

SUMMER CLEANING AND MAINTENANCE

Detail Sheet

1. All light fixtures should be serviced. Open the lense cover and replace tubes with bad lamps (black ends). Check the lamp holders. Wipe off the inside of the lens and the reflective panel with a damp cloth. Re-latch the cover and wipe off the outside of the lens. Make sure the fixture is secure in the ceiling grid.
2. All walls should be wiped down using (Selected Cleaner). Include the rubber base in the cleaning.
3. Wash all windows with (Selected Cleaner). Vacuum out the window track. Wipe down shades or blinds with (Selected Cleaner). Make any necessary repairs to the shades/blinds and walls adjacent to the window(s).
4. In the unit vent, remove the filter(s). Check the damper to assure it is operating properly. Using a marker, date the filter(s) in the corner and replace them. If applicable, oil the motor and lub the damper linkage with silicone or WD 40. Vacuum the coil and all interior components. Replace the cover and wipe down the exterior of the unit.
5. Remove the furniture. Vacuum the carpeting. Spot any areas of heavy soil such as the doorway. Extract according to directions.
6. Remove the furniture. Dust mop the floor. Strip or strip the floor using the least abrasive pad. Remember, strip only if the surface of the floor is damaged/dirt embedded beyond salvage. Finish using an appropriate number of coats of floor finish.
7. See #2 above.
8. Furniture should be cleaned before it is removed from the room. Desks should be wiped down using (Selected Cleaner). Chair may be removed to outside to be cleaned with a power washer if applicable. Where applicable, bleacher should be wiped down using (Selected Cleaner). While the bleachers area extended is a good time to perform the prescribed maintenance on the underside mechanisms. Wipe down file cabinets and any hanging maps etc.
9. Clean dry marker boards with appropriate cleaning solutions. Chalkboards can be washed including the chalk rails.
10. Lavatories and locker rooms should be cleaned and disinfected including the underside of sinks, toilets and basins. Wash lavatory partitions with (Selected Cleaner). Remove and graffiti. Clean flooring according to specific type. Ceramic tile may be cleaned using (Selected Cleaner). Check toilet tissue and roll towel dispensers and/or electric hand dryers for proper operation. Wipe down the outside and inside of all lockers with (Selected Cleaner). Lubricate locker hinges and slides. Repair/Replace bent shelves and replace missing bolts and hooks.
11. Painting will be performed when directed by the building Principal (Designated Person). You will have had prior direction from the Principal (Designated Person) before the summer period as to which rooms/areas are to be painted.
12. Additional maintenance will be any work necessary to put the room/area in proper order. This may include, but not be limited to; servicing pencil sharpeners, re-securing the rubber base or loose floor tiles, ceiling tile replacement, repairs to cabinets or desks, etc.