and labeled. Do not assume or judge contents of any container by colour or smell.
- All chemicals should be stored on lower shelves and always placed upright.
- Unprotected crawl spaces are not appropriate for storing chemicals.
- Electrical and furnace rooms should **not** be used for storage of custodial supplies.
- All custodian rooms have an SDS binder marked: SD54 SDS. As new products become available or as old products are removed by supplier, SDS binders are updated, to remain in compliance with WSBC guidelines.

Handling

- Use products only as they are intended.
- To minimize the risk of exposure to superbugs and other communicable diseases custodial staff must rotate daily cleaning between disinfectant and all-purpose cleaners.
- Ensure the mixing ratios are correct for the type of cleaning you are performing.

Safety

- Follow the safety directions and use the recommended PPE (gloves, eye protection etc.).
- Ensure adequate ventilation.
- Know and understand spill and First Aid procedures.
- Report all injuries to First Aid and the Custodial Manager.

Mixing Ratios

- Use only the recommended ratio for your task (more is not better).
- **DO NO MIX CHEMICALS.**
- Always use the measuring device (1 oz pump, measuring cup or automatic dispensers)
- Mix accurately, do not free pour chemicals.
- Always add your chemical to water.

Applications

- Avoid excessive or prolonged spray misting. The recommended application when possible is the two-bucket system.
- Use cleaning products as directed by manufacturers.

W.H.M.I.S

Safe Operating and Work Procedures No. 0037

All cleaners are required to have a W.H.M.I.S label attached. If you have containers that are not properly labeled, contact your Custodial Manager and do not use or dispose. SDS for each product is found in the SD54 webpage under Staff Resources →SD54 CANADA SDS.

Safety and Reference Links and Guides

SD54 CanadaSDS

Search SDS

Search

Advanced Search

Print Search Results

Export Search Results

Label Batch Mode off on

Showing Results for Emerald

Emerald

Dustbane Products

Custodial

EN FR

FIRE PREVENTION AND PROTECTION

If you discover a fire while at work you should:

- Pull the fire alarm.
- Small fires should be extinguished if you are not alone.
- Larger fires should not be approached. Immediately, evacuate the building.
- Choose the closest exit to where you are.
- Call 911 and then the Custodial Manager.
- If your clothing catches fire, call for help. DO NOT RUN! If possible, wrap yourself in a fire blanket, coat etc., or step under an emergency shower. Otherwise, STOP, DROP & ROLL on the floor to try to smother the flames. Avoid breathing the flames or fumes.
- Hallways, passageways, stairways and doorways should never be blocked.
- Do not pile materials closer than 18 inches from the sprinkler heads.
- Flammable liquids should be stored only in special storage areas. Even small quantities of flammable liquids must be kept in approved safety areas.
- It is mandatory that all exit doors are inspected daily to ensure they are operable and clear of snow and ice. A minimum area of 6 feet must be cleared back from all exit doors and 20 feet from the main entrance of the building.

SECTION 5 – CLEANING

GENERAL CLEANING

At the beginning of your shift, check in with the office to see if there are any special requirements, (i.e., classes being used for meetings, was the sick room used, bathroom issues. Take a walk through your section to inspect the conditions of the rooms). This will help with time management of your section. School District 54 uses a microfiber system for the majority of our cleaning tasks. **The Custodial department will use the two-bucket system, frequently changing water, cloths and pads when soiled!** To minimize the risk of exposure to superbugs and other communicable diseases custodial staff must rotate daily cleaning between disinfectant and all-purpose cleaners. Limited use of spray cleaning is recommended. Fresh waste liners are provided daily when emptying waste containers (garbage bags/paper wax liners).

All tasks listed below are to be completed on a daily basis at the APPA level 2, unless otherwise indicated.

CLASSROOMS

- Empty pencil sharpeners as required.
- Empty waste containers - replacing the liner.
- Clean whiteboard/chalkboard ledges and rails.
- Dry mop, sweep or vacuum floors, remove spills and scuff marks.
- Remove graffiti from desks, stalls, lockers and walls.
- Desk and horizontal surfaces are cleaned with germicidal detergent.
- Wash sinks and counters.
- Refill all dispensers as needed (hand sanitizer, hand soap, paper towel etc.).
- Clean all touch points (e.g., keyboards, mice, doorknobs, light switches, etc.).
- Exterior and interior entrance glass.
- Remove gum from floor and furniture.

HALLWAYS

- Dry mop and sweep thoroughly.
- Empty garbage bins and replace bag liners.
- Auto scrub or damp mop.
- Clean glass.
- Spot wash walls (wash splashes, remove graffiti etc.).

COMPUTER LABS

- Dry mop or sweep thoroughly.
- Sanitize keyboards/mouse.
- Empty waste container.

- Empty paper recycling (if applicable).
- Wash floor.

WASHROOMS (APPA level 1)

- Use only germicidal cleaners.
- Refill all dispensers as needed (hand sanitizer, hand soap, paper towel etc.).
- Clean sinks and counters.
- Clean glass.
- Empty waste containers.
- Dry mop or sweep floors.
- Wash partitions weekly or as needed (remove graffiti).

NOTE: Urinal & Bowl cleaners:

- Blue lite or Polar cream is used weekly or as needed.
- Polar cream can also be used to polish stainless steel. (Drinking fountains and sinks)

GYMNASIUM

- Dry mop and sweep thoroughly.
- Vacuum black mats.
- Wash floors on a weekly schedule.
- Empty garbage bins and replace bag liner.
- Clean storage areas. (as required)
- Refill dispensers as needed (hand sanitizer, hand soap, paper towel etc.).

MEZZANINE/WEIGHT ROOM

- Dry mop and sweep thoroughly.
- Vacuum black mats.
- Wash floors.
- Dust exercise equipment.
- Germicidal cleaners used on handle grips, seats etc.
- Clean mirrors on a weekly schedule or as required.
- Empty waste containers.
- Refill dispensers as needed (hand sanitizer, hand soap, paper towel etc.).

SHOPS

- Dust mop and sweep thoroughly.
- Auto scrub or Yacht mop with degreaser solution (if applicable).
- Empty garbage.
- Refill dispensers as needed (hand sanitizer, hand soap, paper towel etc.).

SHOWERS/LOCKER ROOMS

- Clean sinks and counters.
- Clean toilet, urinal and shower area with germicidal cleaners.
- Empty waste containers.
- Refill dispensers (hand sanitizer, hand soap, paper towel etc.).
- Dry mop and sweep floors.
- Clean mirrors.
- Place personal items into Lost & Found bin.
- Wash floors.

MEDICAL ROOM (APPA level 1)

- Use only germicidal cleaners.
- Dry mop, sweep or vacuum.
- Damp mop.
- Clean sinks and counters.
- Clean toilet area.
- Empty waste containers and replace white bag liner. (white bags liners are for bodily fluids).
- General dusting on a weekly schedule.
- If medical bed has been used, wash bedding and return to Medical Room.
- Clean glass and mirrors.
- Refill dispensers as needed (hand sanitizer, hand soap, paper towel etc.).

STAFFROOM

- Clean sinks, counters and tables. Custodial staff are NOT responsible for the dishes or appliances.
- General dusting on a weekly schedule.
- Dry mop, sweep or vacuum.
- Wash floors.
- Empty garbage bins and replace bag liner.
- Refill dispensers as needed (hand sanitizer, hand soap, paper towel etc.).

KITCHEN/CANTEEN

- Custodial staff are NOT responsible for the cleaning counter tops, dishes or appliances.
- Wipe down/sanitize touch points such as doorknobs.
- Spot wash walls as needed (usually near waste bins)
- Empty waste containers and replace liner.
- Dry mop/ sweep.
- Wash floors.
- Refill dispensers as needed (hand sanitizer, hand soap, paper towel etc.).

ADMINISTRATION OFFICE

- Sanitize telephone, keyboard/mouse.
- Empty waste container.
- General dusting on a weekly schedule.
- Vacuum floors.
- Clean glass as required.

WINDOWS

- Remove tape or any other foreign objects from windows before washing. Posters and notices should be replaced when finished.
- Apply solution liberally to glass surface. Clean only one space at a time to prevent drying before cleaning is completed.
- Inside glass can be cleaned with the Microsilver Perfect Cleaning Cloth or a Tucker pole.
- Clean in an up and down or sideways motion. Circular motions will cause streaking and will not clean in corners.
- Use a squeegee to remove solution and dry frame with a clean cloth.

NOTE: Streaky windows can also be caused by incorrect chemical mixing, drying before cleaned and temperature.

CUSTODIAL CART AND EQUIPMENT

Safe Operating and Work Procedure No. 0036

Time must be scheduled at the end of each shift to clean and maintain custodial equipment. Custodial rooms should be left in a neat and orderly manner ready for the next day's use. Carts should be stocked and the cart garbage bin emptied at the end of your shift.

- Wet mops must be rinsed, wrung and hung to dry.
- Mop buckets emptied and rinsed clean.
- Microfiber pads and mops hand-wrung and laundered.
- Dry mops/pads must be vacuumed or brushed out.
- Vacuum cleaners put away tidy. Vacuum cords wrapped and bags emptied as needed.
- Auto scrubbers emptied, rinsed clean and squeegees cleaned. Recover tank link left ajar to prevent the soft gasket from collapsing and mold growth. Red cleaning pad reversed or replaced as needed.

Microfiber pads and dust mops must be cleaned before being placed in laundry bins. Used cleaning cloths should be placed in laundry bins at the end of each shift. **NEVER** used a previously used cloth for cleaning, even if it appears clean. Scheduling time each week for laundry will ensure your custodial room is always ready for use by you or a spare custodian.

CUSTODIAL ROOMS

Only Custodians & Principals should be using items inside the custodial room. Fresh white-bar rags may be left in classrooms for teaching staff to use. These should be collected and replaced weekly or as needed. Classroom staff should NOT have access to controlled products or have access to custodial rooms. Custodial rooms are keyed specifically for custodians.

Custodial rooms are to be found in a clean and organized manner; this will help spare custodians use their time efficiently.

EMERGENCY CHEMICAL SHOWER & EYEWASH INSPECTION

As part of ongoing compliance efforts with WSBC requirements, emergency showers and eyewash stations must be flushed and inspected monthly (WSBC 5.93).

Performance of Monthly Flushing and Inspection.

All emergency eyewashes and showers within the school need to be flushed monthly for 2 (two) consecutive minutes. This ensures that the water is not stagnant, in the event that someone needs to use the facilities. If you do know how to flush your eyewash stations or showers, please contact your Custodial Manager who can demonstrate and provide coaching. This also provides an opportunity to look for issues noted below:

Inspections

- A. When inspecting an eyewash station, the primary concern is that: the eyewash station is open and accessible, the running water appears clear, and the pressure is high enough that someone could wash their eyes in the event of an emergency. If the unit has two spouts, the pressure should be high enough that both eyes can be washed at the same time.
- B. When inspecting a shower, the primary concern is that: the area is open and easily accessible, the water appears clean, and the shower provides adequate water to flush off any chemical.

Inspection Sheets

To support safe practices in our schools, all showers and eyewashes must have an attached inspection sheet posted on the wall close by (WSBC 5.92). Following your inspection, please note the month and year of your inspection with your initials. This allows users to see that inspections are occurring regularly. If the inspection does not pass the requirements on the inspection sheet, the failed report is given to the site Admin, to inspect and review at their monthly OH&S meetings. Corrective action and/or repair, is the responsibility of the site Admin. If you have any questions, contact the Custodial Manager or the Health, Wellness and Safety Officer.

SUMMER WORK LIST

Principals will liaise with classroom staff on year-end clean up duties.

All summer work tasks are to be completed within your regular summer schedule of twenty-five (25) working days, including any vacation time taken. Saving your 25th day of summer cleaning for the last Friday before school reopens.

Record your progress daily to ensure continuation of work progress and time management.

1. Prepare a summer work plan for your section and review it with the Custodial Foreman by May 31st annually.
2. Bathrooms are to be thoroughly cleaned at the beginning of the summer.
 - a. Washing walls, stalls and bowls. Bathrooms will need to be touched up on the last working day of summer.
 - b. Changing rooms to be thoroughly cleaned: washing walls, stalls/showers and floors.
3. Lockers should already be emptied with locks removed, (this is not a Custodial duty).
 - a. Locker inside should be swept out.
 - b. Graffiti removed, including stickers.
 - c. Tops of lockers are to be dusted and the fronts washed.
4. Hallway walls washed.
5. Entrance mats vacuumed and staged for carpet shampooing.
 - a. This includes all carpeted areas such as: library, office, classroom etc.
6. When deep cleaning kitchens and canteens a degreasing agent is best for hood grates and vents. Sides of stoves, counters/backsplash and other greasy/sticky areas to be thoroughly cleaned.
7. Weight rooms and workout areas to be thoroughly cleaned.
8. Starting in classrooms:
 - a. Make a note of the rooms layout or take a picture.
 - b. Clean all furniture and place in the hallway. Do NOT block the hallway. Furniture should be arranged down one side of the hall.
 - c. Clean light covers and replace burnt out fluorescent tubes.
 - d. Dust room from top to bottom.
 - e. Wash walls.
 - f. Clean inside glass.
 - g. Clean white boards and chalk boards and the ledges.
 - h. Wash garbage cans/recycling bins inside and out.
 - i. Wipe shelves (only if they are empty, teachers should have rooms ready for cleaning before the end of school).
 - j. Clean sinks and counters.
 - k. Pull area rugs into empty room, vacuum, clean and roll up when dry.

9. Select another classroom in your section, in a different hallway and repeat. Having a second room ready will allow for simultaneous work in multiple rooms while wax floors or carpets are drying.
10. Deep scrub or strip empty classroom floors, wax and/or clean carpets.
 - a. Post signs at all entrances informing them of the waxing operations to keep other workers out of the area.
 - b. Return furniture when dry. Remove signs.
11. Put rooms back together once floors are dry.
12. Clean hallway furniture, garbage bins, recycling bins etc.
 - a. Move out of hallway.
13. Deep scrub hallway floors and wax.
 - a. Return hallway items when floor is dry.
14. Clean inside/outside windows.
15. All rooms and areas must be cleaned including sports equipment rooms, stage, custodial rooms etc. in your twenty-five (25) working days.

CUSTODIAL SUMMER EQUIPMENT

Safe Operating and Work Procedures No. 0093

Swing Machines

- Swing machines should never rest on their pad plate. The plate should be removed after seasonal use.
- Lay swing machine down when refilling buckets or on breaks.
- Use correct scrubbing pad size.
- Wear proper footwear and PPE when operating a swing machine.
- Always work with the swing machine cord behind you. Ensure your work area is free of obstruction.
- The cord should be cleaned and wrapped after use.

Burnishers

- It is important to know what kind of floor you are burnishing and use the appropriate pad.
 - Tarkett and no finish floors are best burnished with a Jackaroo pad.
 - Wax floors are best burnished with a white pad.
- Always work with your burnisher cord behind you. Ensure your work area is free of obstruction.
- If your burnisher has a filter or vacuum bag, replace as needed.
- Wipe burnisher clean.
- Wrap cord neatly after use.

Floor Pads

Floor pads are available in a variety of sizes (we commonly use 19" or 20") and abrasion. General rule for selecting the correct abrasiveness is: the darker the pad the more aggressive the pad. A floor pad picture pages is found at the back of this manual.

- Thin black – heavy build up stripping pad only!
- Black – floor stripping pad only!
- Brown – floor stripping pad – light strip only
- Blue – deep scrubbing pad
- Green – deep scrubbing pad
- Red – general cleaning pad (auto scrubber)
- Clean n Bright – Washing polishing pad (auto scrubber only)
- White – polishing pad
- Jackaroo – burnishing pad – made to withstand higher revolutions and heat
- 3M Thin burgundy pads – Used with red pads on the auto scrubber for chemical free stripping.

Carpet Shampooers/Carpet Extractors

- Recovery tanks must always have a defoaming agent added before use.
- Ensure you are mixing your cleaning solutions correctly.
- Carpet brushes and extracting wands should be cleaned after use.
- Recovery tank emptied and rinsed clean.
- Wrap cord neatly after use.
- Recovery tank lids left ajar.

Wet Vacuums

- Recovery tank must always have a defoaming agent added before use.
- Empty and rinse clean.
- Clean core from any product buildup.
- Rinse filters after each use to prevent buildup.
- Wrap cord neatly after use.
- Clean the outside of machine before putting away at then of summer, remove any old or dried residue.

SECTION 6 – CLEANING METHODS

CLEANING METHODS – FURNITURE

Classroom Furniture

Tops of Student desk are washed with a mild cleaning solution (Titanium or pH neutral cleaner). Never use abrasive cleaners or scouring pads and corrosive cleaning solutions, as they take the finish off the surface, causing the desk to become porous and therefore susceptible to dirt and germs.

To remove white glue or tape: Scrape off what you can with a blade scraper, without scoring the surface.

Dust other furniture as required, including projector carts and office desk.

Summer cleaning of desks involves cleaning the inside and all outside surfaces. The desks should be empty. The emptying of desks is not a custodial duty. If there are stubborn stains such as ink or permanent marker, spray correctly with a graffiti cleaner, let stand for a few minutes and then wipe clean. The use of a magic eraser can assist in the removal of stubborn stains and marks. Be sure to flip your desks, to remove marks and gum.

Summer cleaning of desks and chairs involves all surfaces of the desks and chairs, including the legs and feet. Feet may need to be scrapped and / or wipe clean. Protective feet covers installed or replaced.

CLEANING METHOD – WALLS

Cleaning ceiling and walls provide an atmosphere conducive to productivity and well-being. Soiled walls make for an untidy and gloomy area. The low reflection of light causes eyestrain, which is not only unsafe but creates poor work habits. Our ceilings are mostly drop ceilings that require little to no cleaning. Light fixtures are dust and fly traps. Lights should be dusted, cleaned and light tubes replaced when burnt out.

Maintaining clean walls is a daily cleaning task referred to as, “spot wall washing”. A wall & ceiling cleaning program considers that no two buildings or rooms are the same. Some require just one light washing and some require several complete treatments to maintain appearance.

Computer labs must be maintained dust-free, as much as possible for the operation technology.

Workshops, warehouses and production areas are mainly concerned with the safety of personnel; therefore, cleanliness to ensure brightness for reflected light is very important.

Walls – Cleaning Products and Equipment

- Microfiber pad with a telescopic wand is considered the most efficient method to use when washing walls. Cleaning in an up and down motion will reduce streaking. Have

your telescopic wand lengthened to a height that will allow for continuous motion from the top to the bottom of the wall.

- Washing by hand is considered to be the oldest and most simplified method. This method would be best suited for, “spot wall washing”.

Soaps and detergents most commonly used for general wall cleaning:

- Germicidal detergents and bactericides are most commonly used in medical rooms, washrooms and changing rooms.
- Degreasers are most commonly used in kitchens and shops. They are also quite efficient for hallway walls, to remove fingerprints and other oily substances.
- General purpose cleaners (pH neutral) are most commonly used in classrooms and for “spot wall washing”.

Some walls are subject to temperature changes which cause the soil to become bonded to the surface; (i.e., outside walls, exhaust grilles, temperature air grilles, areas over radiator heat convectors, kitchens, etc.).

This soil is very stubborn to remove and requires a concentrated solution of a higher pH factor. If this same solution were to be used on another soiled surface, subjected to different conditions, it would require more rinsing, or the higher pH factor would damage the surface. A concentrated detergent solution could have the damaging effect of over-wetting. Always washing from the bottom to top, this will prevent streaking and run marks.

Wall Dusting

Before “wet washing” is commenced, the walls must be dusted. Start at the tops of the walls paying particular attention to the corners where the wall meets the ceiling. Dry dusting with microfiber pads in a continuous motion from top to bottom will ensure constancy. Corners from ceiling to floor can be tricky, using the correct dusting tool will ensure that the walls are not scuffed or scratched during the dusting process.

There are two dusting sleeves by AGF that attach to the Microblade flexible wand, a slender microfiber sleeve and a fluffy microfiber sleeve. Select the fluffy sleeve for corner dusting. This tool is also recommended for high dusting pipes and lights, etc.

Types of Dusting

- Low Dusting – dust areas easily reached standing on the floor.
- High Dusting – dust over windows, doors, overhead pipes, upper portion of walls.
- Horizontal Dusting – dust tables, counters, etc., using a back-and-forth motion.
- Vertical Dusting – dusting legs of tables, chairs, desks etc., using an up and down motion.

The cleaning of walls falls into two categories: daily maintenance and area standard that is met by complete wet wash procedure.

Daily maintenance comprises low dusting and removal of fingerprints around light switches, doors, elevator entrances, etc. This soil is easily removed, using a microfiber cloth and germicidal detergent. The cloth must be wrung in a manner that the cloth is damp enough for cleaning, but not so wet that it will leave run marks on the wall or furniture.

NOTE: School District 54 uses the two-bucket system for the majority of its cleaning practices. Should a spray cleaner be required for a specific job, spray the cloth **NOT** the wall. This will prevent chemical damage to the surface.

Hand Motions

There are three (3) motions for hand washing of walls:

- Side to Side
- Up and Down
- Circular

The surface to be cleaned dictates whether the circular, side to side, or up and down motion will be adopted. For example, ceramic tiles should be cleaned with a circular motion to ensure that all corners are cleaned. Whereas, if a circular motion were used on latex paint, it would create a “sheen” or streaking on the surface.

Grouting in tile work and cement walls is very porous, and these surfaces must have clear water applied to the surface before applying the solution in order to prevent soil and salt crystals being pulled into the pores of the wall, over time these salt crystals would grow and cause the surface to crumble. The porous nature of this draws in odour and soil giving the wall a poor appearance.

For greatest efficiency in the cleaning operation, an area no greater than 4 ft. x 4 ft. should be wetted at one time.

Wall washing **must** always be from the floor to the ceiling to prevent streaking. Each new section that is wet must overlap with the previous section just cleaned to prevent portions of the wall being left untouched.

Proper cleaning procedure requires that the surface being cleaned must be within safe reach for efficient operation. Use a telescopic wand or ladder as required. There are many different types of ladders and scaffolding used. Aluminum ladders are not to be used. Special care must be taken to ensure you are using the right equipment for the application for safety.

CLEANING METHOD – CHALKBOARDS & WHITEBOARDS

It is poor practice to use oiled clothes or dust-treated cloths in cleaning boards. The slight oil film they leave on the surface may make them appear darker and therefore cleaner. However,

this is an illusion. Actually, the oil combines with chalk dust and soil, and forms a dirty, greasy compound that settles in the pores, producing a slick, shiny surface.

Chalkboard Cleaning Procedure

General cleaning instructions for chalkboard surfaces.

- Remove all chalk and erasers from ledge.
- Erase chalk marks with erasers using up and down strokes.
- With clean water only and a white-bar cloth.
- Wring well for damp cleaning and folded cloth into eight (8) cleaning surfaces.
- In and up and down motion, clean from one end of the chalkboard to the other.
- Using a new side of the cloth, repeat in a back-and-forth motion from one side to the other.
- Dry dust ledge before washing.
- Place chalk and erasers back on clean dried ledge.

Whiteboards

General cleaning instructions for markerboard surfaces.

- Wipe whiteboard surface with clean cloth, moistened with a high-quality whiteboard cleaner or water. **NOTE:** using an inappropriate cleaner may result in poor dry erasability due to the build-up of residues from the cleaner on the surface.
- Use a soft clean cloth to dry the surface. Standard microfiber or white-bar cloths are acceptable.

Removing Permanent Marker

To quickly and easily remove permanent marker, write over top of the permanent marker with a dry-erase marker. Then simply erase. In most cases, this will remove the marker. If deeper cleaning is required:

- Moisten a clean, dry cloth with rubbing alcohol.
- Wipe the whiteboard surface in a circular motion to loosen the marker residue.
- Rinse with clean water and dry with a clean cloth.
- Repeat these steps, as necessary, to remove all residue.

CLEANING METHOD -FLOORS

Introduction

Proper maintenance of floors coverings is one of the most important aspects of a good building cleaning operation.

Floor maintenance serves the purpose of protecting the floor surface, thereby increasing its useful life and preserving its appearance.

Floors receive far more wear than any other part of a building, and their maintenance accounts for a large percentage of the Custodian's time and effort.

The maintenance must be preventive and protective rather than curative. Floor maintenance methods fall in their ascending order of difficulty, into the following divisions or procedures:

- Sweeping/Dry mopping or dust mopping
- Damp-mopping
- Wet-mopping
- Auto scrubbing
- Burnishing
- Deep scrubbing
- Stripping

Sweeping, whatever form it takes, must precede any wet-cleaning method. Sweeping or vacuuming will remove soil down to the fifth micron size, thereby removing at least 90% of the soil, and is in fact the basic cleaning method employed throughout the industry.

Sweeping and mopping are part of the daily routine and, in most areas, are the only floor maintenance needed until scheduled deep cleaning procedures are carried out.

The challenge of maintaining floor surfaces is significantly influenced by both the composition and the duration of soil accumulation.

COMMON FLOOR PROBLEMS

Wax Doesn't Completely Dry

When floor finish (wax) is left exposed to the atmosphere its evaporators are depleted and consequently the pH factor drops. Bacteria, actively will increase causing the wax to become contaminated and the emulsifiers will break down, resulting in sour wax. When sour wax is applied to the floor it will require extended time to dry and may never dry completely, or will remain tacky.

Solution – Remove wax by deep scrubbing and refinish with fresh wax. Keeping wax in an air-tight container will prevent wax from souring.

The preferred method of waxing is to pour a bead from the bottle and apply thin layers using a microfiber pad.

The other method of waxing is the bucket system. Old wax must be discarded. Do not ever pour wax back into the bottle from the mop bucket.

Sticky Wax

As you walk across a floor you may notice the wax sticking to the heels of your shoes, this usually indicates that the floor has soiled wax, because of poor maintenance methods. i.e. The

Custodian is only damp mopping or auto scrubbing before applying wax. Sweeping, damp-mopping or auto scrubbing alone will not remove oil film from floors, thus trapping oil laden soil. This soil has a reaction on the wax and causes it to become tacky or sticky.

Solution – Deep scrub the floor removing incorrectly apply wax and dirty build-up. Rinse thoroughly, when floor is completely dry, refinish. If the problem remains, the floor will need to be stripped down and refinished.

Whitish Colour

If immediately after a cleaning solution is applied, you notice the floor has taken on a whitish colour and the old wax breaks down faster than is normal, this usually indicates the floor has alkali crystals from previous cleanings, improper rinsing or has not been neutralized. In previous cleaning, the stripping solution may have been allowed to dry on the floor before rinsing and neutralizing took place.

Solution – Strip floor, allow to become completely dry. Wash floor with neutralizer solution and rinse. Once the floor is completely dry, refinish.

COMMON FLOOR PROBLEM CAUSES

- Salt crystals – Fixed alkali / Rock salt
- Calcium Chloride Salt / Sand
- Over buffing
- Old wax
- Floor not completely dry before applying more wax
- Wax powered – not sweeping after buffing and applying wax
- Not rinsed
- Poor rinse methods
- Sour wax
- Dirty or soiled wax equipment
- Frozen wax (water emulsion)
- Low Humidity
- Improper spray buff procedure
- Mixing different manufactures wax
- Polymer on a wax – vice versa
- Not sealed (metal complex finish)
- Poor floor cleaning procedure
- Improper curing – cold floors
- Metal oxide – very hot or dry areas. Finish dries before metal oxide has time to cross link
- Stripping solution dries on surface before rinsing is completed
- Wax not completely dried before additional coat is applied
- Too thick of wax

FLOOR MAINTENANCE – SWEEPING

Open sweeping with a dry mop is simply a matter of straight passes with a turn at the end of each pass. Microfiber dry mops should be brushed out when the fibers become full. This is visibly noticeable when debris is no longer contained to the mop.

- a) Sweep edges, corners and areas around obstructions first. Gently shake the mop, leaving debris in a small pile. Continue walking the dry mop up and down the length of the room, gently shaking after each pass.
- b) Pick up sweepings with a dustpan or lobby upright pan frequently, as they may be walked over and tracked onto a newly swept area. Do not sweep over transition strips. Dirty debris gets caught underneath and creates a dirty build-up. Always collect sweepings before crossing the transition.
- c) In extremely large areas such as the gym or stage, select a wider mop head. A wide mop head allows you to cover more area in one pass, but with less control when turning at the end of your pass. It is important to gently shake your mop at the end of each pass.
- d) Sweeping areas such as offices, labs and classrooms etc., is slightly more difficult because of furniture being an obstacle. Getting around and under furniture is accomplished by twisting the handle and altering the position of the mophead on the floor. For classrooms with small furniture, the two-broom method will prove more efficient for cleanliness. Using an angled broom to sweep out from under furniture and obstacles into an open area or aisle, using the dry mop, sweep up debris pulled free into a pile.
- e) Ensure that hidden areas such as: behind garbage cans, behind toyboxes, etc., and corners are swept daily.

FLOOR MAINTENANCE – WASHING METHODS

Two-bucket System

Best cleaning practices for hygienic cleaning and sanitization is to have one cleaning bucket for general cleaning and one cleaning bucket for bathroom cleaning. Bathroom cleaning buckets should be identified by label or colour coded. RED coloured buckets are generally used for bathrooms or medical rooms.

Microfiber Mops and Pads

Ensure you are using the correct sized pad on your microfiber mop pad. Incorrect sizes will make the simple art of mopping cumbersome and frustrating. Mop pads that flip up or drag are too dry. Mop pads that leave streaks are too wet. Take your time when mopping to ensure a thorough job is being done. Floors are a focal point when people enter the room. Your microfiber pads should be rinsed and hand wrung at the end of your shift.

Cotton Loop Mop

School District 54's custodial department is moving away from cotton-based cleaning, as it is no longer a practical or efficient way to daily clean. Yacht and cotton loop mops are still used when deep scrubbing or stripping floors. They are also a practical tool for cleaning in shops and large messes, such as bathroom floods or spills involving bodily fluids. This style of mop must be rinsed and wrung dry enough to hang at the end of every shift.

Mop Buckets and Wringers

Do not over fill your mop buckets, more is not always best. The mop bucket should have enough water to simply rinse the mop head. Do not leave your mopping equipment unattended or near doorways. Busy foot traffic may not notice your equipment; this is extremely hazardous. If you are called away to another task, neatly tuck your mopping equipment in an out-of-the-way corner. Never leave your mop sitting in a pail, with the mop handle projecting at an awkward angle. Mop buckets must be emptied and rinse at the end of every shift. Do NOT leave standing water in your custodial rooms.

FLOOR MAINTENANCE – DAMP MOPPING

The purpose of damp-mopping is to remove water-soluble soil deposits and stains that sweeping cannot remove. Damp-mopping refers to the use of a mop wrung out sufficiently to remove all excess moisture, leaving only the amount of water retained by the mop's fibers. Damp-mopping frequency varies according to the type of area being maintained, quite often being performed daily along hallways edges, under lockers or to wipe up wet footprints. Even with a damp-mopped floor, wet floor signs must be posted to avert others in the building from becoming injured.

- Start with the borders of the room.
- Use care and precision around objects and corners.
- Gliding the mop from left to right in a figure eight motion.
- Rinse and wring mop as needed to avoid over wetting and drying.
- Always mop backwards out of the room.
- Position wet floor signs at each end of your work area or at the entrance of the room.

FLOOR MAINTENANCE – WET MOPPING

Wet mopping means, that a floor cleaning solution is added to the mop bucket water. Wet-cleaning procedures are directly related to the degree of soil conditions of the floor's surface about to be cleaned. It is used when the soil conditions are such that damp-mopping is insufficient to obtain the desired result.

The purpose of wet mopping is to remove the surface soil without damaging the protective floor finish. The recommended floor cleaner will have a neutral pH. The majority of wet floor washing is done with an auto scrubber. Wet mopping under desks, lunchroom tables, bathrooms, etc., when an auto scrubber is not practical. Do not leave floor overly wet, over wetted floors will cause damage.

- Start with the borders of the room.
- Use care and precision around objects and corners.
- Gliding the mop from left to right in a figure eight motion.
- Rinse and wring mop as needed to avoid over wetting and drying.
- Always mop backwards out of the room.
- Position wet floor signs at each end of your work area or at the entrance of the room.

Wet mopping with microfiber or cotton loop mop, must be executed correctly or the floor will appear dirty and unkept. Ensure the floor is swept thoroughly. Do not jam the mop into corners or behind obstacles. Use even controlled movements to make sure not to overextend your reach. Map out the area you are mopping, so that you are able to enter and exit the room without walking over any of the mopped floor. Before wet mopping an area, post wet floor sign to alert others in the building that this area is wet and may be slippery.

FLOOR MAINTENANCE – BURNISHING

Finished Floor Burnishing

Burnishing a well-maintained wax floor, when done correctly will bring life back to your finish. Finished floors that have been gently used throughout the school year may be burnished. The floor should not have deep scratches or furniture drag marks. The room must be properly prepared before you can begin burnishing. “Refer to SECTION 5 – Summer Work List (6) starting in classrooms”.

1. Sweep or dust mop floor thoroughly.
2. Mix a solution of neutral detergent in a mop bucket, following mixing ratio directions.
3. Mopping a generous amount of solution on to the floor. Do NOT flood the floor, work in an area of 4ft x 4ft.
4. Scrub the floor with a Swing Machine and a RED cleaning pad. DO NOT use BLUE or BLACK pads for this process. You are only deep cleaning the area. Floor scrappers and doodle mops are used for edges and corners. All edges and transition strips must be scrapped and cleaned during this process.
5. Pick up dirty solution with a mop and second bucket with wringer, or with a wet vacuum depending on the size of area.

6. CLEAN YOUR BASEBOARDS! They can be rubbed clean with your mop and dried with a clean soft cloth.
7. Rinse your floor with clear water or wash with an auto scrubber.
8. The floor must be completely dry before you burnish.
9. Use only a white buffing pad or a Jackaroo pad.
10. Starting at the far most corner, evenly move the burnisher in an forwards and backwards motion, guiding it to the other side of the room.
11. This is a gentle and slow process, take your time to ensure the floor is burnished evenly.
12. Thoroughly clean all your equipment and put it away when done or move equipment into another staged area (clean empty room).

Non-Finished Burnishing

SD54 is moving towards installing non-finished floors throughout the district. These types of non-finish floors, (Tarkett) is soft porous surface that requires regular burnishing. The regular maintenance of Tarkett will ensure its longevity. The room must be properly prepared before you can begin burnishing. “Refer to SECTION 5 – Summer Work List (6) starting in classrooms”.

1. Sweep or dust mop floor thoroughly.
2. Damp-mop the edges of the floor and your baseboards.
3. Machine wash the floor with an Auto Scrubber, neutral cleaner and a RED pad.
4. The floor must be completely dry before you burnish.
5. Use only a Jackaroo burnishing pad on Tarkett flooring.
6. Starting at the far most corner, evenly move the burnisher in an forwards and backwards motion, guiding it to the other side of the room from top to bottom.
7. Repeat step 6 in the opposite direction (e.g., $\updownarrow$ & $\leftrightarrow$), once both up and down/back and forth are complete, this constitutes one (1) complete burnish of the area. Each room or area should be done three (3) completed times.
8. Burnishing is a gentle and slow process, take your time to ensure the floor is burnished evenly.
9. Thoroughly clean all your equipment and put it away when done or move equipment into another staged area (clean empty room).

FLOOR MAINTENANCE – DEEP SCRUBBING

Most of the floor maintenance in the summer is spent deep scrubbing. This process is done with a two-mop bucket system, a wet vacuum and a swing machine. Gather all your cleaning equipment before you start working. Post signs to alert other of the operations in the area. The room must be properly prepared before you can begin. “Refer to SECTION 5 – Summer Work List (6) starting in classrooms”.

1. Sweep or dust mop floor thoroughly

2. Mix a solution of neutral detergent or a light solution of stripper in a mop bucket, following mixing ratio directions.
3. Start in the far most corner and continue working evenly across the room. Keeping cords and other equipment safety behind you.
4. Mopping a generous amount of solution on to the floor. Do NOT flood the floor, work in an area of 4ft x 4ft.
5. Scrub the floor with a Swing Machine and a Blue or BLACK scrubbing pads for this process. Floor scrappers and doodle bugs are used for edges, corners and behind toilets. All edges and transition strips must be scrapped and cleaned during this process.
6. Control your swing machine in small circular motions evenly, from side to side.
7. Pick up dirty solution with a wet vacuum. NOTE: defoam must be added to all recovery tanks before using the equipment.
8. Rinse your floor with a second bucket of clear water.
9. CLEAN YOUR BASEBOARDS! They can be rubbed clean with your mop and dried with a clean soft cloth.
10. Auto scrubbing your floor.
11. Damp-mop your floor with a neutralizer solution.
12. Allow your floor to completely dry.
13. Thoroughly clean all your equipment and put it away when done or move equipment into another staged area of work.
14. See *SECTION 6 – REFINISHING*.

FLOOR MAINTENANCE – STRIPPING

Stripping floors to prevent finish build up is an important part of your summer cleaning duties. A floor stripping rotational schedule should be developed for your section of the school. Annually, plan out what room(s) will be stripped. This is a time management requirement, as you will NOT have time to strip every room. This process is done with a two-mop bucket system, a wet vacuum and a swing machine. Gather all your cleaning equipment before you start working. Post signs to alert others of the operations happening in the area. The room must be properly prepared before you can begin burnishing. “Refer to SECTION 5 – Summer Work List (6) starting in classrooms”.

1. Sweep or dust mop floor thoroughly.
2. Using labelled mop two-bucket– one mop and bucket for stripper solution and one mop and bucket for rinsing.
3. Start in the far most corner and continue working evenly across the room. Keeping cords and other equipment safety behind you.
4. Apply stripping solution to a small section of your floor. Do NOT flood the floor, work in an area of 4ft x 4ft. Never allow the solution to dry or become tacky.
5. Allow solution to sit on the surface for a few moments, (3 to 5 minutes) before starting.

6. Use a Swing Machine with a BLUE or BLACK scrubbing pad for this process. Floor scrappers and doodle bugs are used for edges, corners and behind toilets. All edges and transition strips must be scrapped and cleaned during this process.
7. Control your Swing Machine in small circular motions, evenly from side to side. Take extra care, as the floor will become very slippery during this process
8. Pick up dirty solution with a wet vacuum. NOTE: all recovery tanks should have defoam applied before use.
NOTE: Very old or heavy built-up finish will require repeated applications. Floor tools such as scrappers may also be required. The floor should look even and dull when complete.
9. Thoroughly rinse your floor with a second bucket of clear water.
10. CLEAN YOUR BASEBOARDS! They can be rubbed clean with your mop or a green scrubby, rinse thoroughly and dried with a clean soft cloth.
11. Auto scrubbing your floor. Neutral wash
12. Damp-mop your floor with a neutralizer solution.
13. Allow floor to dry thoroughly.
14. Ensure all equipment is cleaned properly and put away or moved into the next staged area of work.
15. See *SECTION 6 – REFINISHING*.

FLOOR MAINTENANCE – REFINISHING

Refinishing a floor is where Custodians will express the pride of their work. Your refinished floor is the beautiful jewel of all your hard work. Take your time using controlled precision during these steps. Unused portions of floor finish should be discarded. Estimate the amount needed on the basis of one (1) gallon giving one coat of coverage per 1200 square feet. (5 liters per 100 m squared).

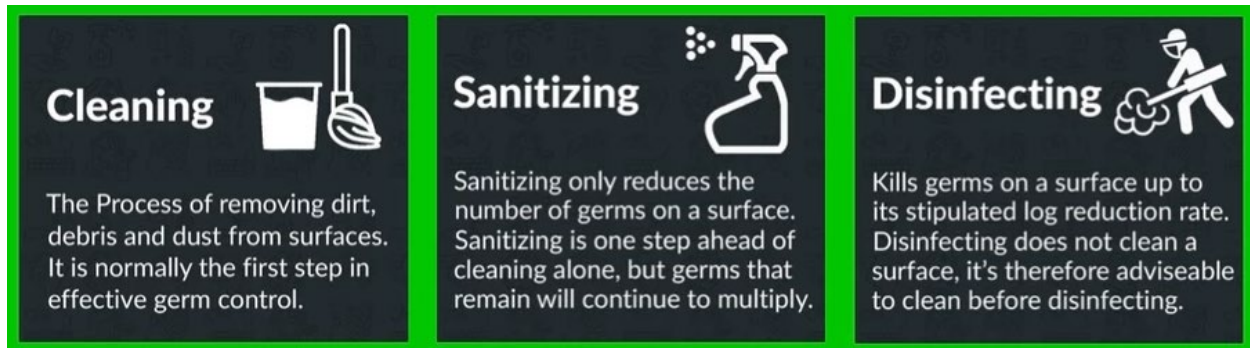
1. Floors should be scrubbed clean or stripped according to the appropriate cleaning method before finishing begins.
2. Allow floor to dry thoroughly before applying floor finish.
3. Post, “Wet Wax” signs at the entrance and exit of your work area to notify others of the project taking place.
NOTE: Have a clean garbage bag open, with clean rags waiting outside the room. Mapping out this area as your ending point. Place mop head into bag, taking extra care not to drip finish.
4. Pour a bead of required floor finish directly to the floor.
5. Wet the microfiber pad in the floor finish bead until pad is adequately saturated, to allow for even glide across the floor.

6. Moving in a controlled even side to side or figure eight motion, apply floor finish just so the floor appears wet. Floor finish should never appear white; this is obvious indication that too much floor finish has been applied.
7. Mopping backwards, keeping rows even about 4ft across, continue mopping your way out of the room.
8. Allow finish to dry thoroughly before applying a second coat. Multiple coats for hallways or gyms, (if applicable) should allow for a minimum of one (1) hour before applications.
9. Most classrooms, depending on the level of foot traffic should only have 2 (two) or 3 (three) applications of finish applied each year. **NOTE:** the first and last coat of wax are the only applications that should run wall to wall. Additional coats of wax should be applied twelve inches (30cm) from the wall will reduce the amount of edge build-up.
10. Return furniture to classroom. Refer to *SECTION 5 – STARTING IN CLASSROOMS*.
11. Clean and put away all equipment. Mops must be rinsed and wrung before going into the laundry.

NOTE: Allow the floor a full day to dry before replacing the furniture. Plan for assistants when replacing the room furniture to ensure the floor is not scratched. Never drag furniture, use dollies or have someone help you lift heavier or awkward items. High school classrooms are expected to be reset by the custodian. Primary and Elementary classrooms furniture will be placed in the classroom. The Teacher will be responsible for setting up their room, unless otherwise instructed by the Custodial Manager. *Reference Section 5 – Summer work List 6(a).*

SECTION 7 – CLEANING, SANITIZING AND DISINFECTING

Cleaning is done on a daily routine basis. Cleaning reduces the number of germs, dirt and impurities on the surface. Cleaning refers to organizing and wiping down surfaces, like countertops and desks, so that they appear neat and spotless. All-purpose cleaners are built to lift and remove visible smudges, spots, stains, dirt and debris from surfaces. Cleaning products can potentially remove germs from surfaces, along with dirt and other organic material and wash them away, but the goal of cleaning is to remove dirt and to prepare surfaces for disinfection. Cleaning by itself won't kill germs like bacteria, viruses, or fungi.



ELECTROSTATIC SPRAYERS

Electrostatic sprayers are used for disinfecting large multiuse spaces such as school buses, mezzanines and the theater, etc. Electrostatic sprayers are not to replace regular cleaning. Before you sanitize an area with an electrostatic sprayer you must first ensure the room is clean and ready for use. The following steps must be taken before you sanitize with a Victory Sprayer:

- Remove garbage and replace the bin liner
- Dry mop, sweep or vacuum floors
- Dust equipment (if applicable)
- Wet mop or auto scrub floors (if applicable)

The room must be empty when using the electrostatic sprayer. Post signs at each room entrance prior to using, alerting others in the building of the work you are conducting. The room should remain empty for thirty (30) mins once spray sanitizing is complete.

The video below is provided by Midway Purnel.

<https://youtu.be/xZlnyO8h1Ck>

SECTION 8 – REFERENCE

DISTRICT CALENDAR

New calendar will be updated each year – also available on the SD54 website

SCHOOL DISTRICT No.54 (Bulkley Valley)

2026 - 2027 SCHOOL CALENDAR

Sept. 8	Professional Development Day
Sep. 9	**First Day of Classes for Students
Sept. 22	Board Meeting - School Board Office - 5:30pm
Sept. 30	National Day for Truth & Reconciliation
Oct. 12	Thanksgiving Day - (SCHOOLS CLOSED)
Oct. 21/22	Parent/Teacher Interviews - Early Dismissal
Oct. 23	Professional Development Day
Oct. 27	Board Meeting - School Board Office - 5:30pm
Nov. 11	Remembrance Day - (SCHOOLS CLOSED)
Nov. 17	Board Meeting - School Board Office - 5:30pm
Nov. 20	Professional Development Day
Dec. 8	Board Meeting - School Board Office - 5:30pm
Dec. 18	Last Day of Classes (Christmas Vacation)
Jan. 4	Schools Reopen
Jan. 26	Board Meeting - School Board Office - 5:30pm
Feb. 1	First Day of Second Semester SSS / HSS
Feb. 12	Professional Development Day
Feb. 15	Family Day - (SCHOOLS CLOSED)
Feb. 23	Board Meeting - School Board Office - 5:30pm
Mar. 16	Board Meeting - School Board Office - 5:30pm
Mar. 19	Last Day of Classes (Spring Break)
Apr. 5	Schools Reopen
Apr. 21/22	Parent/Teacher Interviews - Early Dismissal
Apr. 23	Teacher Professional Development Day
Apr. 27	Board Meeting - Witsat - 5:30pm
May. 15	Professional Development Day
May. 18	Board Meeting-Houston -5:30pm
May. 24	Victoria Day - (SCHOOLS CLOSED)
June 21	National Indigenous Peoples Day
June 22	Board Meeting - School Board Office - 5:30pm
June 29	Last day of Classes for Students-1:15pm Dismissal
June 30	Administration Day

SEPTEMBER 2026						
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OCTOBER 2026						
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DECEMBER 2026						
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JANUARY 2027						
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FEBRUARY 2027						
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MARCH 2027						
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APRIL 2027						
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MAY 2027						
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JUNE 2027						
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27	28	29	30			

LEGEND

	Board of Education Meeting (*Dates Subject to Change)
	Holidays (Statutory and School Vacations)
	Prof. Development /Non-Instructional Day
	Parent/Teacher Interviews-1 Hr. Early Dismissal

FOR ALL OTHER INFORMATION PLEASE VISIT www.sd54.bc.ca

Days in Session = 187

Days of Instruction = 180

MIXING RATIOS

Concentrate Needed to Make the Following Amounts of Solution

Dilution Ratio	24-oz. Spray Bottle	Quart	Gallon	5 Gallons
1:4	4 $\frac{3}{4}$ -oz.	6 $\frac{1}{2}$ -oz.	25 $\frac{1}{2}$ -oz.	128-oz. (1 Gal.)
1:10	2 $\frac{1}{4}$ -oz.	2 $\frac{1}{2}$ -oz.	11 $\frac{1}{2}$ -oz.	59-oz.
1:12	1 $\frac{3}{4}$ -oz.	3-oz.	10-oz.	50-oz.
1:15	1 $\frac{1}{2}$ -oz.	2-oz. ($\frac{1}{4}$ Cup)	8-oz. (1 Cup)	40-oz.
1:20	1-oz. ($\frac{1}{8}$ Cup)	1 $\frac{1}{2}$ -oz.	6-oz. ($\frac{3}{4}$ Cup)	31-oz.
1:32	$\frac{3}{4}$ -oz.	1-oz. ($\frac{1}{8}$ Cup)	4-oz. ($\frac{1}{2}$ Cup)	20-oz.
1:40	$\frac{3}{5}$ -oz.	$\frac{4}{5}$ -oz.	3-oz.	16-oz. (1 Pint)
1:50	$\frac{1}{2}$ -oz.	$\frac{3}{5}$ -oz.	2 $\frac{1}{2}$ -oz.	13-oz.
1:64	$\frac{1}{3}$ -oz.	$\frac{1}{2}$ -oz.	2-oz. ($\frac{1}{4}$ Cup)	10-oz.
1:128	$\frac{1}{5}$ -oz.	$\frac{1}{4}$ -oz.	1-oz. ($\frac{1}{8}$ Cup)	5-oz.
1:256	$\frac{1}{10}$ -oz.	$\frac{1}{8}$ -oz.	$\frac{1}{2}$ -oz.	3-oz.

Conversion Chart

1 Gallon	=	128 ounces
1 Quart	=	32 ounces
1 Pint	=	16 ounces
1 Cup	=	8 ounces
$\frac{1}{2}$ Cup	=	4 ounces
$\frac{1}{4}$ Cup	=	2 ounces
$\frac{1}{8}$ Cup	=	1 ounce
2 Cups	=	1 Pint
2 Pints	=	1 Quart
4 Quarts	=	1 Gallon



1 Canadian Gallon	= 4.55 Litres	= 1.25 American Gallons
1 American Gallon	= 3.78 Litres	= 0.8 Canadian Gallons
1 Litre	= 0.22 Canadian Gallons	= 0.26 American Gallons

CUSTODIAL LAUNDRY

Custodians are responsible for washing their cleaning cloths, mops and pads, etc. It is important to schedule time each week to complete your laundry. Laundry must be separated before washing and drying! Floor mops, dust mops, cleaning cloths and microfiber should not be mixed together. When your cleaning items become old and worn, send them through school mail to the Maintenance department for the mechanics to use.

Washing

Basic washing instructions and cleaning of the washing machine will ensure the longevity of your equipment. Make sure you are using the correct amount of laundry soap. Too much laundry soap will create a lot of bubbles prolonging your washing cycle. Our laundry soap is concentrated; you only need one (1) oz per load. Empty and clean the filter, if applicable.

Drying

Basic drying instructions and cleaning of machines are equally important for safety and for optimal efficiency. Empty the lint trap after every use!

CARING FOR MICROFIBER

Caring for microfiber is pretty easy if you know the rules. Microfiber towels, dusters and mops can last hundreds of washings if you stay away from the two (2) big no-nos of microfiber.

- No bleach!
- No fabric softeners!

Washing Microfiber:

1. Wash in warm or hot water with mild detergent.
2. No bleach & no fabric softeners – they clog the open spaces in the microfiber, making the fabric useless.
3. Be careful what you wash with your microfiber. Avoid anything made with cotton because the microfiber will grab onto the lint.
4. Ideally, wash microfiber with only microfiber, but if you must wash a missed load, wash with other non-linting synthetics. Like anything you wash, be sure to separate your whites or light colour microfiber from your darker coloured microfiber.

Drying Microfiber

- To ensure the longest lasting microfiber, hang to dry is best.
- Microfiber dries relatively quickly.
- If hang drying is not possible and you must use a dryer, set it on “low heat” or “no heat”.
- Dry with other microfiber products only so that you don’t pick up extra lint.

NOTE: Ensure all mops and dusters have been brushed or vacuumed out before washing.

ERGONOMIC BEST PRACTICES

Tripod Lift

- This technique is used for lifting uneven weight, for example carrying a 10 kg of fertilizer. This lifting technique is recommended for person with decreased arm strength and not suitable for person who have bad knee. Below are the steps of Tripod lift:



1. Place one foot next to the objects. Make sure your back is straight, then push buttocks out and slowly lower yourself down onto one knee
2. Then position the object close to knee on the ground
3. By using both hands, firmly grip the objects
4. slowly pull the objects from the knee on the ground to mid thigh. Then transfer the objects on opposite thigh. You must make sure that your back is straight and buttocks out
5. Then by using both of your forearms to pull the object close on stomach and chest (like hugging the object)
6. Look forward and prepare for the lift
7. Hold the load close on body. Then extend your legs, while extend breathe out

Why Ergonomics?

Ergonomic principles are applied for 3 reasons:

- Prevent you from being injured
- Optimize your productivity
- Increase your comfort at home and at play



You can do a job the hard way....



...or the easy way

Fight Fatigue

Take periodic rest breaks

- Rest breaks are more effective if you take them before you are tired

Stretch periodically

- Stretching can reduce fatigue and increase your comfort
- Stretching muscles before an activity prepares them for the work at hand
- Stretching also reduces mental and physical stress and is enjoyable and relaxing



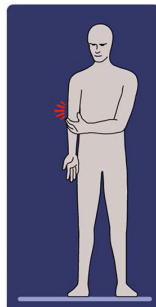
Discomfort

Your body will give you warning signs when you experience physical stress

- Pay attention to these warnings and take action to resolve the problem before it gets worse

New activity muscle soreness

- Occurs when a muscle is not sufficiently prepared to perform an activity and typically occurs within 24-48 hours of the activity
- May last for up to five days and typically does not require medical intervention
- Generally treated with an over-the-counter pain reliever



Pushing and Pulling

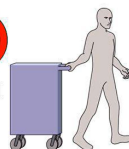
Pulling or pushing an object is usually better than carrying it

Generally, you are stronger when pushing an object than when pulling it

- Avoid twisting while pushing and pulling items since twisting while performing tasks places extra stress on the back
- Generally, carts are easier to steer once they are moving



Avoid

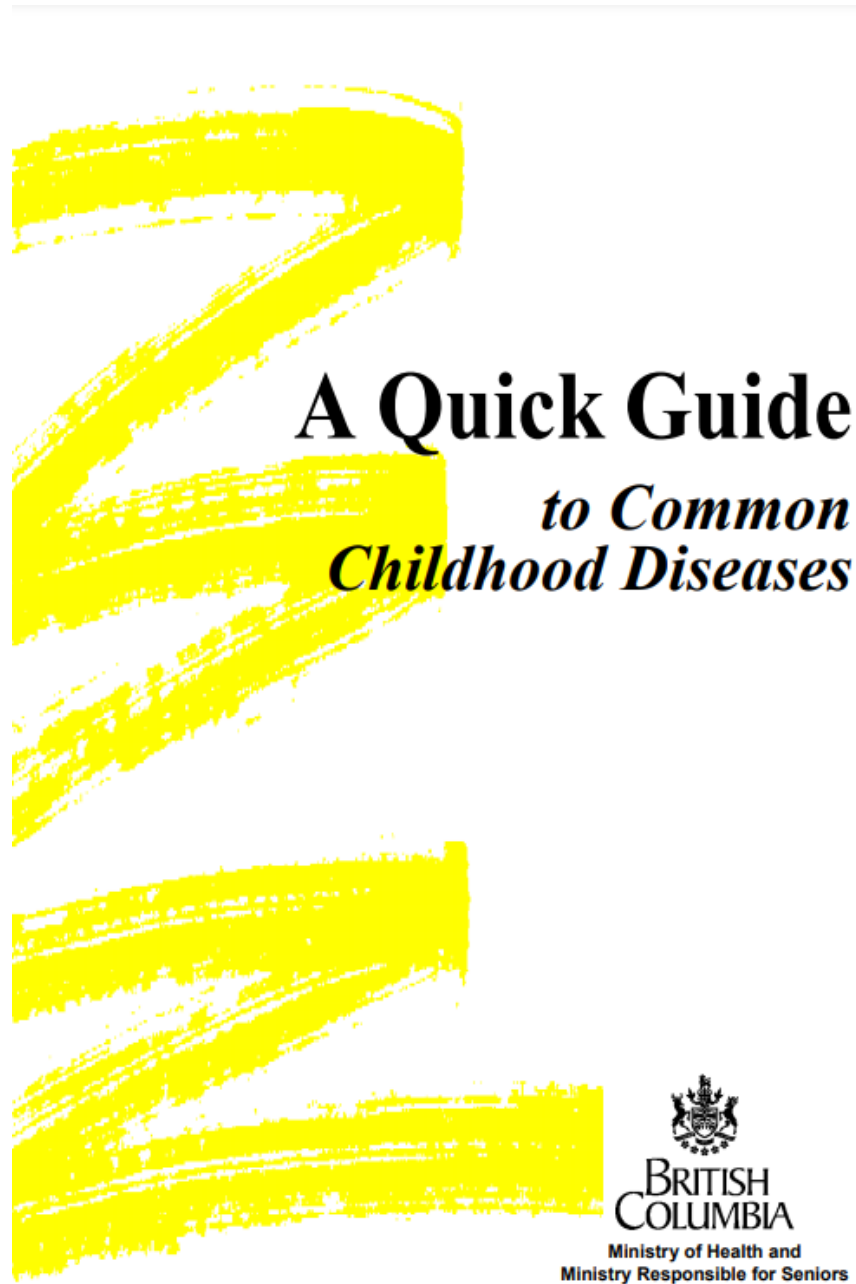


Yes!



*Note: This does not apply to very large carts that you can not see over

BC CENTER DISEASE CONTROL (BCCDC) – HYPERLINKS



<https://www.health.gov.bc.ca/library/publications/year/2001/PHN144.pdf>

SAFE OPERATING WORK PROCEDURE – BLOODBORNE INFECTIONS

Safe Operating and Work Procedures No. 0004

Introduction

HIV, the Hepatitis B and C viruses, and other communicable diseases can all be spread by infected blood. For infection to occur, viruses from infected blood and body fluids must enter the body to pose a risk of infection. Whether an infection occurs depends on the individual's ability to fight infection.

Workers can be exposed to infected blood and body fluids at work by:

- Puncturing the skin with sharp objects contaminated with infected blood and body fluids. (Sharp objects are commonly known as “sharps”).
- Splashing infected blood and body fluids into the tissues lining the eyes, nose, or mouth. (These tissues are called mucous membranes.)
- Splashing infected blood and body fluids on non-intact skin. (fresh open cuts, nicks, wounds, skin abrasions, chapped and damaged skin and skin with diseases such as eczema and dermatitis).

In response to this risk, the procedure for ‘Precautions Against Bloodborne Infections’ has been developed and implemented, in consultation with the Facility Services Joint OH&S Committee, in order to comply with the requirements of Workers Compensation Act, Part 1, Section 115 (1), (2) (b)(f) and Regulation 6.36. The procedure is to be followed by all workers employed by Facility Services, School District No.54 (Bulkley Valley) and must be reviewed with workers by the Department Coordinator during the ‘Worker Orientation’ and at the inception of the procedure.

General Hygiene Precautions

Workers must always follow universal precautions to control their risk of contact with blood and body fluids that may be infected. Treat the blood and body fluids of every person, as if they are infectious. When performing tasks in areas where infection is possible, workers must:

1. Cover any broken skin that may be exposed to infection, prior to cleaning.
2. Wear waterproof gloves, plus puncture-resistant gloves, if removing “sharps”.
3. Provide a cleaning solution for decontamination and disinfecting. Use Disinfectant or Germicidal Detergent. Mix solution as recommended by the manufacturer.
4. Wear other appropriate personal protective equipment when necessary.
5. After protective clothing or equipment is removed, wash any exposed skin.
6. Wash your hands thoroughly, in a suitable facility such as a rest room or utility sink, using warm running water and non-abrasive soap after completing the task.
7. Know how to summon First Aid. (Safe Operating and Work Procedures No. 0060)

When an Exposure Incident Occurs

The following exposure incidents are potentially harmful:

1. Skin is punctured with a contaminated sharp.
2. A mucous membrane (the eyes, nose or mouth) is splashed with blood and certain body fluids.
3. Non-intact skin is splashed with blood and certain body fluids.

If any of the above exposure incidents occurs, follow these steps:

1. Seek first aid immediately.
2. If there is a “sharps” injury, allow the wound to bleed freely. Then wash the area thoroughly with non-abrasive soap and water.
3. If the mucous membranes of the eyes, nose, or mouth are affected, flush with lots of clean water at a sink or eyewash station.
4. If an area of non-intact skin is affected, wash the area thoroughly with non-abrasive soap and water.
5. Seek medical attention immediately.
6. Preferably within two hours – at the closest hospital emergency room or at a health care facility if there is no hospital emergency room in the vicinity.
7. Immunizations or medications may be necessary. These may prevent infection or favourably alter the course of the disease, if you do become infected.
8. Blood tests should also be done at that time. You may need to see your family doctor within the next five days for follow-up, such as counseling and medications.
9. Report the incident.
10. Report the incident as soon as possible, to your supervisor and first aid attendant or occupational health staff. Have the First Aid Attendant do this for you if you are unable to.
11. Complete WCB claim forms.
12. If the exposure incident occurred at work, the employer and worker must complete and submit the appropriate WCB claim forms.

Blood and body fluid contact with intact skin is not considered to be a risk for the spread of bloodborne pathogens. You should, however, thoroughly wash your hands and other contact areas immediately. If you have any further concerns, contact your family physician, or nearest health unit office.

Safe Handling and Disposal of “Sharps”

Safe Operating and Work Procedures No. 0004

Workers must follow these steps to pick up and properly discard of needles and other sharps which could carry HIV or the Hepatitis B and C viruses:

1. Wearing waterproof gloves and puncture-resistant gloves over them, place the ‘sharps’ container next to the needle or other ‘sharps’ item.
2. Do not hold the container in your hand, as you might accidentally stick yourself.
3. Using tongs or pliers, pick up the needle or other item and place it into the ‘Sharps’ container. Place the needle into the “sharps” container with the pointed end first, away from you. Do not insert your fingers into the opening of the container and always keep your free hand out of the way.
4. Before removing the waterproof, puncture-resistant outer gloves, sanitize them with an approved chemical sanitizer. Then, remove and discard the disposable gloves (see ‘How to Remove Disposable Gloves’ contained at the end of this procedure).
5. Wash your hands with soap and water.

Don’t fill the ‘Sharps’ container to the brim. When it is about three-quarters full, replace it with a new one and properly dispose of the old one. Contact the Maintenance Office 250-847-2865 and ask for the Health & Safety department regarding proper disposal of container.

Safe Handling of Garbage

Safe Operating and Work Procedures No. 0094

Workers must follow these steps to prevent contact with sharps and other items which may have been improperly discarded in garbage:

1. Handle garbage as little as possible.
2. Use waterproof garbage bags.
3. Be alert. If possible, look for sharps sticking out of the bags. Listen for broken glass when you move the bag.
4. Don’t compress garbage or reach into garbage containers with your bare hands.
5. Don’t use your bare hands to pick up garbage that has spilled out of an over-flowing container. Wear puncture-resistant and liquid-resistant gloves or use other tools designed for picking up garbage.
6. Don’t let garbage bags get too full, if possible. Leave enough free space at the top of the bag, so that when you grab it, you grab the top of the bag only – not any of the contents. You may have to change bags more often to prevent them from getting over full. This will also make them lighter – and easier to hold away from your body.
7. Hold garbage bags by the top of the bag, away from your body. Do not hold garbage bags against your body.
8. Avoid placing your hands under the bag to support it. Handle garbage **carefully**.

Cleaning Up Bodily Fluids

The following precautions must be taken by workers when cleaning up blood and bodily fluids:

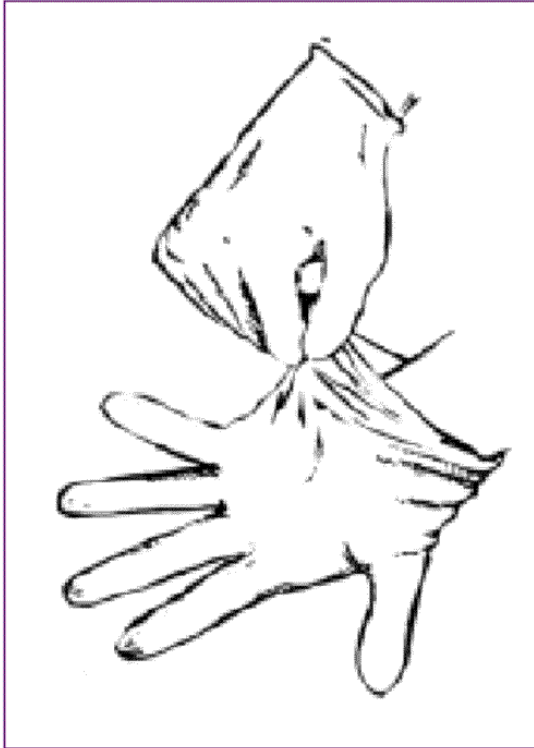
1. Never clean up blood and certain body fluids unless, you have been trained to do so and have the equipment and PPE needed to do so safely.
2. Restrict access to the area.
3. Make sure plastic bags are available for removal of contaminated items from the spill site. Have cleaning solutions ready.
4. Wear disposable, waterproof gloves such as: natural rubber latex, neoprene, nitrile and vinyl. Cover your shoes or boots with disposable, waterproof covers if they could become contaminated during clean-up. If necessary, wear other PPE, such as a face shield and a gown, to act as a barrier against contact with blood, certain body fluids and the diluted household bleach.
5. Dispose of any 'sharps' first, according to the Safe Handling and Disposal of 'Sharps' procedure contained above.
6. Wipe up visible material with disposable towels (or in another way that prevents direct contact with blood and certain body fluids). Dispose of the material and paper towels in waterproof garbage bags.
7. After you have carefully removed all the obvious material, it may be necessary to change gloves and decontaminate the area using the decontamination solution (see above).
8. Disinfect using the disinfectant solution (see above). Leave the solution on surface for 10 minutes, and then wipe up with disposable towels. Discard the towels in the waterproof garbage bags.
9. Clean and decontaminate all soiled, reusable equipment and supplies. Properly discard any disposable items.
10. Wear the gloves to remove other protective equipment such as: face shields and footwear covers. Dispose of or clean PPE (for example: face shields and mask, aprons, boot covers) according to the manufacturer's directions.
11. Properly remove and dispose of your gloves. Wash your hands.

How to Safely Remove Disposable Gloves

Safe Operating and Work Procedures No. 0004

Remove disposable gloves as soon as possible if they become damaged or contaminated. Remove them after you have completed the task that required gloves. Gloves should also be removed before leaving the work area. Do not wash and reuse your gloves. Use new gloves for each new task. Follow these steps to make sure your hands do not contact any blood or body fluids left on used gloves:

1. With both hands gloved, grasp the outside of one glove at the top of the wrist.
2. Peel off this glove from wrist to fingertips while turning it inside out, as you pull the glove off your hand and away from you.

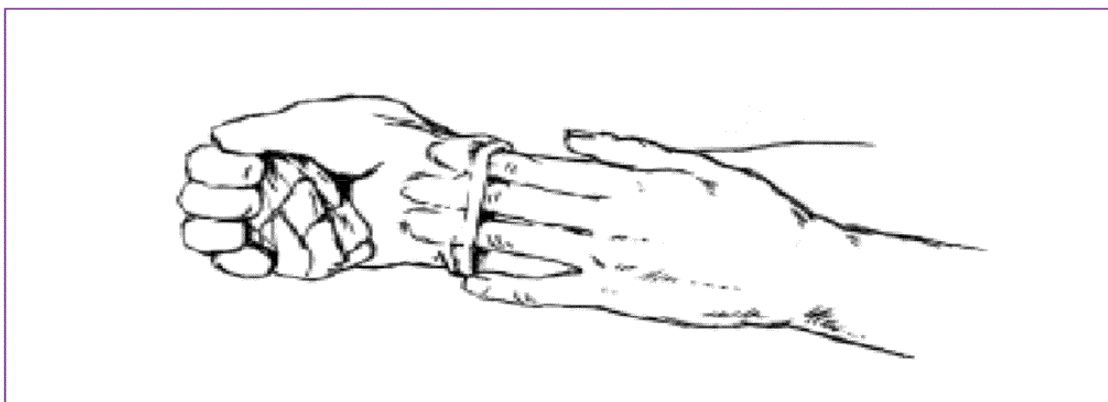


Grasp the outside of one glove.



Hold the glove with your gloved hand.

3. Hold the glove you just removed in your gloved hand.
4. With the ungloved hand peel off the second glove, by inserting your fingers on the inside of the glove at the top of your wrist. Turn the glove inside out while pulling it away from you, leaving the first glove inside the second.



Insert your fingers on the inside of the glove.



Turn the glove inside out over the first glove.

5. Dispose of the entire bundle promptly in a waterproof garbage bag.
6. Wash your hands thoroughly with soap and water as soon as possible after removing gloves and before touching non-contaminated objects and surfaces.

The above procedures were put in place for the protection of all workers; please use them with your safety and others in mind.

CLEANING PROCEDURES – BLOOD AND BODILY FLUIDS

Safe Operating and Work Procedures No. 0035

Restrict access to the area and place “Wet Floor Signs” alerting others in the building of the spill. Make sure you are prepared and stocked with items necessary to clean the type of spill. Dispose of any sharps according to the “Safe Handling of Sharps Procedure”. Cleaning supplies need:

- Garbage bag.
- Paper towel.
- Disinfectant solution / Germicidal detergent.
- Rubber gloves.

- Goggles.
- Mask/Face shield/Protective Clothing Coverall.
- Forceps or a grabber.
- Two mop & buckets for disinfecting.

Cleaning Spills - Less than 2 inches in diameter:

- Always wear gloves and goggles when cleaning a blood spill.
- Spray the spill with appropriate disinfectant.
- Gently lay paper towels on the spill to absorb the liquid.
- Wipe with additional paper towels to remove the entire spill.
- Spray the area again with disinfectant and wipe clean.

Cleaning Spills -Larger than 2 inches in diameter:

- Always wear gloves and goggles when cleaning a blood spill.
- Isolate the area – put out “wet floor” signs.
- Gather equipment – 2 mops/ buckets with wringers containing disinfectant solution.
- Wear protective footwear, cap, smock or gown, gloves, eye goggles, and face mask or shield.
- Set one of the buckets aside for later.
- Take the other mop out of the bucket, and without wringing it out, hold it over the spill. Be sure to apply a liberal amount of disinfectant solution to the spill. Don't allow the mop to come into contact with the spill.
- Place the mop back in the disinfectant solution and wring it out.
- Mop up the spill, rinse the mop in the bucket, wring it again, and repeat until the area is clean.
- Go over the entire area again, using the clean mop and fresh disinfectant.
- Do not remove the floor signs until the entire area is completely dry.

Cleaning Spills on Carpet:

- Always wear gloves and goggles when cleaning a blood spill.
- Isolate the area – put out “wet floor” signs.
- Gather equipment – 1 mop and bucket with wringer containing disinfectant solution, carpet extractor or wet vacuum.
- Wear protective footwear, cap, smock or gown, gloves, eye goggles, and face mask or shield.
- Take the mop out of the bucket, and without wringing it out, hold it over the spill. Be sure to apply a liberal amount of disinfectant solution to the spill. Don't allow the mop to come into contact with the spill.
- Use the extractor or wet vacuum to vacuum up, as much of the spill as possible.
- Use the mop to cover the spill again.

- Allow this disinfectant to sit for 10 – 15 minutes.
- Use the extractor or wet vacuum to vacuum up, as much of the spill as possible.
- Do not remove the floor signs until the entire area is completely dry.
- Clean equipment and dispose of solution.
- Remove protective clothing and wash hands.

Disposal of Cleaning Materials:

- Clean and decontaminate all soiled, reusable equipment and supplies. Properly discard any disposable items.
- Wear the gloves to remove other protective equipment such as face shields and footwear covers. Dispose of or clean PPE (for example, face shields, aprons, boot covers) according to the manufacturer's directions.
- Remove and dispose of your gloves in waterproof garbage bags. Wash your hands.

CLEANING MOUSE DROPPINGS

Cleaning Contaminated Areas

The following procedures are to be applied when cleaning up *small quantities of rodent droppings*:

1. Clear all unnecessary workers from the area.
2. Ventilate the area by opening windows and doors, if possible.
3. Wear a disposable N95 respirator.
4. Wear disposable gloves (e.g., latex-free, neoprene, or nitrile).
5. Spray the debris with disinfectant (e.g., 10 percent chlorine bleach) solution to soak the material. Avoid using a stream of liquid – this may create aerosols.
6. Scoop up the material. Dispose of all contaminated material in double plastic bags. Seal and label bags. The bags to identify the contents. Handle the bags in a manner that will avoid punctures. Contaminated material may be disposed of with regular construction waste or garbage, as long as the amount of material can be safely treated by being soaked in a disinfectant solution and the material is in double plastic bags.
7. Wipe or mop surfaces with a solution of disinfectant and detergent.
8. Decontaminate and remove personal protective equipment and clothing in accordance with the decontamination procedure.

The following procedures are to be applied when there is evidence of significant rodent activity. When cleaning up a large amount of rodent droppings, or when handling materials significantly contaminated with rodent droppings:

1. Clear all unnecessary workers from the area.
2. Ventilate the area by opening windows and doors, if possible.

3. Wear a half-mask air-purifying respirator, equipped with P100 filters or a powered air-purifying respirator (PAPR) with P100 filters. The respirator must be used and maintained in accordance with a respirator program.
4. Wear disposable gloves (e.g., latex-free, neoprene, or nitrile).
5. Wear disposable coveralls made of a material that will resist the penetration of dust particles and ensures a snug fit at the wrists and ankles.
6. Wear rubber boots or disposable shoe coverings when footwear is contaminated.
7. Wear eye or face protection (e.g., goggles without vent holes) to prevent aerosols from coming into contact with the mucous membranes of the eyes.
8. Clean up rodent droppings and other directly contaminated waste, by first spraying the debris (gently) with a disinfectant solution (e.g., 10 percent chlorine bleach) to soak the material. Avoid using a stream of solution because this may generate aerosols -then collect the material in one of the following ways:
 - i. Vacuum with a vacuum cleaner equipped with a high efficiency particulate air (HEPA) filter. Do not use other types of vacuums – including wet/dry types -because they may disperse the virus throughout the work area.
 - ii. If the material is soaked through to the point of run-off, use a scoop or shovel to carefully move the material into a plastic disposal bag.
9. Wipe or mop surfaces with a solution of disinfectant and detergent.
10. Dispose of all contaminated material in double plastic bags. Seal the bags. Label them to identify the contents and handle the bags in a manner that will avoid punctures. Contaminated material may be disposed of with regular construction waste or garbage, as long as the amount of material can be safely treated by being soaked in a disinfectant solution and the material is in double plastic bags.
11. Decontaminate and remove personal protective equipment and clothing in accordance with the decontamination procedure.
12. Thoroughly wash hands.

The clean-up procedure used must incorporate methods that limit the generation of aerosols (dirt and dust) from potentially contaminated items such as, surfaces or personal protective equipment used in clean-up.



DECONTAMINATION PROCEDURE FOR PPE

After any activity involving the handling of contaminated or potentially contaminated material, and before leaving the immediate work area, apply these procedures. DO NOT remove respiratory protective equipment until other decontamination steps are complete.

1. Remove coveralls at the perimeter of the work area, and place them in a disposal bag. Collapse the bag, and temporarily seal it.
2. Move away from the clean-up or contaminated work area to a location where there are no other workers – preferably outdoors – leaving eye and respiratory protection in place.
3. Wet-wipe exposed reusable respirator surfaces, eyewear, and rubber footwear with a disinfectant solution (e.g., 10 percent chlorine bleach).
4. Rinse the outside of gloves in the disinfectant solution. Remove the gloves and place them in a plastic bag for disposal (or if the gloves are reusable, disinfect them before storing them).
5. Place disposable respirators in a plastic bag. Permanently seal and label the bag. For reusable respirators, tape shut and inlet opening of the respirator cartridges to prevent the release of dust, (cartridges may be reused until breaking becomes difficult) or discard the cartridges. Clean and disinfect the respirator body. Store the respirators in a cool, clean location free from contamination.
6. Remove eyewear. Clean and disinfect it before storing, or discarding it.
7. Wash exposed skin surfaces thoroughly with soap and water.