

# Hygiene Plan

## Hand Sanitizer / Sanitizing Wipes

- Hand Sanitizer provided in all common areas
- Sanitizing Wipes provided for computer labs and weight rooms

## General Cleaning Procedures Daytime

Cleaning Frequency- all common areas/ restrooms sanitized twice a day on weekdays

### *Cleaning Procedures for Restroom Cleaning*

1. Check paper towels, toilet paper, seat covers, sanitary products and hand soap. Refill any products that are empty or low.
2. Spray Cloth or scrub sponge with disinfectant cleaner (Virex) and wipe the counter tops, sinks, and all bright work
3. Clean all stainless steel with a cotton rag and stainless polish.
4. Spot clean the walls, light switches and doors with a disinfectant cleaner (Virex).
5. Check the operation of ALL soap dispensers and air fresheners for proper operation.
6. Sweep the rest room with a maid broom. Be sure to sweep corners and edges and behind the toilets. Use a dustpan to pick-up the debris.

### *Chemicals*

1. Labeled spray bottle with disinfectant (Virex)
2. Glass Cleaner

### *Cleaning Procedures for Common Areas*

1. Empty all waste containers. Replace waste container with plastic liner.
2. Thoroughly Clean and Sanitize ALL Tables, Desks, and Chairs with disinfectant cleaner (Virex) removing Pencil and Ink Marks.
3. Spot clean and sanitize ALL Horizontal and Vertical Surfaces with disinfectant cleaner (Virex) removing fingerprints, smudges and stains (i.e. Walls, Doors, Cabinets, Etc.)
4. Spot Vacuum to Remove Visible Soil.
5. Clean Door and Window Glass with glass cleaner.
6. Clean and sanitize with disinfectant cleaner (Virex) ALL touch and flat surfaces (i.e. Light Switches, Doorknobs, Counter Tops, Etc.)
7. Perform other periodic tasks.
8. Check for proper operation and refill Sanitizer Dispensers (If Present and as Needed).

### *Chemicals*

1. Labeled spray bottle with disinfectant (Virex)
2. Expo Cleaner for White Boards (Friday & Sunday ONLY)
3. Furniture Polish (As Needed)
4. Glass Cleaner

# General Cleaning Procedures Overnight

## *Cleaning Procedures for Restroom Cleaning*

Cleaning Frequency- 5 nights a week performed by night crew

1. Flush all toilets and urinals. Place a small amount of bowl cleaner into the urinals and toilets. This will allow the chemical time to work while other cleaning tasks are being performed.
2. Empty all waste containers and sanitary napkin disposal units. Replace waste container with plastic liner. Use a wax bag in the sanitary napkin disposal unit.
3. Check paper towels, toilet paper, seat covers, sanitary products and hand soap. Refill any products that are empty or low.
4. Spray Cloth or scrub sponge with disinfectant cleaner (Virex) and wipe the counter tops, sinks, and all bright work.
5. Clean all stainless steel with a cotton rag and stainless polish.
6. Using a bowl swab, clean the insides of the toilets and urinals. Use a smooth circular motion so as not to splash the cleaning chemical. Wipe the outside of the urinals and toilets with a disinfectant cleaner (Virex). **USE A SEPARATE RAG, NOT THE ONE USED TO CLEAN THE COUNTERS AND SINKS.**
7. Spot-clean the partitions and dust the tops. Spot-clean the walls, light switches and doors with a disinfectant cleaner (Virex).
8. Clean the mirror with glass cleaner.
9. Check the operation of ALL soap dispensers and air fresheners for proper operation. Report any problems to your supervisor.
10. Perform other periodic tasks.
11. Sweep the rest room with a maid broom. Be sure to sweep corners and edges and behind the toilets. Use a dustpan to pick-up the debris.
12. Damp mop the entire rest room using a disinfectant cleaner (Virex). Mop out from behind the stalls and toilets, and then use a side-to-side action for the open areas.

## *Chemicals*

1. Labeled spray bottle with disinfectant (Virex)
2. Non-Acid Bowl Cleaner
3. Glass Cleaner

## *Cleaning Procedures for Classrooms/Common Areas*

Cleaning Frequency- 5 nights a week performed by night crew

1. Empty all waste containers. Replace waste container with plastic liner.
2. Thoroughly Clean and Sanitize ALL Tables, Desks, and Chairs with disinfectant cleaner (Virex) removing Pencil and Ink Marks.
3. Spot clean and sanitize ALL Horizontal and Vertical Surfaces with disinfectant cleaner (Virex) removing fingerprints, smudges and stains (i.e. Walls, Doors, Cabinets, Etc.)
4. Spot Vacuum to Remove Visible Soil.
5. Clean White Boards using Expo Cleaner, with a different rag than the sanitizing rag. (Friday & Sunday ONLY).
6. If Classroom has a hard floor Damp Mop Floor with disinfectant cleaner (Virex).
7. Clean Door and Window Glass with glass cleaner.
8. Clean and sanitize with disinfectant cleaner (Virex) ALL touch and flat surfaces (i.e. Light Switches, Doorknobs, Counter Tops, Etc.)
9. Perform other periodic tasks.
10. Check for proper operation and refill Sanitizer Dispensers (If Present and as needed).

### *Chemicals*

1. Labeled spray bottle with disinfectant (Virex)
2. Expo Cleaner for White Boards (Friday & Sunday ONLY)
3. Furniture Polish (As Needed)
4. Glass Cleaner

## Office Cleaning

Cleaning supplies provided by university – Submit work order for refills

- 2 microfiber cloths (one for disinfectant, one for rubbing alcohol)
- 1 bottle rubbing alcohol (electronics cleaning)
- 1 bottle disinfectant

Cleaning Frequency- 2 times a week performed by night crew

### *Office Cleaning Procedures*

1. Empty all waste containers (recycling emptied once a week). Replace waste container with plastic liner.
2. Thoroughly Clean and Sanitize ALL cleared Tables, Desks, and Chairs with disinfectant cleaner (Virex) removing Pencil and Ink Marks.
3. Spot clean and sanitize ALL Horizontal and Vertical Surfaces with disinfectant cleaner (Virex) removing fingerprints, smudges and stains (i.e. Walls, Doors, Cabinets, Etc.)
4. Spot Vacuum to Remove Visible Soil.
5. Clean Door and Window Glass with glass cleaner.
6. Clean and sanitize with disinfectant cleaner (Virex) ALL touch and flat surfaces (i.e. Light Switches, Doorknobs, Counter Tops, Etc.)
7. Perform other periodic tasks.

### *Chemicals Used*

1. Labeled spray bottle with disinfectant (Virex)
2. Furniture Polish (As Needed)
3. Glass Cleaner

## Weekend Cleaning Areas

1. Restrooms in Buildings A,E, and G
2. Areas as needed after events or games
3. Student Housing Laundry Room and Common Area Restroom