

**ST. MARY'S COUNTY PUBLIC SCHOOLS**  
**Department of Operations**

**Cleanliness Standards**

**Introduction**

- Facilities will be opened each and every school day in accordance with the needs of the site administrator and faculty.
- All facilities will be inspected each and every morning before staff or students arrive. The inspection process will include cleanliness, indications of damage, safety issues, or vandalism.
- The working conditions of the various building systems will be assessed each morning before the beginning of the school day.
- All facilities will be secured and locked at the end of each day.

**Classrooms and Office Areas**

- Higher areas will be dusted and kept clean.
- All chalk and marker boards will be wiped clean and trays will be cleaned (no information will be erased from the boards).
- Pencils sharpeners and wastebaskets will be emptied, kept clean and in good working order.
- Desks and chairs will be routinely cleaned and kept free of dirt and graffiti.
- Special care will be given to ensure that papers and files left on desktops are not disturbed.
- Counter tops, sinks, and drinking fountains (if applicable) will be kept clean and bacteria-free.
- Floors will be kept safe, clean, and free of debris with daily vacuuming, daily spot mopping, and wet mopping or auto-scrubbing and buffing as needed.
- All surfaces and door handles will be clean and disinfected.
- Windows and glass will be cleaned as needed.
- Light fixtures will be in working order and maintained.
- Ceiling tiles will be changed if wet/stained.
- Furniture will be arranged in an orderly manner, window shades and blinds will be adjusted to a uniform position, lights will be turned off, and door will be properly secured.

**Cafeteria and Kitchen**

- All floors will be kept clean, safe, and well maintained.
- Areas will be free of insects and rodents.
- All walls, ceilings, and light fixtures will be dust, grease, and grime free. Light fixtures will be in working order and maintained.
- Ceiling tiles will be changed if wet/stained.
- All surfaces and door handles will be clean and disinfected.

- Trash cans will be kept clean and in good working order.
- Trash will be removed after each serving of food. Following the final serving of food, the schedule shall include high dusting, clearing and cleaning tables, chairs and other equipment and furnishings. Trash cans will be washed and floors will be free of debris and mopped or auto-scrubbed.

### **Hallways, Stairwells, and Common Areas**

- Entrance doors including door handles will be clean and well maintained.
- Entryways will be well lit, clean and have proper matting in place.
- Floors will be kept clean and free of dust, debris, and other hazards.
- Electrical, water, computer, and phone receptacles will be kept clean, safe, and well maintained.
- Vertical surfaces will be kept in good repair and cleaned.
- Ceiling tiles will be changed if wet/stained.
- Lights and light fixtures will be clean and in working order.
- Drinking fountains will be kept clean and bacteria-free.
- Hand railings will be kept in good working order, well maintained, and free of scratches and graffiti.
- Glass surfaces including windows will be clean with no visible grime, streaks, or fingerprints.
- Trash receptacles will be clean and accessible.
- Elevators (if applicable) will be maintained, well-lit, and in working condition.
- Vending machines will be kept clean (including tops and sides).

### **Restrooms**

- Will be inspected on a frequent basis when the building is occupied, cleaned and maintained as necessary.
- Floors will be kept clean, free of dirt and trash, and free of water. Daily mopping will occur.
- Floor drains will be kept clean, polished, and free of bacteria and grime.
- Walls will be kept clean and free from dust, grime, stains, and graffiti.
- Ceiling vents will be free of dust.
- Ceiling tiles will be changed if wet/stained.
- Lights and light fixtures will be clean and in working order.
- Drinking fountains will be kept clean and bacteria-free.
- Hand railings will be kept in good working order, well maintained, and free of scratches and graffiti.
- Glass surfaces including windows and mirrors will be clean with no visible grime, streaks, or fingerprints.
- All surfaces and door handles will be clean and disinfected.
- Hand dryers, paper towel dispensers, toilet paper dispensers, and soap dispensers will be kept clean, in operational order, and stocked.
- Sinks and hardware will be clean, stain-free, and bacteria-free.

- Trash receptacles and waste dispensers will be clean, emptied often, and well maintained. Plastic liners will be replaced with each trash removal.
- Partitions and hardware will be clean, maintained, and free of dirt or graffiti.
- Toilets and urinals will be clean, bacteria-free, and well maintained.

#### **School Grounds**

- A schedule will be established that includes daily inspection and policing of the grounds including playground equipment.
- Flags will be kept in “like new” condition and displayed.
- Sidewalks will be kept clean and free of debris and gum.
- Property signs will be kept clean.
- Building entrance lighting will be cleaned and maintained.
- All school grounds will be free of debris. This includes all athletic areas and stadium grounds.