

East Stroudsburg Area School District Environmental Services Manual

The mission of East Stroudsburg Area School District Custodial Department is to provide a clean and safe environment for students, faculty, staff and visitors while maintaining facilities at the highest standard possible with the resources allotted.



Prepared by Robert Romagno, Custodial Supervisor
East Stroudsburg Area School District

OUR DISTRICT, OUR DUTY

A clean school ensures a positive and healthy environment for everyone involved. Show your school pride with a clean facility that fosters productive learning and positivity. Work together as a team to ensure that everyone does their part to make your school a clean and safe place to learn.

As custodians, you are the “first line of defense” not only when it comes to environmental services but also preventative maintenance. All custodians are responsible for changing ceiling tiles and light bulbs in their assigned areas. If you notice a maintenance issue anywhere in building it is your duty to report the issue to your immediate supervisor.

*** Always wear protective gloves, face masks and eye protection if needed. ***

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*** Always wear protective gloves, face masks and eye protection if needed. ***

DAILY CLASSROOM CLEANING ROUTINE

- Check lights – if any are out, please replace.
- Empty trash receptacles – liners must be changed every day
- Empty pencil sharpeners
- Sanitize sinks, counters and restock paper towels
- Clean whiteboard using whiteboard cleaner or streak-free cleaner
- Straighten desks and chairs
- Sanitize desktops and chairs with disinfectant
- Dust mop the entire room
- Spot mop floors when needed
- Vacuum floor, where carpeted, 2-3 times a week
- Spot clean carpets as needed
- Clean classroom door glass
- Close and lock all windows, turn off lights and lock doors
- Report any maintenance issues in writing to your custodial supervisor
- Sanitize all classroom touch points with disinfectant
 - Door knobs
 - Faucet knobs
 - Cabinet knobs
 - Light switches
 - Desk tops
 - Chairs
 - Pencil sharpeners
 - Locker/cubby area
 - Hand sanitizer pumps

WEEKLY CLASSROOM CLEANING ROUTINE

- Dust all surfaces, including all bookshelves, ledges and window sills, ledges
- Clean marks off walls
- Clean classroom windows
- Dust blinds and shelves
- Clean trash receptacles with disinfectants
- Use backpack sprayer to fog classroom with disinfectant

*** Always wear protective gloves, face masks and eye protection if needed. ***

DAILY RESTROOM CLEANING ROUTINE

- Check lights and replace burnt out bulbs
- Restock paper towels, toilet tissues and soap dispensers
- Empty all trash receptacles and change liners
- Girls restroom – replace bags and sanitary napkin receptacles
- Clean mirrors and any stainless surface with streak-free glass cleaner
- Clean and disinfect sinks
- Clean and disinfect toilets and urinals
- Clean marks off walls and stalls
- Disinfect touch points on stall doors and walls
- Mop floors with a disinfectant cleaner
- Disinfect door handles and hand dryers
- Spray all sinks, toilets, urinals and trash receptacles with disinfectant spray

DAILY LOCKER ROOM CLEANING ROUTINE

- Check lights and replace burnt out bulbs
- Restock paper towels, toilet tissues and soap dispensers
- Empty all trash receptacles and change liners
- Girls restroom – replace bags and sanitary napkin receptacles
- Clean mirrors and any stainless surface with streak-free glass cleaner
- Clean and disinfect sinks
- Clean and disinfect toilets and urinals
- Clean marks off walls and stalls
- Disinfect touch points on stall doors and walls
- Mop floors with a disinfectant cleaner
- Disinfect door handles and hand dryers
- Spray all sinks, toilets, urinals and trash receptacles with disinfectant spray
- Disinfect all shower fixtures including shower handles
- Disinfect locker touch points

WEEKLY LOCKER ROOM CLEANING ROUTINE

- Clean out drains in shower area
- Dust tops of lockers using dust mop
- Use backpack sprayer to fog room with disinfectant

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DAILY MAIN ENTRANCE, EXITS AND VESTIBULES CLEANING ROUTINE

- Check lighting including exit signs – replace burnt out bulbs
- Clean all doors and windows
- Vacuum all entry mats and carpets
- Mop all floors
- Disinfect door handles and vestibule touch points
- Clean all showcase glass, if applicable

WEEKLY MAIN ENTRANCE, EXITS AND VESTIBULES CLEANING ROUTINE

- Dust all ledges, heaters and vents
- Dust tops of showcases, if applicable
- Use backpack sprayer to fog with disinfectant

DAILY OFFICE/ADMINISTRATION CLEANING ROUTINE

- Check lights – replace burnt out lightbulbs, when needed
- Empty trash receptacles, including paper shredder can
- Change trash liners
- Disinfect counters and sinks
- Clean windows and window sills
- Vacuum all areas 2 to 3 times a week as needed
- Disinfect all touch points
 - Door knobs
 - Ledges
 - Chairs
 - Communal desk tops
 - All areas of copy machines, including touch pads and keyboard
 - Communal cabinet knobs
 - Communal refrigerator door handle
 - Light switches

WEEKLY OFFICE CLEANING ROUTINE

- Dust mini blinds, vents, tops of cabinets and baseboards
- Use backpack sprayer to fog with disinfectant

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DAILY HALLWAY CLEANING ROUTINE

- Walls – clean all marks off walls
- Clean windows, window sills and showcases, if applicable
- Empty trash receptacles
- Change trash liners
- Clean and disinfect water fountains, including nozzle and buttons
- Check lights and replace burnt out bulbs
- Dust mop all halls
- Spot mop or auto scrub
- Disinfect all locker touch points, if applicable

WEEKLY HALLWAY CLEANING ROUTINE

- Dust tops of lockers, vents and showcases, if applicable
- Use backpack sprayer to fog with disinfectant

STAIRCASE CLEANING ROUTINE

- Dust mop/vacuum/wet mop daily
- Clean all ledges and handrails with disinfectant daily
- Remove marks from walls and kickplates daily
- Clean windows with streak-free glass cleaner daily
- Disinfect all door panic bars or door handles
- Use backpack sprayer to fog with disinfectant

SCHOOL EVENTS CLEANING ROUTINE

Prior to event:

- Set up event as per approved Use of Facilities form
- Spot clean and disinfect restrooms in effected areas
- Hallways – dust mop or auto scrub
- Clean and disinfect water fountains
- Empty trash cans – replace trash can liners
- Spot clean and extra rooms needed for event
- Make sure all doors are open and lights are on at least one-half hour prior to event

**** THE ABOVE TASK SHOULD BE DONE AS A TEAM/ALL INDIVIDUALS ON EACH SHIFT SHOULD PARTICIPATE TO PREPARE FOR EVENT ****

During event:

- Introduce yourself to activity coordinator and establish a form of communication
- Disinfect touch points every thirty (30) minutes
- Disinfect touch points in bathrooms every thirty (30) minutes and restock paper towels/toilet tissues as needed
- Empty garbage cans as needed
- Disinfect touch points on garbage cans
- Touch points include:
 - Door panic bars and handles
 - Bleacher railings
 - Staircase railings
 - Elevator buttons, if applicable
 - Water fountains
 - Bathroom faucet handles
 - Hand dryers
 - Soap dispensers and hand sanitizer pumps
 - Touch points on bathroom stall doors

After event:

- Clean and disinfect restrooms in areas affected by the event, in accordance with the aforementioned Daily Bathroom Cleaning Routine
- Hallways- dust mop or auto scrub – clean and disinfect water fountains
- Clean any additional rooms affected by the event in accordance with the aforementioned Daily Classroom Cleaning Routine
- Empty trash and change trash can liners

Use backpack sprayer to fog affected areas with disinfectant

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GYMNASYUM CLEANING ROUTINE

- Check all lights, including exit signs, and replace all burnt out bulbs
- Empty trash and replace trash can liners
- Dust mop floors and only use properly treated mop heads
- Damp mop when needed
- Use BONA system to properly clean floors as needed
- Clean and disinfect water fountains
- Use backpack sprayer to fog with disinfectant weekly

WEIGHT ROOMS CLEANING ROUTINE

- Check all lights, including exit signs, and replace all burnt out bulbs
- Empty trash and replace trash can liners daily
- Clean mirrors with streak-free glass cleaner daily
- Disinfect weight benches and exercise machines daily
- Sweep and spot mop floors daily
- Use backpack sprayer to fog with disinfectant biweekly

LIBRARY CLEANING ROUTINE

- Check all lights and replace burnt out bulbs
- Empty trash and replace trash can liners daily
- Vacuum thoroughly daily
- Dust shelves bi-weekly
- Use backpack sprayer to fog with disinfectant weekly
- If the library has a lounge area - Use disinfectant spray to disinfectant spray to disinfect sofas/fabric furniture daily
- Disinfect all touchpoints daily
 - Desktops
 - Door handles/panic bars
 - Chairs
 - Ledges
 - Light switches
 - Printer/copy machines

DISINFECTING COMMUNAL ELECTRONICS ROUTINE

When cleaning and disinfecting communal electronic devices, such as computers and/or Chromebooks, use Fullsan II Disinfectant Cleaner. Spray Fullsan II on a microfiber cloth and wipe the device clean. **Do not** spray cleaning products directly on electronic devices.

CUSTODIAL CLOSET STANDARD

- Custodial closets should be cleaned daily at the end of each shift
- Mop heads and buckets must be cleaned after each and every shift
- Large garbage cans must be disinfected weekly
- Slop sinks must be cleaned weekly
- The below listed items should be in your cart at all times:
 - Dust mop
 - Broom
 - Dust pan/whisk broom
 - Rubber gloves
 - Rags
 - One spray bottle clearly labeled **“FULLSPARKLE GLASS CLEANER”**
 - **Full Sparkle Glass Cleaner** – use on windows, mirrors, glass, stainless steel, chrome.
 - One spray bottle clearly labeled **“FULLSPARKLE HEAVY DUTY CLEANER”**
 - **Full Sparkle Heavy Duty Cleaner** – cleans and removes greases, oil, dirt, grime, etc.
 - One spray bottle clearly labeled **“FULLSAN II DISINFECTANT CLEANER”**
 - **Fullsan II Disinfectant Cleaner** – use for disinfecting areas as indicated above
 - Can liners
 - Feather duster
 - Plunger
 - Whiteboard cleaner
 - Cleaning swab clearly labeled **“TOILETS AND URINALS ONLY”**
 - Cleaning swab clearly labeled **“SINKS ONLY”**
 - Vacuum cleaner
- ESASD standard cleaning products are as follows:
 - Fullstan
 - Fullsparkle Heavy Duty Cleaner
 - Fullsparkle Glass Cleaner
 - Concur
- Make sure your cart is stocked at the end of your shift
- Make sure all buckets and spray bottle contents are marked clearly
- Vacuum bags must be emptied weekly
- Electrical panels should not be blocked in custodial closets
- Make sure your closet has an SDS book and it is up to date

*** Always wear protective gloves, face masks and eye protection if needed. ***

CLEANING PRODUCTS

All cleaning products at ESASD have an SDS (Safety Data Sheet) in a binder located in the custodial closet. Please make sure that you review these documents because they contain very important safety information such as product name, emergency contact numbers and health hazard data. If you discover a cleaning product in your inventory that does not have an SDS, notify your immediate supervisor immediately and I will provide the necessary information.

All custodial closets are set up with automatic dilution control systems for dispensing chemicals. Please use these systems so the proper dilution rate is achieved. Overuse of chemicals will cause unacceptable build-up, hazy finishes and will cost the district extra money in supplies. Always handle chemicals safely by reading and following all directions. Annually every dilution control system, district wide, will be serviced by a licensed vendor. **Again, please read and follow all directions. NEVER mix chemicals together. Keep all containers clearly labeled.**

When using cleaning products and equipment, it is important to follow safety guidelines and the product/equipment instructions. Some cleaning products, such as disinfectants, have a specific contact time. A disinfectant contact time is the time necessary for the product to be on a surface in order to kill bacteria/viruses. At ESASD, we use Fullsan II Disinfectant Cleaner that has a contact time of ten (10) minutes.

DAILY CLEANING RECORD

Every room in each building will have a DAILY CLEANING RECORD. This checklist is to be filled out any time a custodian cleans the area and/or disinfects touchpoints. Once the record page is full it must be given to your immediate supervisor. A blank one is then to be put in its place. The supervisor will retain the records until the end of the fiscal year. (See resource pages for copy of the Daily Cleaning Record)

TIME MANAGEMENT

One of the important keys to success in cleaning your assigned area is to understand and use proper time management. You must prioritize your duties and spread them out over the workday. If you are unable to complete all duties in your area on your assigned shift, you must prioritize the cleaning routines. For instance, disinfecting classroom touch points and cleaning bathrooms take priority over vacuuming and dusting. It is very important to use your time efficiently and manage your area wisely.

On nights that activities or events take place at your building, it should be common practice to touch up that area prior to the event at the start of your shift. The rule of thumb for the evening of an event would be to touch up your classrooms and hallways knowing that you will need to spend more time cleaning up the event area. The minimum requirements for your assigned area on the nights of an event are: (1) all trash is to be emptied and can liners changed; (2) that restrooms are thoroughly cleaned and disinfected; (3) hallways are thoroughly cleaned, and (4) office/classroom touch points are disinfected. Under no circumstances should you compromise restroom cleanliness and disinfecting touchpoints throughout your assigned area. The toilets/urinals/sinks must be properly sanitized, mirrors need to be cleaned and the floor sanitized by thoroughly mopping or auto scrubbing.

One other function of time management is to make the least number of extra trips through your area. Plan your shift by making sure you have enough supplies on your cart. All of the equipment you need should be with you. The fewer trips you make back and forth to the supply closet will always result in more time to accomplish your assigned tasks.

CUSTODIAL EQUIPMENT PROTOCOL

Before using equipment such as carpet cleaners/extractors or auto scrubbers, you must fill out the provided Pre-Operation Checklist. This process is to ensure that the equipment is in proper working order before beginning your task. Before return the equipment you must clean it thoroughly after every use and fill out the provided Post-Operation Checklist.

Name: _____

Equipment: _____

PRE-OPERATION CHECKLIST

- Check the battery fluid and charge level
- Check the tank cover seals for damage and wear
- Check the condition of the scrubbing brushes
(Remove any string, banding, plastic wrap, or other debris wrapped around them)
- Check the squeegees for damage, wear and for deflection adjustment
- Check the vacuum hose for debris or blockage
- Drain and clean the recovery tank

POST-OPERATIONAL CHECKLIST

- Clean the solution and recovery tanks
- Clean the vacuum fan inlet filter
- Check the scrub head and brushes for banding, plastic wrap and twine
- Check the squeegees for damage or wear
- Check the vacuum hoses for debris or blockage
- Check the battery charge levels to determine if the batteries need charging
- Check the fluid level of all battery cells and place the machine on the charger, if needed

List below any problems that occurred during operation.

OPERATOR _____ **DATE** _____

SUPERVISOR _____ **DATE** _____

*** Always wear protective gloves, face masks and eye protection if needed. ***

DAILY CLEANING RECORD

Area: _____

Date/Time	Print Name	Daily Cleaning	Touch Points	Signature
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
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		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

When record is full, please submit to your immediate supervisor.

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Fullsan II

• Cleaner • Disinfectant • Deodorizer

Effective Against the Following Pathogens:

BACTERIA:

*Campylobacter jejuni
*Corynebacterium ammoniagenes
*Enterobacter aerogenes
*Enterococcus faecalis
*Escherichia coli
*Klebsiella pneumoniae
*Listeria monocytogenes
*Pseudomonas aeruginosa
*Salmonella enterica
*Salmonella schottmuelleri
*Salmonella typhi
*Shigella dysenteriae
*Staphylococcus aureus
*Staphylococcus aureus
(Methicillin resistant)
*Streptococcus salivarius

Fungi:

*Aspergillus niger
*Trichophyton mentagrophytes

VIRUSES:

*Canine Distemper Virus
*Canine Coronavirus
*Equine Arteritis Virus
*Infectious Bovine Rhinotracheitis virus
(IBR)
*Infectious Bronchitis Virus
*Newcastle disease virus
*Transmissible Gastroenteritis virus (TGE)
*Human Coronavirus
*Hepatitis B Virus (HBV)
*Hepatitis C Virus (HCV)
*Herpes Simplex Type 1
*HIV-1 (AIDS Virus)
*Norovirus (Norwalk-like virus)
*Influenza A2/Japan Virus
*Pseudorabies virus
*(Duck) Hepatitis B Virus (HBV)
*Bovine Viral Diarrhea Virus BVDV
*Kills Pandemic 2009 H1N1 influenza A
virus (formerly called swine flu).

**Canine adenovirus
**Canine Parainfluenza virus
**Infectious Canine Hepatitis virus
**Feline Calicivirus
**Feline Panleukopenia Virus
**Feline Leukemia virus
**Feline Rhinotracheitis Virus
**Feline Picornavirus
**Murine Parainfluenza virus type 1
**Rabies virus
***Canine Parvovirus (CPV)
***Porcine Parvovirus

USE-DILUTION RATES

*At 2 oz per gallon
**At 2.5 oz per gallon
***At 8 oz per gallon

USE INFORMATION:

For Hospitals, Nursing Homes, Institutional and Industrial Use.

PRODUCT SPECIFICATIONS:

pH (concentrate)..... 12.0
Appearance..... Clear Blue Liquid
Fragrance..... Light Citrus
Freezing Point..... About 32°F
Solubility in Water..... Complete
Flash Point..... 200°F

ACTIVE INGREDIENTS:

Alkyl (C₁₄ 60%, C₁₆ 30%, C₁₂ 5%, C₁₈ 5%)
dimethyl benzyl ammonium chloride..... 2.25%
Alkyl (C₁₂ 68%, C₁₄ 32%)
dimethyl ethylbenzyl ammonium chloride... 2.25%
INERT INGREDIENTS:..... 95.50%
TOTAL:..... 100.00%

Fuller Commercial Products

One Fuller Way
Great Bend, KS 67530
United States
CHEMTREC (800) 424-9300
Emergency (620) 792-1711
24 hour Emergency (800) 424-9300
www.fullercommercial.com
947SS-0418

DIRECTIONS FOR USE:

For specific directions see the product label or technical data sheet (TDS).

PRODUCT AVAILABILITY:

9471..... 4/1 Gal.
9475..... 1/5 Gal. Pail
94755..... 1/55 Gal. Drum

EPA Registered:

EPA Reg. No. 10324-93-62511 EPA Est. No. 62511-KS-1

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Fullsparkle®

Industrial Glass & Window Cleaner

Fullsparkle® is a highly concentrated spray-on, wipe-off glass and window cleaner. Dries fast - leaves no streaks or smears. Dissolves the most stubborn accumulation and makes glass come crystal clean and sparkling new. Works so easily and quickly - leaves no unsightly streaks or dirt-trapping film. Also, a good cleaner for chrome, porcelain and ceramic tile.

Powerful Formulation:

Ammoniated formula for extra cleaning power.

Streak Free Formula:

Leaves glass clean and streak free.

USDA Rated C2:

Authorized by USDA for use in federally inspected meat and poultry plant

Multiple Uses:

Can also be used on chrome, porcelain and ceramic tile.

USE INFORMATION:

Recommended for glass, chrome, porcelain, ceramic tile, mirrors, stainless steel and baked enamel surfaces. For use in schools, hospitals, hotels, factories, grocery stores and other public buildings.

PRODUCT SPECIFICATIONS:

pH.....	10.2
Appearance.....	Clear Blue Liquid
Fragrance.....	Ammonia
Freezing Point.....	-10°F
Solubility in Water.....	Complete
Flash Point	66°F

INGREDIENTS:

Water.....	7732-18-5
Isopropyl Alcohol.....	67-63-0
2-Butoxyethanol.....	111-76-2
Ammonia.....	7664-41-7
Ammonium Laureth Sulfate.....	67762-19-0

DIRECTIONS FOR USE:

CLEANING

Always remove sand and grit with a water rinse when cleaning acrylic and Plexiglas®. Never spray into electrical circuits.

1. **SPRAY** a fine mist onto the entire surface to be cleaned.
2. **WIPE** and **POLISH** the surface until dry with a clean lint free cloth or paper towel.

PRODUCT AVAILABILITY:

9061.....	4/1 Gal.
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Fuller Commercial Products

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Fullsparkle®

Heavy Duty Cleaner/Degreaser

Fullsparkle® is a concentrated non-butyl heavy duty cleaner and degreaser. Its wide range dilutability provides superior cleaning with unsurpassed cost effectiveness. Fullsparkle® is biodegradable, and contains none of the hazardous solvents typically found in products with comparable cleaning capabilities. Recommended for use on any washable surface. Fullsparkle® takes on all types of challenges from cleaning washable wall coverings to stripping built-up floor finishes.

Low Foaming:

Can be easily rinsed. Excellent in automatic scrubbers and low to heavy soil general cleaning.

Alkaline Builders:

Breaks up greases and oils for easy removal.

USDA Rated A-4:

Complies with requirements for use in federally inspected meat and poultry plants.

Versatile:

Can be used as a cleaner and / or degreaser with several dilution rates depending on surface conditions.

USE INFORMATION:

Fullsparkle® is recommended for cleaning and degreasing floors, concrete, walls and other non-porous environmental surfaces. Effective in schools, nursing homes, hotels/motels, industries, factories and food service establishments. Ideal as a spray cleaner.

PRODUCT SPECIFICATIONS:

pH (concentrate)..... 13.3 ± 0.2
Appearance..... Clear Violet Liquid
Fragrance..... Sassafras
Freezing Point..... About 32°F
Solubility in Water..... Complete
Flash Point.....None to Boiling

INGREDIENTS:

Water..... 7732-18-5
Sodium Metasilicate..... 6834-92-0
Tetrapotassium Pyrophosphate..... 7320-34-5
Propylene Glycol..... 57-55-6
Sodium Salt of Linear
Alkylbenzene Sulfonate..... 25155-30-0

DIRECTIONS FOR USE:

Always dust mop floor first. Remove gum, labels and other attached soil deposits with a putty knife or long handled scraper.

1. **DILUTE** Fullsparkle® according to the soil conditions: Light Cleaning: 1:128 (1 oz. per gallon of water), Medium Cleaning: 1:64 (2 oz. per gallon of water), Heavy Cleaning: 1:32 (4 oz. per gallon of water), Extra-Heavy Cleaning: 1:10 (12 oz. per gallon of water)
2. **APPLY** the diluted product with a sprayer, foam gun, pressure washer, mop & bucket, or autoscrubber. AGITATE, machine scrub or brush soiled areas if necessary.
3. **RINSE** the cleaned surface with potable water for best results.

PRODUCT AVAILABILITY:

9181..... 4/1 Gal.

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Concur™

No-Rinse Neutral Cleaner

Concur™ is a neutral cleaner designed for every day use providing labor and cost savings with its no rinse applications. It is formulated to work with floor finish without dulling gloss. Concur™ is excellent for removing routine soilage with automatic scrubbing equipment or wet mop applications. For use on resilient tile, concrete, terrazzo, properly sealed or painted wood, walls, countertops, or any nonporous washable surface. Ideal for schools, hospitals, hotels, factories, grocery stores and other public buildings.

Reduces Labor:

Cuts labor costs and time by eliminating rinsing procedure.

Low Foaming:

Excellent for use in automatic scrubbing machines or mop-on applications.

Environmentally Friendly:

Formulated with biodegradable surfactants.
Contains no butyl. Concentrate is safe in drain and sewer systems.

USE INFORMATION:

Recommended to cut the time and labor costs of daily floor cleaning by not requiring a rinse step. Its neutral low foaming formulation won't obscure the shine with a dulling film. **Concur™** is excellent for use on resilient tile, concrete, terrazzo, properly sealed or painted wood, walls, counter tops, or any nonporous washable surface.

PRODUCT SPECIFICATIONS:

pH (concentrate).....	7.7 ± 0.3
Appearance.....	Clear Yellow Liquid
Fragrance.....	Citrus
Freezing Point.....	About 32°F
Solubility in Water.....	Complete
Flash Point.....	None to Boiling

INGREDIENTS:

Water.....	7732-18-5
Undeceth-7.....	34398-01-1
Sodium xylene sulfonate.....	1300-72-7
Sodium Hexametaphosphate.....	10124-56-8
Sodium Tripolyphosphate.....	7758-29-4

DIRECTIONS FOR USE:

AUTOSCRUB CLEANING

1. **DILUTE** at 2 ounces per gallon (1:64 ratio) of cold water.
2. **CLEAN:** Scrub with red pad. Apply **Concur™** solution, scrub and pick up in one operation. Rinsing not required.
3. **PICK UP TRAILS:** No rinse required.

DAMP MOPPING

1. **DILUTE** at 3 ounces per gallon (1:42 ratio) of cold water in a bucket.
2. **CLEAN:** Use a clean mop and damp mop the floor. Change the cleaning solution frequently. No rinse required.
3. **PICK UP TRAILS:** No rinse required.

GENERAL CLEANING

1. **DILUTE** at 3 ounces per gallon (1:42 ratio) in a spray bottle, pail or bucket.
2. **APPLY:** Spray or apply with a sponge, cloth or brush.
3. **WIPE DRY.**

PRODUCT AVAILABILITY:

9221.....	4/1 Gal.
9225.....	1/5 Gal. Pail
92255.....	1/55 Gal. Drum

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Copy of Google Form Document Titled “Cleaning Product Registration Form”

This document will be used by non-custodial personnel in the event that they are requesting to introduce a new cleaning product into ESASD environment.

Cleaning Product Registration Form

ESASD requires cleaning products to be registered with the Facilities Department before introducing it to our environment.

Your email address (robert-romagno@esasd.net) will be recorded when you submit this form. Not you? [Switch account](#)

*** Required**

Person(s) registering product? *

Your answer

Assigned Building? *

Choose

Current position in ESASD *

Choose

Name of Product? *

Your answer

What is the intended use of this product? *

Your answer

EPA registration number? (you can find the registration number on the product label - look for "EPA Reg. No.") *

Your answer

☐ Send me a copy of my responses.

Submit

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Google Forms

*** Always wear protective gloves, face masks and eye protection if needed. ***

