**Janitorial Checklist**

**3x weekly Melvin Price Mon, Weds and Friday**

* **Restroom cleaning**
* **Clean all mirrors and fixtures**
* **Sweep and mop all hard floor surface**
* **Vacuum**
* **Restock all dispensers as needed**
* **Empty trash and replace soiled liners**
* **Clean water fountains (use stainless steel wipes)**
* **Clean Breakroom lunch table and countertops and sink (No dishes)**
* **Use stainless steel wipes or cleaner on all Stainless-steel appliances (Do not clean interior)**
* **Clean all glass doors**
* **Stairways and handrails and landing cleaned (Lysol wipes)**
* **All hallways and entry ways doors and door jams, entry mats, remove all fingerprints and smudges from doors. Please always keep Lysol wipes on cleaning cart.**
* **Dust and clean all accessible desks, cabinets, computers, blinds, ventilation ports on ceiling, vents, ledges, ceilings, doorways, outlet covers, windows, coat racks, display surfaces and glass. Clean the exterior of all microwaves, refrigerators and stoves. Please refer to PWS when necessary. All items a MINIMUM OF 2 X WEEKLY**

**Monthly**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Clean restrooms floors/ wall tiles remove any discoloration and Hard water deposits | No | Yes |
|  | Clean Ventilations and grills |  |  |
|  | Clean exterior building front and rear entry ways remove cobwebs, animal droppings, bugs, dirt and mud dauber |  |  |
|  | Clean lights and fixtures (Team) |  |  |
|  | Clean Black security fence (Team) |  |  |
|  |  |  |  |

**Employee signature: Date: Submit weekly**

**Maintenance Request**

 **Completed**

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| --- | --- | --- | --- |
| **Date** |  |  | **Initial** |
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**Note: Employees are to report all maintenance requests such as broken toilet paper holders, sanitary boxes not mounted on stall walls, soap dispensers, foul odors coming from floor drains in restrooms and all other plumbing issues. Please do not pour chemicals down drain, report the issue above and wait for further instructions, report all issues beyond custodian department control.**

**Janitorial Supply Request**

**And Inventory List**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Quantity in stock | Number Reorder | Reorder Date | Location | Quantity Received |
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**Note**: Supplies must be reordered 7 days in advance prior to running out.

Please do not allow inventory to run completely out before requesting replenishment of consumables. Inventory of supplies must be done **weekly. Each employee is responsible for controlling his or her inventory of supplies.**

**Safety rules**

1. Never leave cleaning gear in the center of hallways or areas where there is high traffic and pedestrian frequency. Move equipment back into janitorial closet or in a nearby corner or against wall out of the way.
2. Never stretch extension cords across hallway floors where there is traffic, never unplug vacuum and leave extension cord or vacuum cord in traffic area. If not in use, roll the extension cord up or wrap vacuum extension cord around vacuum. Do not leave in the middle of floor or near the center of floor, do not leave vacuum in the center of floor, where there is traffic frequency.
3. Facilities where restrooms are located near janitorial closet, please do not block entrance way to restrooms with cleaning gear, after preparing janitorial cart move all other items back into janitorial closet. When janitorial cart is not in use, move cart back into janitorial closet.
4. Moved all mop buckets out of hallways and areas where there is traffic frequencies.
5. Make sure to always place wet floor signs down, never start mopping prior to wet floor signs being in place.
6. Always use gloves while performing all cleaning in restrooms and emptying sanitary boxes.
7. Always use gloves while handling chemicals that contain acid, such as toilet bowl cleaner.
8. Use safety goggles when pouring chemicals and or preparing mop bucket water. In case of splash.
9. Never while mopping, remove mop from bucket and proceed to another area, dripping or leaving a trail of water throughout that area. If there is an area that needs attention, roll the entire mop bucket with the mop inside and proceed to that area, to avoid any unnecessary slips or falls.
10. Make sure janitorial closet is always kept neat, having the awareness that the facility tenants have access to the same closet and to avoid accidents.
11. Comfort station employees are to wear safety vests while performing outside work.
12. Never use headphones or earbuds while performing in or outside while performing cleaning duties, to prevent accidents.
13. If at ever a time there is a need for the use of ladders, employees are always to have a fellow team member to assist with safety and usage while performing tasks.
14. Employees are to never assist pedestrians in any manner or situation while performing within the museum or any of the six comfort stations. Please direct pedestrians to the museum staff. Employees performing at comfort stations direct pedestrian to the Army Corp of Engineers phone number listed at that station. Avoid any uncertainties and incidents that can occur. This will exclude directing a pedestrian, if asked, directions to the restroom. This will also exclude any violence or any other behavior that is detrimental to other patronage, if you witness behavior that is out of the norm, please quietly and discreetly contact 911.

**Bloodborne Pathogens**

**Prevention safety**

1. Employees are to always use gloves while handling soiled tissue, paper towels or towels with blood. In the event materials or items being heavily soiled with blood. Please use double trash liners or trash bags to dispose of. Never leave soiled materials of any kind in janitorial carts overnight. Dispose of immediately
2. If performing an emergency bloodborne clean-up, place and secure all soiled items with blood into trash bag, then into red bloodborne trash bag then into janitorial cart. Proceed to ensure that the area that is affected is thoroughly cleaned and sanitized, using Zep or In-Cide disinfectant cleaner. Then remove all items from building immediately and dispose into dumpster.
3. Employees who perform services at any of the five comfort stations. Please double bag all blood soiled items secure with ties and proceed to the nearest dumpster in that area or the nearest Army Corp of Engineer facility. Please

**Human Fluids**

Employees are to use the same precautions when performing clean ups such as feces and emesis (vomit). Secure soiled items first excluding red bloodborne bags first, using regular trash bags, into janitorial cart. Immediately proceed to clean and sanitize the area, then dispose bags into dumpster.

**Animal Feces and Removal of Dead Animals**

Employees are to use gloves when handling any animal feces and the removal of dead animals. Place dead animals such as mice, rats and birds in exterior areas. Into trash bags. Please use a mask.

**Never touch dead animals or animal feces with your hands**

This will apply to employees who are responsible for the comfort stations and exterior areas of the **Museum, Sanctuary and Audubon**.

**Note**: Employees, please ensure that all safety data sheets are kept in janitorial closets, you the employee must periodically review these sheets, to avoid the mishandling of chemicals.