

Messiah College

Campus Events Expectations of Clean Policy and Procedure

Policy: Campus Event personnel will conduct their cleaning duties to the expectations outlined in this document. Campus Events Staff will review and sign policy each year during their annual appraisal.

Objectives: These expectations are designed to provide individuals on campus with a clean, attractive and healthy environment.

Procedure:

Step Action

1) Paper Supply Filling

- a) Toilet Paper should have a partial roll and a full roll loaded in the dispenser.
- b) The Paper Towel dispenser should be loaded with a full roll or enough paper towels to last until the next scheduled cleaning.
- c) Fill Sanibags and feminine product dispensers where applicable.
- d) The exterior of the Paper Towel, Toilet Paper, Sanibag and feminine product dispensers should be clean and disinfected.

2) Soap Dispenser

- a) Soap Dispenser should be filled between $\frac{3}{4}$ and 100% full.
- b) The outside of the dispenser should be clear of soap residue.
- c) The cap or lid should be tightly secure.
- d) The area below the dispenser (wall, counter or floor) should be wiped clean of soap residue.

3) Trash Can/Receptacles

- a) Trash Emptied.
- b) Receptacle should be holding a clean bag with a small knot as needed to hold the bag snugly around the top of the receptacle.
- c) The exterior of the receptacle and the can top must be free of soil, streaking and dust. The can and top should be wiped each time it is emptied.
- d) The wall around the trash receptacle must be free of soil, streaking and dust.
- e) The receptacle must be set neatly in place.
- f) No foul odors should be in the area around the receptacle.

- 4) Dusting
 - a) Horizontal surfaces free of dust and debris.
 - b) No visible cobwebs or dust around the ceiling, walls, doors or windows.
 - c) Walls should be dusted at least once a month
 - d) Diffusers, vents and the ceilings/walls that surround them
 - i) Diffusers and vents should be dusted or vacuumed monthly
 - ii) If they are found to have greasy dirt on them then they must be wet wiped
 - iii) No dust should be visible on ceilings and walls surrounding vents or diffusers.
We recommend that these areas are dusted/vacuumed weekly in easy to reach spaces and monthly in hard to reach areas (Dining Services areas).
 - iv) **Note:** The Board of Health requires clean vents and diffusers in Dining Services areas
- 5) Window & Mirrors
 - a) All glass surfaces should be free of dirt, smudges, finger prints, stickiness, streaks or any film from your cleaning solution.
 - b) Window edges, sills and frames should be free of dirt, dust and other build up.
 - c) All signs should be removed from windows and mirrors unless they are emergency related.
- 6) Sinks
 - a) All surfaces (including the sides) clean and free of debris, streaks or staining.
 - b) All cleaner should be rinsed or removed.
 - c) All surfaces sprayed with disinfectant and allowed to stand for 10 minutes.
 - d) All plumbing under sink free of dust.
 - e) Chrome shiny.
 - f) Wall around sink free of spots.
- 7) Toilets and Urinals.
 - a) All surfaces (including under the rim, under the front and around both the base and the back) should be clean and free of debris, streaks or staining.
 - b) Chrome shiny.
 - c) All surfaces sprayed with disinfectant and allowed to stand for 10 minutes.
 - d) Wall around Toilets and Urinals to be wiped and disinfected daily.
 - e) The water in the toilet should be clear with no residual toilet bowl cleaner.
- 8) Dividers
 - a) Spot, dust and streak free.
 - b) Tops have not more than a week's worth of dust.
 - c) Area near the toilet wiped and disinfected daily.
 - d) Doors and handles should be spot and build up free.
 - e) The inside and outside of the door should be free of dirty hand prints.
- 9) Shower Rooms (all items below should be disinfected)
 - a) Walls/Dividers free of soap scum build up, streaks, water stains, cleaning product residue.
 - b) Fixtures shiny and clean.
 - c) Floors (tile and grout) free of soap scum build up, streaks, water stains, cleaning

product residue, no standing water.

- d) Drains free of debris and hair.
- e) Corners/Caulking free of mildew, soap scum build, cleaning product residue.
- f) Shower Curtains free of mildew, soap scum build, cleaning product residue, tears, hooked on hooks and pulled shut.
- g) Shelves wiped clean (if clear of student items).
- h) Handicapped Equipment free of mildew, soap scum build, cleaning product residue.

10) Floors (Dust Mopped or swept)

- a) Floors should be free of dirt, dust, gum and debris.
- b) Corners, behind doors and baseboards should be free of dirt, dust and debris.

11) Floors (Wet Mopped)

- a) Floors should be free of dirt, dust, streaks and debris.
- b) Corners and baseboards should be free of dirt, dust and debris.
- c) No visible runs, traffic marks or drips.
- d) No visible cloudiness (from using water that is too dirty).
- e) Bathroom floors should be mopped daily.

12) Floors (Scrubbed)

- a) When a floor scrubber is available, the floors should be scrubbed once daily.
- b) No streaks from leaving puddles from the scrubber.
- c) No "skips".
- d) Solution is mopped from edge areas where corners and baseboards should be free of dirt, dust and debris.

13) Stairwells

- a) Stairs should be vacuumed with a back pack or hip vacuum. They should be swept with a broom during inclement weather (rain, snow or ice).
- b) Follow Floor Mopping, Windows and Dusting Expectations above each time stairs are cleaned.
- c) The vacuum should be used to remove dust from the flat surfaces beside the steps, at the base of the rails and along the walls.
- d) Hand rails should be cleaned each time the stairwell is cleaned and be free of dirt, dust, gum, tape or debris.

14) Vacuuming

- a) All areas (including edges) of the carpet should be free of dirt, dust, lint, stain, streaks, foreign matter and gum.
- b) Vacuum base board so it is free of dust and dirty buildup.

15) Light Fixtures (flush with the ceiling or ceiling hung)

- a) Bulbs should be lit.
- b) Outer surface should be dust free.
- c) The dead bugs should be kept at a minimum.
- d) The frequency of cleaning will depend on the visibility of the area (i.e. Old Main), but the lowest frequency of light cleaning should be at least one time per year.

16) Light Fixtures (wall hung)

- a) Cleaned at least monthly in priority areas.
- b) Free of dust, cobwebs, streaks, smears or bugs.

17) Doors and Door Jambs

- a) Surfaces around door knobs, handles and push plates should be wet wiped as needed and no less than once per year.
- b) Door jambs should be dusted/wiped once per month.
- c) Windows and ledges should be dust, spot and streak free.
- d) Webs should be removed from around door frames and walls surrounding the door.
- e) Door vents need cleaned periodically.

18) Walls and Partitions

- a) Surfaces, accessories, decorations and hardware will have a uniformly clean appearance free of dirt, stains, streaking, spots, lint and cleaning marks.

19) Exterior Entrances

- a) Doorframes and surrounding walls and ceilings should be free of cobwebs, dirt debris
- b) Mats and area under mats will be free of any observable dirt, dust, lint or any foreign matter
- c) Area should be swept clear of dirt and debris (including leaves).
- d) Area/Concrete (up to 15 feet) should be cleared of ice and snow in the winter

20) Classrooms/Blackboards

- a) Chalk Tray should be free of chalk dust or debris
- b) Framing around chalkboard should be free of dust, chalk dust or debris
- c) Small pieces of chalk should be discarded and new pieces of chalk should be distributed as needed.

21) Care for Cleaning Equipment

- a) Vacuums - After each use
 - i) Remove plug from socket by holding plug and pulling
 - ii) Wrap cord neatly starting at vacuum and moving to plug end of the cord
 - iii) Empty bags of Back Pac vacuums and bag and dust cups of Sanitaires
 - iv) Check and replace full paper filter bags in other vacuums
 - v) Dust or wipe vacuum
 - vi) The next person to use the vacuum should not have to do maintenance on it to make it work properly before they start to use it.
- b) Floor Scrubbers – After each use
 - i) Remove plug from socket by holding plug and pulling
 - ii) Wrap cord neatly starting at vacuum and moving to plug end of the cord
 - iii) Empty dirty water tank completely
 - iv) Rinse dirty water tank and drain completely
 - v) Empty clean water tank completely
 - vi) Rinse/clean pads or brushes

- vii) Wipe off/dust exterior of machine
- viii) Hook battery up to charger and recharge

- c) Carpet Extractors – After each use
 - i) Remove plug from socket by holding plug and pulling
 - ii) Wrap cord neatly starting at vacuum and moving to plug end of the cord
 - iii) Empty dirty water tank completely
 - iv) Rinse dirty water tank and drain completely
 - v) Empty clean water tank completely
 - vi) Wipe off/dust exterior of machine
- d) Wet Vacs – After each use
 - i) Remove plug from socket by holding plug and pulling
 - ii) Wrap cord neatly starting at vacuum and moving to plug end of the cord
 - iii) Empty dirty water tank completely
 - iv) Rinse dirty water tank and drain completely
 - v) Wipe off/dust exterior of machine
- e) Waxing equipment – After each use
 - i) Disassemble hoses from wax bag
 - ii) Thoroughly rinse all tubes and nozzles
 - iii) Thoroughly rinse applicator head
 - iv) Clean waxing frame of excess wax build up
 - v) Cap off wax bag
 - vi) Store waxing equipment so it can dry out properly

22) Expectations of disinfection to prevent or fight a flu outbreak

- a) First Shift workers need to see and follow the H1N1 Daylight Disinfection Policy
- b) Second and Third shift must vigilantly follow disinfecting procedures for restroom cleaning which requires the wiping or misting of all restroom surfaces with Oasis Disinfectant.
- c) Wipe or mist all office counters with Oasis Disinfectant.
- d) Wipe or mist entrance and stairwell door knobs, push plates, non-hinged door edges with Oasis Disinfectant.
- e) Wipe or mist all office door knobs and handles as you clean during their scheduled cleaning with Oasis Disinfectant.
- f) Check the hand sanitizing stations product levels daily and refill as necessary.
- g) Staff must replace the stock of diluted Oasis Disinfectant every 14 days which is its effective shelf life.

23) **Special Disinfection Procedure to be followed if the College is forced to close due to an H1N1 Flu Outbreak**

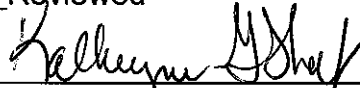
- a) The Engle Center, Residence Life and Facilities will meet to decide which buildings are the most affected by the outbreak.
- b) Once the buildings are chosen for disinfection, Facilities will contact ACIA and arrange to fog the buildings.
- c) ACIA will respond and have their technicians on campus within five hours.
- d) ACIA will treat the building by fogging Anabec Advanced Cleaning Solution which

is a Hydrogen Peroxide based product.

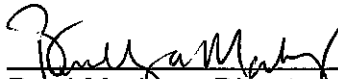
- e) Once Facilities determines the time of the fogging, they will notify Residence Life who will be sure that any remaining students will vacate the building. The disinfection will take more than 5 hours for a building of 30,000 square feet.
- f) Ventilation systems must remain operational for the fog to treat ductwork and vents
- g) Once the fogging of the building is completed, Facilities will communicate with Res. Life who will allow remaining students to occupy the building.
- h) Departmental responsibility for payment of the treatment will be determined by involved parties after the completion of the treatment.

"Note - The signed copy of this procedure is filed in the Facility Service Department. By signing this policy you have agreed to enforce the contents, share with your staff and adhere to standards".


X Approved _____ Reviewed _____



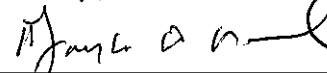
Kathie Shafer, Vice President of Operations



Brad Markey, Director of Facility Services



Judy Groop, Coordinator of Health Services



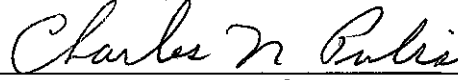
Doug Wood, Associate Dean of Students



Rhonda King, Director of Housing

Contacted for signature: 11/11/13 and 11/25/13

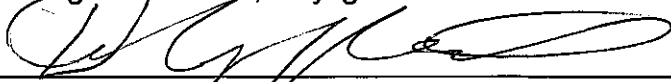
Amy VanDerWerf, Director of Residence Life



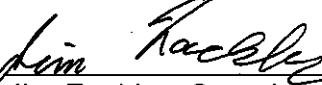
Chuck Pulis, Night Time Administrator



George Blackburn, Daylight Administrator



Don Heistand, Crew Leader, Second Shift



Jim Fackler, Crew Leader, First Shift

Ted Gingrich

Ted Gingrich, Crew Leader, Res Halls

Heidi Shultz

Heidi Shultz, Crew Leader, Res Halls

Theresa Day

Theresa Day, Crew Leader, Third Shift

Bob Brubaker

Bob Brubaker, Special Duties/Inventory Control Coordinator

Scott Zeigler

Scott Zeigler, Campus Events Manager

Note - The signed copy of this procedure is filed in the department that originated it.