

FACILITIES MANAGEMENT DEPARTMENT (FMD) CUSTODIAL SERVICES CLEANING PROCEDURES

EFFECTIVE AND ENHANCED CLEANING AND DISINFECTING STRATEGY

FMD Custodial Services wants to assure our faculty, staff, and students that we are cleaning and disinfecting all public spaces, restrooms, locker rooms, general purpose classrooms, laboratories, and offices. The disinfectants we use are EPA registered.

Together, we can protect ourselves and others by following healthy living habits.

I. Introduction

FMD Custodial Services provides effective cleaning services for all academic, administrative, and public spaces in assigned buildings, at the Modesto Maidique, Biscayne Bay, and Engineering campuses, as well as the Wolfsonian Museum. (Custodial services for the Graham Center, the Wolfe University Center, the Wellness and Recreation Centers and Student Housing are overseen by Student Affairs. Parking and Transportation oversees parking lots and parking areas within the garages).

Our mission is to provide a safe and healthy environment by utilizing EPA-approved disinfectants that are effective and follow the standards and guidelines developed by:

- The Center for Disease Control (CDC)
- The Environmental Protection Agency (EPA)
- APPA, an organization of educational facilities professionals
- ISSA, the leading trade association for the cleaning industry

This document explains what we do to ensure the health and safety of our employees and the university community; the equipment and chemicals we use; our processes; and provide links and useful resources to better understand our processes.

II. Protecting Ourselves and Others

The best defense against air-borne and infectious disease is to avoid being exposed. By following the CDC guidelines below you are protecting yourself and others:

- Frequent hand washing/hand sanitizing. All FIU restrooms are supplied with quality soap products that remove over 99% dirt and germs. In addition, hand sanitizer stations are installed throughout the buildings in all 1st floor entrances and 1st floor elevators.
- Wear proper PPE. To protect our employees and our customers, the Facilities Management Department has available all necessary PPE for Custodial Services team, this includes face coverings, face shields, goggles, gloves, boots, etc.
- Clean and disinfect frequently touched surfaces.

III. Protecting our Custodial Team

Protecting our custodial team means we are also protecting our customers and the University community.

Our team members are offered:

- All the necessary PPE as recommended for specific work tasks.
- Required to attend annual safety trainings.

IV. Custodial Services Green Cleaning, Tools, Equipment, and Chemicals

Green Cleaning

Facilities Operations Custodial Services provides an integrated Green Cleaning program and is in full compliance with all LEED certification requirements and LEED rating system.

The green cleaning is accomplished by using Green Seal® certified commercial cleaning chemicals. Our green cleaning program is further enhanced by using only 100% recycled paper products in all restrooms. Most of the equipment we use in the custodial department (such as our HEPA certified vacuum cleaners) have green certifications related to filtration and/or water conservation. This is just a partial reflection of our green cleaning program.

Green cleaning, is cleaning using products and procedures that are safe for the environment and do not emit any pollutants when used correctly. Green cleaning is important not only for the environment and our planet, but for the health of the general public and our staff. Why does this matter? Toxic chemicals have been shown to alter hormones and causes issues such as cancers, neurological disorders, weakening of the immune system, learning disabilities, allergies, infertility and more. By using green products that are free of synthetic fragrances, we can reduce allergies in the workplace, not to mention the potential risks of cancer, neurological disorders and more.

- Custodial staff have over 300 items, which is a combination of tools, equipment, supplies and chemicals available to them to tackle the various tasks they come across.

V. Areas of Service, Frequency, and Processes

FIU FACILITIES CUSTODIAL SERVICES
Routine and Specialty Cleaning Frequency Chart

| AREA TYPE | CLEANING TYPE | FREQUENCY OF CLEANING |
|---|---------------|-----------------------------------|
| Offices: | | |
| Trash removal | Routine | Twice weekly |
| Clean and disinfect all surfaces * | Routine | Every two or three weeks |
| Vacuum | Routine | Every two or three weeks |
| Dusting | Routine | Every two or three weeks |
| Clean interior windows | Routine | As needed |
| Spot removal of carpet stains | Routine | As needed |
| Dust blinds | Specialty | As needed |
| Carpet extraction | Specialty | Annually |
| Restore floors **** | Specialty | Annually |
| Shampoo fabric furniture*** | Specialty | Per request, subject to a charge |
| Restrooms / Lockers / Showers: | | |
| Clean and disinfect and/or enhanced high touch disinfecting: | | |
| Toilets | | |
| Urinal | | |
| Flushers | | |
| Sinks | | |
| Countertops | | |
| Faucets | | |
| Partitions | | |
| Mirrors | | |
| Dispensers | | |
| Doors, frames, door handles | | |
| Trash containers | | |
| Ceramic Walls | | |
| ADA stall handlebars | | |
| Door latches | | |
| Baby Changing Tables | | |
| Trash removal and re-stock of all supplies | Routine | Twice Daily |
| Dust AC Vents | Routine | As needed |
| Machine scrub floors**** | Specialty | As needed per floor specification |

FIU FACILITIES CUSTODIAL SERVICES
Routine and Specialty Cleaning Frequency Chart

| AREA TYPE | CLEANING TYPE | FREQUENCY OF CLEANING |
|---|---------------|----------------------------------|
| Classrooms / Labs / Auditoriums: | | |
| Clean writing boards | Routine | Daily |
| High touch disinfection | Routine | Daily |
| Arrange furniture in correct position | Routine | Daily |
| Trash removal | Routine | Daily |
| Dust mop or sweep floors | Routine | Daily |
| Vacuum/Dust mop/Damp mop floors | Routine | Weekly |
| Dust light fixtures (exterior of fixture only) | Routine | As needed |
| Clean trash receptacles | Routine | As needed |
| Clean interior windows | Routine | As needed |
| Spot removal of carpet stains | Routine | As needed |
| Carpet extraction | Routine | Quarterly |
| Remove chewing gum | Routine | Quarterly |
| Dust blinds | Specialty | As needed |
| Burnish/Polish floors | Specialty | Bi-annual |
| Strip and wax floors **** | Specialty | On request or Annually |
| Shampoo all fabric furniture *** | Specialty | Per request, subject to a charge |
| Public Areas (lobbies, entrances, hallways, elevators, etc.): | | |
| High touch disinfection: Doors, door frames, door handles Braille room number plaques ADA Buttons All furniture Front desk counter and window Telephones Windowsills Water fountains and buttons Elevator call buttons (inside and outside of elevator) Light switches Lobby trash receptacles | Routine | Daily |
| Vacuum floors (including mats)/dust mop floors/ machine scrub floors | Routine | Daily |
| Trash collection and removal of recyclable materials | Routine | Twice daily |
| Remove flyers / advertisements | Routine | As needed |
| Clean interior windows | Routine | As needed |
| Spot remove carpet stains | Routine | As needed |
| Burnish/Polish floors | Specialty | Weekly |
| Carpet extraction | Specialty | Annually |
| Strip and wax floors **** | Specialty | On request or Annually |

FIU FACILITIES CUSTODIAL SERVICES
Routine and Specialty Cleaning Frequency Chart

| AREA TYPE | CLEANING TYPE | FREQUENCY OF CLEANING |
|---|---------------|--------------------------|
| Kitchens / break rooms / lounge areas: | | |
| Trash Removal | Routine | Daily |
| Re-stock all supplies | Routine | Daily |
| High touch disinfecting | Routine | Daily |
| Spot clean all surfaces *, ** | Routine | As needed |
| Dust mop or sweep floors/Damp mop | Routine | As needed |
| Spot clean trash receptacles | Routine | As needed |
| Clean light fixtures (exterior of fixture only) | Specialty | As needed |
| Clean interior windows | Specialty | As needed |
| Dust blinds | Specialty | As needed |
| Remove carpet stains | Specialty | As needed |
| Burnish/Polish floors | Specialty | On request or Annually |
| Carpet extraction | Specialty | On request or Annually |
| Strip and wax floors **** | Specialty | On request or Annually |
| Conference Rooms | | |
| Trash removal | Routine | Daily |
| Clean and disinfect all surfaces * | Routine | Weekly |
| Vacuum | Routine | Every two or three weeks |
| Clean/Polish all surfaces | Routine | Every two or three weeks |
| Carpet extraction | Specialty | On request or Annually |
| Strip and wax floors **** | Specialty | On request or Annually |
| Stairs / Landings: | | |
| Trash Removal | Routine | Daily |
| Disinfect stair rails | Routine | Daily |
| Dust mop or sweep stairs and landings | Routine | Weekly |
| Clean interior windows | Routine | As needed |
| Remove chewing gum | Routine | As needed |
| Clean light fixtures (exterior of fixture only) | Specialty | As needed |
| Remove cobwebs | Specialty | As needed |

Notes:

* *Custodial staff do not clean dishes, coffeemakers, toasters, water coolers, computers, keyboards, monitors, media equipment, books, personal memorabilia or items, and lockers, etc. Watering plants are the responsibility of the occupant / department.*

***Requests to clean microwaves, refrigerators, or lockers should be placed with Facilities Work Management and includes a charge.*

****Request to shampoo fabric furniture such as sofas, chairs, or cubicles should be placed with Facilities Work Management and includes a charge.*

*****Please allow two weeks advance notice for specialty cleaning.*

Disclaimer: *Task frequency for auxiliary may differ.*

VI. Working Together

Please assist us by reporting any deficiencies to Facilities - Work Management at **305-348-4600** or workmgmt@fiu.edu.

IX. FMD CUSTODIAL SERVICES – GLOSSARY OF TERMS

- **Clean (Clean = Germs are Removed)**

Cleaning removes germs, dirt, and impurities from surfaces and objects. Cleaning works by using detergent based chemicals and water to physically remove germs, dirt and impurities. Cleaning helps reduce the number of germs that can lead to infection; however, it does not necessarily kill any germs.

In the Facilities Custodial Services Department cleaning is accomplished by using a variety of supplies and tools with the use of Green Seal® certified commercial grade chemicals such as for example glass cleaner, all-purpose cleaner and neutral floor cleaner. Aside from cleaning surfaces other tasks included under this term are trash removal, floor cleaning, dusting, sweeping, and carpet vacuuming.

- **Sanitize (Sanitize = Germ Count is Lowered)**

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection. Sanitary surfaces can be created either by removing germs (cleaning) or killing germs (disinfecting). There are a few different methods used to achieve a sanitary surface but In the Facilities Custodial Services Department sanitizing is accomplished by applying a commercial grade product labeled as Sanitizer to objects and surfaces upon completion of a cleaning process and allowing it to sit for the appropriate dwell time (contact time) as indicated on the products label or product Technical Data Sheet. A dwell time, or contact time, is the amount of time the manufacturer has determined, through laboratory testing, that the disinfectant should remain wet on a surface. Sanitizing is usually mostly done in food service preparation areas such as for example at the Hospitality Management kitchens.

- **Disinfect (Disinfect = Germs are Killed)**

Disinfecting destroys or inhibits germs, bacteria and virus on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs, bacteria and virus on a surface after cleaning, it can further lower the risk of spreading infection. Disinfecting a surface means that chemicals are being used to kill germs.

In the Facilities Custodial Services Department disinfecting is accomplished by applying a commercial grade product labeled as EPA approved Disinfectant to objects and surfaces upon completion of a cleaning process and allowing it to sit for the appropriate dwell time (contact time) as indicated on the products label or product Technical Data Sheet. A dwell time, or contact time, is the amount of time the manufacturer has determined, through laboratory testing, that the disinfectant should remain wet on a surface.

- **Decontaminate (Decontaminate = Toxic Substances are Removed from both Air and Surfaces)**

Decontamination is the process of decreasing antimicrobial presence in an area or on a surface and refers specifically to a confirmed Hazardous Material (HAZMAT) contamination, where the purpose of decontamination is to make an area safe, by physically removing toxic substances.

In the Facilities and Management Department decontamination for purposes such as mold remediation, asbestos abatement are outsourced to qualified, licensed and certified vendors.

- **Green Cleaning (Green Cleaning = cleaning with the use of environmentally safe products)**

Green cleaning is cleaning using products and procedures that are safe for the environment and do not emit any pollutants when used. Green cleaning is important not only for the environment and our planet, but for the health of the general public. Why does this matter? Toxic chemicals have been shown to alter hormones and cause issues such as cancers, neurological disorders, weakening of the immune system, learning disabilities, allergies, infertility and more. By using green products that are free of synthetic fragrances, we can reduce allergies in the workplace, not to mention the potential risks of cancer, neurological disorders and more.

In the Facilities Custodial Services Department green cleaning is accomplished by using Green Seal® certified commercial cleaning chemicals such as for example our glass cleaner, all-purpose cleaner and neutral floor cleaners to name a few. Our green cleaning program is further enhanced by using only 100% recycled paper products in all restrooms, solar powered faucets, low-flow water saving urinals, and automatic flush valves. Most of the equipment we use in the custodial department (such as our HEPA certified vacuum cleaners) have green certifications related to filtration and/or water conservation. The above is just a partial reflection of our green cleaning program. The Facilities Custodial Green Cleaning program is in full compliance with all LEED certification requirements and LEED rating system.

- **Enhanced Cleaning (Enhanced Cleaning = Cleaning Targeted Areas More Frequently)**

Enhanced cleaning means performing a routine cleaning more frequently for a targeted area. This could be because a targeted area suddenly receives additional traffic, is extremely dirty or has an increased exposure to germs, bacteria and viruses. During an outbreak of infection or an unusual increase in the incidence of a particular organism, enhanced routine cleaning is recommended.

In the Facilities Custodial Services Department enhanced cleaning is accomplished by increasing the cleaning frequency of the targeted areas. If the purpose of the enhanced cleaning is to aid in an outbreak of infection this enhanced cleaning would include disinfecting the targeted areas upon completion of cleaning as well.

- **Routine Cleaning (Routine Cleaning = Cleaning an area at Specific Intervals)**

Routine cleaning is the practice of cleaning areas on a regular basis with specific intervals. In other words, the same cleaning tasks are performed on a predetermined frequency in a predetermined area.

In the Facilities Custodial Services Department routine cleaning is accomplished by creating task frequency charts for all the areas we service. Each area (offices, restrooms, classrooms, labs, public areas, athletic facilities, stairways, elevators, etc.) has its own set of tasks and the frequency in which it must be performed. Each task also has its own set of procedures, tools and chemicals needed to complete the task. Frequency is determined by following industry standards for maintaining specific areas and could occur multiple times per day, daily, every other day, weekly, bi-weekly, monthly etc. based upon recommended standards and available labor force.

- **Deep Cleaning (Deep Cleaning = Special Cleaning Treatment for a Specific Surface)**

Deep cleaning is not a scientific concept and likely means something different to individual businesses or consumers.

In the Facilities Custodial Services Department this term is often used to describe a specific or specialty cleaning task that is only performed quarterly, semi-annually or annually and performed by custodial workers that are specifically trained for those tasks. For example, deep cleaning carpet would refer to the process of performing carpet extraction; deep cleaning a floor would refer to the process of stripping and waxing a floor; deep cleaning marble or terrazzo would refer to polishing that surface using a diamond pad; deep cleaning of fabric furniture would refer to using specialized upholstery cleaning equipment, etc.

- **Detail Cleaning (Detail Cleaning = Cleaning all Surfaces in a Specific Area)**

Detail Cleaning refers to the process of cleaning all surfaces in a specific area.

In the Facilities Custodial Services Department detail cleaning is often driven by a specific customer request based upon a specific occurrence and is performed on a one-time basis as requested. Example of a detail cleaning would be preparation of an office for a new occupant where we detail clean the furniture inside and out, wipe down all walls, clean the blinds and vacuum and shampoo the carpet. Another example would be to detail cleaning an area for construction dust clean-up after a renovation project.