



FNSBSD Purchasing Department

520 Fifth Ave. Fairbanks, AK 99701

Main: 907.452.2000 x11345

Emily.Proper@k12northstar.org

REQUEST FOR INFORMATION (RFI)

FNSBSD RFI #23-R0012

Project Title: FNSBSD Facilities Management, Custodial/Janitorial Services

1. Background, Objectives, and Information:

- a. The Fairbanks North Star Borough School District (FNSBSD) is a PreK-12 educational institution and political subdivision of the State of Alaska. Our Mission is to provide an excellent, equitable education in a safe, supportive environment so all students will succeed and contribute to a diverse and changing society. The FNSBSD currently serves approximately 12,650 students, and is responsible for providing custodial services for (32) sites. Due to decreased funding and ongoing staffing issues, (and in an effort to assure District facilities are cleaned and maintained in accordance with District and ISSA clean standards), the FNSBSD is interested in learning and understanding more about how the Vendor community may be able to help support our effort.
- b. Applicable sites requiring recurring services: (32) Sites total, including (16) elementary schools, (4) middle schools, (5) high schools, and (7) Administrative/other sites. This RFI will not apply to Charter Schools.
- c. This RFI is issued **for information purposes only** and may be shared with any/all interested parties. We value your participation; responding, (or not responding) to this RFI will have no bearing on future solicitations. Terms may vary with any subsequent RFP that is issued.

2. Enclosures - Related forms, data, and reference material:

- a. Exhibit "A" - Estimated Cost Worksheet, Facility Site list, including square footage, and frequency. [Return with completed Questionnaire]
- b. Exhibit "B" - Facilities Management Cleaning Requirements
- c. Exhibit "C" - General Provisions - Service Contracts, (minimum standard Terms & Conditions that may apply to any resulting contract).
- d. Exhibit "D" - ISSA Standards (minimum clean standards that may apply to any resulting contract).

3. Instructions for responding to RFI:

- a. Interested Vendors must provide the Requested Information by completing the following:
 - Questionnaire, (Sections 4 through 9), and
 - Exhibit "A" - Estimated Cost Worksheet.
- b. Vendors must submit their response to the FNSBSD Purchasing Dept. by **April 21, 2023.**
- c. Questions related to this RFI must be directed to the FNSBSD Purchasing Department.
 - Call (907) 452-2000 x11345, or
 - Email emily.proper@k12northstar.org Please reference the RFI# in all email correspondence as such; (in Subject line): "RE: RFI# 23-R0012"

INFORMATION REQUESTED; Questionnaire to be completed by the Vendor:

4. Contact Information:

Name of Firm: _____

Primary Contact: _____

Phone: _____

Email: _____

5. Questions for potential offerors; please **circle (Yes), or (No)** to answer the following questions:

Yes / No Is your firm currently licensed to do business within the State of Alaska?

Yes / No Does your firm currently have a local office established in Alaska?

If yes, where? _____

Yes / No Does your firm currently employ local (Fairbanks) janitors/custodians?

If yes, how many? _____

Yes / No Does your firm currently employ local (Fairbanks) managers and/or supervisors?

If yes, how many? _____

Yes / No Does your firm currently employ staff that is responsible for quality control inspections?

Yes / No Does your firm currently employ CESE (Certified Environmental Services Executive)
managers and/or supervisors?

Yes / No Are all of your employees currently paid a Prevailing Wage?

Yes / No Are all of your employees currently provided with Medical insurance?

Yes / No Are all of your employees covered through Workers' Compensation insurance?

Yes / No Are you able to provide a Certificate of Cost or Pricing Data upon request?

5. Cont'd Please circle (Yes), or (No).

Regarding capacity; does your firm have the capacity to provide the following type of services?
(Refer to **Exhibit "B" Facilities Management Cleaning Requirements** for summary Scope of Work).

Yes / No **Category 1** - Day Custodian; work during school day

Yes / No **Category 2** - Shift Custodian/Janitor; work during evenings and weekends

Yes / No **Category 3** - Floor technicians only; strip, wax, buff

Yes / No **Category 4** - Head "Lead" Custodian

Yes / No **Category 5** - Supplemental Custodial Services, for Special Event and Projects

Yes / No Is your firm able to furnish the **supplies** required to perform the scope of work?

If yes, are you able to provide MSDS (SDS) data on the supplies? (circle): Yes / No

If yes, what types of methods or agreements do you utilize to assure supplies are available and competitively priced? _____

Yes / No Is your firm able to furnish the **equipment** required to perform the scope of work?

If yes, do you own or lease the required equipment? (circle): Own / Lease

If yes, do you have a Preventative Maintenance (PM) plan? (circle): Yes / No

Yes / No Does your firm provide annual training for staff and managers in accordance with State requirements (i.e. safety, lift, asbestos training)?

6. Name three (3), organizations your firm has provided service to of a similar nature within the last three (3) years; include start and end dates:

a. (Name, dates): _____

b. (Name, dates): _____

c. (Name, dates): _____

7. Briefly describe why you feel contracting with your firm will benefit the School District.

8. How much time would you need to prepare a comprehensive proposal (circle one)?

- a. One (1) week
- b. Two (2) weeks
- c. Three (3) weeks
- d. Other: _____

9. What types of detailed information, and specifications will your firm need from the School District in order to submit a comprehensive proposal?

☐ _____

☐ _____

☐ _____

☐ _____

☐ _____

10. **Thank you for your interest and participation.** Please submit the requested information to the FNSBSD Purchasing Department. Responses may be hand delivered, sent by mail, faxed, or E-mailed per below:

Department: Purchasing Department, FNSBSD Administrative Service Center
Attention: Emily Proper, Director of Procurement & Warehouse
Address: 520 Fifth Ave. Fairbanks AK 99701
Phone: 907-452-2000 x11345
Fax: 907-451-4465
Email: emily.proper@k12northstar.org

DUE DATE: April 21, 2023

Checklist (return the following):

- ☐ Completed Questionnaire; Requested Information, (Sections 4-9).
- ☐ Completed Exhibit "A" Estimated Cost Worksheet; (Estimated Staff and Cost columns).
- ☐ Additional information (optional).

Exhibit "A" - Estimated Cost Worksheet, Facility Sites & Square Footage

School/Site	Address	Gross Square Footage	Frequency	Estimated # of staff required to cover each site	Estimated Monthly cost per location (includes ALL costs)
Anne Wien Elementary	1501 Hampstead Ave, Fairbanks, AK 99701	63,532	Usually (5) days/week		\$
Arctic Light Elementary	4167 Neely Rd, Fort Wainwright, AK 99703	68,272	Usually (5) days/week		\$
Barnette Magnet School	725 10th Ave, Fairbanks, AK 99701	74,895	Usually (5) days/week		\$
Anderson Crawford Elementary	692 Ravens Way, Eielson AFB, AK 99702	63,532	Usually (5) days/week		\$
Denali Elementary	1042 Lathrop St, Fairbanks, AK 99701	49,210	Usually (5) days/week		\$
Hunter Elementary	1630 Gillam Way, Fairbanks, AK 99701	57,047	Usually (5) days/week		\$
Ladd Elementary	601 F St, Fairbanks, AK 99701	63,455	Usually (5) days/week		\$
Midnight Sun Elementary	2301 Bradway Rd, North Pole, AK 99705	61,686	Usually (5) days/week		\$
North Pole Elementary	250 Snowman Ln, North Pole, AK 99705	57,154	Usually (5) days/week		\$
Pearl Creek Elementary	700 Auburn Dr, Fairbanks, AK 99709	62,982	Usually (5) days/week		\$
Salcha Elementary	8530 Richardson Hwy, Salcha, AK 99714	14,406	Usually (5) days/week		\$
Ticasuk Brown Elementary	785 Lakloey Dr, North Pole, AK 99705	63,761	Usually (5) days/week		\$
Two Rivers Elementary	400 2 Rivers Rd, Fairbanks, AK 99712	22,200	Usually (5) days/week		\$
University Park Elementary	554 Loftus Rd, Fairbanks, AK 99709	64,699	Usually (5) days/week		\$
Weller Elementary	635 Elementary Dr, Fairbanks, AK 99712	65,259	Usually (5) days/week		\$
Woodriver Elementary	5000 Palo Verde Ave, Fairbanks, AK 99709	64,408	Usually (5) days/week		\$
TOTAL ELEMENTARY (16)		916,498			

North Pole Middle School	300 E 8th Ave, North Pole, AK 99705	113,306	Usually (5) days/week		\$
Randy Smith Middle School	1401 Bainbridge Blvd, Fairbanks, AK 99701	74,589	Usually (5) days/week		\$
Ryan Middle School	1450 Cowles St, Fairbanks, AK 99701	104,827	Usually (5) days/week		\$
Tanana Middle School	600 W Trainor Gate Rd, Fairbanks, AK 99701	101,069	Usually (5) days/week		\$
TOTAL MIDDLE (4)		393,791			
Ben Eielson Jr/Sr High School	675 Ravens Way, Eielson AFB, AK 99702	103,200	Usually (5) days/week		\$
Hutchison High School	3750 Geist Rd, Fairbanks, AK 99709	87,190	Usually (5) days/week		\$
Lathrop High School	901 Airport Way, Fairbanks, AK 99701	234,412	Usually (5) days/week		\$
North Pole High School	601 NPHS Boulevard, North Pole, AK 99705	156,362	Usually (5) days/week		\$
West Valley High School	3800 Geist Rd, Fairbanks, AK 99709	216,884	Usually (5) days/week		\$
TOTAL HIGH (5)		798,048			
Administrative Center	520 Fifth Avenue, Fairbanks, AK 99701	81,654	Usually (5) days/week		\$
Facilities Maintenance/Central Receiving Warehouse	1300 Minnie Street, Fairbanks AK 99701	32,815	Usually (5) days/week		\$
Nordale Education Center	397 Hamilton Ave, Fairbanks, AK 99701	49,210	Usually (5) days/week		\$
Nutrition Services	1305 Charles Street, Fairbanks AK 99701	24,496	Usually (5) days/week		\$
Effie Kokrine	601 Loftus Rd, Fairbanks, AK 99709	30,896	Usually (5) days/week		\$
Star of the North -CEC Campus	724 27th Avenue, Fairbanks, AK 99701	5,000	Usually (5) days/week		\$
Star of the North-NPA Campus	2945 Monk Court, North Pole, AK 99705	7,200	Usually (5) days/week		\$
TOTAL MISC. (7)		231,271			

TOTAL (32)		2,339,608			
					Estimated Hourly cost (includes ALL costs)
Supplemental Custodial Services, for Special Events and/or projects			As Requested	N/A	\$

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Star of the North-NPA Campus	2945 Monk Court, North Pole, AK 99705	7,200	Usually (5) days/week		\$
TOTAL MISC BUILDINGS (7)		231,271			
TOTAL (32)		2,339,608			

Estimated Hourly cost

Supplemental Custodial Services, for Special Events and/or projects	As Requested	N/A	\$
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Exhibit "B" - Facilities Management Cleaning Requirements

Category 1 - Day Custodian; during school day

Category 2 - Shift Custodian

Category 3 - Floor technicians only; strip, wax, buff

Category 4 - Head "Lead" Custodian

Category 5 - Supplemental Custodial Services, including Special Event and "Project" Services

Type of Facility: **Middle/High School**

Theater

Category of Service: **2, 4**

D = Daily (Mon-Fri) Area of Facility:

W = Weekly (EOD Thurs)

M = Monthly (End of 3rd Fri)

A = Annually (End of summer)

Note: Theater use can vary widely. There are periods of intense use that may require more than the normal manpower to get the cleaning done, and other times of little or no use that may require little more than checking and spot cleaning.

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Foyer/Entry	Vacuum and/or sweep/mop floors. Empty trash cans. Spot clean walls and glass.
√				Seating Area	Vacuum and sweep/mop floors. Spot clean walls and doors. Spot clean backs of chairs.
√				Stage	Sweep and mop as necessary. Empty trash cans. If a production is underway, do not disturb any sets or equipment.
√				Backstage	Sweep and mop as needed. Empty trash cans. Spot clean walls. If a production is underway, do not disturb any sets that are under construction or materials that may be set out.
√				Dressing Rooms	Clean restrooms. Clean mirrors and counters as needed. Sweep and mop floors. Spot clean walls.
√				Work/Storage Rooms	Sweep and mop as needed. Spot clean walls. Empty trash cans. Do not disturb sets or materials.
√				Control Room	Vacuum floor. Empty trash. Spot clean walls. Do not touch or clean control panels.
√				Office/Ticket Booth	Vacuum floor. Spot clean walls and glass. Empty trash.
√				Lights	Check daily and change as needed.
	√			Dusting	Dust ledges, display cases, file cabinets, etc.
		√		Fire Extinguishers	Check the gauge and make sure the arrow is in the green zone. Log inspection date on the tag. Clean extinguisher and case as needed.

		√		Catwalks	Clean walkways as needed.
			√	Refurbishing Work	Clean all areas of the theater complex thoroughly. Shampoo carpets and refinish floors. Paint stage flooring if necessary. Wash seat backs in the house seating area and spot clean seat fabric as needed. Wash walls. Clean light fixtures.

Type of Facility: **Middle/High School**
Area of Facility: **Gymnasium**
Category of Service: **2, 4**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Wood Floors	Dust mop and remove any gum or tape. Mop with a neutral soap cleaner. Remove marks from the floor. Do not use any abrasive materials on the floor without consulting the lead custodian.
√				Synthetic Floors	Dust mop and remove any gum or tape. Mop with a neutral soap cleaner. Remove marks from the floor. Do not use any abrasive materials on the floor without first consulting the lead. Buff weekly w/ speed buffer.
√				Walls/Glass	Spot clean as needed
√				Water Fountains and Spit Sinks	Clean with a disinfectant cleaner first. Then use appropriate cleaner to shine.
√				Trash Cans	Empty daily. Replace liners and clean as needed.
√				Bleachers	Spot-check daily for trash. If the bleachers have been pulled out and used, then sweep and mop.
√				Weight Room	Sweep and mop floor. Spot clean equipment.
√				Lights	Check daily and change as needed.
	√			Dusting	Do low dusting weekly.
		√		Fire Extinguishers	Check the gauge and make sure the arrow is in the green zone. Log inspection date on the tag. Clean extinguisher and case as needed.
			√	Wood Floors	This service will be contracted out for wooden gym floors

			√	Synthetic Floors	Stripping and refinishing techniques vary depending on floor type. Consult the lead.
			√	High Dusting	Dust ventilation tubes, vents, backboard supports, light fixtures, speakers, and any other objects that may be suspended from the walls or ceiling.
			√	Bleachers	Sweep and mop thoroughly. Remove any gum or tape. Clean thoroughly under the bleachers.
			√	Walls	Wash thoroughly. Remove all marks.
			√	Weight Room	Clean room from top to bottom. Clean equipment thoroughly. Scrub and rinse floor.

Type of Facility: **Middle/High School**
Area of Facility: **Hallways, Commons, Entries, Stairs**
Category of Service: **1, 2, 3, 4**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Carpet Floors	Vacuum thoroughly. Remove foreign substances as needed.
√				Tile Floors	Dust mop. Remove any foreign substances. Wet mop using a neutral soap cleaner in warm water. Buff one to three times a week depending on traffic.
√				Walls	Spot clean as needed with appropriate cleaner.
√				Lockers	Spot clean as needed with appropriate cleaner.
√				Trash Cans	Empty daily. Replace liner and clean as needed.
√				Glass	Clean entry door glass daily. Spot clean display cases, etc., as needed.
√				Water Fountains	Clean with a disinfectant cleaner first. Shine with appropriate cleaner.
√				Doors	Clean marks and handprints off entry doors daily.
√				Lights	Check daily and change as needed.
	√			Dusting	Dust display cases, art work, ledges, cabinets, locker tops, etc.

		√		Fire Extinguishers	Check the gauge and make sure the arrow is in the green zone. Log inspection date on the tag. Clean extinguisher and case as needed.
			√	Carpet Floors	Shampoo with a carpet extractor. Remove stains.
			√	Tile	Scrub (or strip w/supervisor's approval)
			√	Light Fixtures	Clean fixture and diffuser.
			√	Refurbishing Work	Wash all walls from floor to ceiling. Clean artwork, display cases, and fire extinguisher cabinets and pull stations. Completely clean all glass. Clean lockers inside and out. Do this in conjunction with the other annual cleaning items as noted above.

Type of Facility: **Middle/High School**
Area of Facility: **Office, Library, Lounge**
Category of Service: **1, 2, 4**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Work Counters	Clean with appropriate cleaner.
√				Desks/Tables	Clean as necessary if cleared. Do not disturb documents.
√				File Cabinets	Spot clean as needed.
√				Sink & Counter	Clean with a disinfectant cleaner if dishes are clear.
√				Carpet Floors	Vacuum thoroughly. Remove foreign substances and stains.
√				Trash Cans	Empty daily. Replace liner and clean as needed.
√				Tile/Linoleum Floors	Dust mop. Remove any foreign substances. Wet mop using a neutral soap cleaner in warm water.
√				Door/Entry Area	Clean door glass and door as needed. Remove any handprints or marks in this area.
√				Walls/Glass	Spot clean as needed
√				Lights	Check daily and change as needed.
√				Dispensers	Check and clean daily. Refill as needed.

	√			Low Dusting	Dust file cabinets, book shelves, ledges, clocks, and any areas that are highly visible.
		√		Fire Extinguisher	Check the gauge and make sure the arrow is in the green zone. Log inspection date on the tag. Clean extinguisher and case as needed.
		√		High Dusting	Dust high ledges and areas not easily visible.
			√	Carpet Floors	Shampoo with a carpet extractor. Remove stains.
			√	Tile/Linoleum Floors	Scrub (or strip w/supervisor's approval)
			√	Light Fixtures	Clean fixture and diffuser.
			√	Refurbishing Work	Clean the entire room from ceiling to floor. Wash all furnishings and shelving units. Wash all walls and glass.

Type of Facility: **Middle/High School**
Area of Facility: **Classroom**
Category of Service: **2, 3, 4**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Desks/Tables	Spot clean with appropriate cleaner. Remove all foreign substances. i.e. glue, tape, ink, pencil marks, marker, and any food.
√				Teachers Desk	Do not disturb.
√				Trash Cans	Empty daily. Change liner and clean as needed.
√				Pencil Sharpener	Empty daily.
√				Lab Sinks/Counters	Clean with appropriate cleaner.
√				Carpet Floors	Vacuum thoroughly. Remove all foreign substances and stains
√				Tile/Linoleum Floors	Dust mop. Remove any foreign substances. Wet mop using appropriate cleaner
√				Door Area	Clean door glass and door as needed. Remove any handprints or marks in this area.
√				Walls/Glass	Spot clean as needed
√				Lights	Check daily and change as needed.

√				Dispensers	Check and clean daily. Refill as needed.
	√			Low Dusting	Dust low bookshelves, window counters, ledges, clocks, and areas that are highly visible.
		√		Fire Extinguisher	Check the gauge and make sure the arrow is in the green zone. Log inspection date on the tag. Clean extinguisher and case as needed.
		√		High Dusting	Dust high ledges and areas not easily visible.
	√			Buffing	Buff classroom tile at least weekly.
			√	Carpet Floors	Shampoo with a carpet extractor. Remove stains.
			√	Tile/Linoleum Floors	Scrub or Strip (with supervisor's permission)
			√	Light Fixtures	Clean fixture and diffuser.
			√	Refurbishing Work	Clean the entire room from ceiling to floor. Wash all furnishings and shelving units. Wash all walls and glass.

Type of Facility: **Middle/High School**
Area of Facility: **Restroom/Locker Room**
Category of Service: **2, 4**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Sinks/Counters	Clean sink and counter areas with a disinfectant cleaner. Wipe under the sink if the sink does not have a counter.
√				Mirrors	Clean with a glass cleaner.
√				Toilets	Properly clean and disinfect toilets
√				Urinals	Properly clean and disinfect toilets
√				Trash Cans	Empty daily. Replace liner and clean as needed.
√				Dividers/Walls	Clean with a disinfectant cleaner daily as needed. Walls/dividers around sinks, toilets, and urinals need to be cleaned daily.
√				Dispensers	Clean with a disinfectant cleaner and refill as needed.
√				Floor	Sweep and then mop with a disinfectant solution.
√				Chrome Fixtures	Clean with appropriate cleaner.

√				Lockers/Benches	Spot clean with a disinfectant cleaner as needed.
√				Light Fixtures	Replace burnt out bulbs daily as needed.
√				Ceilings	Check for foreign substances and clean as needed.
	√			Dusting	Dust divider tops/rails, ledges, locker tops, etc.
	√			Vents	Dust or wipe clean.
	√			Lime Buildup	Use an acid based cleaner to remove lime or mineral stripdeposits from toilet bowls and urinals.
			√	Floor Sealer	Strip floor and refinish with the appropriate floor sealer.
			√	Refurbishing Work	Annually clean the entire restroom from ceiling to floor. Scrub floor edges and corners, clean under counters, wash out trash cans, wash all walls and dividers, clean out light fixtures, strip and refinish floors, and wash vents.

Type of Facility: **Elementary, Middle, or High School**

Area of Facility: **Mechanical Rm., Storage Rm.,
Custodial Closet, Loading Dock,
Sheds, and Grounds**

Category of Service: **1, 4**

D = Daily (Mon-Fri)

W = Weekly (EOD Thurs)

M = Monthly (End of 3rd Fri)

A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Floors – Custodial, Loading Dock, & Storage Rooms	Sweep and mop as needed.
√				Sinks-Custodial & Loading Dock	Clean sinks as needed.
√				Trash Cans	Empty daily as needed. Replace liner and clean as needed.
√				Walls/Glass	Spot clean as needed
		√		Dusting	Dust shelves, equipment, vents, ledges, etc.
	√			Floors-Mechanical Rooms & Sheds	Sweep and mop as needed.
		√		Fire Extinguishers	Check the gauge and make sure the arrow is in the green zone. Log inspection date on the tag. Clean extinguisher and case as needed.

			√	Refurbishing Work	Clean all areas top to bottom. Clean pipes and ventilation tubes. Clean light fixtures. Clean mechanical room equipment. Clean shelves. Wash vents. Wash walls. Scrub floors.
√				Snow Removal	Clear snow from sidewalks and entryways as needed. Use ice melt and sanding chips, as conditions require.
√				Grounds	Pick up litter and empty trash cans as needed. Replace liners and clean as needed.
√				Exterior Building Walls & Glass	Check for vandalism. Minor vandalism may be cleaned/repared as needed. i.e. egg, soda, or any foreign substances. For major vandalism, or vandalism using gang type symbols or words, call the police and let them investigate before doing cleanup. Take pictures. Call F.M.D. for assistance if necessary. Log all vandalism occurrences on the monthly vandalism report.
	√			Lawn Maintenance	Cut weekly. Trim weeds as needed. Water as needed.
	√			Playground Inspections	Completed weekly on a year-round basis.

Type of Facility: **Elementary School**
Area of Facility: **Gymnasium**
Category of Service: **2, 4**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Tile Floors	Dust mop and remove any foreign substances. Mop with appropriate cleaner. Remove marks with a mop, a rag. Do not use any abrasive materials on the floor without first consulting the lead custodian. Speed buff with a hog's hair pad weekly.
√				Synthetic Floors	Dust mop and remove any foreign substances. Mop with appropriate cleaner. Remove marks with a mop, a rag. Do not use any abrasive materials on the floor.
√				Walls/Glass	Spot clean as needed
√				Trash Cans	Empty daily. Replace liner and clean as needed.
√				Water Fountains and Spit Sinks	Clean with a disinfectant cleaner first, then use appropriate cleaner to shine.

√				Bleachers	Spot-check daily for litter. If the bleachers have been pulled out and used, then sweep and mop as needed.
√				Lights	Check daily and change as needed.
	√			Dusting	Do low dusting weekly.
		√		Fire Extinguishers	Check the gauge and make sure the arrow is in the green zone. Log inspection date on the tag. Clean extinguisher and case as needed.
			√	Tile Floors	Scrub (or strip w/supervisor's approval)
			√	Synthetic Floors	Scrub and clean floors.
			√	High Dusting	Dust ventilation tubes, vents, backboard supports, light fixtures, speakers, and any other objects that may be suspended from the walls or ceiling.
			√	Bleachers	Sweep and mop thoroughly. Remove any foreign substances. Clean thoroughly under the bleachers.
			√	Walls	Wash thoroughly. Remove all marks.

Type of Facility: **Elementary School**
Area of Facility: **Hallways, Commons, Entries, Stairs**
Category of Service: **1, 2, 3, 4**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Carpet Floors	Vacuum thoroughly. Remove any foreign substances and spot clean stains as needed.
√				Tile Floors	Dust mop. Remove any foreign substance. Wet mop using a neutral soap cleaner in warm water. Buff one to three times a week depending on traffic.
√				Walls	Spot clean as needed with appropriate cleaner.
√				Glass	Clean door entry glass daily. Spot clean display cases, etc., as needed.
√				Trash Cans	Empty daily. Replace liner and clean as needed.
√				Water Fountains	Clean with a disinfectant cleaner first, then use appropriate cleaner to shine.
√				Doors	Clean marks and handprints of entry doors daily.

√				Lights	Check daily and change as needed.
	√			Dusting	Dust display cases, art work, ledges, cabinets, etc.
		√		Fire Extinguishers	Check the gauge and make sure the arrow is in the green zone. Log inspection date on the tag. Clean extinguisher and case as needed.
			√	Carpet Floors	Shampoo with a carpet extractor. Remove stains.
			√	Tile	Scrub (or strip w/supervisor's approval)
			√	Light Fixtures	Clean fixture and diffuser.
			√	Refurbishing Work	Wash all walls from floor to ceiling. Clean artwork, display cases, and fire extinguisher cabinets and pull stations. Completely clean all glass. Do this in conjunction with the other annual cleaning items as noted above.

Type of Facility: **Elementary School**
Area of Facility: **Office, Library, Lounge**
Category of Service: **1, 2, 3, 4**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Work Counters	Clean with appropriate cleaner.
√				Desks/Tables	Clean as necessary if cleared. Do not disturb documents.
√				File Cabinets	Spot clean as needed.
√				Sink & Counter	Clean with a disinfectant cleaner if dishes are clear.
√				Carpet Floors	Vacuum thoroughly. Remove any foreign substances.
√				Trash Cans	Empty daily. Replace liner and clean as needed.
√				Tile/Linoleum Floors	Dust mop. Remove any foreign substances. Wet mop using appropriate cleaner.
√				Door/Entry Area	Clean door glass and doors as needed. Remove any handprints or marks in this area.
√				Walls/Glass	Spot clean as needed
√				Lights	Check daily and change as needed.
√				Dispensers	Check and clean daily. Refill as needed.

	√			Low Dusting	Dust file cabinets, book shelves, ledges, clocks, and any areas that are highly visible.
		√		Fire Extinguisher	Check the gauge and make sure the arrow is in the green zone. Log inspection date on the tag. Clean extinguisher and case as needed.
		√		High Dusting	Dust high ledges and areas not easily visible.
			√	Carpet Floors	Shampoo with a carpet extractor. Remove stains.
			√	Tile/Linoleum Floors	Scrub (or strip w/supervisor's approval)
			√	Light Fixtures	Clean fixture and diffuser.
			√	Refurbishing Work	Clean the entire room from ceiling to floor. Wash all furnishings and shelving units. Wash all walls and glass.

Type of Facility: **Elementary School**
Area of Facility: **Classroom**
Category of Service: **2, 3, 4**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Desks/Tables	Clean with appropriate cleaner. Scrape off all foreign substances. i.e. glue, tape, food, marker, and pencil markings.
√				Teachers Desk	Do not disturb
√				Trash Cans	Empty daily. Change liner and clean as needed.
√				Pencil Sharpener	Empty daily.
√				Sink/Counter	Clean with a disinfectant cleaner.
√				Carpet Floors	Vacuum thoroughly. Remove any foreign substances and any stains.
√				Tile/Linoleum Floors	Dust mop. Remove any foreign substances. Wet mop using appropriate cleaner.
√				Door Area	Clean door glass and door as needed. Remove any handprints or marks in this area.
√				Walls/Glass	Spot clean as needed

√				Lights	Check daily and change as needed.
√				Dispensers	Check and clean daily. Refill as needed.
	√			Low Dusting	Dust low bookshelves, window counters, ledges, clocks, and areas that are highly visible.
		√		Fire Extinguisher	Check the gauge and make sure the arrow is in the green zone. Log inspection date on the tag. Clean extinguisher and case as needed.
		√		High Dusting	Dust high ledges and areas not easily visible
	√			Buffing	Buff classroom tile at least weekly.
			√	Carpet Floors	Shampoo with a carpet extractor. Remove stains.
			√	Tile/Linoleum Floors	Scrub (or strip w/supervisor's approval)
			√	Light Fixtures	Clean fixture and diffuser.
			√	Refurbishing Work	Clean the entire room from ceiling to floor. Wash all furnishings and shelving units. Wash all walls and glass.

Type of Facility: **Elementary School**
Area of Facility: **Restroom**
Category of Service: **1, 2, 3, 4**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Sinks/Counters	Clean sink and counter areas with a disinfectant cleaner. Wipe under the sink if the sink does not have a counter.
√				Mirrors	Clean with a glass cleaner.
√				Toilets	Properly clean and disinfect toilets.
√				Urinals	Properly clean and disinfect urinals.
√				Trash Cans	Empty Daily. Replace liner and clean as needed.
√				Dividers/Walls	Clean with a disinfectant cleaner daily as needed. Walls/dividers around sinks, toilets, and urinals need to be cleaned daily.
√				Dispensers	Clean with a disinfectant cleaner and refill as needed.
√				Floor	Sweep and then mop with a disinfectant solution.

√				Chrome Fixtures	Clean with appropriate cleaner.
√				Light Fixtures	Replace burnt out bulbs daily as needed.
√				Ceilings	Check for foreign substances and clean as needed.
	√			Dusting	Dust divider tops/rails, ledges, etc.
	√			Vents	Dust or wipe clean.
	√			Lime Buildup	Use an acid based cleaner to remove lime or mineral deposits from toilet bowls and urinals.
			√	Floor Sealer	Strip floor and refinish with the appropriate floor sealer.
			√	Refurbishing Work	Annually clean the entire restroom from ceiling to floor. Scrub floor edges and corners, clean under counters, wash out trash cans, wash all walls and dividers, clean out light fixtures, strip and refinish floors, and wash vents.

NOTE: The cleaning requirements listed on the charts in this section are general cleaning duties and are not all-inclusive.

Type of Facility: **Administration Center**
Area of Facility: **Office, Hallways**
Category of Service: **1, 2**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Work Counters	Clean with appropriate cleaner.
√				Desks/Tables	Clean as necessary if cleared. Do not disturb documents.
√				File Cabinets	Spot clean as needed.
√				Sink & Counter	Clean with a disinfectant cleaner if dishes are clear.
√				Carpet Floors	Vacuum thoroughly. Remove foreign substances and stains.
√				Trash Cans	Empty daily. Replace liner and clean as needed.
√				Tile/Linoleum Floors	Dust mop. Remove any foreign substances. Wet mop using a neutral soap cleaner in warm water.
√				Door/Entry Area	Clean door glass and door as needed. Remove any handprints or marks in this area.

√				Walls/Glass	Spot clean as needed with foreign substances.
√				Lights	Check and replace as needed
√				Dispensers	Check and clean daily. Refill as needed.
	√			Low Dusting	Dust file cabinets, book shelves, ledges, clocks, and any areas that are highly visible.
		√		Fire Extinguisher	Check the gauge and make sure the arrow is in the green zone. Log inspection date on the tag. Clean extinguisher and case as needed.
		√		High Dusting	Dust high ledges and areas not easily visible.
			√	Carpet Floors	Shampoo with a carpet extractor. Remove stains.
			√	Tile/Linoleum Floors	Scrub (or strip w/supervisor's approval)
			√	Light Fixtures	Clean fixture and diffuser.
			√	Refurbishing Work	Clean the entire room from ceiling to floor. Wash all furnishings and shelving units. Wash all walls and glass.

Type of Facility: **Administration Center**
Area of Facility: **Restrooms**
Category of Service: **1, 2, 3, 4**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Sinks/Counters	Clean sink and counter areas with a disinfectant cleaner. Wipe under the sink if the sink does not have a counter.
√				Mirrors	Clean with a glass cleaner.
√				Toilets	Properly clean and disinfect toilets.
√				Urinals	Properly clean and disinfect urinals.
√				Trash Cans	Empty Daily. Replace liner and clean as needed.
√				Dividers/Walls	Clean with a disinfectant cleaner daily as needed. Walls/dividers around sinks, toilets, and urinals need to be cleaned daily.
√				Dispensers	Clean with a disinfectant cleaner and refill as needed.
√				Floor	Sweep and then mop with a disinfectant solution.

√				Chrome Fixtures	Clean with appropriate cleaner.
√				Light Fixtures	Replace burnt out bulbs daily as needed.
√				Ceilings	Check for foreign substances and clean as needed.
	√			Dusting	Dust divider tops/rails, ledges, etc.
	√			Vents	Dust or wipe clean.
	√			Lime Buildup	Use an acid based cleaner to remove lime or mineral deposits from toilet bowls and urinals.
			√	Floor Sealer	Strip floor and refinish with the appropriate floor sealer.
			√	Refurbishing Work	Annually clean the entire restroom from ceiling to floor. Scrub floor edges and corners, clean under counters, wash out trash cans, wash all walls and dividers, clean out light fixtures, strip and refinish floors, and wash vents.

Type of Facility: **Facility Management**
Area of Facility: **Office/ Hallways**
Category of Service: **2**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Work Counters	Clean with appropriate cleaner.
√				Desks/Tables	Clean as necessary if cleared. Do not disturb documents.
√				File Cabinets	Spot clean as needed.
√				Sink & Counter	Clean with a disinfectant cleaner if dishes are clear.
√				Carpet Floors	Vacuum thoroughly. Remove foreign substances and stains.
√				Trash Cans	Empty daily. Replace liner and clean as needed.
√				Tile/Linoleum Floors	Dust mop. Remove any foreign substances. Wet mop using a neutral soap cleaner in warm water.
√				Door/Entry Area	Clean door glass and door as needed. Remove any handprints or marks in this area.
√				Walls/Glass	Spot clean as needed with foreign substances.
√				Lights	Check and replace as needed

√				Dispensers	Check and clean daily. Refill as needed.
	√			Low Dusting	Dust file cabinets, book shelves, ledges, clocks, and any areas that are highly visible.
		√		Fire Extinguisher	Check the gauge and make sure the arrow is in the green zone. Log inspection date on the tag. Clean extinguisher and case as needed.
		√		High Dusting	Dust high ledges and areas not easily visible.
			√	Carpet Floors	Shampoo with a carpet extractor. Remove stains.
			√	Tile/Linoleum Floors	Scrub (or strip w/supervisor's approval)
			√	Light Fixtures	Clean fixture and diffuser.
			√	Refurbishing Work	Clean the entire room from ceiling to floor. Wash all furnishings and shelving units. Wash all walls and glass.

Type of Facility: **Facility Management**
Area of Facility: **Restrooms**
Category of Service: **2**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Sinks/Counters	Clean sink and counter areas with a disinfectant cleaner. Wipe under the sink if the sink does not have a counter.
√				Mirrors	Clean with a glass cleaner.
√				Toilets	Properly clean and disinfect toilets.
√				Urinals	Properly clean and disinfect urinals.
√				Trash Cans	Empty Daily. Replace liner and clean as needed.
√				Dividers/Walls	Clean with a disinfectant cleaner daily as needed. Walls/dividers around sinks, toilets, and urinals need to be cleaned daily.
√				Dispensers	Clean with a disinfectant cleaner and refill as needed.
√				Floor	Sweep and then mop with a disinfectant solution.
√				Chrome Fixtures	Clean with appropriate cleaner.
√				Light Fixtures	Replace burnt out bulbs daily as needed.

√				Ceilings	Check for foreign substances and clean as needed.
	√			Dusting	Dust divider tops/rails, ledges, etc.
	√			Vents	Dust or wipe clean.
	√			Lime Buildup	Use an acid based cleaner to remove lime or mineral deposits from toilet bowls and urinals.
			√	Floor Sealer	Strip floor and refinish with the appropriate floor sealer.
			√	Refurbishing Work	Annually clean the entire restroom from ceiling to floor. Scrub floor edges and corners, clean under counters, wash out trash cans, wash all walls and dividers, clean out light fixtures, strip and refinish floors, and wash vents.

Type of Facility: **Nutrition Services**
Area of Facility: **Office/ Hallways**
Category of Service: **2, 3**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Work Counters	Clean with appropriate cleaner.
√				Desks/Tables	Clean as necessary if cleared. Do not disturb documents.
√				File Cabinets	Spot clean as needed.
√				Sink & Counter	Clean with a disinfectant cleaner if dishes are clear.
√				Carpet Floors	Vacuum thoroughly. Remove foreign substances and stains.
√				Trash Cans	Empty daily. Replace liner and clean as needed.
√				Tile/Linoleum Floors	Dust mop. Remove any foreign substances. Wet mop using a neutral soap cleaner in warm water.
√				Door/Entry Area	Clean door glass and door as needed. Remove any handprints or marks in this area.
√				Walls/Glass	Spot clean as needed with foreign substances.
√				Lights	Check and replace as needed
√				Dispensers	Check and clean daily. Refill as needed.

	√			Low Dusting	Dust file cabinets, book shelves, ledges, clocks, and any areas that are highly visible.
		√		Fire Extinguisher	Check the gauge and make sure the arrow is in the green zone. Log inspection date on the tag. Clean extinguisher and case as needed.
		√		High Dusting	Dust high ledges and areas not easily visible.
			√	Carpet Floors	Shampoo with a carpet extractor. Remove stains.
			√	Tile/Linoleum Floors	Scrub (or strip w/supervisor's approval)
			√	Light Fixtures	Clean fixture and diffuser.
			√	Refurbishing Work	Clean the entire room from ceiling to floor. Wash all furnishings and shelving units. Wash all walls and glass.

Type of Facility: **Nutrition Services**
Area of Facility: **Restrooms**
Category of Service: **2**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√				Sinks/Counters	Clean sink and counter areas with a disinfectant cleaner. Wipe under the sink if the sink does not have a counter.
√				Mirrors	Clean with a glass cleaner.
√				Toilets	Properly clean and disinfect toilets.
√				Urinals	Properly clean and disinfect urinals.
√				Trash Cans	Empty Daily. Replace liner and clean as needed.
√				Dividers/Walls	Clean with a disinfectant cleaner daily as needed. Walls/dividers around sinks, toilets, and urinals need to be cleaned daily.
√				Dispensers	Clean with a disinfectant cleaner and refill as needed.
√				Floor	Sweep and then mop with a disinfectant solution.
√				Chrome Fixtures	Clean with appropriate cleaner.
√				Light Fixtures	Replace burnt out bulbs daily as needed.
√				Ceilings	Check for foreign substances and clean as needed.

	√			Dusting	Dust divider tops/rails, ledges, etc.
	√			Vents	Dust or wipe clean.
	√			Lime Buildup	Use an acid based cleaner to remove lime or mineral deposits from toilet bowls and urinals.
			√	Floor Sealer	Strip floor and refinish with the appropriate floor sealer.
			√	Refurbishing Work	Annually clean the entire restroom from ceiling to floor. Scrub floor edges and corners, clean under counters, wash out trash cans, wash all walls and dividers, clean out light fixtures, strip and refinish floors, and wash vents.

Type of Facility: **All Buildings**
Area of Facility: Other Duties Assigned
Category of Service: **1**

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency				Area/Type of Work	Work Requirements
D	W	M	A		
√	√			Roof	Roof checks - Weekly (when below -20F daily check is required on each shift)
	√			Generator	Check weekly generator and keep records on file
	√			Fuel	Check fuel generator fuel
	√			Fire Sprinkler System	Check Fire sprinkler system, ensure there are no leaks, valves are turned off and locks are secure
	√			Fire Extinguisher	Extinguisher checks
	√			Playground Inspections	Playground Inspections (Blowing rocks off playgrounds weekly during summer)
	√			Preventative Maintenance Sheets	Preventative Maintenance Sheets when they are issued i.e. Heat tapes, entryway heaters etc.
			√		Reset Locker locks- Hallways/ locker rooms

Type of Facility: **All Buildings**
Area of Facility: Other Duties Assigned
Category of Service: **5**
AS NEEDED - UPON REQUEST*

D = Daily (Mon-Fri)
W = Weekly (EOD Thurs)
M = Monthly (End of 3rd Fri)
A = Annually (End of summer)

Frequency*				Area/Type of Work	Work Requirements
D	W	M	A		
			√	Grounds	Cutting of grass with weed trimmer or mower
			√	Grounds	Tree Trimming
			√	Grounds	Watering grass around buildings/ football fields
			√	Gym/Lobbies	High dusting rafters in gyms/ lobbies
			√	Grounds	Painting of curbs/ Handicap parking
			√	Entryways	Replacing filters in unit heaters.
			√	Common Areas	Paint stair rails
			√	Classroom/Hallways/ Offices/Gym/All areas	Painting of Classrooms/Hallways/Offices/Gym
			√	Building Wide	Stripping and waxing tile floors
			√	Building Wide	Summer rehab cleaning
√				Building Wide	Building Check (Christmas, Spring, Summer breaks)
		√		Roof	Cleaning of storm drains
				Building Wide	Assembling/ Repairing furniture. *As needed.
				Building Wide	Moving furniture. *As needed.
				Building Wide	Minor plumbing fixes (sink cartridges, flushometers etc.). *As needed.
				Building Wide	Minor patch work of walls. *As needed.
				Building Wide	Replacing ceiling tiles (damaged do to roof leaks). *As needed.
				Building Wide	Replacing/ Installing dispensers (paper towel, soap, toilet paper). *As needed.
				Grounds	Blowing gravel off sidewalks and away from curbs (in the spring). *As needed.
				Grounds	Snow removal/ Gravel sidewalks/ Chipping ice. *As needed.
				Gym	Paint Gym Lines. *As needed.
				Gym/Dining	Stage setups (Risers/ Chairs). *As needed.

Exhibit “C” - General Provisions - Service Contracts

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1. **APPLICABLE LAW AND DISPUTES**

Any dispute with respect to this contract shall be governed by the laws of Alaska and FNSB School Board Policies. Any appeal of an administrative order and any original action to enforce any provision of this agreement or to obtain any relief from remedy in connection with this agreement may be brought only in the Superior Court for the Fourth Judicial District of Alaska.

2. **ASSIGNMENT AND SUBCONTRACTING**

This Contract or any interest hereunder shall not be assigned or transferred by the Seller without the prior written consent of the Buyer and subject to such terms and conditions that the Buyer may impose. The Buyer shall not consent to any proposed assignment unless and until the Seller furnishes the Buyer with two (2) executed copies of the assignment. The Seller shall not subcontract the furnishing of any of the complete or substantially complete items required by this Contract, without the prior written approval of the Buyer.

3. **AUDIT OF RECORDS**

Seller shall keep adequate records of direct labor costs and all other costs of the performance of this Contract, which shall be subject to audit by the Buyer in the event of termination for convenience or with respect to any work for which the price or any part thereof is based on time and cost of materials.

4. **BANKRUPTCY**

The Buyer may terminate this Contract in whole or in part by written or telegraphic notice:

- a. If the Seller shall become insolvent or make a general assignment for the benefit of creditors; or
- b. If a petition under any bankruptcy act or similar statute is filed by or against the Seller and is not vacated within ten (10) days after it is filed.

Termination under this clause shall be in accordance with the "Termination for Default" clause.

5. **BUYER FURNISHED PROPERTY**

- a. **Furnished Property**

The Buyer shall deliver to the Seller for incorporation into the work to be performed, the property described in the SOW as Buyer furnished property, hereinafter referred to as "property". All property shall be identified as property of the Buyer. The property shall be used exclusively on the work required by this Contract. The Seller shall establish procedures for the inventorying, storage, maintenance, and inspection of the property. Records of such shall be made available to the Buyer upon request.

- b. **Delivery**

The performance schedule of this Contract is based upon the premise that property suitable for use will be delivered to the Seller at the times stated in the SOW or, if not so stated, in sufficient time to enable the Seller to meet the performance schedule. If the property is not delivered to the Seller by such time or times, the Buyer shall, upon timely written request made by the Seller, make a determination of the extent of the delay, if any, incurred by the Seller thereby, and shall equitably adjust the performance schedule or the Contract price, or both, and any other contractual provision affected by such delay, in accordance with the "Changes" clause. If the property is received by the Seller in a condition which makes it not suitable for its intended use, the Seller shall, upon receipt thereof,

notify the Buyer of such fact. Upon such notice, the Buyer shall advise the Seller of the disposition to be made of the property and issue a change order, with respect to such property, under the "Changes" clause.

c. Risk of Loss

The Seller assumes the risk of, and shall be responsible for, any loss or damage to property furnished under this clause upon its delivery to the Seller. Seller shall maintain adequate insurance to cover this risk.

d. Access

The Buyer, and any persons designated by the Buyer, shall at all reasonable times have access to the premises where the property is located for the purpose of inspecting the property.

e. Changes in Property

i. By notice in writing, the Buyer may:

(a) increase, decrease or withdraw the property provided or to be provided by the Buyer under this clause, or

(b) substitute other property for property to be provided by the Buyer. The Seller shall promptly take such action as the Buyer may direct with respect to the removal and shipping of property delivered and later withdrawn by such notice.

ii. Upon any increase, decrease, withdrawal or substitution of property pursuant to paragraph e.i. above, the Buyer, upon the written request of the Seller or on the Buyer's own accord, shall equitably adjust such contractual provisions as may be affected by the increase, decrease, withdrawal or substitution in accordance with the "Changes" clause.

f. Title

Title to all property shall remain in the Buyer.

6. BUYER'S INSPECTORS

The work shall be subject to inspection by the Buyer's appointed inspectors to insure strict compliance with the terms of the Contract. The inspectors are not authorized to change any provision of the specifications or any other part of this Contract without written authorization of the Buyer, nor shall the presence or absence of an inspector relieve the Seller from any requirements of the Contract.

7. BUYER'S RIGHT TO USE INFORMATION DISCLOSED BY SELLER

Unless otherwise expressly set forth to the contrary in this Contract, the Buyer shall have the right to use and have used, for any purpose, unpatented information concerning the services performed by the Seller hereunder which Seller may disclose to the Buyer during performance of this Contract if such information is furnished without restrictions on its use.

8. CALENDAR DATES

All periods of days referred to in this Contract shall be measured in calendar days.

9. CHANGES

The Buyer may, at any time, and from time to time, by a written order, make changes, within the general scope of this Contract, including but not limited to the definition of services to be performed, and the time (i.e., hours of the day, days of the week, etc.) and place of performance thereof. If any such change causes an increase or decrease in the cost of, or the time required for the performance of any part of the work under this Contract, whether changed or not changed by any such order, an equitable adjustment shall be made in the Contract price or performance schedule, or both, and the Contract shall be modified in writing accordingly. Any claim by the Seller for

adjustment under this clause must be asserted, by the Seller, in writing within fifteen (15) days from the date of receipt by the Seller of the written Change Order unless the Buyer grants, in writing, an extension to the fifteen (15) day period. Where the cost of property made obsolete or excess as result of a change is included in the Seller's claim for adjustment, the Buyer shall have the right to prescribe the manner of disposition of such property. Failure to agree to any adjustment shall be a dispute within the meaning of the "Applicable Law and Disputes" clause. Charges for any extra work or material will not be allowed unless made pursuant to this clause.

10. CLAUSE HEADINGS

The headings and subheadings of clauses contained herein are used for convenience and ease of reference and shall not limit the scope or intent of the clause.

11. CONFIDENTIAL RELATIONSHIP

The Seller shall treat as confidential all information supplied by Buyer or obtained by the Seller as a result of performance under this Contract unless such is in the public domain. The Seller shall not disclose any information related to this Contract to any person not authorized by the Buyer in writing to receive it.

12. CONTINUITY OF SERVICES

a. The Seller recognizes that: (1) the services provided under this Contract are vital to the Buyer's operations, (2) continuity thereof must be maintained at a consistently high level without interruption, (3) upon expiration of this Contract or termination of this Contract for convenience or default, a successor, either the Buyer or another seller, may continue the services performed hereunder, (4) the successor will require phase-in training and assistance, (5) the Seller's cooperation is required in order to effect an orderly and efficient transition to a successor.

b. Therefore, the Seller shall, upon written notification by the Buyer, provide phase-in and phase out (PIPO) services for up to sixty (60) days after expiration or termination of this Contract. Such notice shall be given sixty (60) days prior to Contract expiration or concurrently with the notice of termination. After notification, the Seller shall negotiate in good faith with a successor in determining the nature and extent of the PIPO services, including the cost thereof and a mutually acceptable detailed plan for PIPO operations. The plan shall have a training program and specify a date for shifting the responsibilities to the successor for each division of work set forth in the plan. The plan shall be subject to the approval of the Buyer.

c. The Seller shall provide sufficient experienced personnel during the PIPO period to ensure that the services performed under this Contract are maintained at a high level of proficiency.

d. The Seller shall be reimbursed for all reasonable PIPO costs which are those costs accruing within the agreed period after Contract expiration or termination which result from the PIPO operations. A profit shall be paid on said costs unless the Contract has been terminated for default.

e. The Seller shall cooperate with the successor in allowing as many of the Seller's personnel as practicable to remain on the job and to transfer to the successor in order to enhance the continuity and consistency of the services required under this Contract. Therefore, the Seller shall furnish to the successor the necessary personnel records and allow the successor to conduct on-site interviews with the Seller's employees. If said employees are agreeable to the transfer and are accepted by the successor, then the Seller shall release them for

employment by the successor at a mutually acceptable date and shall negotiate the transfer of their earned fringe benefits, if any, to the successor.

13. **CONTRACT ADMINISTRATION**

Notwithstanding any other provisions of this Contract or any document referenced herein, the Buyer's Director of Procurement, or cognizant Contract Administrator are the only individuals authorized to make the changes in or redirect the work required by this Contract. Where the Buyer's approval is required under the terms of this Contract, it shall be construed to mean the approval of the Buyer's Director of Procurement or the cognizant Contract Administrator. In the event the Seller affects any change at the direction of any other person, the change will be considered as having been made without authority and an adjustment shall not be made in Contract price or performance schedule as a result thereof.

14. **DEFINITIONS**

As used in this Contract, the following terms shall have the meanings set forth below:

TERM	MEANING
a. "Advise"	Advise in writing.
b. "Appoint"	Appoint in writing.
c. "Approval"	Approval in writing.
d. "Buyer"	Person or persons designated in writing who are authorized to act on behalf of the Buyer. This designation shall be made by the Buyer on or before the date work commences under this Contract.
e. "Change Order"	A written order signed by the Buyer directing the Seller to make changes in the work without the consent of the Seller.
f. "Contract Amendment"	A written alteration in any part of the Contract whether accomplished by unilateral action in accordance with a contract provision, or by mutual action of the parties. It includes change orders and notices of termination. Also, "Contract Modification"
g. "Designate"	Designate in writing.
h. "Direction"	Direction in writing.
i. "Includes"	Includes but is not limited to.
j. "Item"	Hardware, data, software, materials, spare parts and other articles to be delivered or services to be performed.
k. "May"	May is permissive, however, the words "no person may" mean that no person is required, authorized, or permitted to do the act prohibited,
l. "Shall"	Shall is imperative.
m. "Statement of Work"	All specifications, drawings, data and other information included or referenced in the Statement of Work. "SOW"
n. "Subcontractor(s)"	All persons, vendors and entities furnishing work, property or services to the Seller for use on this Contract.
o. "Work"	Includes equipment, installation, material and services.

15. **EXCUSABLE DELAYS**

The Seller shall not be liable for damages, including liquidated damages, if any, for delays in performance or failure to perform due to causes beyond the control and without the fault or negligence of the Seller. Such causes include but are not limited to, acts of God, acts of the public enemy, acts of the United States Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or unusually severe weather.

16. IDENTIFICATION OF SELLER'S EMPLOYEES

The Seller shall be responsible for furnishing to each employee and for requiring each employee engaged on the work site to display such identification as may be approved and directed by the Buyer. All prescribed identification shall be delivered immediately to the Buyer, for cancellation upon the release of any Seller's employee. The Seller shall include a clause containing the substance of this clause in all subcontracts hereunder.

17. INDUSTRIAL LAWS AND BENEFITS

In all matters relating to this Contract, the Seller shall be acting as an independent contractor. Neither the Seller nor any of the persons furnishing materials or performing work or services which are required by this Contract are employees of the Buyer within the meaning of or the application of any Federal, or State Unemployment Insurance Law, or other Social Security, or any Workmen's Compensation, Industrial Accident Law, or other Industrial or Labor Law. At its own expense, the Seller shall comply with such laws, and assume all obligations imposed by any one or more of such laws with respect to this Contract.

18. INSPECTION OF SERVICES

a. All services shall be subject to inspection and test by the Buyer, to the extent practicable at all times and places during the term of the Contract and during PIPO operations. All inspections and tests by the Buyer shall be made in such a manner as not to unduly delay the work.

b. If any services performed hereunder are not in conformity with the requirements of this Contract, the Buyer shall have the right to require the Seller to perform the services again in conformity with the requirements of the Contract, at no expense to the Buyer. When the defective services performed are of such a nature that the defect cannot be corrected by reperformance of the services, the Buyer shall have the right to: (1) require the Seller to immediately take all steps necessary to ensure future performance of the services in conformity with the requirements of the Contract; (2) and reduce the Contract price to reflect the reduced value of the services performed, If the Seller fails to perform promptly the services again or to take necessary steps to ensure future performance of the services in conformity with the requirements of the Contract, the Buyer shall have the right to either (a) by Contract or otherwise have the services performed in conformity with the Contract requirements and charge the Seller any cost incurred by the Buyer that is directly related to the performance of such services; or (b) terminate this Contract for default pursuant to the "Termination for Default" clause.

c. Records of all inspections and tests by Seller shall be kept complete and available to Buyer during performance of this Contract and for such longer period as may be specified elsewhere in this Contract.

19. INSURANCE

Before commencing work, Seller shall procure and maintain insurance of the limits and kinds enumerated hereunder with an insurance company rated as "Excellent" or "Superior" by A. M. Best Company. Certificates of such insurance issued by the Seller's insurance carrier shall be filed with the Buyer before commencement of work and shall set forth the following:

- a. LIMITS The contractor shall obtain insurance for not less than the following limits:
 - i. Commercial general liability: \$1,000,000 limit
 - ii. Comprehensive automotive liability: \$1,000,000 combined single limit

iii. Workers compensation: \$100,000 each accident, \$500,000 disease-policy limit, and \$100,000 disease-each employee. This policy must be endorsed with a waiver of subrogation in favor of the School District.

b. AUTOMOBILE LIABILITY INSURANCE; Comprehensive automotive liability, Limit: \$1,000,000.00 combined single limit.

i. All vendors using motor vehicles must demonstrate compliance with Alaska statutes by providing proof of automobile liability insurance for any autos used to perform services under the contract. If the use of autos is material to the scope of work, e.g. delivery services; the limit in Section 7.D. shall apply. If the use of autos is not material to the scope of work, they shall be insured at no less than the state's minimum limit. Vendors who do not use a motor vehicle for any business purpose, may sign an affidavit to that effect. Affidavit forms are available at Purchasing Department or Risk Management office.

ii. If the limits in Section 7.D. apply the automobile liability policy must cover: All Autos or

iii. All owned, non-owned and hired autos

iv. Automobile liability insurance for scheduled autos only may or may not be acceptable.

v. If the contractor submits insurance covering only scheduled autos, then

(a). The insurance coverage must also include all non-owned autos

(b). The contract must provide a copy of the scheduled vehicles, and

(c). The contractor must assure the School District in writing that any additional vehicles are covered by liability insurance at the required limits before the vehicles are used for work under this agreement.

c. WORKER COMPENSATION (if applicable), Limits: \$100,000.00 each incident, \$500,000.00 disease-policy limit, and \$100,000.00 disease-each employee. In accordance with Alaska statute, all employees of the contractor shall be covered by workers' compensation insurance during the term of the contract with the district. The Contractor's Workers' Compensation insurance policy shall contain a waiver of subrogation in favor of the FNSB School District.

d. ALTERNATE COVERAGE: A combination of primary and excess/umbrella policies may be used to fulfill the insurance requirements of this section

e. ADDITIONAL INSURED: The School District must be listed as an additional insured in the contractor's General Commercial Liability policy, if such coverage is elected.

f. CANCELLATION: The insurer shall send the School District thirty (30) days written notice before it cancels or refuses to renew coverage required by this contract. The Contractor shall assure that the insurance policies include a provision requiring this prior notice. The Contractor shall not materially alter their coverage limits, terms or conditions for the coverage requirements set forth in the contract.

g. INCREASED COVERAGE: During the contract term, the School District might require higher limits of insurance than those listed in this section. If the School District requires such insurance, and the insurer raises its premium as a result of higher limits, then the District will pay the contractor the difference between the old and the new premiums.

h. Contractor agrees to pay for the insurance specified and agrees to provide the District with a 30 days' notice of cancellation if non-renewal occurs during the contract period.

i. Certificates of Insurance shall be issued to: Fairbanks North Star Borough and School District
ATTN: Risk Management
P.O. Box 71267
Fairbanks, AK 99707

20. LAWS AND ORDINANCES

The Seller shall comply with all applicable laws, ordinances, rules and regulations including Federal, State and Municipal authorities and departments relating to or affecting the work hereunder or any part thereof, and shall secure and obtain any and all permits, licenses and consents as may be necessary in connection therewith. The Seller agrees to indemnify and hold harmless the Buyer from and against any and all liability or direct consequential damage, including but not limited to, any fines, penalties, or other corrective measures the School District may suffer resulting from any violation by the contractor of such laws, ordinances, rules, and regulations.

21. NON-DISCRIMINATION

The Fairbanks North Star Borough School District and all covered subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 29 CFR Part 741, Appendix A to Subpart A, 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

The Contractor shall comply with the applicable provisions of the Federal Civil Rights Act of 1964 and all amendments thereto, and the Equal Employment Opportunity Act and all amendments thereto, the FNSB School Board Policy, article 441, and all regulations issued thereunder by the Federal and State governments. If the contractor fails to comply with such acts and regulations, the School District shall have the right to immediately terminate this contract.

22. MATERIAL AND WORKMANSHIP

All equipment, material and articles used in the work covered by this Contract are to be of the most suitable grade for the purpose intended. Unless otherwise specified herein, reference to any equipment, material, article, or patented process by trade name, make, or catalog number shall be regarded as establishing a standard or quality and the Seller may, with the Buyer's prior written approval, substitute any equipment, material, article or process which in the judgment of the Buyer is equal to that named.

23. MODIFICATION OF CONTRACT

This Contract contains all the agreements and conditions under which the work is to be performed and no course of dealing or usage of the trade shall be applicable unless expressly incorporated in this Contract. The terms and conditions contained in this Contract may not be added to, modified, superseded or otherwise altered except by written modification signed by authorized representatives of the Buyer's Procurement Department and the Seller.

24. NO WAIVER OF CONDITIONS

Failure of the Buyer to insist on strict performance shall not constitute a waiver of any of the provisions of this Contract or waiver of any other default of the Seller.

25. NON APPROPRIATION

All funds for payment by the School District under this contract are subject to the availability of annual appropriations for this purpose by the state legislature and the Fairbanks North Star Borough Assembly. In the event of non appropriation of funds by the above governing bodies for the services provided under the contract, the

School District will terminate the contract, without termination charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this contract is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this contract, cancellation shall be accepted by the contractor on thirty days' prior written notice, but failure to give such notice shall be of no effect and the School District shall not be obligated under this contract beyond the date of termination.

26. NOTICE TO THE BUYER OF LABOR DISPUTES

- a. Whenever the Seller has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this Contract, the Seller shall immediately give notice thereof, including all relevant information with respect thereto, to the Buyer.
- b. The Seller shall insert the substance of this clause, including this paragraph B., in any subcontracts hereunder. Each such subcontract shall provide that in the event of its timely performance is delayed or threatened by delay by any actual or potential labor dispute, the subcontractor shall immediately notify the Seller of all relevant information with respect to such dispute.

27. OPERATION AND STORAGE AREAS

All operations of the Seller, including storage of materials, shall be confined to areas authorized or approved by the Buyer. No unauthorized or unwarranted entry upon, passage through, or storage or disposal of materials shall be made upon other premises. The Seller shall hold and save the Buyer, its employees, officers and agents, free and harmless from liability of any nature of kind arising from any use, trespass or damage incurred by Seller's operations on premises of third persons.

28. OTHER CONTRACTS

The Buyer may undertake or award other contracts for additional work, and the Seller shall fully cooperate with such other contractors and Buyer's employees and carefully fit its own work to such additional work as may be contracted for by the Buyer. The Seller shall not commit or permit any act which will interfere with the performance of work by any other contractor or by Buyer's employees.

29. PERMITS AND RESPONSIBILITIES

Without additional expense to the Buyer, the Seller shall be responsible for obtaining any necessary licenses and permits, and for complying with all applicable laws, codes, and regulations, in connection with the prosecution of the work. The Seller shall be responsible for all damages to persons or property that occur as a result of its fault or negligence. Seller shall take proper safety and health precautions to protect the work, employees of the Buyer and Seller, the public, and the property of others.

30. PROTECTION OF BUILDINGS, EQUIPMENT AND VEGETATION

The Seller shall use reasonable care to avoid damaging existing buildings, structures, equipment and vegetation such as trees, shrubs and grass on the Buyer's facility. If the Seller fails to do so and damages any such buildings, structures, equipment, or vegetation, Seller shall replace or repair the damage at no expense to the Buyer as

directed by the Buyer. If Seller fails or refuses to make such repair or replacement, the Seller shall be liable for the cost thereof which may be deducted by the Buyer from payments due or which may become due to the Seller.

31. PUBLIC RELEASE OF INFORMATION

Unless the prior written consent of the Buyer is obtained, the Seller shall not, except as may be required by law or regulations, in any manner advertise or publish or release for publication any statement or information mentioning the Buyer, or the fact that the Seller has furnished or contracted to furnish to the Buyer the services required by this Contract, or quote the opinion of any employee of Buyer.

32. REMOVAL OF SELLER'S UNSATISFACTORY EMPLOYEES

By written notice, the Buyer may require the Seller to remove from the work any employee the Buyer deems incompetent, careless, or otherwise objectionable.

33. SAFETY

a. Seller shall be responsible for safety related to and during the performance of the work hereunder. Seller shall insure that its employees and the employees of its subcontractors are notified of and observe and abide by all safety regulations and laws including but not limited to those issued by the Buyer, and any revisions of the foregoing that may hereinafter be applicable.

b. Said laws and regulations are minimum requirements for the Seller. Seller shall take any additional precautions necessary or proper under the circumstances to prevent injury to or death of persons and/or damage to property. Compliance with such laws and regulations by the Seller, or Buyer's approval of any actions or procedures of the Seller, as provided herein shall not relieve the Seller of its obligations to use due care in performing the work required under this Contract.

c. Seller shall immediately notify Buyer of any damage to property and/or injury to, or death of, persons which occurs in connection with or is in any way related to the work. Seller shall furnish Buyer a written report of the aforesaid as soon as possible.

34. SUPERINTENDENCE BY SELLER

The Seller shall have a competent foreman or superintendent, satisfactory to the Buyer, on the work site at all times during the performance of work. Said foreman or superintendent shall have the authority to act for the Seller.

35. TAXES

Unless prohibited by law or otherwise stated to the contrary in this Contract, the Seller shall pay and has included in the price of this Contract, any Federal, State or Local Sales Tax, Transportation Tax, or other similar levy which is required to be imposed upon the work or services to be performed.

36. TERMINATIONS

a. TERMINATION FOR CONVENIENCE

The School District may terminate a contract, in whole or in part, without showing cause upon giving written notice to the Contractor. The School District shall pay all reasonable costs incurred by the

Contractor up to the date of termination. The Contractor will not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

b. TERMINATION FOR DEFAULT

If the contractor refuses or fails to prosecute the work or any separate part, with the diligence that will ensure its completion within the time specified in this contract including any extension, or fails to complete the work within this time, the School District may, by written notice to the Contractor, terminate the right to proceed with the work (or the separable part of the work) that has been delayed. In this event, the School District may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, appliances, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to the School District resulting from the Contractor's refusal or failure to complete the work within the specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the School District in completing the work.

37. UTILITY SERVICES

The Buyer will make available to the Seller, from existing outlets and connections, the utilities specified in the SOW. Except as otherwise provided in the SOW, utilities shall be furnished without charge. The Seller shall conserve utilities furnished without charge.

38. WARRANTY OF SERVICES

Notwithstanding inspection and acceptance by the Buyer or any provision concerning the conclusiveness thereof, the Seller warrants that all services performed under this Contract shall, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this Contract. The Buyer shall give written notice of any such defect or nonconformance to the Seller within five (5) days after date of acceptance by Buyer. Such notice shall state either (1) that the Seller shall correct or reperform any defective or nonconforming services, or (2) that the Buyer does not require correction or reperformance. If the Seller is required to correct or reperform, it shall be at no cost to the Buyer, and any services corrected or reperformed by the Seller pursuant to this clause shall be subject to all provisions of this clause to the same extent as work initially performed. If the Seller fails or refuses to correct or reperform, the Buyer may, by contract or otherwise, correct or replace with similar services and charge to the Seller the cost incurred to the Buyer thereby or obtain an equitable adjustment in the Contract price. If the Buyer does not require correction or reperformance, the Buyer shall make an equitable adjustment in the Contract price. Except as otherwise provided herein, the Seller warrants that all articles, materials, and equipment supplied under this contract are new, conform to the specifications of this contract, to be of merchantable quality, are fit for the use intended, and are free from defects in materials and workmanship. The Buyer requires that the Seller honor guarantees and warranties offered by the manufacturer.

39. PAYMENT

Unless otherwise stated in the SOW, payment will be tendered after all work is complete, has been inspected by the appropriate School District inspector and found to be in compliance with commonly accepted industry standards, building codes and regulations, and the terms and conditions of this document. Contingent with the above, payment will be made within 30 days of receipt of an invoice by the School District.

40. INDEMNITY

Except for claims arising out of acts caused by the sole negligence of the School District, its agents, servants or employees, the contractor agrees to indemnify and hold harmless the School District, its agents, servants and employees, from acts or omissions of any nature whatsoever of the contractor, its agents, servants and employees, causing injury to, or death of person(s) or damage to property during the term of this contract, and from any expense incident to the defense of the School District therefrom.

41. STRICT LOYALTY & DEBARMENT

The Contractor and its employees shall avoid all circumstances and actions which would place the Contractor in a position of divided loyalty with respect to the obligations undertaken under this Contract. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form (SF-LLL), "Disclosure Form to Report Lobbying," in accordance with the instructions therein.

By signing this Contract, the Contractor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the contract by any governmental department or agency. This certification represents a recurring certification made at the time any order is placed under this Service Contract.

42. TOBACCO, DRUG, ALCOHOL, AND NICOTINE-FREE SCHOOL DISTRICT

The Contractor and its employees shall refrain from the use of alcohol, drugs, marijuana, tobacco or nicotine, including any smoking, electronic cigarette, or vapor device while on School District property. Tobacco is defined as tobacco and nicotine in any form as well as nicotine delivery devices, such as, but not limited to, electronic cigarettes and vapor pens, but excludes nicotine replacement therapy products approved by the U.S. Food and Drug Administration for the purpose of smoking/nicotine cessation.

Note: Although the passage of AS 17.38 authorizes the use of marijuana under certain conditions, it explicitly recognizes the authority of employers to prohibit the use, consumption, possession, transfer, display, transportation, sale, or growing of marijuana in the workplace. Additionally, AS 17.38 does not prevent employers from establishing policies that restrict the use of marijuana by employees. AS 17.38.120(a). Further, as a recipient of federal funds, the School District is obligated to maintain a drug-free workplace consistent with federal law, which prohibits the manufacture, sale, distribution, or possession of marijuana as defined in the Controlled Substances Act and Code of Federal Regulations. For purposes of the district's policy and legal obligation, marijuana is prohibited.

For the purposes of this clause, "School district workplace" is defined as any place where school district work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students or employees to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under district jurisdiction; or during any period of time when an employee is supervising students on behalf of the district or otherwise engaged in district business.



Advancing Clean.
Driving Innovation.

A decorative graphic consisting of a vertical line and a horizontal line intersecting at a right angle, positioned to the left of the title text.

ISSA CLEAN STANDARD 0714-2014

Measuring the Cleanliness of K-12 Schools

Disclaimer

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Acknowledgments

The **ISSA Standard for Measuring the Effectiveness of Cleaning in K-12 Schools** was developed through a consensus-based effort involving industry experts, trade and professional associations, educational institutions, and other organizations.“ In accordance with a true consensus-based process, all views and objections have been considered, every attempt has been made to resolve those objections that have been raised, and, ultimately, the elements contained herein have been agreed to by a substantial majority of interested parties who elected to participate in the process.

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Executive Committee

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- John P. Garfinkel: ISSA
- Jim Harris Sr.: CIRI
- Jon Scoles: Scoles Floorshine Industries/ ISSA Board of Directors
- Charlie Smith: CIRI
- Dr. Steven Spivak: CIRI

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ISSA Clean Standard: Measuring the Cleanliness of K-12 Schools

- Cathy Richmond: LRC Indoor Testing and Research, Inc.
- Randy Smith: University of Tulsa – Indoor Air Research Program

Development and Stakeholder Committees

Please visit www.issa.com/cleanstandard for the full list of industry experts who participated on the Development and Stakeholder Committees.

“Organizations that participated in the development of the Standard include:

- American Federation of Teachers
- Healthy Facilities Institute (HFI)
- Healthy Schools Campaign (HSC)
- Indiana State Teachers Association
- International Executive Housekeepers Association (IEHA)
- Trade Press Media Group, Inc. (Housekeeping Solutions)
- Minnesota Department of Health
- National Association of State Boards of Education (NASBE)
- National School Plant Management Association

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- Kurt Schnitzer: FPC Distribution
- Greg Whiteley: Whiteley Corporation
- Corinne Zudonyi: Trade Press Media Group, Inc.

1. Overview and Background

The goal of the Standard for Measuring the Effectiveness of Cleaning in K-12 Schools (hereinafter referred to as the Clean Standard: K-12) is to provide schools with a tool that will help them measure and monitor the effectiveness of the cleaning processes at their facilities thereby contributing to the quality of the indoor environment for the benefit of students and staff.

The Clean Standard: K-12 is a performance-oriented standard that is focused on:

- The desired levels of cleanliness that can be reasonably achieved;
- Recommended monitoring and inspection procedures designed to measure the effectiveness of cleaning procedures using quantitative measures (i.e., ATP Meters) and traditional methods (i.e., sight, smell, touch); and
- How to use the results of monitoring and inspection to evaluate and improve the cleaning processes and products that are critical to maintaining a safe and healthy learning environment for students and staff.

The Standard is focused on achieving and maintaining an effective cleaning program through the use of a systematic approach and standardized guidelines. As such, the Clean Standard: K-12 provides schools with a framework and protocol for using ATP meters along with qualitative methods to measure and assess cleaning effectiveness on a periodic and consistent basis.

Perhaps more importantly, the Standard provides a structured approach to addressing those situations where the school facility's condition and cleanliness is less than desirable. By assessing cleaning effectiveness, schools can improve the cleaning process and ensure that a desired level of cleanliness is achieved and maintained at school facilities. Effective cleaning is especially important in light of the growing body of evidence that concludes that improved hygiene in schools results in reduced illnesses and reduced absenteeism.

The Standard was developed through a consensus based process designed to garner the input of all major stakeholders in an open and transparent manner. The Clean Standard: K-12 development process allowed for stakeholder involvement by participation on the Development or Stakeholder Committees and by submitting feedback during the public review periods.

The development process was guided by independent and unbiased scientific research, including thousands of ATP measurements from high touch surfaces recognized as posing health risks in schools (i.e.: student desks, cafeteria tables, restroom sinks and stall doors). The ATP measurements were conducted in numerous schools across the United States to account for potential geographic or climatic variations.

The details of the research are set forth in “ATP as a Marker for Surface Contamination of Biological Origin in Schools and as a Potential Approach to the Measurement of Cleaning Effectiveness,” as published in the June 2013 issue of *Journal of Occupational and Environmental Hygiene* by Shaughnessy and Cole, et.al. Each school selected its own cleaning method which was then rigorously monitored for compliance by research personnel. Following cleaning, sampling procedures were conducted on the cleaned surface.

The research indicated that standardized measurement of cleaning effectiveness could be used as a practical approach to improve the cleaning practices and contribute to a healthier school environment.¹

Specifically, the research has validated ATP (adenosine triphosphate) measurement systems as a “...relatively simple, rapid and affordable measure of the level of biologically sourced contamination on the interior surfaces of schools.” Further the research concluded that ATP is an “...excellent candidate marker for the monitoring of biologically derived soiling/cleanliness...”

In addition, the research has produced reasonable range values based on ATP measurements (for three different ATP meters) for each surface type tested, and that these ranges “...may be used in a standardized and routine approach to the monitoring of cleaning effectiveness in school buildings based on detection and quantification of biologically derived soiling.”²

While ATP does not directly measure the total contamination on a surface, the research has concluded ATP luminescence is presently the best available quantitative measure of hard surface cleaning effectiveness. It is hoped that further research and development will yield additional measurement methods for other contaminants.

2. Scope and Purpose

The Clean Standard: K-12 is intended to apply specifically to K-12 school facilities, including both public and private institutions, and may be applied in all geographic regions.

The Clean Standard: K-12 is based on the following: (a) a building audit to assess the level of cleanliness at a school facility; (b) periodic measurement of cleaning effectiveness using ATP meters; and (c) establishment and implementation of corrective actions in the event the school is not achieving the desired level of cleaning effectiveness.

These elements are intended to be used in a systematic process to determine the background condition and cleanliness of a school, and also provide for periodic measurement of cleaning effectiveness at the school facility. This process makes it possible to assess and improve the effectiveness of cleaning processes and

products used at a school facility. In this regard, the Clean Standard: K-12 empowers schools to select a cleaning process that is the most effective and economical.

This is especially important in light of the growing body of studies that indicate effective cleaning has a positive impact on the health and productivity of students. For example, it has been established that level of cleanliness is a key factor involved in the spread of viral disease in crowded indoor establishments including schools. In addition, improved cleaning of floors and desks in schools has been shown to reduce upper respiratory symptoms.³ Furthermore, the exposure and health benefits associated with a reduction of airborne pollutants - achieved through effective cleaning practices - have been demonstrated in a long-term cleaning effectiveness study,⁴ while recent studies collectively indicate that the targeted cleaning of high touch points in schools result in reduced illnesses related to bacterial contamination, reduced sick building syndrome symptoms, and reduced absenteeism due to infectious illness.⁵⁻⁹

Consistent with such studies and findings, the K-12 Clean Standard research suggests a reasonable connection between ATP reduction and healthier indoor environments. Concurrent with ATP testing, the researchers tested surfaces for culturable bacteria using a different method – RODAC plates. The simultaneous testing demonstrated that a reduction in ATP was accompanied by a consistent reduction in culturable bacteria. The researchers, therefore, were able to reasonably conclude that a reduction in ATP suggests both a cleaner and healthier surface.

While research has established that cleaning plays a critical role in the quality of the indoor environment, it is well-recognized that there are a number of additional factors that also impact indoor environmental quality. Building maintenance practices such as moisture control, ventilation and air flow, and other factors also play a key role.

3. Defining Current Cleaning Procedures

The implementation of a cleaning effectiveness improvement program involves defining current cleaning procedures and measuring their effectiveness, analyzing the results, considering potential improvements, and then implementing identified improvements. The improvement process is a continuous cycle that requires constant reevaluation. The Clean Standard: K-12 formalizes this process by inserting the requirement to measure the effectiveness of the cleaning process and to ensure an efficient and healthy outcome rather than just a lower initial cost.

Toward that end, the first step in the process is to document the current custodial program for the facility, including an inventory of all materials & equipment used; personnel; and the scope of work for cleaning services (including the specific tasks to be performed and the frequency of service). If outside services are employed as part

of the regular maintenance program (window washing, gym floor refinishing, service to HVAC equipment, etc.) such services should be included as part of the master schedule for the school.

4. Protocol for Measuring and Monitoring Cleaning Effectiveness

This section sets forth a protocol for measuring and monitoring cleaning performance in K-12 school facilities. A standardized protocol of this nature is critical in assessing the effectiveness of a school's cleaning program, geared toward providing a clean healthy indoor environment for the benefit of students, staff and visitors.

Information collected through this process is critical in improving cleaning effectiveness as well as ensuring that a desired level of cleanliness is maintained.

4.1. Written Plan. A school facility or school system shall develop and implement a comprehensive written plan describing the process to be used to measure and monitor the effectiveness of the cleaning processes used by the facility. The written plan shall include, at a minimum, the elements contained in this section.

4.2. Building Audit. A building audit shall be conducted to establish baseline conditions and otherwise assess the level of cleanliness of a school facility. This audit involves a walk through inspection of the school facility and seeks to simply answer the question: "Does the facility look and smell clean?"

Two sample building audit forms are provided in Appendix A: the first of which is a comprehensive format covering cleaning and maintenance activities; the other is a more concise format covering cleaning activities only. These sample building audit forms should be adapted to meet the particular needs of a facility.

The building audit should be conducted:

- Initially upon implementation of the Clean Standard: K-12 to establish baseline conditions;
- Two times per year (once per semester) to be scheduled at the convenience of staff and performed consistently each year. The building audit should be performed while school is in session; and
- Whenever there is a significant change in conditions or procedure (e.g., new cleaning program, significant construction activity, etc.)

A completed building audit provides a record of the conditions of specific locations within the school facility as well as an overall assessment of the facilities.

Audit records should be maintained for 3 years along with a summary of findings and suggested changes. This summary consolidates the findings of the audit into a concise dated document for implementation and follow-up.

4.3. High Touch Points. A school shall identify “high touch points” (HTPs) within the school facility. High touch points shall include, but not be limited to: (a) classroom desks and similar surfaces such as work tables and teacher desks; (b) cafeteria tables, (c) restroom stalls and stall doors, and (d) sink fixtures and sink surroundings, especially in restrooms.

Schools may wish to include other high touch points based on experience or unique circumstances, etc. such as floors, drinking fountains, door handles, doors, student chairs, and gym equipment such as mats.

4.4. Limits for Each High Touch Point Based on ATP-RLU. Once the high touch points have been identified, schools shall establish the desired level of “cleaning effectiveness” or “limits” for each HTP based on the ATP-RLU tables and values that are set forth in Section 5. It is recommended that schools establish the limits at the levels associated with “Effective Cleaning” for the appropriate surfaces or areas within the school as set forth in Section 5.

In the event that a school includes HTPs other than the four required in Section 4.3, the school should use the ATP-RLU tables that are associated with:

- The HTP that is most similar in surface type to the surface actually being tested with the ATP meter; or
- The area in which the surface being tested is located (i.e., the limits for Classroom Desks may be used to set limits for other surfaces in the classroom such as doors or door knobs).

4.5. ATP Testing Protocol for High Touch Points. Schools shall establish an ATP testing protocol based on facility needs. Such protocol should address at a minimum: when and at what frequency ATP testing will occur; as well as the appropriate procedures to be followed. The protocol described below is recommended as a starting point and should be modified to meet specific needs. For example, if ATP measurement suggests a school’s cleaning process is “ineffective,” the facility may wish to increase the frequency of testing as well as consider corrective actions.

a) Frequency. ATP testing should be conducted:

- i. Upon implementation of the Clean Standard: K-12, before and after cleaning. (Note: Conducting ATP testing before cleaning is optional but recommended if a school wishes to establish a baseline so that they can measure improvement after cleaning. If ATP testing is conducted before cleaning, it should be conducted in conjunction with the building audit referenced in Section 4.2.);
- ii. Twice a year after cleaning has been performed (i.e., once a semester). Such testing should be conducted during the school year. (Note: The frequency of ATP testing adopted by a school should depend on the school’s

conditions, i.e., schools that are unkempt or dirty should test more frequently [i.e. once every two months] while schools that consistently meet their desired level of cleanliness may wish to conduct ATP testing twice a year); and

iii. After a change in cleaning methods, processes, products, or frequencies; or following the selection of a new cleaning service provider, etc.

b) Procedures. In conducting ATP testing, the following procedures should be followed:

i. **Manufacturer's Instructions.** Unless otherwise indicated below, follow the manufacturer's instructions regarding storage and how to conduct ATP testing for the particular ATP meter.

ii. **Sampling.** At least 5% of the high touch points referenced in Section 4.3 should be sampled. For example, if a school has 400 desks, at least 20 desks should be tested with the ATP meter. There should be at least ten (10) sample points for each test surface or area being evaluated. The average value of all samples for a high touch point should be calculated and used for determining whether the desired cleaning level has been met.

The selection of the actual high touch points that will be tested should be done randomly and in a manner that ensures the selected areas are located throughout the facility. For example, test 5% of the desks in each of the classrooms.

iii. **Sampling Template.** Create a template to control the area to be tested with the ATP swabs. The template can be made from cardboard or poster board by cutting out a square 2 inches by 2 inches (5 cm by 5 cm) in dimension, and placing the cardboard/ poster board from which the square has been cut over the surface to be swabbed (the template will resemble a picture frame with the surface to be tested in the middle). Make sure the remaining cardboard/ poster board is used and not the square that has been cut out. The template must be free of contamination that might affect the results.

ATP manufacturer instructions may recommend other template sizes for use with their systems, intended to apply to large surfaces in other facilities (i.e.: food processing). A 2x2 inch (5x5 cm) template is recommended for the variety of surfaces in schools.

For small, irregular surfaces where the standard 2x2 inch (5x5 cm) template does not fit (e.g., door knobs, light switches, faucets), establish an area on the surface as close to 4 sq. in. (25 sq. cm.) as possible and use that area consistently for all other similar size sample points.

iv. **Sampling Process.** The surface shall be tested using the ATP swabs that are intended to be used with the particular ATP meter that has been chosen. To perform the testing, the ATP swabs should be rubbed over the surface that is inside the template, first left to right, then top to bottom.

v. **Recordkeeping.** Comprehensive and accurate records and reports of all testing results shall be kept. All records and reports shall be maintained for three years, along with a summary of findings and suggested changes. Recordkeeping shall be consistent with the school's written plan for the maintenance of test results and building audit reports, as required in section 4.8.

4.6. ATP Measurement Evaluation. After ATP testing has been completed, the school shall conduct an evaluation of the effectiveness of its cleaning processes by comparing actual ATP measurements with the ATP-RLU range values listed in Section 5 for the specific surface tested.

In the event that a school's cleaning effectiveness is consistently measured as "Ineffective Cleaning" or falls within the "Needs Improvement" category, the school shall implement the appropriate corrective actions. Alternatively, if the school's cleaning effectiveness is consistently measured as "Effective Cleaning," no corrective action is needed. Surfaces that fall within "Ineffective Cleaning" should be re-cleaned and re-tested.

4.7. Establishment and Implementation of Corrective Actions. If the actual ATP values consistently fall within the "Ineffective Cleaning" or "Needs Improvement" categories, a school shall consider corrective action. The first step in determining appropriate corrective action shall be to identify the cause of the undesired result, which shall at a minimum include a reevaluation of the cleaning processes, frequencies, products and tools. Common causes include: inadequate cleaning frequencies, incomplete cleaning (i.e., not cleaning the entire surface), skipped cleaning, lack of training, and inappropriate products or processes.

Following determination of cause, corrective action shall be taken. The specific corrective action should be based upon a candid dialogue between the cleaning or inspection expert conducting the Clean Standard: K-12 evaluation, and the school's supervisory personnel, school system facilities manager and/or building engineer. In general corrective action may include:

- Modification of cleaning process, products and/or tools and ensuring compliance with cleaning best practices as outlined in ISSA's "Principles of Cleaning," "Facility Cleaning and Disinfecting Checklist," and "Classroom Cleaning Area Guide";
- Ensured adherence to custodial management best practices as defined in the ISSA Cleaning Industry Management Standard (CIMS);
- Comprehensive employee training;
- Change in cleaning times and/or frequencies; or

- Implementation of a hand hygiene program consistent with the guidelines and recommendations of the Centers for Disease Control (CDC) on handwashing.

4.8. Recordkeeping Procedures. A school shall have a written plan for recordkeeping and the maintenance of all documents, test results and audit/survey reports. Records that should be covered by the plan include all documents relating to cleaning and testing protocols, procedures and evaluations.

4.9. Ongoing Analyses and Procedures to Ensure Maintenance and/or Continuous Improvement. A school shall have a written policy for ongoing analysis of all measurements and testing results. Such policy shall include a commitment to continuous improvement.

4.10. Technical Training Requirements. Individuals who will perform testing, measurements, monitoring and evaluation activities shall be trained to effectively perform such activities. The training should cover the technical skills needed to ensure proper testing procedures, consistent results, and to eliminate or reduce tester bias. At a minimum, the training shall address the information necessary to implement Section 4: Protocol for Measuring and Monitoring Levels of Cleaning Effectiveness.

5. Quantitative Measurement of Cleaning Effectiveness

5.1. Understanding the ATP-RLU Tables. The effectiveness of the cleaning processes and products used at a facility may be determined by comparing actual ATP measurements with the tables set forth in this section. The tables below set forth ATP-RLU limits or ranges for specific surface types and ATP metering systems. The limits, ranges, and verbal descriptions reflect the results that can be reasonably attained using cleaning methods readily available today.

The limits and ranges are, therefore, based on what can reasonably be expected to be achieved as demonstrated by the research on which the Standard is based. Specifically, for the Charm Sciences NOVALUM (section 5.3) and the 3M Uni-Lite NG (section 5.4) devices, “Effective Cleaning” represents the top 50% of the thousands of ATP measurements, “Needs Improvement” represents values that fall in the 50th to 75th percentile of all research results, and “Ineffective Cleaning” limits are those that fell in the bottom 25% of the results from the research.

In regard to the Hygiena SystemSure Plus device (section 5.5), “Effective Cleaning” is achieved when the ATP measurements are lower than the 75th percentile, and “Ineffective Cleaning” results when measurements exceed the 90th percentile, with “Needs Improvement” representing the range between the two. The Hygiena system was treated differently for these purposes because of: 1) observed variance associated with the use of this system during the original research (although it was still within acceptable ranges for reliability); and 2) field testing that revealed the ranges currently set forth in 5.5 were reasonable and achievable.

5.2. Using the ATP-RLU Tables. The tables below set forth ranges for each of the levels of “cleaning effectiveness” for specific surfaces within a school. These include classroom desks, restroom stall doors, cafeteria tables, and sink surrounds in restrooms. Separate ranges are provided for three ATP metering systems – Charm Sciences NOVALUM, 3M Uni-Lite NG and Hygiena SystemSure PLUS.

It is recommended that schools strive to provide “Effective Cleaning” for the appropriate surfaces or areas as set forth in the tables below, based on ATP measurements for the metering system being used.

- i. **ATP Metering System.** It is imperative to use the table that matches the specific ATP Metering system that is being used to take the measurements. **DO NOT** use the ATP/RLU values for a different ATP system as their scales vary widely.
- ii. **Other Surfaces and Areas.** The ATP-RLU limits specified in this Standard can be applied to non-porous high touch points and areas that are similar in surface type and/ or that are in the same area. For example:
 - “Classroom Desk” values may be used for measurements taken of classroom tables, student seating, teacher’s desks, and file cabinets. In addition, Classroom Desk values may be used for measuring cleanliness on surfaces such as gymnasium seating.
 - “Sink Surrounding” values may be used for measurements taken of urinals, toilets, restroom door handles, hand rails, and gymnasium lockers and shower fixtures.
 - “Cafeteria Table” values may be used for measurements taken of serving counters, cafeteria seating, and foodservice trays.
 - “Restroom Stall Door” values may be used for measurements taken of other hard vertical surfaces in the facility.
- iii. **Porous Surfaces.** ATP meter systems should not be used on porous, soft, or otherwise distinctly different surfaces or material types. Surfaces such as wrestling mats, carpeted floors/walls, and grout cannot be measured using ATP meters.

5.3. ATP-RLU Limits: Charm Sciences (NOVALUM)

School Surface	Post-Cleaning Effectiveness (ATP Luminescence Level, in RLU)		
	Effective Cleaning	Needs Improvement	Ineffective Cleaning
Classroom Desks	5399 or below	5400 to 17300	17301 or above
Cafeteria Tables	11899 or below	11900 to 32000	32001 or above
Restroom Stall Doors	10799 or below	10800 to 23300	23301 or above
Sink Surroundings	5699 or below	5700 to 17600	17601 or above

5.4. ATP-RLU Limits: 3M (Uni-Lite NG)

School Surface	Post-Cleaning Effectiveness (ATP Luminescence Level, in RLU)		
	Effective Cleaning	Needs Improvement	Ineffective Cleaning
Classroom Desks	109 or below	110 to 250	251 or above
Cafeteria Tables	229 or below	230 to 420	421 or above
Restroom Stall Doors	99 or below	100 to 220	221 or above
Sink Surroundings	59 or below	60 to 150	151 or above

5.5. ATP-RLU Limits: Hygiene (SystemSure Plus)

School Surface	Post-Cleaning Effectiveness (ATP Luminescence Level, in RLU)		
	Effective Cleaning	Needs Improvement	Ineffective Cleaning
Classroom Desks	20 or below	21-35	36 or above
Cafeteria Tables	35 or below	36-70	71 or above
Restroom Stall Doors	15 or below	16 to 35	36 or above
Sink Surroundings	15 or below	16-25	26 or above

6. ATP Technology Limitations

While ATP meters have been validated as the preferred quantitative method of measuring biologically derived soiling/cleanliness, their use does have certain limitations that are discussed below. For example, in defining a cleaning process as effective, the Clean Standard: K-12 does not suggest that a surface is absolutely free of contamination or otherwise presents a completely “healthy” surface.

6.1. Non-Biological Soiling. ATP monitoring is not appropriate for the determination of the presence or reduction of specific non-biological pollutants that may be recognized as health hazards such as lead, asbestos, and other such chemical contaminants.

6.2. Infectious Agents. ATP meters are not capable of identifying specific pathogens or infectious agents, and cannot directly detect viruses.

6.3. Biologically Augmented Cleaning Products. The use of ATP meters is incompatible with the use of biologically augmented cleaning products (BACP). BACP is a cleaning product that is augmented with non-pathogenic bacteria. These products provide a residual level of cleaning that is both safe and effective. The use of an ATP meter on a surface cleaned with a BACP will yield a high ATP/RLU reading indicating the surface is “dirty” when in fact it may be clean.

7. Alternative Methodologies.

While the Clean Standard: K-12 is based on the use of ATP measurement, there are a number of alternative methods that are capable of objectively validating the effectiveness of a school's cleaning processes. These methods include direct practice observation, the use of fluorescent markers and others. Such methods may be used in addition to or in lieu of ATP measurement, and are referenced in *Options for Evaluating Environmental Cleaning*, Centers for Disease Control (CDC), 2010, Appendix B, Objective Methods for Evaluating Environmental Hygiene. However, the use of these methods alone will not be construed as meeting the requirements of the Clean Standard: K-12.

References and Related Documents

Richard J. Shaughnessy, Eugene C. Cole, Demetrios Moschandreas, and Ulla Haverinen-Shaughnessy, (2013); "ATP as a Marker for Surface Contamination of Biological Origin in Schools and as a Potential Approach to the Measurement of Cleaning Effectiveness"; *Journal of Occupational and Environmental Hygiene* 10:6, 336-346, June 2013.

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A decorative graphic consisting of a horizontal line and a vertical line intersecting at a right angle, located to the left of the main title.

ISSA CLEAN STANDARD

Appendix A: Building Audit Long Form

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ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS



Appendix A: Building Audit - Long Form

Building Name & Location: _____

Investigators: *Primary:* _____

Others Involved: _____

Date: _____

Size of Building: _____ sq. ft. Number of Floors: _____ Grades: _____

Number of Occupants: _____ Teachers: _____ Other Staff: _____

Number of Areas Needing Immediate Attention

A: Roof/Exterior/Neighbors #: _____ Follow-up dates/initials: _____/____/____	F: Offices #: _____ Follow-up dates/initials: _____/____/____	K: Swimming Pools #: _____ Follow-up dates/initials: _____/____/____	P: Maintenance Prog SOPs #: _____ Follow-up dates/initials: _____/____/____
B: Basements/Crawl Space #: _____ Follow-up dates/initials: _____/____/____	G: Classrooms #: _____ Follow-up dates/initials: _____/____/____	L: Food Prep/Dining #: _____ Follow-up dates/initials: _____/____/____	Q: Hallways/Commons #: _____ Follow-up dates/initials: _____/____/____
C: Garage/Docks/Shops #: _____ Follow-up dates/initials: _____/____/____	H: Restrooms #: _____ Follow-up dates/initials: _____/____/____	M: Custodial/Storage #: _____ Follow-up dates/initials: _____/____/____	R: Media Centers #: _____ Follow-up dates/initials: _____/____/____
D: Entrances/Lobbies #: _____ Follow-up dates/initials: _____/____/____	I: Locker Rooms/Showers #: _____ Follow-up dates/initials: _____/____/____	N: Mechanical Rooms #: _____ Follow-up dates/initials: _____/____/____	S1: Other 1 #: _____ Follow-up dates/initials: _____/____/____
E: Stairwells/Elevators #: _____ Follow-up dates/initials: _____/____/____	J: Gymnasiums/Equipment #: _____ Follow-up dates/initials: _____/____/____	O: Auditoriums/Theaters #: _____ Follow-up dates/initials: _____/____/____	S2: Other 2 #: _____ Follow-up dates/initials: _____/____/____
TOTAL NUMBER OF AREAS NEEDING IMMEDIATE ATTENTION:			

Other Notes: _____

Adapted from:

Housekeeping Survey Form - The Ashkin Group School General Checklist - Shaughnessy, et.al., University of Tulsa Indoor Air Quality Program

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ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section A: Roof/Exterior/Neighbors



School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Area Name/ #	Area Name/ #	Area Name/ #	Area Name/ #	Area Name/ #
Survey Item					
Construction, renovation or other structural changes affecting cleaning					
Neighboring building activities or conditions affecting cleaning					
Fresh air intakes clear of obstructions and away from hazards					
No standing water on roofs, parking lots or grounds					
Roof in good condition (vents, roof material, drains, etc.)					
Exterior walls in good condition (paint, mortar, etc.)					
No vehicular traffic issues					
No playground or athletic field issues affecting cleaning					
Windows in good condition (clear, sealed, operational, free of damage)					
Grounds free of litter and debris					
Outdoor areas around main entrances free of excessive soil to minimize tracking					

Notes on Area: _____

Notes on Area: _____

Notes on Area: _____

Notes on Area: _____

Notes on Area: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section B: Basements and Crawl Spaces



School Building: _____

Date: _____ Page _____ of _____ Pages

Okay = 1 Needs Some Attention = 2 Needs Immediate Attention = 3	Area Name/ #	Area Name/ #	Area Name/ #	Area Name/ #	Area Name/ #
Survey Item					
No evidence of moisture or standing water					
No evidence of mold, mildew or other biocontamination					
Drains and sumps free of obstructions and odors					
No evidence of high levels of dust or debris					
No evidence of insects, rodents or other pests					
No evidence of dirty or ineffective air filters, pumps, back draft dampers or fans					
No noticeable odors					
No evidence of cracks in flooring or foundation					

Notes on Area: _____

Notes on Area: _____

Notes on Area: _____

Notes on Area: _____

Notes on Area: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section C: Garage/Loading Docks/Shop Areas



School Building: _____
Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Area Name/ #	Area Name/ #	Area Name/ #	Area Name/ #	Area Name/ #
Survey Item					
No evidence of excessive dust, trash and debris					
Materials (e.g. paints, chemicals, fuels) are organized in area with adequate ventilation (e.g. direct exhaust)					
Floors are dry and free of visible debris or soil, with floor matting systems in working order					
Vehicular exhaust is NOT impacting fresh air intakes					
Dumpster areas are dry, free of visible debris and soil					
Dumpsters covered, dry and free of visible debris and soil					
No evidence of insects, rodents or other pests					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Ceilings are dry, in good condition and free of visible soil, dust or stains					

Notes on Area: _____

Notes on Area: _____

Notes on Area: _____

Notes on Area: _____

Notes on Area: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section D: Entrances and Lobbies



Advancing Clean.
Driving Innovation.

School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Entrance # _____	Entrance # _____	Entrance # _____	Entrance # _____	Entrance # _____
Survey Item					
Entrance mats and floor grills are free of visible soil and debris, in good condition, and cover enough area to be effective					
Waste receptacles in good condition, empty and free of any visible soil					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Glass doors, decorative surfaces, ledges, trim, mirrors and bright work are in good condition and free of visible soil and residue					
Windows (and coverings) in good condition, free of any visible soil, dust, residue or stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					

Notes on Entrance: _____

Notes on Entrance: _____

Notes on Entrance: _____

Notes on Entrance: _____

Notes on Area: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section E: Stairwells and Elevators



School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Stair/ Elevator Location #	Stair/ Elevator Location #	Stair/ Elevator Location #	Stair/ Elevator Location #	Stair/ Elevator Location #
Survey Item	_____	_____	_____	_____	_____
Floors, ceilings, walls, lights and elevator tracks are dry, in good condition and free of visible debris, soil, dust, residue and stains					
Bright work, hand rails and control consoles are in good condition and free of any visible soils or residue					
Steps and landings are free of visible soil and debris					
Floors, ceilings, walls, lights and elevator tracks are dry, in good condition and free of visible debris, soil, dust, residue and stains					
Bright work, hand rails and control consoles are in good condition and free of any visible soils or residue					
Steps and landings are free of visible soil and debris					
Floors, ceilings, walls, lights and elevator tracks are dry, in good condition and free of visible debris, soil, dust, residue and stains					
Bright work, hand rails and control consoles are in good condition and free of any visible soils or residue					
Steps and landings are free of visible soil and debris					

Notes on Stairwell/Elevator: _____

Notes on Stairwell/Elevator: _____

Notes on Stairwell/Elevator: _____

Notes on Stairwell/Elevator: _____

Notes on Area: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section F: Offices (Including Nurse, Lounge, Mail and Copy Rooms)



School Building: _____
Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Office Name/ #	Office Name/ #	Office Name/ #	Office Name/ #	Office Name/ #
Survey Item					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Partitions (especially if fabric covered) are free of visible dust and stains					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Staff desks, mouse/keyboards and telephone free of visible soil, dust, debris and residue					
Waste receptacles in good condition, empty and free of any visible soil					
Plants exhibit no evidence of insect infestation, and surfaces under plants are dry and free of visible soil					
No evidence of mold, mildew or other biocontamination					
No evidence of insects, rodents or other pests					
Self contained heating/cooling units are in working order and free of visible dust, residue, mold, mildew and other biocontamination					
Mail, computer and copy equipment free of visible dust and debris					
Air vents operating correctly and free of visible soil and dust					
Windows (and coverings) in good condition, free of any visible soil, dust, residue or stains					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Soap, towel and tissue dispensers and hand dryers are operating properly and free of visible soil and residue					
<i>Number of desks / tables / cabinets</i>					

Notes on Office Name/# : _____

Notes on Office Name/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS



Advancing Clean.
Driving Innovation.

Section G: Classrooms (Including Music, Shop, Art, Science, etc.)

School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Room # _____	Room # _____	Room # _____	Room # _____	Room # _____
Survey Item					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Student desks, chairs and tables are dry, in good conditions and free of visible soil, residue and markings					
Teacher's desk, keyboard/mouse and telephone free of visible soil, dust, debris and residue					
Partitions (especially if fabric covered) are free of visible dust and stains					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Air vents/filters in good condition and free of dust and obstructions					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
White boards and chalk board free of markings and dust					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Windows (and coverings) in good condition, free of any visible soil, dust, residue or stains					
Waste receptacles in good condition, empty and free of any visible soil					
Plants exhibit no evidence of mold or insect infestation, and surfaces under plants are dry and free of soil					
No evidence of mold, mildew or other biocontamination					
No evidence of insects, rodents or other pests					
Self contained heating/cooling units are in working order and free of visible dust, residue, mold, mildew and other biocontamination					
Animal habitats (if present) are secure, free of odors, and free of visible wastes					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Soap, towel and tissue dispensers and hand dryers are operating properly and free of visible soil and residue					
<i>Number of student desks (or seats):</i>					
<i>Number of tables/counters:</i>					

Make notes for each Classroom on the back of this sheet.

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section H: Restrooms



School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	RR Loc	RR Loc	RR Loc	RR Loc	RR Loc
	# M W	# M W	# M W	# M W	# M W
Survey Item					
Countertops, basins, toilets and urinals are free of visible soil and stains					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Water faucets, toilets and urinals are operating properly					
Mirrors free of visible soil and residue, as well as marks, scratches, chips, etc.					
No noticeable odors					
No evidence of mold, mildew or other biocontamination					
Soap, towel and tissue dispensers and hand dryers are operating properly and free of visible soil and residue					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Vents are operating properly and free of visible soil and dust					
Stall doors and latches in good working order and free of visible soil and residue					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Waste receptacles in good condition, empty and free of any visible soil					
Floor drains free of obstructions and odors					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Walls/corners/tile in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Soap, towel and tissue dispensers and hand dryers are operating properly and free of visible soil and residue					
<i>Number of stalls</i>					
<i>Number of urinals</i>					
<i>Number of stalls</i>					

Notes on Restroom: _____

Notes on Restroom: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section I: Locker Rooms and Showers



School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Lck/Shw # M W	Lck/Shw # M W	Lck/Shw # M W	Lck/Shw # M W	Lck/Shw # M W
Survey Item					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Walls/corners/tile in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Benches are dry and free of visible soil and residue					
Floor drains free of obstructions and odors					
Soap dispensers are filled, working properly and free of any visible soil or residue					
No evidence of mold, mildew or other biocontamination					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
No noticeable odors					
Shower heads, faucets and handles are in good working order and free of visible soil and residue					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Ceilings are dry, in good condition and free of visible soil, dust or stains					

Notes on Locker/Shower: _____

Notes on Locker/Shower: _____

Notes on Locker/Shower: _____

Notes on Locker/Shower: _____

Notes on Locker/Shower: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section J: *Gymnasiums and Equipment Rooms*



School Building: _____
Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Gym/ Room/ Name/ #	Gym/ Room/ Name/ #	Gym/ Room/ Name/ #	Gym/ Room/ Name/ #	Gym/ Room/ Name/ #
Survey Item					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
No evidence of mold, mildew or other biocontamination					
No noticeable odors					
Bleachers are free of debris and spill residue					
Wrestling mats are dry and free of visible soil and residue					
Apparatus, work-out and weight training equipment are dry and free of visible soil and residue					
Balls, toys, etc., are stored appropriately and are free of visible soil and residue					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Waste receptacles in good condition, empty and free of any visible soil					
Walls/corners/tile in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
<i>Number of floor mats</i>					
<i>Number of exercise machines, weight benches, etc</i>					

Notes on Gym/Room: _____

Notes on Gym/Room: _____

Notes on Gym/Room: _____

Notes on Gym/Room: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section K: Swimming Pools



School Building: _____
 Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Pool Name/ # _____	Pool Name/ # _____	Pool Name/ # _____	Pool Name/ # _____	Pool Name/ # _____
Survey Item					
Chemicals are stored properly and vented directly outdoors					
Waste receptacles in good condition, empty and free of any visible soil					
No evidence of mold, mildew or other biocontamination					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Walls/corners/tile in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Pool testing and inspection record up-to-date and submitted to proper authorities					
Spectator areas dry and free of debris and soil					

Notes on Pool: _____

 Notes on Pool: _____

 Notes on Pool: _____

 Notes on Pool: _____

 Notes on Pool: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section L: Food Preparation and Dining Areas



School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____
Survey Item					
Floors dry, in good condition and free of visible food scraps, debris, soil, dust, residue and stains					
Kitchen floor mats are dry, free of food scraps/debris and in good condition					
Floor drains free of obstructions and odors					
Air vents are operating properly and free of visible soil and dust					
All surfaces that come in contact with food are free of food scraps, debris and stains					
Dining table and chair tops and undersides are in good condition and free of visible soil, residue and stains					
Appliances and cooking equipment are free of soil and residue					
Cooking and eating utensils are clean, dry and properly stored					
All food and beverages are properly stored					
Waste receptacles in good condition, covered, empty and free of any visible soil					
No evidence of insects or rodents					
No evidence of mold, mildew or other biocontamination					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Windows (and coverings) in good condition, free of any visible soil, dust, residue or stains					
Walls/corners/tile in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Grease traps are clean and free of obstructions and odor					
Grease trap chemical dispensers are working properly					
<i>Number of cafeteria tables:</i>					
Soap, towel and tissue dispensers and hand dryers are operating properly and free of visible soil and residue					

Make notes for each Food Preparation/Dining Area on the back of this sheet.

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section M: Custodial Closets & Storage



School Building: _____
Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Closet/ Room Name/ #	Closet/ Room Name/ #	Closet/ Room Name/ #	Closet/ Room Name/ #	Closet/ Room Name/ #
Survey Item					
Area is neatly organized and free of visible debris and soil					
Stored equipment is empty, free of visible soil and residue and, if charging, vented properly					
Equipment cords, extensions and battery chargers in good repair					
MSDS sheets and DOT Hazard placards are up-to-date and posted					
Eye-wash stations accessible, in working order and with current refills					
Mops and cloths in good condition and hung to dry					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Drains and sinks free of visible soil, obstructions and odors					
Exhaust fans/vents are working properly and free of visible soil and obstructions					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Waste receptacles in good condition, empty and free of any visible soil					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Walls/corners/tile in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Chemicals clearly labeled and safely stored.					
Chemical dilution control system in place and in good working order					

Notes on Closet/Room/# : _____

 Notes on Closet/Room/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section N: Mechanical Rooms and Attics



School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Room/ Area Name/ #	Room/ Area Name/ #	Room/ Area Name/ #	Room/ Area Name/ #	Room/ Area Name/ #
Survey Item					
Waste receptacles in good condition, empty and free of any visible soil					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
No evidence of birds, rodents, insects, mold, mildew or other biocontamination					
Screens and barriers are in place to prevent pest entry					
Outdoor air intakes are clean and away from sources of contamination (vehicle exhaust, smoke stacks, etc.)					
Air handlers, filters and related equipment are free of dust and obstructions					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					

Notes on Room/Area/# : _____

Notes on Room/Area/# : _____

Notes on Room/Area/# : _____

Notes on Room/Area/# : _____

Notes on Room/Area/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section O: Auditoriums and Theaters



School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Room Name/ # _____	Room Name/ # _____	Room Name/ # _____	Room Name/ # _____	Room Name/ # _____
Survey Item					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Seats free of debris (top and bottom)					
Doors handles, push plates and bright work free of dust and soil					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Waste receptacles in good condition, empty and free of any visible soil					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					

Notes on Room Name/# : _____

Notes on Room Name/# : _____

Notes on Room Name/# : _____

Notes on Room Name/# : _____

Notes on Room Name/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section P: Maintenance Programs and SOPs



School Building: _____
 Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	In Place?
Survey Item	
Integrated Pest Management program in place	
HVAC, elevator, pool and other systems inspection and maintenance records present and up-to-date	
Cleaning procedures and SOPs in place	
Hand hygiene program in place	
Infection control program in place	
Pandemic/outbreak plan in place	
Recycling and waste reduction plan in place	
MSDS sheets and DOT Hazard placards are up-to-date and posted	
Custodial staff training program in place	

Notes on Programs/SOPs: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section Q: Hallways and Commons (including drinking fountains and lockers)



School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Hall/ Com Name/ #	Hall/ Com Name/ #	Hall/ Com Name/ #	Hall/ Com Name/ #	Hall/ Com Name/ #
Survey Item					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Drinking fountains clean and in good working condition					
Student lockers clean and in good working condition					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Waste receptacles in good condition, empty and free of any visible soil					
Windows (and coverings) in good condition, free of any visible soil, dust, residue or stains					
Exit signs free of dust, visible and operational					

Notes on Hallway/Commons Name/# : _____

Notes on Hallway/Commons Name/# : _____

Notes on Hallway/Commons Name/# : _____

Notes on Hallway/Commons Name/# : _____

Notes on Hallway/Commons Name/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section R: Media Centers (including library and computer lab)



Advancing Clean.
Driving Innovation.

School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Room Name/ # _____	Room Name/ # _____	Room Name/ # _____	Room Name/ # _____	Room Name/ # _____
Survey Item					
Tables and chairs (top and underside) in good condition and free of dust, debris and stains					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Computer and study carrels (desk and walls) free of visible debris, dust and stains					
Staff desks and keyboard/mouse free of dust and debris					
Stacks free of dust and debris					
Light fixtures in good condition and free of visible soil, dust or cobwebs					
Windows (and coverings) in good condition, free of any visible soil, dust, residue or stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Waste receptacles in good condition, empty and free of any visible soil					
Ceilings are dry, in good condition and free of visible soil, dust or stains					
Walls/corners in good condition, dry and free of visible soil, dusts, markings, cobwebs or stains					

Notes on Room Name/# : _____

Notes on Room Name/# : _____

Notes on Room Name/# : _____

Notes on Room Name/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS



Advancing Clean.
Driving Innovation.

Section S: Other Area 1: _____

School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____
Survey Item - add as needed					

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section S: Other Area 2: _____



School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____
Survey Item - add as needed					

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____



Advancing Clean.
Driving Innovation.

A decorative graphic consisting of a horizontal line and a vertical line intersecting at their midpoints, forming a crosshair shape, is located to the left of the title.

ISSA CLEAN STANDARD

Appendix B: Building Audit Short Form

issa.com

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS



Appendix B: Building Audit - Short Form

Building Name & Location: _____

Investigators: *Primary*: _____

Others Involved: _____

Date: _____

Size of Building: _____ sq. ft. Number of Floors: _____ Grades: _____

Number of Occupants: _____ Teachers: _____ Other Staff: _____

Number of Areas Needing Immediate Attention

A: Entrances/Lobbies/Halls # : _____ Follow-up dates/initials: _____ / _____	B: Stairwells # : _____ Follow-up dates/initials: _____ / _____	C: Offices # : _____ Follow-up dates/initials: _____ / _____	D: Classrooms # : _____ Follow-up dates/initials: _____ / _____
E: Restrooms # : _____ Follow-up dates/initials: _____ / _____	F: Gyms/Equipment Rooms # : _____ Follow-up dates/initials: _____ / _____	G: Food Prep/Dining # : _____ Follow-up dates/initials: _____ / _____	H: Media Centers # : _____ Follow-up dates/initials: _____ / _____
I2: Other 1 # : _____ Follow-up dates/initials: _____ / _____	I2: Other 2 # : _____ Follow-up dates/initials: _____ / _____	I3: Other 3 # : _____ Follow-up dates/initials: _____ / _____	I4: Other 4 # : _____ Follow-up dates/initials: _____ / _____
TOTAL NUMBER OF AREAS NEEDING IMMEDIATE ATTENTION:			

Other Notes: _____

Adapted from:

Housekeeping Survey Form - The Ashkin Group School General Checklist - Shaughnessy, et.al., University of Tulsa Indoor Air Quality Program

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ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section A: Entrances, Lobbies, Halls and Commons



School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Entrance # _____	Entrance # _____	Entrance # _____	Entrance # _____	Entrance # _____
Survey Item					
Entrance mats and floor grills are free of visible soil and debris, in good condition, and cover enough area to be effective					
Waste receptacles in good condition, empty and free of any visible soil					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Drinking fountains clean and in good working condition					
Glass doors, decorative surfaces, ledges, trim, mirrors and bright work are in good condition and free of visible soil and residue					
Student lockers clean and in good working condition					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Ceilings/light fixtures/walls/window/window coverings are dry, in good condition and free of visible soil, dust or stains					
Exit signs free of dust, visible and operational					

Notes on Entrance: _____

Notes on Entrance: _____

Notes on Entrance: _____

Notes on Entrance: _____

Notes on Area: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section B: Stairwells



School Building: _____
Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Stair/ Elevator Location #	Stair/ Elevator Location #	Stair/ Elevator Location #	Stair/ Elevator Location #	Stair/ Elevator Location #
Survey Item					
Floors/ceilings/windows/ walls/lights are dry, in good condition and free of visible debris, soil, dust, residue and stains					
Bright work, hand rails and control consoles are in good condition and free of any visible soils or residue					
Steps and landings are free of visible soil and debris					
Floors/ceilings/windows/ walls/lights are dry, in good condition and free of visible debris, soil, dust, residue and stains					
Bright work, hand rails and control consoles are in good condition and free of any visible soils or residue					
Steps and landings are free of visible soil and debris					
Floors/ceilings/windows/ walls/lights are dry, in good condition and free of visible debris, soil, dust, residue and stains					
Bright work, hand rails and control consoles are in good condition and free of any visible soils or residue					
Steps and landings are free of visible soil and debris					

Notes on Stairwell/Elevator: _____

Notes on Stairwell/Elevator: _____

Notes on Stairwell/Elevator: _____

Notes on Stairwell/Elevator: _____

Notes on Area: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section C: Offices (Including Nurse, Lounge, Mail and Copy Rooms)



Advancing Clean.
Driving Innovation.

School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Office Name/ # _____	Office Name/ # _____	Office Name/ # _____	Office Name/ # _____	Office Name/ # _____
Survey Item					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Ceilings/light fixtures/walls/window/window coverings are dry, in good condition and free of visible soil, dust or stains					
Partitions (especially if fabric covered) are free of visible dust and stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Staff desks, mouse/keyboards and telephone free of visible soil, dust, debris and residue					
Waste receptacles in good condition, empty and free of any visible soil					
Plants exhibit no evidence of insect infestation, and surfaces under plants are dry and free of visible soil					
No evidence of mold, mildew or other biocontamination					
No evidence of insects, rodents or other pests					
Self contained heating/cooling units are in working order and free of visible dust, residue, mold, mildew and other biocontamination					
Mail, computer and copy equipment free of visible dust and debris					
Air vents operating correctly and free of visible soil and dust					
<i>Number of desks / tables / cabinets</i>					

Notes on Office Name/# : _____

Notes on Office Name/# : _____

Notes on Office Name/# : _____

Notes on Office Name/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section D: Classrooms (Including Music, Shop, Art, Science, etc.)



Advancing Clean.
Driving Innovation.

School Building: _____
Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Room #	Room #	Room #	Room #	Room #
Survey Item					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Student desks, chairs and tables are dry, in good conditions and free of visible soil, residue and markings					
Teacher's desk, keyboard/mouse and telephone free of visible soil, dust, debris and residue					
Partitions (especially if fabric covered) are free of visible dust and stains					
Ceilings/light fixtures/walls/window/window coverings are dry, in good condition and free of visible soil, dust or stains					
Air vents/filters in good condition and free of dust and obstructions					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
White boards and chalk board free of markings and dust					
Waste receptacles in good condition, empty and free of any visible soil					
Plants exhibit no evidence of mold or insect infestation, and surfaces under plants are dry and free of soil					
No evidence of mold, mildew or other biocontamination					
No evidence of insects, rodents or other pests					
Self contained heating/cooling units are in working order and free of visible dust, residue, mold, mildew and other biocontamination					
Animal habitats (if present) are secure, free of odors, and free of visible wastes					
Food (if present) is in designated containers in storage areas					
Number of student desks (or seats):					
Number of tables/counters:					

Notes on Classroom : _____

Notes on Classroom : _____

Notes on Classroom : _____

Make notes for each Classroom on the back of this sheet.

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section E: Restrooms (Including locker rooms, showers)



Advancing Clean.
Driving Innovation.

School Building: _____

Date: _____ Page _____ of _____ Pages

Okay = 1 Needs Some Attention = 2 Needs Immediate Attention = 3	RR Loc #		RR Loc #		RR Loc #		RR Loc #		RR Loc #	
	M	W	M	W	M	W	M	W	M	W
Survey Item										
Countertops, basins, toilets and urinals are free of visible soil and stains										
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains										
Water faucets, toilets and urinals are operating properly										
Mirrors free of visible soil and residue, as well as marks, scratches, chips, etc.										
No noticeable odors										
No evidence of mold, mildew or other biocontamination										
Soap, towel and tissue dispensers and hand dryers are operating properly and free of visible soil and residue										
Vents are operating properly and free of visible soil and dust										
Stall doors and latches in good working order and free of visible soil and residue										
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue										
Waste receptacles in good condition, empty and free of any visible soil										
Floor drains free of obstructions and odors										
Ceilings/light fixtures/walls/window/window coverings dry, in good condition and free of visible soil, dust or stains										
<i>Number of stalls</i>										
<i>Number of urinals</i>										
<i>Number of stalls</i>										

Notes on Restroom: _____

Notes on Restroom: _____

Notes on Restroom: _____

Make notes for each Restroom Area on the back of this sheet.

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section F: Gymnasiums and Equipment Rooms



School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Gym/ Room/ Name/ #	Gym/ Room/ Name/ #	Gym/ Room/ Name/ #	Gym/ Room/ Name/ #	Gym/ Room/ Name/ #
Survey Item					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
No evidence of mold, mildew or other biocontamination					
No noticeable odors					
Bleachers are free of debris and spill residue					
Wrestling mats are dry and free of visible soil and residue					
Apparatus, work-out and weight training equipment are dry and free of visible soil and residue					
Balls, toys, etc., are stored appropriately and are free of visible soil and residue					
Ceilings/light fixtures/walls/window/window coverings are dry, in good condition and free of visible soil, dust or stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Waste receptacles in good condition, empty and free of any visible soil					
<i>Number of floor mats</i>					
<i>Number of exercise machines, weight benches, etc</i>					

Notes on Gym/Room: _____

Notes on Gym/Room: _____

Notes on Gym/Room: _____

Notes on Gym/Room: _____

Notes on Gym/Room: _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section G: Food Preparation and Dining Areas



School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____	Prep/ Dine Name/ # _____
Survey Item					
Floors dry, in good condition and free of visible food scraps, debris, soil, dust, residue and stains					
Kitchen floor mats are dry, free of food scraps/debris and in good condition					
Floor drains free of obstructions and odors					
Air vents are operating properly and free of visible soil and dust					
All surfaces that come in contact with food are free of food scraps, debris and stains					
Dining table and chair tops and undersides are in good condition and free of visible soil, residue and stains					
Appliances and cooking equipment are free of soil and residue					
Cooking and eating utensils are clean, dry and properly stored					
All food and beverages are properly stored					
Waste receptacles in good condition, covered, empty and free of any visible soil					
No evidence of insects or rodents					
No evidence of mold, mildew or other biocontamination					
Ceilings/light fixtures/walls/window/window coverings are dry, in good condition and free of visible soil, dust or stains					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
<i>Number of cafeteria tables:</i>					
Soap, towel and tissue dispensers and hand dryers are operating properly and free of visible soil and residue					

Notes on Food Prep/Dining Area: _____

Notes on Food Prep/Dining Area: _____

Notes on Food Prep/Dining Area: _____

Notes on Food Prep/Dining Area: _____

Make notes for each Food Preparation/Dining Area on the back of this sheet.

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section H: Media Centers (including library and computer lab)



Advancing Clean.
Driving Innovation.

School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Room Name/ # _____	Room Name/ # _____	Room Name/ # _____	Room Name/ # _____	Room Name/ # _____
Survey Item					
Tables and chairs (top and underside) in good condition and free of dust, debris and stains					
Floors dry, in good condition and free of visible debris, soil, dust, residue and stains					
Computer and study carrels (desk and walls) free of visible debris, dust and stains					
Staff desks and keyboard/mouse free of dust and debris					
Stacks free of dust and debris					
Door knobs, push plates, crash bars and light switches in good condition and free of visible soil or residue					
Waste receptacles in good condition, empty and free of any visible soil					
Ceilings/light fixtures/walls/window/window coverings are dry, in good condition and free of visible soil, dust or stains					

Notes on Room Name/# : _____

Notes on Room Name/# : _____

Notes on Room Name/# : _____

Notes on Room Name/# : _____

Notes on Room Name/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section I: Other Area 1: _____



School Building: _____
 Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____
Survey Item - add as needed					

Notes on Area/# : _____

 Notes on Area/# : _____

 Notes on Area/# : _____

 Notes on Area/# : _____

 Notes on Area/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section 12: Other Area 2: _____



Advancing Clean.
Driving Innovation.

School Building: _____

Date: _____ Page _____ of _____ Pages

Okay = 1 Needs Some Attention = 2 Needs Immediate Attention = 3	Area Name/ #	Area Name/ #	Area Name/ #	Area Name/ #	Area Name/ #
Survey Item - add as needed					

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section 13: Other Area 3: _____



School Building: _____
 Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Area Name/ #	Area Name/ #	Area Name/ #	Area Name/ #	Area Name/ #
Survey Item - add as needed					

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS



Advancing Clean.
Driving Innovation.

Section 14: Other Area 4: _____

School Building: _____

Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____
Survey Item - add as needed					

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

Notes on Area/# : _____

ISSA CLEAN STANDARD: MEASURING THE CLEANLINESS OF K-12 SCHOOLS

Section I: Other Area 2: _____



School Building: _____
 Date: _____ Page _____ of _____ Pages

<i>Okay = 1</i> <i>Needs Some Attention = 2</i> <i>Needs Immediate Attention = 3</i>	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____	Area Name/ # _____
Survey Item - add as needed					

Notes on Area/# : _____

 Notes on Area/# : _____

 Notes on Area/# : _____

 Notes on Area/# : _____

 Notes on Area/# : _____

