



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective February 5, 2009, Revised March 11, 2020**  
**Reviewed July 1, 2024**

## **STANDARD OPERATING PROCEDURE # FAC 4.008**

### **Subject: Cleaning Classroom Facilities**

**Purpose and Scope:** To standardize the approach for cleaning and maintaining the quality of our classroom facilities. Classrooms will be cleaned each workday with some tasks being performed at intervals in accordance with the Building Services Task and Frequency Plan.

**Procedure:** Classrooms will be cleaned according to the procedure below. Classroom whiteboard/blackboards and trays shall be cleaned first each workday followed by the remaining tasks. If the classroom is unoccupied when you leave, turn off the lights. Observe safety precautions as labeled on product and as directed in the MSDS.

### **CARE OF CHALKBOARDS AND TRAYS**

Equipment needed: Wypall/Tuffmate, chalkboard eraser, chalkboard cleaner, plain water.  
Erase chalkboard (use eraser side).

- Remove all contents from tray discard unusable pieces of chalk.
- Clean board with chalkboard cleaner (suede side) from top to bottom using side to side motion.
- Ensure that there are at least two usable erasers in each tray.
- Replace chalk with usable size chalk.
- Clean and store equipment used.

Cleaning Daily:

Equipment needed: bucket of water, Wypall/Tuffmate, chalkboard eraser, chalkboard cleaner.

- Erase chalkboard. (use eraser side).
- Remove everything from tray and discard unusable pieces of chalk.
- Clean chalkboard with chalkboard cleaner (suede side) from top to bottom using side to side motion.
- Wash chalkboard using plain water and a wipe, top to bottom and side to side.
- Clean tray with water, damp wipe and replace contents.
- Ensure that there are at least two usable erasers in each tray.

### **CARE OF WHITEBOARDS AND TRAYS**

Equipment needed: Wypall/Tuffmate, whiteboard eraser, Expo whiteboard cleaner.

- Erase whiteboard.
- Remove all contents from tray.
- Clean board with whiteboard cleaner and Wypall top to bottom using side to side motion.



- Clean tray with Whiteboard cleaner, damp wipe and replace contents.
- Ensure that there are at two usable erasers in each tray.
- Check all markers and replace non-working markers with usable markers. 4 total
- Clean and store equipment used.

### **CLEAN ERASERS (White Board)**

Equipment needed: Wypall/Tuffmate

- Brush off eraser with Wypall
- Replace eraser when marker debris builds up and eraser no longer functional

### **CLEAN ERASERS (Chalk Board)**

Equipment needed: Gong Brush, Vacuum Cleaner

- Brush eraser daily with gong brush holding eraser over garbage can.
- Vacuum eraser once per week generally at the end of the week.
- Replace eraser once the layers begin to separate.

### **EMPTY TRASH CONTAINER**

Equipment needed: can liner, trash barrel, glove

- Remove old liner and tie bag closed.
- Dump into barrel or custodial cart.
- Replace liner and leave a spare liner on the side.

### **CLEAN TRASH CONTAINERS**

Equipment needed: Green Earth daily disinfectant cleaner, Wypall/ Tuff mate, spray bottle, liner, latex gloves.

- Remove trash and replace liner.
- Spray disinfectant thoroughly onto surfaces.
- Wait ten minutes and wipe dry.

### **EMPTY PENCIL SHARPENERS**

Equipment needed: trash container.

- Remove sharpener case.
- Completely empty contents into trash barrel.
- Replace case onto pencil sharpener.
- Clean up any spills.

### **DUST MOP RESILIENT TILE**

Equipment needed: broom, dust mop, dust pan, scraper, and trash receptacle.

- Use broom to remove dirt, dust and debris from against walls and corners.
- Use dustpan and broom to remove debris. Dispose of debris.



- Remove gum using scraper.
- Using dust mop, sweep entire area shaking mop frequently to remove build up.
- Use broom and dust pan to remove the debris that remains from shaking the dust mop.
- Clean all equipment used and store properly.

### **VACUUM TRAFFIC AREA**

Equipment needed: vacuum cleaner, lambs wool wand.

- Inspect cord and plug and notify supervisor if any damage has occurred or if the ground lug is missing.
- Remove and dispose of any debris that would damage vacuum.
- Do not disturb occupant's work (files, paperwork, etc.).
- Vacuum traffic areas moving wastebaskets as needed.

\*Use proper cord management to prevent damage from vacuum.

### **VACUUM ENTIRE AREA**

Equipment needed: vacuum cleaner, lambs wool wand

- Inspect cord and plug and notify supervisor if any damage has occurred or if the ground lug is missing.
- Check vacuum cleaner cord for nicks, frays and missing ground pin.
- Remove and dispose of any debris that would damage vacuum.
- Do not disturb occupant's work (files, paperwork, etc.).
- Use wand on vacuum to clean corners and baseboards.
- Replace wand and proceed to vacuum area moving chairs and wastebaskets as needed.
- Use lambs wool wand to dust baseboard.

\*Use proper cord management to prevent damage from vacuum.

### **CLEAN WALK-OFF MATS**

Equipment needed: Vacuum, broom and dustpan.

- Use broom to sweep large debris from mat
- Vacuum mat to remove grit and soil
- Move mat aside to sweep under and replace

### **DUST FLAT SURFACES AND HIGH DUSTING**

Equipment needed: lambswool wand, Wypall/Tuffmate dust-cloth.

- Dust flat surfaces using lambs' wool or dust cloth.
- Use lambs wool wand, with extension pole if necessary, for high dusting of ceiling corners, light lenses, vents, etc.



### **DAMP MOP RESILIENT TILE**

Equipment needed: wet-floor signs, white cotton mop, Green Earth daily floor cleaner, bucket/wringer.

- Put out wet floor signs near traffic areas before beginning.
- Dust-mop as described above.
- Fill bucket 1/2 full of solution from chemical dispensing system using Green Earth daily floor cleaner.
- Wet mop-head and wring out.
- Mop floor in a figure 8 motion.
- Return mop to solution bucket and wring after mopping each 6ft. x 6ft. area.
- Repeat until entire floor is clean.
- Remove equipment used and store properly.
- Clean mop and bucket and store properly.
- Remove Wet-Floor signs when floor is dry.

### **SPOT CLEAN INTERIOR WALLS AND DOORS**

Equipment needed: Wypall/Tuffmate, Green Earth Peroxide Cleaner, lambswool wand, Green Earth daily floor cleaner, and stainless steel cleaner.

#### **Doors:**

- Dust with lambswool wand around door jamb.
- Check for spots, spray spots with Green Earth Peroxide Cleaner and wipe clean.
- Use Green Earth degreaser to remove grease type spots.
- Clean metal kick plate (bottom of door) with stainless steel cleaner.

#### **Walls:**

- Check for spots.
- Spray spots with Green Earth Peroxide Cleaner and wipe clean. Repeat as needed.
- Properly clean and store all equipment used.

Note: See the attached Task & Frequencies checklist.



**Developed by: Buildings & Grounds Management**

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