Responsible: Office of Chief Facilities Management

PURPOSE

This Administrative Procedure shall establish the process in which Site Facility Coordinators (SFC) and Lead Custodians (LC) of the Housekeeping Department, within Capital Projects and Facilities Management, ensure that Process Cleaning for Health is being implemented, promoted, and followed within the Washoe County School District (District).

DEFINITIONS

1. "Process Cleaning for Health" refers to the Board approved four (4) step Cleaning Process: (1) Primary (2) Sanitation (3) Vacuuming (4) Quad Cleaning.
2. "SFC" is the Site Facility Coordinator at all District sites.
3. "LC" is the Lead Custodian at Middle and High School only.

PROCEDURE

1. Process Cleaning for Health is a District Board approved cleaning process.
    a. It is the responsibility of the ES, MS, HS, Auxiliary SFC's and/or LC to ensure the following:
        i. Promote, monitor, evaluate, and ensure that Process Cleaning for Health is being followed at their school/site.
        ii. All custodial stations must have Quad Maps and the maps need to be posted on the back of the custodial closet door.
        iii. Check each custodians Service Assessment Log Form is completed on a nightly basis and ensure that Process Cleaning for Health is being followed and met. This would include Primary, Sanitation, Vacuuming and Quad cleaning. These forms are turned into the SFC or LC weekly.
        iv. Inspect school/site on a regular/nightly basis to ensure that Process Cleaning for Health is being utilized/accomplished.
        v. Once a week, inspects the quad areas and checks the two (2) mandatory quad cleaning items on the Service Assessment Log Form to ensure the quad cleaning meets process cleaning standards.
        vi. Inspects the custodial Primary/Sanitation Carts to verify the carts are set-up properly and used correctly for Process Cleaning for

Health. Primary Carts are **ONLY** to be used for primary cleaning duties and Sanitation Carts are **ONLY** to be used for sanitizing restrooms.

vii. Initial/sign off on the Service Assessment Log Form to verify that areas have been inspected and completed. Include any necessary comments; positive and/or areas that need improvement. If comments are logged, the SFC/LC must communicate comments to the custodian(s).

1) If the above is not occurring and or not meeting the Process Cleaning for Health standards/expectations, the SFC and/or the LC will request a re-train from the Housekeeping Department to assist the custodian(s) in meeting the standards/expectations. It may also be necessary for the SFC to provide additional training/coaching to the LC on managing Process Cleaning for Health.

a. High School and Middle School SFC's.

i. Reviews and coaches the LC on Process Cleaning for Health Custodial Work Instruction.

ii. Ensure the LC is promoting and ensuring that night custodians are following the Process Cleaning for Health program.

2. The Service Assessment Log Form is to be utilized to monitor the cleanliness of a school/site, as well as what is being cleaned.

3. It is the responsibility of the SFC/LC to promote, monitor, evaluate, and ensure that Process Cleaning for Health is being followed at school and support sites.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:

a. Administrative Procedure, HKO-F211, Service Assessment Log for Elementary School;

b. Administrative Procedure, HKO-F212, Service Assessment Log for High School and Middle School; and

c. Administrative Procedure, HKO-W200, Process Cleaning for Health Custodial Work Instruction.

REVISION HISTORY

Date	Revision	Modification
1/31/2007	A	Adopted
4/23/2009	B	Revised: Clarified Language
3/05/2015	C	Revised: Changed Assistant Superintendent to Chief Facilities Management Office, updated titles
02/15/2022	D	Revised: Clarify language, update procedures and formatting.