



## CLEANING MANAGEMENT CHECKLIST

School Name / ID _____	Date _____
Location _____	Investigators _____
_____	_____

### ALLERGEN REDUCTION

- Cleaning performed when building is unoccupied
- Muddy pathways are paved
- Door mats installed indoors and outdoors at each entrance
- Door mats are cleaned at least daily
- Hard surfaces dusted weekly with damp mops and damp cloths
- Hot water temperature is 120<sup>o</sup> to 125<sup>o</sup>F, but does not exceed this temperature at hand sinks and showers
- Food spills and waste are cleaned up, garbage is removed daily
- Restroom and locker room surfaces are cleaned regularly
- All surfaces, furnishings, and carpeting is clean and dry
- HVAC filters cleaned monthly or replaced every 3 months
- All clutter is removed
- Deodorizers and odor-masking agents are not used
- Cleaning and maintenance products with little, or no, odor or fragrance are used
- The use of powdered or spray cleaners is minimized

### Carpet and Floor Care

- School has a policy for carpet cleaning and replacement

#### *Vacuuming*

- Vacuum cleaners with high efficiency filtration systems or high efficiency bags are used
- Carpeted areas are thoroughly vacuumed on a daily basis
- Upholstered furniture, blinds and draperies are vacuumed weekly
- Vacuum cleaners are regularly maintained and bags are replaced when 1/2 to 2/3 full

#### *Deep Extraction Cleaning*

- Hot water extraction or 'steam' cleaning of all carpets is performed at least twice per year
- Low emission or fragrance-free cleaning solutions are used
- No cleaning product residues left from cleaning
- Carpeting is dried within 24 hours of cleaning

#### *Carpet Removal*

- Carpets to be removed are cleaned by hot water extraction
- Carpets are removed while damp, and taken to a landfill

### ***New Carpet***

- Low-emitting carpet ('green label'), cushion and adhesives purchased
- Carpet allowed to air and outgas for at least 24 hours in a well-ventilated area before installation
- Carpet installed when building is unoccupied over a weekend or break period
- Additional outdoor air ventilation is provided for 48 to 72 hours during and after installation

### ***Carpet Alternatives***

- When carpet is to be replaced, hard floor surfaces (wood, tile, terrazzo, etc.) are considered for appropriate areas
- Hard floor surfaces are damp-dusted daily
- On hard floors, felt pads or tennis balls are placed under chair and table legs

## **GENERAL BUILDING CLEANING**

- Daily schedule for cleaning and maintenance.
- Custodial closets clean, neatly organized, ventilated, and free from odors.
- Mop heads treated, changed and laundered
- Brushes and sponges for toilet bowls and urinals not used for other purposes.
- Toilets and hand sinks not used for cleaning mops, brooms, brushes, etc.

### **Swimming Pools/ Therapeutic Whirlpools**

- Swimming pools are maintained and operated according to local health regulations.
- Swimming pool chemical storage is dry and secure from student access
- Therapeutic whirlpools maintained properly.
- Individuals with open sores or infections not permitted to use whirlpools.
- Area is well-ventilated with outdoor air or has exhaust ventilation

### **Laundry Facilities**

- Hand sink available with soap and hand drying devices
- Mechanical washing machine used with water of 130°F for minimum of 8 minutes
- Hot tumble dryer used and vented to outdoors
- Area for soiled laundry is separate from area for clean laundry

### **Cleaning Product Safety**

- Exposure to concentrated cleaning products is minimized
- Cleaning products are matched to cleaning needs
- Methods are used to maximize cleaning effectiveness (hot water, sponge applications, etc.)
- Cleaning products are not over-applied or over-used -- only as much product as necessary is used. Metering stations are available and in use.
- Products that contain toxins, irritants, allergens and sensitizers are avoided
- All products are resealed and securely stored immediately after use
- Products are stored in original containers with original labels intact -- empty containers are not used for other purposes
- Different cleaning products are not mixed
- Cleaning products with little, or no, odor or fragrances are used