

INFECTION CONTROL

Janitorial Guidelines

(THIS IS A PROCEDURE FOR A JANITOR AND THE PERSON SUPERVISING.)

POLICY: The janitorial staff will assure that the level of cleanliness and sanitation will meet the standards that have been adopted.

PURPOSE: To protect the health of children and staff from communicable diseases and allergens.
To assure a constant level of cleanliness and sanitation.
To model health and hygiene habits for the children and families.
To comply with licensing requirements.

PROCEDURE: Daily cleaning: A seven-step method.

1. Remove all trash and litter from all areas of the classroom. Replace plastic liners in all trashcans.
2. "High dusting" - Dust everything above shoulder level with a long-handle mop, sprayed lightly with water to prevent dust from flying.
3. "Dry Dusting" - Mop the floor with the same dust mop as above. Vacuum all carpets and spot clean as necessary.
4. Damp wipe all surfaces with a germicidal solution.
 - a. counters
 - b. doors
 - c. cabinets
 - d. furniture: tops, sides, fronts
 - e. tables and chairs
 - f. desks
 - g. lower parts of walls
5. Scrub sinks, toilets, and dividers with a disinfectant cleanser. Clean mirror with glass cleaner.
6. Damp mop smooth floors with a germicidal solution (do bathroom floors last), use a cloth for corners and baseboards.
7. Stand back and look... --- Would you bring your child here?