



# Brookfield Public Schools

SCHOOL CLEANING

# WHAT NEEDS TO BE CLEANED

▶ Center Elementary School	54,000 Square Feet
▶ Huckleberry Hill Elementary School	70,450 Square Feet
▶ Whisconier Middle School	142,900 Square Feet
▶ Brookfield High School	193,570 Square Feet

▶ 461,920 Square Feet = 10.6 Acres

# CUSTODIAL STAFF



## CENTER ELEMENTARY SCHOOL

Head Custodian Barbara Fuller

Mike Magazzi

Frank Cordero

# CUSTODIAL STAFF

## HUCKLEBERRY HILL ELEMENTARY SCHOOL

Head Custodian    Greg Prendi  
                              Cosme Tenesaca  
                              Greg Gaudiosi  
                              David Lawrence

# CUSTODIAL STAFF

Whisconier Middle School

Head Custodian   Dennis Hyl

Pedro Gutierrez

Julio Fajardo

Steve DelValle

Steve Toth

# CUSTODIAL STAFF



## BROOKFIELD HIGH SCHOOL

Head Custodian    Davis Deemrs

Night Lead        Greg Canale  
                          Donny Burdick  
                          Ricardo Barba  
                          Leo Cordova

# CLEANING PROGRAM

- ▶ CCAP Custodial Cost Analysis Program

- Automate work scheduling.

- Standardize cleaning procedures.

- Maintain compliance.

- Deliver quality control.

- Maintain accountability.

# CLEANING ASSIGNMENTS

## Categories of Cleaning Assignments

Restrooms, Locker Rooms and Shower Rooms

Classrooms

Offices and Libraries

Large Areas, Gymnasiums

Each category has a room cleaning card. The cards are cleaning guidelines that identify a cleaning task, the proper cleaning chemical for the task and the frequency the task should be performed.

# ROOM CLEANING CARDS



## Classrooms



Routine Task	Product	Frequency
Disinfect sinks and counters using a damp cloth and trigger sprayer	Q.T.# Plus	24 5 Days Per Week
Disinfect all touch points using a microfiber cloth	Q.T.# Plus	24 5 Days Per Week
Disinfect hand soap dispensers	Q.T.# Plus	24 5 Days Per Week
Disinfect paper towel dispenser	Q.T.# Plus	24 5 Days Per Week
Disinfect drinking fountains	Q.T.# Plus	24 5 Days Per Week
Empty trash cans, small / clean exterior / reline	Suprox® - Multi-Purpose	38 5 Days Per Week
Empty trash cans, small recycle / clean exterior / reline	Suprox® - Multi-Purpose	38 5 Days Per Week
Spot clean carpet (Carpet)	Carpet Spotter	5 Days Per Week
Check and refill paper towel dispensers		5 Days Per Week
Dust mop floors (Finished Resilient)		5 Days Per Week
Check and refill hand soap dispensers		5 Days Per Week
Straighten chairs		5 Days Per Week
Straighten desks		5 Days Per Week
Straighten tables		5 Days Per Week
Vacuum area rugs with a back-pack vacuum		3 Times Per Week
Vacuum carpet using a back-pack vacuum (Carpet)		3 Times Per Week
Spot mop floor (Finished Resilient)	Top Clean®	10 2 Times Per Week
Damp mop floor with cleaner (Finished Resilient)	Top Clean®	10 Weekly
Remove mineral deposits from sinks	Citic Extra Strength CSP Cleaner	Weekly
Remove mineral deposits from drinking fountain	Citic Extra Strength CSP Cleaner	Weekly
Dust using a synthetic/leather duster		Weekly
Spot clean chairs	Suprox® - Multi-Purpose	38 Monthly
Spot clean desktops	Suprox® - Multi-Purpose	38 Monthly
Spot clean glass	Suprox® - Multi-Purpose	38 Monthly
Spot clean vertical surfaces	Suprox® - Multi-Purpose	38 Monthly
Spot clean horizontal surfaces	Suprox® - Multi-Purpose	38 Monthly
Spot clean tables	Suprox® - Multi-Purpose	38 Monthly
Dust air vents		Quarterly
Dust light fixtures		Annual (1X)

Equipment Needed	Precautions
Housekeeping Cart Dust Mop Putty Knife Mop Bucket/Wringer Trash Can Liners Cleaning Cloths/Wipers Paper Towel Refills Vacuum, Backpack w/ Hepa Filter (14 inch)	Broom and Dustpan Damp Mop Hand Soap Refills Wet Floor Signs Always wear appropriate Personal Protective Equipment. Display wet floor signs when damp mopping until floor is dry. Never place hand inside of trash container, pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes.

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## Classrooms



Routine Task	Product	Frequency
Empty trash cans, small recycle / clean exterior / reline	Suprox® - Multi-Purpose	38 5 Days Per Week
Empty trash cans, small / clean exterior / reline	Suprox® - Multi-Purpose	38 5 Days Per Week
Disinfect all touch points using a microfiber cloth	Q.T.# Plus	24 5 Days Per Week
Disinfect sinks and counters using a damp cloth and trigger sprayer	Q.T.# Plus	24 5 Days Per Week
Disinfect paper towel dispenser	Q.T.# Plus	24 5 Days Per Week
Disinfect hand soap dispensers	Q.T.# Plus	24 5 Days Per Week
Empty trash cans, large / clean exterior / reline	Suprox® - Multi-Purpose	38 5 Days Per Week
Spot clean carpet (Carpet)	Carpet Spotter	5 Days Per Week
Straighten tables		5 Days Per Week
Straighten chairs		5 Days Per Week
Straighten desks		5 Days Per Week
Dust mop floors (Finished Resilient)		5 Days Per Week
Check and refill hand soap dispensers		5 Days Per Week
Check and refill paper towel dispensers		5 Days Per Week
Vacuum carpet using a back-pack vacuum (Carpet)		3 Times Per Week
Spot mop floor (Finished Resilient)	Top Clean®	10 2 Times Per Week
Dust using a synthetic/leather duster		Weekly
Damp mop using microfiber flat mop with cleaner (Finished Resilient)	Top Clean®	10 Weekly
Remove mineral deposits from sinks	Citic Extra Strength CSP Cleaner	Weekly
Spot clean chairs	Suprox® - Multi-Purpose	38 Monthly
Spot clean vertical surfaces	Suprox® - Multi-Purpose	38 Monthly
Spot clean horizontal surfaces	Suprox® - Multi-Purpose	38 Monthly
Spot clean glass	Suprox® - Multi-Purpose	38 Monthly
Spot clean desktops	Suprox® - Multi-Purpose	38 Monthly
Spot clean tables	Suprox® - Multi-Purpose	38 Monthly
Dust air vents		Quarterly
Clean whiteboards	Suprox® - Multi-Purpose	38 Semi-Annually
Clean smartboards	Suprox® - Multi-Purpose	38 Semi-Annually
Dust light fixtures		Annual (1X)

Equipment Needed	Precautions
Housekeeping Cart Dust Mop Putty Knife Mop Bucket/Wringer Trash Can Liners Cleaning Cloths/Wipers Paper Towel Refills Vacuum, Backpack w/ Hepa Filter (14 inch)	Broom and Dustpan Damp Mop Hand Soap Refills Wet Floor Signs Always wear appropriate Personal Protective Equipment. Display wet floor signs when damp mopping until floor is dry. Never place hand inside of trash container, pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes.

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## Restrooms, Locker Rooms, & Shower Rooms



Routine Task	Product	Frequency
Disinfect paper towel dispenser using an all surface cleaner	Suprox®	5 Days/Week (2X Day)
Disinfect toilet paper dispenser using an all surface cleaner	Suprox®	5 Days/Week (2X Day)
Disinfect sinks, toilets, urinals & tubs using an all surface cleaner	Suprox®	5 Days/Week (2X Day)
Disinfect sinks and counters using an all surface cleaner	Suprox®	5 Days/Week (2X Day)
Damp mop using microfiber flat mop with cleaner (Unfinished Hard Floor)	Top Clean®	10 5 Days/Week (2X Day)
Disinfect sanitary napkin dispenser using an all surface cleaner	Suprox®	5 Days/Week (2X Day)
Clean mirrors	Suprox® - Multi-Purpose	38 5 Days/Week (2X Day)
Disinfect all touch points using a microfiber cloth	Q.T.# 3	43 5 Days/Week (2X Day)
Empty trash cans, large / disinfect exterior / reline	Q.T.# 3	43 5 Days/Week (2X Day)
Sweep small debris from carpet using a lobby broom and dustpan (Unfinished Hard Floor)		5 Days/Week (2X Day)
Check and refill toilet tissue dispensers		5 Days/Week (2X Day)
Check and refill hand soap dispensers		5 Days/Week (2X Day)
Check and refill paper towel dispensers		5 Days/Week (2X Day)
Check and refill sanitary napkin dispensers		5 Days/Week (2X Day)
Check and empty trash cans, sanitary napkin		5 Days/Week (2X Day)
Spot clean vertical surfaces using microfiber cleaning cloth	Suprox® - Multi-Purpose	38 Weekly
Spot clean horizontal surfaces using microfiber cleaning cloth	Suprox® - Multi-Purpose	38 Weekly
Remove mineral deposits from sinks using an all surface cleaner	Suprox®	Weekly
Remove mineral deposits from toilets using an all surface cleaner	Suprox®	Weekly
Dust using a synthetic/leather duster		Weekly
Remove mineral deposits from urinals using an all surface cleaner	Suprox®	Weekly
Dust air vents		Quarterly
Pour drain maintainer down drain	Liquid Gum-Go!	Quarterly

Equipment Needed	Precautions
Housekeeping Cart Dust Mop Putty Knife Mop Bucket/Wringer Trash Can Liners Cleaning Cloths/Wipers Paper Towel Refills All-Surface Cleaner	Broom and Dustpan Damp Mop Hand Soap Refills Wet Floor Signs Always wear appropriate Personal Protective Equipment. Display wet floor signs when damp mopping until floor is dry. Never place hand inside of trash container, pull liner out, then tie. Allow disinfectant/cleaner to dwell on surfaces for 10 minutes. Allow heavy duty restroom cleaners to dwell on surfaces for 10-15 minutes.

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# CLEAN – SANITIZE - DISINFECT

## CLEAN

Removes dirt and debris from surfaces

## SANITIZE

Reduces bacteria identified on the product label

## DISINFECT

Destroys or inactivates bacteria and viruses identified on product labels on hard non-porous surfaces.

EPA “N” List

# CLEANING TOOLS

Micro-fiber towels and mops



Bathroom Cleaning Machine



Floor Machines



# CLEANING CHEMICALS

## TOP CLEAN

A general purpose neutral cleaner used on floors and other hard surfaces. \*Green Seal Certified



## SUPROX

A multi-purpose peroxide based cleaner. \*Green Seal certified.



## QT 3

Disinfectant. EPA "N" list for COVID-19. Three minute dwell time



# SAFETY DATA SHEETS

An MSDS sheet is a nine-section safety document detailing the toxicity, use, storage, handling and emergency procedures of hazardous substances. The MSDS describes chemical safety and hazards that may be involved with the product and safety measures that should be taken in order to minimize or avoid adverse outcomes that may result from chemical exposure, chemicals in the workplace, improper storage or handling of a hazardous substance, and chemical hazards. Material Safety Data Sheet information is intended to provide employees and emergency personnel with safety measures for handling or working with hazardous substances in a safe manner. SDS are maintained in the custodians office and online.

	<b>SAFETY DATA SHEET</b>
<b>1. Identification</b>	
Product identifier	Suprox Multi-Purpose Cleaner (3oz/gal)
Other means of identification	
SDS number	548N-94A
Product code	HIL00838RTU
Recommended use	Peroxide Cleaner
Recommended restrictions	For Labeled Use Only
<b>Manufacturer/Importer/Supplier/Distributor information</b>	
Manufacturer	
Company name	HILLYARD INDUSTRIES
Address	302 North Fourth St St. Joseph, MO 64501
Contact person	Regulatory Affairs
Telephone number	(816) 233-1321 (Ext. 8285)
Fax	(816) 383-8485
E-mail	regulatoryaffairs@hillyard.com
Emergency telephone #	(800) 424-9300 (Only in the event of chemical emergency involving a spill, leak, fire, exposure or accident involving chemicals)
<b>2. Hazard(s) identification</b>	
Physical hazards	Not classified.
Health hazards	Not classified.
Environmental hazards	Not classified.
OSHA defined hazards	Not classified.
<b>Label elements</b>	
Hazard symbol	None.
Signal word	None.
Hazard statement	The mixture does not meet the criteria for classification.
<b>Precautionary statement</b>	
Prevention	Observe good industrial hygiene practices.
Response	Wash hands after handling.
Storage	Store away from incompatible materials.
Disposal	Buyer assumes all risk and liability associated with disposal of this product (original concentration or dilution) in violation of applicable law in compliance with applicable federal, state and local requirements. CONTAINER DISPOSAL: Triple rinse (or equivalent), then offer clean, dry container for recycling or reconditioning.
Hazard(s) not otherwise classified (HNOC)	None known.
Supplemental information	None.
<b>3. Composition/information on ingredients</b>	
<b>Mixtures</b>	
The manufacturer lists no ingredients as hazardous according to OSHA 29 CFR 1910.1200.	
*Designates that a specific chemical identity and/or percentage of composition has been withheld as a trade secret.	
Material name: Suprox Multi-Purpose Cleaner (3oz/gal)	
HIL00838RTU Version #: 04 Revision date: 06-16-2019 Issue date: 05-12-2015	
SDS US 1 / 6	

# BPS GREEN CLEANING STATEMENT



BROOKFIELD PUBLIC SCHOOLS  
FACILITIES DEPARTMENT P.O.  
BOX 5194  
BROOKFIELD CT, 06804

## GREEN CLEANING PROGRAM IN SCHOOLS (CT PUBLIC ACT 09-81)

The State of Connecticut requires that each local and regional board of education implement a Green Cleaning Program for all school buildings and facilities in its district.

The Brookfield Public Schools is committed to the implementation of this law by providing the staff and upon request, the parents and guardians of each child enrolled in each school with a written statement of the school district's Green Cleaning Program as well as making it available on its web site annually. The policy will also be posted at each facility and copies shall be provided to parents and staff upon request.

1. Green Cleaning Program means the procurement and proper use of environmentally preferable cleaning products as defined by the Department of Administrative Services (DAS) for all state owned buildings, schools and facilities. DAS currently requires that environmentally preferable cleaning products be independently certified by one of the two third party certified organizations; GREEN SEAL or ECO LOGO
2. By July 1, 2011 and thereafter no person shall use a cleaning product in a public school unless it meets the DAS standard.
3. The types of cleaning products covered in this legislation include: General Purpose, Bathroom and Glass cleaners, Floor Strippers and Finishes, Hand Cleaners and Soaps. The preferred Green Cleaning products used by The Brookfield School District are listed on attachment (A).
4. Certain Disinfectants, disinfectant cleaners, sanitizers or antimicrobial products regulated by the Federal Insecticide, Fungicide and Rodenticide Act are not covered by this law.

The following statement will be part of the Brookfield Districts Policy as stated in the new law; **"NO PARENT, GUARDIAN, TEACHER, CONTRACTOR OR STAFF MEMBER MAY BRING INTO A DISTRICT FACILITY ANY CONSUMER PRODUCT WHICH IS INTENDED TO CLEAN, DEODERIZE, SANITIZE OR DISINFECT"**

Please see Attachment (A) attached

# VENTILATION

Improving ventilation in school buildings is just one part of system of procedures that will safeguard the health and safety of students, teachers, and school staff during the COVID-19 pandemic. Other parts of this system of procedures include physical distancing, face coverings, and efficient identification and isolation of sick students and staff.

Prior to re-opening of school all forty-one bathroom ventilation systems in the district were inspected and rehabilitated. Per DPH guidance, bathroom exhaust systems will operate 24/7.

# VENTILATION

Flush the air inside the building for a minimum of two (2) hours prior to occupancy and one (1) hour after occupancy.

Keep the ventilation system running during all hours that the building is occupied.

Do not allow teachers or other staff to make changes to ventilation system controls in their respective rooms. Teachers and other staff should be aware of importance of keeping fans running all day. If temperature, noise, or other issues exist in certain areas, encourage staff to discuss the problem with the administration to try to identify a suitable fix that does not negatively impact ventilation.

# VENTILATION

In Schools or rooms that have no central ventilation systems:

At a minimum, where temperature allows and no other means of ventilation is available, windows should be opened to allow for some minimum level of fresh air exchange into occupied spaces.

Window air conditioning units should be adjusted to maximize fresh air intake into the system. Air conditioner blower fans should be set on low speed and pointed away from room occupants to the extent possible.

Window fans should be turned to exhaust air out of the window in the direction of the outdoors. Ensure that fans are not blowing out of windows directly into walking paths or areas where individuals may congregate.

Window fans that blow air into a room or free-standing fans that only serve to circulate existing air around a room should not be used.

In addition, CT DPH does not recommend separate, free-standing air cleaner or HEPA filter units for individual classrooms. These units are highly variable in their effectiveness in larger open spaces such as classrooms and in general, any effect on indoor air quality is likely insignificant and greatly outweighed by the additional costs to school systems.

# AIR FILTERS

MERV rates a filter's ability to capture and hold certain sized particles and pollutants. The Rating system was established by ASHRAE (American Society of Heating, Refrigeration, and Air Conditioning)

8-9 MERV filters: Pollen, sanding dust, paint overspray

10-11 MERV filters: All the above plus large bacteria and pet dander.

12-13 MERV filters: All the above plus bacteria, smoke, droplet nuclei

# AIR FILTERS

## Can building air filtration protect me from getting COVID-19?

Filtration in building heating, ventilation, and air conditioning (HVAC) systems can be a part of an overall risk mitigation approach **but is not generally regarded as solution by itself. There is no direct scientific evidence of benefit**, but some reduced exposure can reasonably be inferred based on the ability of some filters to remove relevant-sized particles and droplets.

More importantly, in most buildings and in most situations, **filters may not be as effective as other infection control measures including social distancing, isolation of known cases, and hand-washing.**

By Keenan Dixon MARCH 20, 2020 University of Toronto Engineering News

# EQUIPMENT UPGRADES

Facilities Mechanic Joe DiGrandi along with Pronto Environmental, Hantsch Electric, Edgerton Inc. and Daikin Applied have done a tremendous amount of work in rehabilitating our mechanical systems in preparation to re-open.

Approximately 36 complete rooftop exhaust fans have been replaced across the District. Approximately 20 motors have been replaced with dozens of belts and pulleys.

6 unit ventilators have been repaired.

Power supplies were repaired and upgraded and duct work was installed in numerous rooms to improve ventilation performance.