

BPS CUSTODIAL STANDARDS MANUAL



Department of Environmental Health & Safety
1254 South Florida Avenue ~ Rockledge, FL 32955-2440
321-633-3580

<https://www.brevardschools.org/site/Default.aspx?PageID=2322>

BPS Custodial Standards

INTRODUCTION

The School Board of Brevard County Custodial Standards defined within this document were developed in accordance with Florida Statute 1001.51 – Duties and Responsibilities of District School Superintendent, Florida Rule 6a-2.0040 – Sanitation Standards in K-12 Private Schools, School Board of Brevard County Policy 7420, and Florida Department of Health School Sanitation Guidelines.

It is the responsibility of all School Board of Brevard County employees to maintain their facility to the best of their ability. Each site-based custodial team, with support from the Facilities Services Division is responsible for maintaining a safe and healthy working environment for all occupants and visitors. The custodial standards defined within this document will assist in establishing district-wide standards for cleaning and are to be adhered to by each site-based custodial/administrative team.

SITE-BASED ADMINISTRATOR DUTIES AND RESPONSIBILITIES

The site-based administrator or designee has the duty and responsibility to manage and supervise the site-based custodial team in accordance with Florida Educational Code Rules, this document, and all attached documents.

HEAD CUSTODIAN DUTIES AND RESPONSIBILITIES

The site-based head custodian has the duty and responsibility for the following actions:

Facility Work Order Process:

1. Troubleshoot/investigate all site-based facility issues **PRIOR** to submitting a work order and provide **specific/detailed** information regarding the issue if the work order is determined to be necessary.
2. Be the primary source of initiating routine work orders for the facility.
 - a. **Routine:** The day to day work required to maintain or repair building, grounds and equipment to their original condition. *Work should be addressed within 30 days.*
3. Investigate emergency/urgent facility work before calling in. Emergency number is 321-633-3600 and is operational 24/7.
 - a. **Emergency:** Work requiring immediate action to prevent or correct loss or damage to property. Work to restore essential services disrupted by and interruption or breakdown of utilities. Work to eliminate imminent hazards to people or property. Work to prevent the facility from closing. *Work should be addressed within 24 hours.*
 - b. **Urgent:** Work required to prevent the interruption of the educational process and prevent the breakdown of essential operations or housekeeping functions. *Work should be addressed within five working days.*
4. Log and follow-up on all open work orders to assure they are completed in a timely manner.
5. Report any work order with no action for sixty days to the appropriate facilities supervisor.

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Facility Inspection Requirement:

1. Perform regular walk-throughs of facility using the Monthly Preventative Maintenance sheet as a guide.
2. Provide a detailed cleaning schedule for the custodial team. The schedule should be detailed and allow flexibility to react to changing conditions. The schedule should be developed with the site-based administrator to ensure priorities are considered in the daily schedule.
3. Have an action plan in place for when the head custodian is absent. Be sure other custodial team members are trained in head custodial duties and responsibilities. This plan should be posted in the custodial office and reviewed with the custodial team and administration.
4. Meet with site-based administrator as needed or as per a predetermined schedule to discuss facility issues.
5. Conduct monthly meetings with custodial team to review and update custodial training needs, safety issues and general information.
6. Provide custodial team with training such as but not limited to policies, procedures, responsibilities, expectations, organization, work schedule, paperwork, chemical usage, blood-borne pathogens, personal protective equipment (PPE), inspections and keys.
7. Procure and maintain adequate custodial supplies for the custodial team and facility including proper PPE, chemicals, paper products, etc.
8. Perform monthly Integrated Pest Management (IPM) walk-through of facility using the Monthly Integrated Pest Management Checklist as a guide. Use the Pest Sighting Log to record pest activity. The log should be provided to the assigned Custodial Trainer upon monthly school visit for treatment.
9. Perform Energy Conservation Inspections using the Energy Conservation Checklist as a guide.
10. All facility exit lights/batteries are to be tested/inspected monthly and logs marked accordingly. The Office of Central Custodial Services will provide tags.
11. All emergency lighting in the facility are to be tested/inspected monthly and inspection forms completed accordingly. The Office of Central Custodial Services will provide tags.
12. All fire extinguishers in the facility are to be identified by location (map). A monthly inspection log will be maintained and kept readily available. All inspection tags shall be marked accordingly with a date and initials of person performing inspection. The Office of Central Custodial Services will provide tags.
13. Facility emergency alarm systems are to be tested monthly. Head Custodian will participate in emergency drills to ensure alarm systems are in proper working order. Custodial Team will participate in emergency drills and be aware of their responsibilities.
14. All playgrounds at the facility will be inspected daily for debris, items that may cause injury, animal excrement, standing water, anthills, toxic materials, etc. These removed/reported immediately.
15. All playgrounds at the facility will be inspected and logged weekly by the custodial team to ensure that equipment and surfacing are in good condition. Look for trip hazards such as: exposed footings or anchoring devices, rocks, roots, or any other environmental obstruction in the play area.

Facility Documentation Requirement

1. Maintain Safety Data Sheets (SDS) and Material Safety Data Sheets (MSDS) with the most updated sheets in the Custodial Office for all custodial chemicals used at the facility.
2. Facility blueprints will be kept in an easily accessible location for District Maintenance use.

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3. Facility map showing location of all shut off switches, valves, etc. for all utilities (electric, water, gas, etc.). This map should be accessible and reviewed regularly with all custodial team members.
4. Facility map showing locations alarm main and sub panels, air conditioning main and sub panels and any other systems located at the facility.

The above records/documents will be posted/stored in an easily accessible location for use by custodial team, administration, maintenance personnel, emergency personnel in the event of an emergency at the facility.

CENTRAL CUSTODIAL SERVICES (CERTIFIED TRAINING CUSTODIANS) DUTIES AND RESPONSIBILITIES

1. Create uniform cleaning standards and procedures.
2. Each facility will be assigned a Certified Training Custodian.
3. Training Custodians will visit each assigned site regularly (minimum monthly).
4. Provide training to site-based custodial teams.
5. Assist site-based custodial teams and site administrator create effective custodial schedules and assignments.
6. Perform Integrated Pest Management (IPM) at facility sites including kitchens.
7. Provide feedback to head custodian and site administrator regarding observed custodial operations.
8. Support head custodian and site administrator when unplanned/emergency events affect the cleanliness and safe operation of the facility.
9. Assist site administrator with custodial staffing issues as they arise.
10. Conduct Facility Custodial Assessments according to Board Policy 7420. Report findings and identify specific strategies to correct any deficiencies noted. Two assessments each year (Fall – Formative Assessment / Spring – Summative Assessment).
11. Central Custodial Services will work with site-based administration and site-based custodial teams to develop an action plan to correct practices that are below standards.

BREVARD PUBLIC SCHOOLS CUSTODIAL CLEANING STANDARDS

The foundation of the Brevard Public Schools Custodial Cleaning Standards is based on custodial staffing publications of the APPA – Leadership in Educational Facilities and Clemson University. Both organizations are noted authorities in the field of educational institution custodial work. The APPA publication, Custodial Staffing Guidelines for Educational Facilities, established five cleaning levels for schools and universities. In addition, BPS Central Custodial Services has designated **Priority Areas** at each facility. All Priority Area 1's shall meet Level 1 Cleaning Standard. Priority Areas 2-5 shall meet a minimum Level 2 Cleaning Standard.

CUSTODIAL CLEANING STANDARDS

LEVEL 1: ORDERLY SPOTLESSNESS:

Floors and base moldings are bright and clean; colors are fresh. Vertical and horizontal surfaces look freshly cleaned or polished. No build-up in corners. The lights work and the fixtures are clean. Washroom and shower fixtures and tiles gleam. Adequate cleaning supplies are on hand. Trash containers contain only daily waste.

LEVEL 2: ORDINARY TIDINESS:

Virtually the same as level one, but there may be up to two days of dust, dirt, stains, or streaks.

LEVEL 3: CASUAL INATTENTION:

Floors are swept or vacuumed clean, but close observation may reveal stains and dirt build-up may be apparent in corners and along walls. In addition, there may be dull spots, matted carpet, and streaks on base molding. Vertical and horizontal surfaces have dust, dirt, marks, smudges, and fingerprints. Lamps work and fixtures are clean. Trash containers have daily waste only.

LEVEL 4: MODERATE DINGINESS:

Floors are swept and vacuumed clean but may be stained. Dirt buildup is evident. Carpets show paths of use. Molding is dirty. Surfaces are obviously dusty and dirty. Trash containers have old trash and may give off a sour smell.

LEVEL 5: UNKEMPT NEGLECT:

Dull, dirty scuffed floors and carpets. The corners and base moldings are obviously dirty. Dirt has accumulated on all vertical and horizontal surfaces. Light fixtures are dirty, and some lamps are burned out. Trash containers are overflowing and have begun to smell.

BPS CUSTODIAL PRIORITY AREAS

- **Priority 1 Areas**

- Spaces: Clinics/First aid rooms
- BPS Cleaning Standard: Level 1
- Tasks/Frequency
 - Clean/Disinfect floors – Daily
 - Empty trash – Daily
 - High frequency touch services clean/disinfect- Daily
 - Dusting – Daily
 - Restrooms – Toilets/Sinks clean/disinfect – Daily
 - Glass surfaces cleaned – Daily

- **Priority 2 Areas**

- Spaces: Restrooms, Locker Rooms, ESE Classrooms, Cafeteria, Culinary Arts Labs, Staff Lounges where food is present, Staff Offices, Flammable Storage.
- BPS Cleaning Standard: Level 2
- Tasks/Frequency
 - Clean/Disinfect floors – Daily
 - Empty trash – Daily

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- High frequency touch surfaces clean/disinfect – Daily
- Dusting – As needed
- Restrooms – Toilets/Sinks/showers/Water fountains clean/disinfect – Daily
- Glass surfaces cleaned – As needed
- **Priority 3 Areas**
 - Areas: All instructional spaces where students are present every day, gymnasiums, teacher planning and workspaces, inside circulation (hallways and other open spaces), stages and auditoriums used daily.
 - BPS Cleaning Standard: Level 2
 - Tasks/Frequency
 - Clean/Disinfect floors – As needed
 - Empty Trash – Daily
 - High frequency touch surfaces clean/disinfect – Daily
 - Dusting – As needed
 - Restrooms – Toilets/Sinks/Water fountains clean/disinfect – Daily
 - Glass surfaces cleaned – As needed
- **Priority 4 Areas**
 - Areas: Covered walkways, grounds, conference rooms not in use every day, custodial receiving areas, stages and auditoriums not used daily, control booth/projection rooms, custodial storage areas.
 - BPS Cleaning Standard: Level 2
 - Tasks/Frequency
 - Clean/Disinfect floors – As needed
 - Empty Trash – When occupied
 - High frequency touch surfaces clean/disinfect – When occupied
 - Dusting – As needed
 - Restrooms – Toilets/Sinks/Water fountains clean/disinfect – When occupied
 - Glass surfaces cleaned – As needed
- **Priority 5 Areas**
 - Areas: Mechanical rooms, general school storage, stage storage.
 - BPS Cleaning Standard: Level 2
 - Tasks/Frequency
 - Clean floors – Monthly
 - Empty Trash – As needed
 - High frequency touch surfaces clean/disinfect – Monthly
 - Dusting – Monthly
- **Custodial Records/Logs/Integrated Pest Management (IPM)**

****The following records/logs shall be maintained and stored by head custodian or designee in the custodial office unless otherwise noted.**

 - Weekly Playground Log (if applicable)
 - Pest Activity Log – Kitchen (as needed) – **Log kept in kitchen**

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- Pest Activity Log – School/Site (as needed)
- Monthly Exit Light Test Log
- Monthly Emergency Light Test Log
- Monthly Fire Extinguisher Inspection Log
- Monthly Preventative Maintenance Check Sheet
- Monthly Custodial Equipment Maintenance Log
- Monthly Elevator Log (if applicable)
- Custodial Equipment Inventory Log (semi-annual)
- Monthly Custodial Meeting Log
- Facility Custodial Assessment

**PLEASE NOTE SAMPLE RECORDS/LOGS AND ASSESSMENT ARE LOCATED ON PAGES 7-29 OF THIS DOCUMENT.*

**BLANK RECORDS/LOG SHEETS CAN BE DOWNLOADED FROM THE BPS CENTRAL CUSTODIAL SERVICES WEBSITE - <https://www.brevardschools.org/Domain/1172>*

BPS FACILITY CUSTODIAL ASSESSMENT

- Administered at each facility twice a year (Fall-Formative Assessment/Spring Summative Assessment)
- Each Priority Area will be assessed. Weighting for each Priority Area will be as follows:
 - Priority Area 1 – 15%
 - Priority Area 2 – 30%
 - Priority Area 3 – 25%
 - Priority Area 4 – 8%
 - Priority Area 5 – 5%
 - Custodial Records/Logs/IPM – 17%
- Each facility will receive an overall assessment grade of:
 - Exceeds Custodial Standards (95% and above - A)
 - Meets Custodial Standards (90-94.99% - B)
 - Below Custodial Standards (0-89.99% - C/D)
- Central Custodial Services will work with site-based administration and site-based custodial teams to develop an action plan in order to correct practices that are below standards.

**Sample Facility Custodial Assessment located on pages 20-29.*

Weekly Playground Inspection Checklist

This PDF report can be printed and filled in by hand, or completed on a computer and printed. It cannot be saved electronically with ADOBE Reader. This form is to be filled out weekly by the School Principal or designee (Custodial Staff Member). Daily inspections are to be performed by the School Staff Member using the playground. Copies of this completed form are to be filed in the "Custodial Binder".



School/Facility:

Date Inspected:

Playground Surfaces

	Yes	No	N/A	Comments
Surface materials appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Surface thickness 12 inches within 6 foot of playground equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Does it extend 6 feet in all directions from the playground equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
For swings, does it extend twice the height of the suspending bar in back and front?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Any holes or gaps that need filling in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Hardware

	Yes	No	N/A	Comments
Open "S" hooks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Exposed screws, bolts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Protruding end bolts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Exposed wires, broken fences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Any Other Unsafe Condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Grounds

	Yes	No	N/A	Comments
Any tripping hazards, exposed concrete footing, tree stumps, rocks, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Any broken glass, cans, soft drink pull-tabs, nails, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Any animal feces in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Routine Checks

	Yes	No	N/A	Comments
To be performed daily - Check thorough: Surface Material / Broken Glass / Animal Facies / Weeds, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

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Reset Form

Print Form

Weekly Playground Inspection Checklist (page 2/2)



Equipment	Yes	No	N/A	Comments
Do elevated surfaces (platforms, ramps) have guardrails?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is equipment properly anchored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there at least 9 ft. between play structures > 30" high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are spaces that could trap children (i.e., in guardrails/ladder rungs), < 3.5" or > 9"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any splintering on wood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Surface thickness correct? (12")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any sharp points or edges on equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is equipment in good overall condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other (missing, broken, etc.) ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

NOTES: At any time playground equipment or surface material have been damaged or are in a condition that could potentially cause injury to a child using this playground do the following: 1) Moved the students away from the damage or condition; 2) Contact the Head Custodian; and 3) the Head Custodian is to IMMEDIATELY tag out the hazard, contact the EH&S Life Safe Inspectors by calling 633-3600 and submit a Safety to Life work order request through Maintenance Work Control.

Inspected by: Signature:

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Reset Form

Print Form

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Seen any rodents or bugs lately? Please jot down your observations for us!

Pest Activity Log: **KITCHEN**

[illegible]

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Brevard Public Schools
Integrated Pest Management



Seen any rodents or bugs lately? Please jot down your observations for us!

Pest Activity Log: **CUSTODIAL**

				Report of Pest Sighting		Respondent		
Date	Type of Pest	Location/Building	Area Clean	Threshold Breached	Pest/Problem Description	Chemical Used	Amount Applied	Applicator/Print and Sign & Date

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EXIT LIGHT TEST LOG:

Testing for emergency lighting systems, including exit signs, shall be tested for proper operation for a minimum of 30 seconds every month. An annual test shall be conducted for one hour. Equipment shall function properly for the duration of the test. Submit a work order request for all broken lights.

[illegible]



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EMERGENCY LIGHT TEST LOG:

A 30-second monthly functional test and a 90-minute annual test must be performed on each of the facility's battery-operated emergency lights. Indicate the type of test conducted and initial each monthly entry.

Legend: M = 30-second test

A = 90-minute test

[illegible]



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FIRE EXTINGUISHER INSPECTION LOG:

The following fire extinguishers inspection log will be filled out monthly by the Head Custodian for all fire extinguishers located on campus or in an ancillary facility. The log shall be made available upon request.

[illegible]

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MONTHLY PREVENTATIVE MAINTENANCE CHECK SHEET:

The following check sheet will be filled out monthly by the Head Custodian.

Date _____ School _____
Month of _____

Preventative Maintenance Action	Adequate	Deficient
1. All air conditioning filters inspected and replaced within defined time.		
2. All emergency lighting inspected and operational		
3. All exit lighting inspected and operational		
4. All playground equipment inspected and operational		
5. All sidewalks inspected and free of cracks and/ or damage		
6. All fence lines and trees inspected, free of hanging branches or hazards		
7. All lawn equipment inspected and properly maintained and serviced		
8. All driveways inspected and free of pot holes or damage		
9. All door closures inspected and in proper working order		
10. All door stops inspected and catch devices in proper working order		
11. All panic hardware, hinges and door knobs inspected and in proper working order		
12. All room numbers and emergency evacuation charts present		
13. All lighting in proper working order		
14. All ceiling tiles and t-bars in place and free of evidence of water damage		
15. All time clocks with proper time settings		
16. Roof free of debris and damage		
17. All roof drains inspected and free of clogs and debris		
18. All flooring inspected and properly maintained		
19. All restroom fixtures inspected and in working order		
20. Fire alarm system tested and in proper working order (Pull Station Location)		
21. All fire extinguishers in proper working order and present		

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Monthly Preventative Maintenance Check Sheet

Preventative Maintenance Action	Adequate	Deficient
22. All tools and equipment inspected for proper storage and working order		
23. Floor drains and traps inspected and filled with water		
24. Floor tile, ceramic tile and wall tile inspected and free of breakage		
25. Gas shut offs, valves, water gate valves, pumps and cooling towers inspected and free of unusual damage or sounds		
26. Electrical outlets inspected for loose receptacles and plates		
27. Integrated Pest Management procedures accomplished		
28. Energy Conservation measures taken this month		

All noted deficiencies may result in a work order being processed. Provide a preventative maintenance action summary for any line item that receives a deficient rating.

[illegible]

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CUSTODIAL EQUIPMENT MAINTENANCE LOG

School _____

Work Performed:			
DATE:	Unit Meter Hours:	Signature	Work Performed/Test Results

Custodial Equipment Maintenance Log

4/5/2020

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ELEVATOR & WHEELCHAIR LIFT INSPECTION LOG:

Date	Location or Room Number	Type of Lift or Elevator	Result of Inspection Test	Remedial Action Taken	Signature

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CUSTODIAL EQUIPMENT INVENTORY LOG (semi-annual)

School _____

Date _____

[illegible]

Custodial Meeting Agenda

Date: _____

Topic/s: _____

In Attendance:

Signature:

Supervisor's Signature: _____ Date: _____

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FACILITY CUSTODIAL ASSESSMENT BASED ON THE 5 LEVELS OF CLEANLINESS

School/Facility: _____

Inspector: _____

Date of Inspection: _____

AREA INSPECTED

Priority 1 Areas	100.00%
Priority 2 Areas	100.00%
Priority 3 Areas	100.00%
Priority 4 Areas	100.00%
Priority 5 Areas	100.00%
Custodial Records/Logs/IPM	100.00%

Overall Facility Rating 100.00% GRADE A

Inspector: _____

Facility Administrator: _____

Head Custodian: _____

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BREVARD PUBLIC SCHOOLS CUSTODIAL CLEANING STANDARDS

The foundation of the Brevard Public Schools Custodial Cleaning Standards is based on custodial staffing publications of the APPA Institute (Association of Higher Education Facility Officers) and Clemson University. Both organizations are noted authorities in the field of educational institution custodial work. The APPA publication, "Custodial Staffing Guidelines for Educational Facilities", established five cleaning levels for schools and universities. In addition, BPS Central Custodial Services has designated priority areas at each facility. All Priority Area 1's shall meet Level 1 Standard. Priority Areas 2-5 shall meet a minimum Level 2 Standard.

Level 1: Orderly Spotlessness:

Floors and base moldings are bright and clean; colors are fresh. Vertical and horizontal surfaces look freshly cleaned or polished. No build-up in corners. The lights work and the fixtures are clean. Washroom and shower fixtures and tiles gleam. Adequate cleaning supplies are on hand. Trash containers contain only daily waste.

Level 2: Ordinary Tidiness:

Virtually the same as level one, but there may be up to two days of dust, dirt, stains, or streaks.

Level 3: Casual Inattention:

Floors are swept or vacuumed clean, but close observation may reveal stains and dirt build-up may be apparent in corners and along walls. In addition, there may be dull spots, matted carpet, and streaks on base molding. Vertical and horizontal surfaces have dust, dirt, marks, smudges, and fingerprints. Lamps work and fixtures are clean. Trash containers have daily waste only.

Level 4: Moderate Dinginess:

Floors are swept and vacuumed clean but may be stained. Dirt buildup is evident. Carpets show paths of use. Molding is dirty. Surfaces are obviously dusty and dirty. Trash containers have old trash and may give off a sour smell.

Level 5: Unkempt Neglect:

Dull, dirty scuffed floors and carpets. The corners and base moldings are obviously dirty. Dirt has accumulated on all vertical and horizontal surfaces. Light fixtures are dirty, and some lamps are burned out. Trash containers are overflowing and have begun to smell.

Custodial Records/Logs and Safety/IPM

For accountability, please refer to BPS "Custodial Standards Manual".

Central Custodial Services will work with site-based administration and site-based custodial teams to develop an action plan in order to correct practices that are below standards.

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Priority 1 Areas				
Priority 1	Clinic	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	1	1	
	HVAC vents	1	1	
	Touch surfaces	1	1	
	Floors & baseboards	1	1	
	Floor corners	1	1	
	Walls & windows	1	1	
	Doors and doorways	1	1	
	Dusting program to include electronics & flat surface	1	1	
	Waste cans	1	1	
	Counter tops	1	1	
	Sinks	1	1	
	Clutter	1	1	
	Bathrooms	1	1	
Priority 2 Areas				
Priority 2	Rest Room	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	2	2	
	HVAC vents	2	2	
	Touch surfaces	2	2	
	Floors & baseboards	2	2	
	Floor corners	2	2	
	Walls & windows	2	2	
	Doors and doorways	2	2	
	Dusting program to include electronics & flat surface	2	2	
	Waste cans	2	2	
	Counter tops	2	2	
	Sinks	2	2	
	Toilets/urinals	2	2	
Priority 2	Rest Room	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	2	2	
	HVAC vents	2	2	
	Touch surfaces	2	2	
	Floors & baseboards	2	2	
	Floor corners	2	2	
	Walls & windows	2	2	
	Doors and doorways	2	2	
	Dusting program to include electronics & flat surface	2	2	
	Waste cans	2	2	
	Counter tops	2	2	
	Sinks	2	2	
	Toilets/urinals	2	2	

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Priority 2	Rest Room	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	2	2	
	HVAC vents	2	2	
	Touch surfaces	2	2	
	Floors & baseboards	2	2	
	Floor corners	2	2	
	Walls & windows	2	2	
	Doors and doorways	2	2	
	Dusting program to include electronics & flat surface	2	2	
	Waste cans	2	2	
	Counter tops	2	2	
	Sinks	2	2	
	Toilets/urinals	2	2	
Priority 2	Cafeteria	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	2	2	
	HVAC vents	2	2	
	Touch surfaces	2	2	
	Floors & baseboards	2	2	
	Floor corners	2	2	
	Walls & windows	2	2	
	Doors and doorways	2	2	
	Dusting program to include electronics & flat surface	2	2	
	Waste cans	2	2	
	Tables/chairs: Legs	2	2	
	Waste Management	2	2	
Priority 2	Staff Offices	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	2	2	
	HVAC vents	2	2	
	Touch surfaces	2	2	
	Floors & baseboards	2	2	
	Floor corners	2	2	
	Walls & windows	2	2	
	Doors and doorways	2	2	
	Dusting program to include electronics & flat surface	2	2	
	Waste cans	2	2	
	Counter tops	2	2	
Priority 2	Flammable storage	Possible Points	Actual Points	Notes
	Area has proper items stored	2	2	
	Area has received periodic cleaning	2	2	
	Items are properly labeled	2	2	
	Area is safe and debris free	2	2	

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Priority 2	Staff lounge	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	2	2	
	HVAC vents	2	2	
	Touch surfaces	2	2	
	Floors & baseboards	2	2	
	Floor corners	2	2	
	Walls & windows	2	2	
	Doors and doorways	2	2	
	Dusting program to include electronics & flat surface	2	2	
	Waste cans	2	2	
	Tables/chairs: Flat surface	2	2	
	Tables/chairs: legs	2	2	
	Sinks	2	2	
Priority 2	PE Locker Rooms	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	2	2	
	HVAC vents	2	2	
	Touch surfaces	2	2	
	Floors & baseboards	2	2	
	Showers and Drains	2	2	
	Walls & windows	2	2	
	Doors and doorways	2	2	
	Toilets and Urinals	2	2	
	Waste cans	2	2	
Priority 2	Concession	Possible Points	Actual Points	Notes
	Walls & Windows	2	2	
	Sinks & Drains	2	2	
	Floors & baseboards	2	2	
	Touch surfaces	2	2	
	Doors and doorways	2	2	
	Equipment/Appliances	2	2	
Priority 2	ESE Room	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	2	2	
	HVAC vents	2	2	
	Touch surfaces	2	2	
	Floors & baseboards	2	2	
	Floor corners	2	2	
	Walls & windows	2	2	
	Doors and doorways	2	2	
	Dusting program to include electronics & flat surface	2	2	
	Waste cans	2	2	
	Counter tops	2	2	
	Clutter	2	2	
	Sinks	2	2	

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Priority 2	ESE Room	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	2	2	
	HVAC vents	2	2	
	Touch surfaces	2	2	
	Floors & baseboards	2	2	
	Floor corners	2	2	
	Walls & windows	2	2	
	Doors and doorways	2	2	
	Dusting program to include electronics & flat surface	2	2	
	Waste cans	2	2	
	Counter tops	2	2	
	Clutter	2	2	
	Sinks	2	2	
Priority 3 Areas				
Priority 3	Instructional space	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	3	3	
	HVAC vents	3	3	
	Touch surfaces	3	3	
	Floors & baseboards	3	3	
	Floor corners	3	3	
	Walls & windows	3	3	
	Doors and doorways	3	3	
	Dusting program to include electronics & flat surface	3	3	
	Waste cans	3	3	
	Counter tops	3	3	
	Clutter	3	3	
	Sinks	3	3	
Priority 3	Instructional space	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	3	3	
	HVAC vents	3	3	
	Touch surfaces	3	3	
	Floors & baseboards	3	3	
	Floor corners	3	3	
	Walls & windows	3	3	
	Doors and doorways	3	3	
	Dusting program to include electronics & flat surface	3	3	
	Waste cans	3	3	
	Counter tops	3	3	
	Clutter	3	3	
	Sinks	3	3	

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Priority 3	Instructional space	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	3	3	
	HVAC vents	3	3	
	Touch surfaces	3	3	
	Floors & baseboards	3	3	
	Floor corners	3	3	
	Walls & windows	3	3	
	Doors and doorways	3	3	
	Dusting program to include electronics & flat surface	3	3	
	Waste cans	3	3	
	Counter tops	3	3	
	Clutter	3	3	
	Sinks	3	3	
Priority 3	Instructional space	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	3	3	
	HVAC vents	3	3	
	Touch surfaces	3	3	
	Floors & baseboards	3	3	
	Floor corners	3	3	
	Walls & windows	3	3	
	Doors and doorways	3	3	
	Dusting program to include electronics & flat surface	3	3	
	Waste cans	3	3	
	Counter tops	3	3	
	Clutter	3	3	
	Sinks	3	3	
Priority 3	Instructional space	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	3	3	
	HVAC vents	3	3	
	Touch surfaces	3	3	
	Floors & baseboards	3	3	
	Floor corners	3	3	
	Walls & windows	3	3	
	Doors and doorways	3	3	
	Dusting program to include electronics & flat surface	3	3	
	Waste cans	3	3	
	Counter tops	3	3	
	Clutter	3	3	
	Sinks	3	3	

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Priority 3	Instructional space	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	3	3	
	HVAC vents	3	3	
	Touch surfaces	3	3	
	Floors & baseboards	3	3	
	Floor corners	3	3	
	Walls & windows	3	3	
	Doors and doorways	3	3	
	Dusting program to include electronics & flat surface	3	3	
	Waste cans	3	3	
	Counter tops	3	3	
	Clutter	3	3	
	Sinks	3	3	
Priority 3	Instructional space	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	3	3	
	HVAC vents	3	3	
	Touch surfaces	3	3	
	Floors & baseboards	3	3	
	Floor corners	3	3	
	Walls & windows	3	3	
	Doors and doorways	3	3	
	Dusting program to include electronics & flat surface	3	3	
	Waste cans	3	3	
	Counter tops	3	3	
	Clutter	3	3	
	Sinks	3	3	
Priority 3	Instructional space	Possible Points	Actual Points	Notes
	Proper lighting Working Exit/ Emergency units	3	3	
	HVAC vents	3	3	
	Touch surfaces	3	3	
	Floors & baseboards	3	3	
	Floor corners	3	3	
	Walls & windows	3	3	
	Doors and doorways	3	3	
	Dusting program to include electronics & flat surface	3	3	
	Waste cans	3	3	
	Counter tops	3	3	
	Clutter	3	3	
	Sinks	3	3	

BPS Custodial Standards

Inside Circulation		Possible Points	Actual Points	Notes
Priority 3				
	Proper lighting Working Exit/ Emergency units	3	3	
	HVAC vents	3	3	
	Floors & baseboards	3	3	
	Floor corners	3	3	
	Walls & windows	3	3	
	Doors and doorways	3	3	
	Elevators	3	3	
	Dusting program to include electronics & flat surface	3	3	
Priority 4 Areas				
Custodial Closet		Possible Points	Actual Points	Notes
Priority 4				
	Proper lighting Working Exit/ Emergency units	4	4	
	Mop Sink	4	4	
	Chemical Storage (label & Stored Properly)	4	4	
	Debris & litter	4	4	
	Proper storage for this area	4	4	
	Doors and doorways	4	4	
Exterior: Building, walkways, curbs		Possible Points	Actual Points	Notes
Priority 4				
	Proper lighting Working Exit/ Emergency units	4	4	
	Spider webs / Dead bugs	4	4	
	Side walks (Food & waste stains)	4	4	
	Debris & litter	4	4	
	Walls & windows	4	4	
	Doors and doorways	4	4	
		4	4	
Priority 5 Areas				
Unoccupied :		Possible Points	Actual Points	Notes
Priority 5				
	Area has received periodic cleaning	5	5	
	Proper storage for this area	5	5	
	Spider webs / Dead bugs	5	5	
	No hazardous conditions at this time	5	5	
Unoccupied :		Possible Points	Actual Points	Notes
Priority 5				
	Area has received periodic cleaning	5	5	
	Proper storage for this area	5	5	
	Spider webs / Dead bugs	5	5	
	No hazardous conditions at this time	5	5	

BPS Custodial Standards

Custodial Records/Logs/IPM				
	Custodial Logs	Possible Points	Actual Points	Notes
	Monthly PM log	1	1	
	Elevator Maintenance log	1	1	
	Custodial Equipment Maintenance Log	1	1	
	Emergency/exit log	1	1	
	Fire extinguisher log & location map	1	1	
	SDS current/complete Match two products	1	1	
	Chemicals properly labeled	1	1	
	Custodial meetings held once a month	1	1	
	Detailed Staff schedule posted	1	1	
	PPE in Stock	1	1	
	Bloodborne Pathogens, Hazard Control Plan	1	1	
	Equipment	Possible Points	Actual Points	Notes
	Equipment maintained properly & clean	1	1	
	Equipment stored properly	1	1	
	Equipment inventory log present	1	1	
	Playgrounds	Possible Points	Actual Points	Notes
	Routine/periodic logs (daily/weekly)	1	1	
	Impact Material ok. Debris free/no overgrowth	1	1	
	Playground equipment operational	1	1	
	Appropriate signs	1	1	
	IPM:	Possible Points	Actual Points	Notes
	Pest sighting log & Monthly IPM Log being utilized	1	1	
	Clutter Management	1	1	
One Copy: Principal One Copy: Head Custodian One Copy: Central Custodial Services				