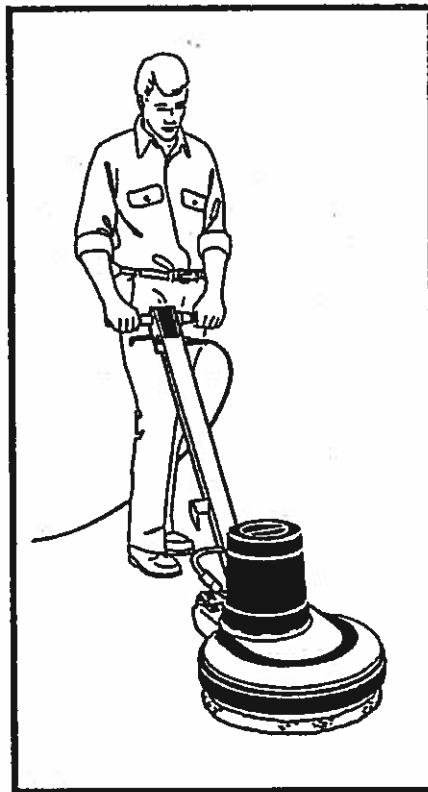


HILLYARD
CCAP

HILLYARD'S

***PLANNING YOUR
SUMMER CLEAN-UP***



A Practical Guide

**Including Worksheets, Tables,
Instructions and Suggestions**

STEP ONE OBJECTIVES

Before you make any cleaning plans, you need an overview of what work must be done and what work could take second and third priorities.

Define your cleaning objectives with the help of this chart. Once you have decided what must be done, proceed to STEP 2, The Inspection Guides.

DEFINE YOUR CLEANING OBJECTIVES

To begin, use the following list to line out the work you intend to accomplish during the SUMMER. Since there is only so much time to accomplish your objectives, it is recommended that you assign a priority to each task listed.

Example: Priority #1 = Must Do; Priority #2 = Begin work as #1 tasks are completed; Priority #3 = Only if time permits.

Plan Your Work... Work Your Plan... Let's Begin...

Check Priorities

A. CLASSROOMS

1 2 3

1. Floors: Depending on condition of floors, elect to either renovate or clean.

a. Resilient Tile Floors:

- i. Renovate: Strip; Seal; Finish; and Burnish.....
- ii. Clean: Scrub; Finish; and Burnish.....

b. Carpeted Areas:

- i. Renovate All: Bonnet: Extract: or Combination.....
- ii. Selected Renovation: Traffic Lanes and Spot Clean.....
- iii. Clean: Vacuum and Spot Clean.....

c. Wood Floors:

- i. Renovate: Screen; Reseal; Refinish; Burnish.....
- ii. Clean: Scrub & Recoat; Burnish.....

d. Hard Floors:

- i. Renovate: Scrub, Reapply Colored Epoxy, Top Coat, Burnish
- ii. Renovate: Scrub; reapply Penetrating Seal.....
- iii. Renovate: Strip; Seal; Finish; Burnish.....
- iv. Clean: Scrub & Recoat; Burnish.....

2. Wash Windows & Doors, Inside and Out.....

3. Desks & Other Furniture:

- a. Strip/Sand; Repaint/Refinish.....
- b. Clean and Polish.....
- c. Repair / Replace.....

4. Woodwork and Trim:

- a. Strip/Sand; Repaint/Refinish.....
- b. Clean and Polish.....
- c. Repair / Replace.....

Check Priorities

	1	2	3
5. Clean Light Fixtures and Replace Bulbs / Tubes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Clean Blinds; Shades and Drapes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Clean Chalkboards and Bulletin Boards.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Walls and Ceilings			
a. Dry Clean (Vacuum & Dust).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Wet Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Paint.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Clean Radiators or A/C Registers & Vents.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Book Lockers			
a. Dry Clean (Vacuum or Dust.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Wet Clean and Dry.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. GYMNASIUM

1. Floor:

a. Renovate: Scrub & Recoat.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Repaint.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Clean: Auto-Scrub.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Wash Windows & Doors, Inside & Outside.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Bleachers:			
a. Wash Seats, Mop Floor.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Clean Underneath.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Woodwork and Trim:			
a. Strip and Refinish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Clean and Polish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Clean Trophy Cases.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Walls and Ceilings:			
a. Dry Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Wet Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Paint.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Change Light Bulbs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Clean Backboards.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Check Priorities		
C. RESTROOMS, SHOWER ROOMS AND LOCKERS		1	2	3
1. Floors:				
a. Resilient Tile				
i.	Renovate: Strip; Seal; Finish and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Clean: Scrub; Refinish and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Slip-Resistant Flooring:				
i.	Scrub w/ Floor Machine & Wet Vacuum.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Auto-scrub.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Hard Floors:				
i.	Renovate: Strip; Seal; Finish; and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Clean: Scrub; Refinish; and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Scrub Unfinished Floor.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Carpeted Floors:				
i.	Renovate All: Bonnet Clean; Extract; or Combination.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Selected Renovation: Traffic Lanes and Spot Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Clean: Vacuum and Spot Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Wash Windows & Doors, Inside and Out.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Acid Clean Showers (Remove Soap Scum and Hard Water Deposits).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Polish or Apply Surface Treatments: All Metal Fittings – Shower Heads, Controls, Soap Dispensers, Paper Towel Dispensers and Soap Dishes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Clean Light Fixtures, Change Bulbs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Walls and Ceilings:				
a.	Dry Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Wet Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Paint.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Lockers				
a.	Dry Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Wet Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Paint.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. KITCHEN AND CAFETERIA

Check Priorities

	1	2	3
1. Floor			
c. Resilient Tile:			
i. Renovate: Strip; Seal; Finish and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Clean: Scrub; Refinish and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Unfinished Ceramic, or Quarry Tile:			
i. Scrub w/ Floor Machine & Wet Vacuum.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Auto-scrub.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Hard Floors:			
i. Renovate: Strip; Seal; Finish; and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Clean: Scrub; Refinish; and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Carpeted Floors:			
i. Renovate All: Bonnet Clean; Extract; or Combination.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Selected Renovation: Traffic Lanes and Spot Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Clean: Vacuum and Spot Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Wash Windows & Doors, Inside and Out.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Woodwork & Trim			
a. Strip and Refinish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Clean and Polish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Clean Light Fixtures and replace Bulbs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Clean Shades, Blinds, Drapes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Walls and Ceilings			
a. Dry Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Wet Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Paint.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Clean Exhaust Hoods; A/C Registers and Grilles; Vents.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Clean and Polish or Apply Surface Treatment Metal Surfaces.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Cafeteria Furnishings:			
a. Clean Tables.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Clean Chairs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Clean Railings.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Repair / Replace.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Clean Walk-In Freezers and Refrigerators.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. AUDITORIUM AND STAGE		Check Priorities		
		1	2	3
1. Floors:				
a. Resilient Tile:				
i.	Renovate: Strip; Seal; Finish and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Clean: Scrub; Refinish and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Wood				
i.	Wet Screen and Refinish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Auto-scrub.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Repaint.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Hard Floors:				
i.	Renovate: Strip; Seal; Finish; and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Clean: Scrub; Refinish; and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Scrub Unfinished Floor.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Carpeted Floors:				
iii.	Renovate All: Bonnet Clean; Extract; or Combination.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv.	Selected Renovation: Traffic Lanes and Spot Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Clean: Vacuum and Spot Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Clean Windows and Doors, Inside and Out.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Clean Drapes, Blinds and Curtains.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Clean Stage Drapes and Curtains.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Walls and Ceilings				
a.	Dry Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Wet Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Paint.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Seating and Other Furniture				
a.	Strip and Refinish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Clean and Polish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Repair and Replace.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Woodwork and Trim				
a.	Strip and Refinish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Clean and Polish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Clean and Polish All Bright Work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Clean Light Fixtures and Replace Bulbs.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check Priorities

F. LIBRARY

	1	2	3
1. Floors: Depending on condition of floors, elect to either renovate or clean.			
a. Resilient Tile Floors:			
i. Renovate: Strip; Seal; Finish; and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Clean: Scrub; Finish; and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Carpeted Areas:			
i. Renovate All: Bonnet: Extract: or Combination.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Selected Renovation: Traffic Lanes and Spot Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Clean: Vacuum and Spot Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Wood Floors:			
i. Renovate: Screen; Reseal; Refinish; Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Clean: Scrub & Recoat; Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Hard Floors:			
i. Renovate: Strip; Seal; Finish; Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Clean: Scrub & Recoat; Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Wash Windows& Doors, Inside and Out.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Shelving, Desks, Tables, Chairs & Other Furniture:			
a. Strip/Sand; Repaint/Refinish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Clean and Polish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Repair / Replace.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Woodwork and Trim:			
a. Strip/Sand; Repaint/Refinish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Clean and Polish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Repair / Replace.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Clean Light Fixtures and Replace Bulbs / Tubes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Clean Blinds; Shades and Drapes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Clean Chalkboards and Bulletin Boards.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Walls and Ceilings			
a. Dry Clean (Vacuum & Dust).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Wet Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Paint.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Clean Radiators or A/C Registers & Vents.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Clean and Polish Bright Work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check Priorities

G. Offices, Lounges and Health Clinic

1. Floors: Depending on condition of floors, elect to either renovate or clean.

	1	2	3
a. Resilient Tile Floors:			
i. Renovate: Strip; Seal; Finish; and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Clean: Scrub; Finish; and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Carpeted Areas:			
i. Renovate All: Bonnet: Extract: or Combination.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Selected Renovation: Traffic Lanes and Spot Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Clean: Vacuum and Spot Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Wood Floors:			
i. Renovate: Screen; Reseal; Refinish; Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Clean: Scrub & Recoat; Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Hard Floors:			
i. Renovate: Strip; Seal; Finish; Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Clean: Scrub & Recoat; Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Wash Windows& Doors, Inside and Out.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Shelving, Desks, Tables, Chairs & Other Furniture:			
a. Strip/Sand; Repaint/Refinish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Clean and Polish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Repair / Replace.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Woodwork and Trim:			
a. Strip/Sand; Repaint/Refinish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Clean and Polish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Repair / Replace.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Clean Light Fixtures and Replace Bulbs / Tubes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Clean Blinds; Shades and Drapes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Clean Chalkboards and Bulletin Boards.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Walls and Ceilings			
a. Dry Clean (Vacuum & Dust).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Wet Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Paint.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Clean Radiators or A/C Registers & Vents.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Clean and Polish Bright Work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

		Check Priorities		
		1	2	3
H. HALLWAYS, CORRIDORS AND STAIRWAYS				
1.	Floors: Depending on condition of floors, elect to either renovate or clean.			
a. Resilient Tile Floors:				
i.	Renovate: Strip; Seal; Finish; and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Clean: Scrub; Finish; and Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Carpeted Areas:				
i.	Renovate All: Bonnet: Extract: or Combination.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Selected Renovation: Traffic Lanes and Spot Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Clean: Vacuum and Spot Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Wood Floors:				
i.	Renovate: Screen; Reseal; Refinish; Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Clean: Scrub & Recoat; Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Hard Floors:				
i.	Renovate: Strip; Seal; Finish; Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Clean: Scrub & Recoat; Burnish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Wash Windows& Doors, Inside and Out.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Woodwork and Trim:			
a.	Strip/Sand; Repaint/Refinish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Clean and Polish.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Repair / Replace.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Clean Light Fixtures and Replace Bulbs / Tubes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Clean Blinds; Shades and Drapes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Clean Bulletin Boards.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Walls and Ceilings			
a.	Dry Clean (Vacuum & Dust).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Wet Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c.	Paint.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Clean Radiators or A/C Registers & Vents.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Clean and Polish Bright Work and Hand Rails.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Lockers			
a.	Dry Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Wet Clean and Dry.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Drinking Fountains.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Walk-Off Mats and Stair Treads			
a.	Complete Renovation.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b.	Clean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Planning Your Work

Good planning for the summer work will assure thorough work and better quality control.

Naturally, with differences in staff experience and size, size of the facility, architectural differences, age of the facility, area of the country, etc. there will be differences in summer cleaning schedules and routines from school to school. The following recommendations are for use as general guidelines only and not as hard and fast steps to follow – however, all the recommendations in this workbook have stood the test of time and are based on field experiences of hundreds of Hillyard Professionals with thousands of years experience between them.

It is recommended that custodians be scheduled to work in pairs, this increases productivity and permits equipment to be used more steadily. There are tasks, such as floor refinishing, that will do better with three or more custodians working as a crew, but most times working in pairs seems to be the most efficient use of manpower and prevents the “disappearing custodian” syndrome.

Prior to planning Summer Clean-Up, all building repair work should be planned. Some work, such as boiler room maintenance and cleaning, can be done during school months. The custodian needs to know when various repairs are scheduled for completion. It is very discouraging and counter-productive to have cleaned rooms disturbed by maintenance work. With planning and coordination, the rooms and areas where maintenance work will occur may be bypassed until scheduled repairs have been completed.

The summer cleaning of schools should begin with the classrooms on upper floors that are the most remote from the center of activities and less likely to be disturbed after cleaning. The work should progress from room to room, toward the center of the school.

After classrooms are completed, other areas should then be cleaned, such as the gymnasium, rest rooms, library, cafeteria, etc. Then the corridors are cleaned. The central corridors should be the last area cleaned.

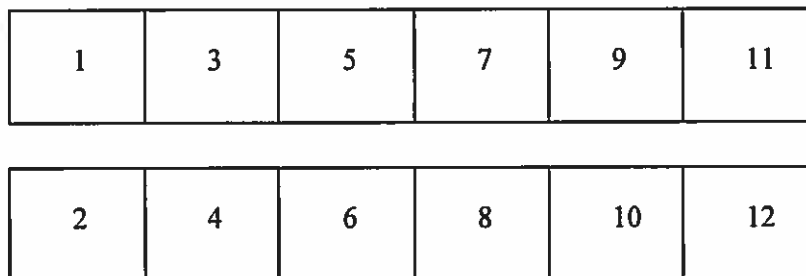
Several classrooms may be in the cleaning process at the same time. This will reduce lost time and allow more efficient “assembly line” methods to be used. With careful planning, several custodians may be working on consecutive operations at the same time.

When washing surfaces, especially during summer cleaning, you can save from 1/3 to 1/2 the amount of time necessary by using utility pails and cleaning cloths instead of spray bottles. If you decide to use a utility pail instead of a spray bottle, be sure to wear gloves to protect yourself. Using efficient tools will save time also. It would be very difficult to achieve the 3 minutes per 1000 sq. ft. allotted by ISSA for washing walls using a spray bottle, but with a wall washing system it is easily achievable. (Wall washing systems can be as simple as wringing a towel in a mop wringer and wrapping it around a 24” push broom).

Classroom Cleaning

1. Remove all furniture from the classroom. It is common practice to stack furniture in the corridor while cleaning rooms. If furniture from several rooms will be stacked in the corridors at the same time, clearly mark or separate furniture so it all goes back where it belongs.
2. Remove pictures, books, shades, posters, and other accessories from the room.
3. Clean the ceiling. Wash if the material is a washable material. Dust or vacuum the ceiling if it is non-washable. Dust or vacuum the inside of all light fixtures, replacing burned out bulbs and tubes as you go. Dust all registers and vents.
4. Wash the walls, woodwork, door, doorframe, window sashes/frames, built-in counters and cabinets. Work from the bottom to the top of walls to prevent streaking.
5. Wash electrical fixtures.
6. Wash blinds, if applicable.
7. Wash windows.
8. Wash chalkboards and whiteboards and clean bulletin boards.
9. Strip or scrub and refinish the floor.
10. Clean and polish the furniture in the corridor.
11. Return the cleaned furniture to the room.
12. Clean shades and other accessories and return to the room.

Experience shows that approximately 52% of custodial time should be spent on floor maintenance. Therefore, we have included the following example of how to strip, seal, and finish a classroom wing most efficiently. (Assume steps 1 through 8 listed above have been completed in this example.)



The diagram above represents a wing of 12 classrooms, each measuring 30' x 30'. (Assumes working an 8-hour day.)

Day One:

1. Strip and thoroughly rinse rooms 1 – 6.
2. Apply first coat of seal to rooms 1 – 6.

Day Two:

1. Strip and thoroughly rinse rooms 7 – 12.
2. Damp mop rinse rooms 1 – 6.

3. Apply first coat of seal to rooms 7 – 12.
4. Apply second coat of seal to rooms 1 – 6.

Day Three:

1. Damp mop rinse rooms 1 – 12.
2. Apply second coat of seal to rooms 7 – 12 early in the day.
3. Apply first coat of finish to rooms 1 – 6 early in the day.
4. Begin cleaning furniture in the corridor.
5. Apply first coat of finish to rooms 7 – 12 late in the day.

Day Four:

1. Damp mop rinse rooms 1 – 12.
2. Apply second coat of finish to rooms 1 – 12 early in the day.
3. Continue cleaning furniture in the corridor.
4. Apply third coat of finish late in the day.

Day Five:

1. Burnish rooms 1 – 12 (depending on the finish applied).
2. Dust mop rooms 1 – 12 (if burnishing).
3. Finish cleaning furniture in the corridor and return furniture to rooms 1 – 12.

NOTE: If the humidity is high and the floors are drying slowly, allow an extra day for the finish to cure before burnishing and allow three days between applying the last coat of finish and returning furniture to the rooms.

Even if the humidity is low and the floors are drying quickly, no more than three coats of seal or finish should ever be applied in a 24-hour period.

WORK ORGANIZER

An effective summer clean-up program is the result of careful organization. This section will give you step-by-step worksheets for planning and scheduling the most productive Summer Clean-Up possible.

STEP TWO FACILITY INSPECTION

Now is the time to make an inspection of your facility to determine work to be done. The following worksheets will help you keep your inspection organized, and provide valuable information for later planning.

This initial inspection is also a good time to ask a Hillyard Consultant to join you. He/She is a trained maintenance specialist who can recommend cost-effective solutions to many of your most difficult cleaning problems.

Begin your inspection with the classrooms on the top floor of your building. Start first with those rooms that are the farthest removed from the center of the building. Fill out Table 2a, *Inspection Guide For Floor Maintenance – Classrooms*, by determining if you will completely renovate (strip, seal, finish, burnish) or only clean the floor (scrub, finish, burnish). List the room number, then measure the room and write its width and length in the spaces provided. Then multiply the length times the width (l x w) to determine the room's square footage. If you have decided to renovate, write the square footage figure in the appropriate box. For example, if the room has resilient tile and you intend to renovate, write the square footage in the resilient section under "renovate".

Proceed to the next room and repeat the process, entering the square footage in the appropriate spaces. As you move from room to room, you will undoubtedly inspect rest rooms, offices, lounges, etc. For these areas, use Table 2b, *Inspection Guide For Floor Maintenance – Areas Other Than Classrooms*. Enter the room information and the square footages in the appropriate spaces.

When your inspection tour is complete, total the column for each floor type and the type of maintenance you have decided to perform for each area type. When you have completed the tour and have listed and totaled your findings you will be ready to move on to STEP 3.

(Example) Inspection Guide For Floor Maintenance (Classrooms)

Table 2a (Example)

Room Number	Dimensions	Carpeting		Wood		Resilient		Hard		Notes and Comments
		Renovate	Clean	Renovate	Clean	Renovate	Clean	Renovate	Clean	
208	30 x 30	900	600							Replace 5 Ceiling Tiles
212	31 x 27					837				Repair faucet / replace 2 tiles
215	30 x 47	325					1085			Repaint South Wall
220	28 x 33							924		Replace sharpener; 5 chairs
Totals		18,500	31,500		27,000	23,000	45,875	14,000	22,847	

(Example) Inspection Guide For Floor Maintenance (Other Than Classrooms)

Table 2b (Example)

Room Number	Dimensions	Carpeting		Wood		Resilient		Hard		Notes and Comments
		Renovate	Clean	Renovate	Clean	Renovate	Clean	Renovate	Clean	
Auditorium	100 x 150	3000	6000							Repair 27 Seats
313	42 x 80	2200				1160				One 3x5 window cracked
Cafeteria	84 x 120						10,080			4 coats finish
Lounge	28 x 33	924								Repair 3 tables
Totals		18,500	31,500		27,000	23,000	45,875	14,000	22,847	

STEP THREE FLOOR AREAS

Experience with school maintenance shows the largest portion of work and money in any summer clean-up program is spent on floors. The extra effort you spend here could help you all through the year.

The next two worksheets give you a place to total square footage from your Inspection Guide For Floor Maintenance (Classroom) and your Inspection Guide For Floor Maintenance (Other Than Classrooms). You will use these footage totals as a basis for planning in STEP 4.

The total square footage you decided to renovate while on your inspection tour, and entered in Table 2a and Table 2b, will now be transcribed into the Area Totals –To be Renovated worksheet (Table 3a). The total square footage you decided to clean while on your inspection tour, and entered in Table 2a and Table 2b, will now be transcribed into the Area Totals – To Be Cleaned worksheet (Table 3b).

For example, if your total for renovating resilient floors in classrooms is 18,500 square feet, simply write 18,500 in each of the four columns under that floor type next to classrooms in Table 3a. Group

After you have transcribed all of your totals in their appropriate spaces, total each column so that you will be able to calculate the materials necessary to complete your floor maintenance program. Once Tables 3a and 3b are completed, you will have the information necessary to quickly and easily plan your summer clean-up program.

STEP FOUR INVENTORY CONVERTER

Now, determine what supplies you will need to have on hand to complete your Summer Clean-Up. It is always best to do this far enough in advance to beat the end-of-the-year paperwork jam that school districts often experience, assuring timely delivery of needed supplies. A delay in ordering may “ripple-down” to an irritating delay in beginning the projects you have carefully planned.

The Required Inventory Converter (Table 4) starts you thinking now about materials you will need to conduct a successful Summer Clean-Up Program.

Since you already have the total square footage for each major task in renovating and cleaning floor surfaces, you now need to transcribe these totals from Tables 3a and 3b to Table 4. By doing so, you will equate tasks to products. For example, if you intend to strip 18,500 square feet of resilient tile, simply write 18,500 in the space provided opposite “Resilient Tile – Stripper”. Naturally you will have to seal and finish the same square footage. If you intend to use two coats of seal, write 37,000 instead of 18,500 and for three coats if finish, write 55,500 sq. ft. (See the example Table 4 on the next page.)

Once the square footages have all been entered, write your Total Need (column 6) in the space to the right of Total Sq. Ft. This figure is derived by dividing 18,500 into the figure in column 4: Sq. Ft. coverage / gallon. After you have completed columns 5 and 6, subtract your inventory on hand to determine what must be ordered to complete the floor maintenance program you have outlined.

NOTE: Don’t forget to allow for the products you expect to use between the date of your inventory and the beginning of your Summer Clean-Up projects.

(EXAMPLE) REQUIRED INVENTORY CONVERTER

Table 4 (Example)

Task	Product	Unit Size	Sq. Ft. Coverage / gal.	Total Sq. Ft. Tables 3a & 3b	Inventory			Date Ordered
					Total Need	On Hand	Must Order	
RESILIENT TILE								
1. Renovate								
Strip	Devastator	1.5 gallon	Dilute 1:4 800 - 1200 sq. ft. / diluted gal	18,500	5 gallons	1 gallons	1 x 5 gal.	04/12
Neutralize	Nutra-Rinse	1.5 gallon	Dilute 4 oz. / gal. 800 - 1200 sq. ft. / diluted gal.	18,500	5 gallons	0	1 x 5 gal.	04/12
Seal	Seal 341	1.5 gallon	1000 - 1500	18,500	16 gallons	7 gallons	2 x 5 gal.	04/12
Finish	North Star	1.5 gallon	1500 - 2500	18,500	10 gal.	4 gal.	2 x 5 gal.	04/12

REQUIRED INVENTORY CONVERTER

Table 4, p.1

Task	Product	Unit Size	Sq. Ft. Coverage / gal.	Total Sq. Ft. Tables 3a & 3b	Inventory			Date Ordered
					Total Need	On Hand	Must Order	
CARPET								
1. Renovate								
Extract								
Sanitize								
Soil Retardant								
2. Clean								
Bonnet Clean								
Spot Clean								
WOOD								
1. Renovate (Gym)	Super Shine-All	1.5 gal.	1:64 19,500					
Wet Screen								
Seal								
Finish								
Paint Color:								
Paint Color:								
Paint Color:								
Paint Color:								
WOOD (Cont.)								
2. Clean (Non-Gym)	Super Shine-All	1.5 gal.	1:64 19,500					
Scrub								
Seal								
Finish								

REQUIRED INVENTORY CONVERTER

Table 4, p.2

Task	Product	Unit Size	Sq. Ft. Coverage / gal.	Total Sq. Ft. Tables 3a & 3b	Inventory			Date Ordered
					Total Need	On Hand	Must Order	
RESILIENT								
1. Renovate								
Strip								
Neutralize								
Seal								
Finish								
2. Clean								
Scrub								
Seal								
Finish								

REQUIRED INVENTORY CONVERTER

Table 4, p.3

Task	Product	Unit Size	Sq. Ft. Coverage / gal.	Total Sq. Ft. Tables 3a & 3b	Inventory			Date Ordered
					Total Need	On Hand	Must Order	
HARD (FINISHED)								
1. Renovate								
Strip								
Neutralize								
Seal								
Finish								
Acid Etch								
Epoxy Coating (Clear)								
Epoxy Coating (Colored)								
Penetrating Seal								
Grout Seal								
2. Clean								
Scrub								
Seal								
Finish								
HARD (Unfinished)								
Scrub								
Auto-Scrub								

ADDITIONAL SUPPLIES REQUIRED

Table 5 p. 1

Description	Size	Needed	In Inventory	Order	Date Ordered
Floor Pads – Black Stripping					
Floor Pads – Blue Scrubbing					
Floor Pads – Red Scrubbing					
Floor Pads – Beige Polythermal					
Utility Pads – Black Stripping					
Utility Pads – Brown Scrubbing					
Utility Pads – White					
Utility Pad Holders					
Swivel Scrubs					
Anti-Slip Stripping Boots					
Hand Pads – Green					
Hand Pads - White					
Screens – 150 grit (Wood Floor)					
Screens – 120 grit (Wood Floor)					
Screens – 100 grit (Wood Floor)					
Power-Flo Finish Applicator					
Power-Flo Pads (Gym Finish)					
Power-Flo Pads (Smooth)					
T-Bar Frame					
T-Bar Handle					
T-Bar Pads					
Turkish Towels					
Masslinn Cloths					
Court-Clean					
Court-Clean Towels					
Court-Clean Clips					
Gym Dust Mop Heads					
Floor Scrapers					
Floor Scraper Blades					
Putty Knives					
Deep Action Carpet Bonnets					
Carpet Bonnets w/ Scrub Strip					
Deep Action Mops					
Deep Action Mop Frame & Handle					
Stain-Off					
Spray Bottles (Qt.)					
Trigger Sprayers					

ADDITIONAL SUPPLIES REQUIRED

Table 5 p. 2

Description	Size	Needed	On Hand	Order	Date Ordered
2 Qt. Pump-Up Sprayer					
Hudson Sprayer					
Foam Gun					
Mop Bucket & Wringers					
Utility Pails					
Lamb's Wool Dusters					
Extension Dusters					
Pro Duster Covers					
Vacuum Bags					
Vacuum Filters					
Scrub Brush					
Lobby Broom					
Lobby Dustpan					
Warehouse / Kitchen Broom					
Push Brooms					
Safety Goggles					
Safety Face Shield					
Dust Masks					
Single Use Gloves					
Utility Gloves					
Acid Resistant Gloves					
NIOSH Respirator					
Respirator Cartridges					
Window Scrapers					
Window Scraper Blades					
Window - Strip Washers					
Window - Strip Washer Pads					
Window Washer/Squeegee Combo.					
Wet Mop Heads					
Wet Mop Handles					
Extension Poles					
Extension Pole Tool Holders					
Flood Sucker					
Treated Dust Cloth - Rolls					
Chalk Board Cleaners					

EQUIPMENT

The right equipment, in the right place, at the right time will allow even the most inexperienced custodian to perform with the efficiency of a seasoned veteran!

Equipment must be routinely maintained to perform up to factory specifications and retain its labor saving advantage. Now is the time to check your equipment in preparation for your Summer Clean-Up Program. (It is, unfortunately, too late to discover your wet-vac doesn't work when the stripper is on the floor!)

STEP FIVE EQUIPMENT INVENTORY

Having the right cleaning equipment on hand is just as important as having supplies and materials stocked in advance of your project. Table 6 provides you with a rather complete checklist of equipment needs.

Now is a good time to inventory your equipment and check its condition. If repairs are needed, it is suggested that you begin bringing all equipment up to 100% operating condition before Summer Clean-Up begins. This way you will save labor costs and accomplish the Summer Clean-Up objectives you have set with no untimely delays while awaiting repairs or parts deliveries.

In the event that you need to replace, repair, or order new equipment, contact your Hillyard Consultant. He / She will help you examine your needs, and select the appropriate equipment and accessories for your facility and maintenance program.

School budgetary requirements and restrictions being what they are, it may take one or two years before equipment purchases are approved, so it is never too early to examine your needs and plan for the future. An added benefit of this planning workbook is that it provides data that can help you justify new equipment purchases.

Ask your Hillyard Consultant to show you how.

(EXAMPLE)EQUIPMENT INVENTORY LIST

Table 6 (Example)

DESCRIPTION	REQUIRED	ON HAND	CONDITION	TO REPAIR	TO ORDER
Floor Machine – Standard Speed, Single Disc – 20"	3	2	Good Fair	1	1
Wet-Vac w/ Front Mount Squeegee	3	3	Good, Good Poor		1
Auto Scrubber 24" Battery	1	1	Good		1 Set Batteries
Bumisher	2	0			2

EQUIPMENT INVENTORY LIST

Table 6

DESCRIPTION	REQUIRED	ON HAND	CONDITION	TO REPAIR	TO ORDER
Floor Machine – Standard Speed, Single Disc – 20” Wet-Vac					
w/ Front Mount Squeegee					
Auto Scrubber 24” Battery					
Burnisher					
Fast Extractor					
Deep Extractor					
Briefcase Extractor					
Spotting/Stair Accessory Kit					
Dry Vacuum					
Pressure Washer					
Restroom Cleaning Machine					

STAFF

The best organizing gets your program nowhere without an adequate and well-trained staff.

Here is a place for you to schedule your staff and keep any staff records that will be useful as you proceed with your Summer Clean-Up program.

STEP SIX

PLANNING YOUR CLEAN-UP STAFF AROUND THE TASKS TO BE PERFORMED

The first step in planning staff allocation is to think through each task and divide it up into individual steps. Recall the first section of this workbook, "Planning Your Work". There we looked at a method for cleaning several classrooms simultaneously – assembly line style. Only through thorough planning and training will you be able to get the most production from your staff with little or no lost time.

The following table (Table 7) asks you to list the tasks you wish to accomplish. Opposite each task, list the steps necessary to complete it expeditiously. This is another opportunity to put Hillyard's experience to work for you and confer with your Hillyard Consultant. He/She will gladly assist you in detailing each renovation and cleaning task. Experience and training enables him/her to help you determine the most efficient use of your staff and equipment.

The chart that accompanies Table 7 may be helpful to you. It shows the amount of time ordinarily expected to complete certain tasks, the time figures shown are guidelines, computed from experience. Naturally, circumstances specific to your facility may alter these times per task.

Table 6 also includes a space in which to write a Phase Number. This is important! You will want to divide your Clean-Up Program into Phases. The first of early phase will include tasks such as cleaning classroom ceilings and a late phase task would be renovating first floor corridors.

(Example) WORK ORGANIZER CHART

Table 7 (Example)

Task Description	Area or Room Numbers	Phase	Expected Days	Staff Needed	Detailed Steps To Accomplish Task				
					Strip, Rinse, & Seal	Strip, Rinse, & Seal	Apply Finish & Clean Furniture	Apply Finish & Clean Furniture	
Renovate resilient Floors 2 nd Floor East	201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212	2	5	3	Strip, Rinse, & Seal	Strip, Rinse, & Seal	Apply Finish & Clean Furniture	Apply Finish & Clean Furniture	Clean Furniture & Return
Acid Clean Shower Rooms	1437, 1442, 1622, 1635	3	1	2	Apply CSP	Scrub walls	Scrub Floor	Rinse	Dry Chrome, Treat Stainless

Time per Task Estimates (per 1000 sq. ft.)

GENERAL CLEANING	Minutes	GENERAL CLEANING	
Dust Mop with 24" Dust Mop	7.2	Wet Screen Wood Floor with 20" Stndrd. Spd. floor mach.; pick up with wet-vac; Damp mop rinse twice	90
Dust Mop with 36" Dust Mop	4.8	Tack Rag Wood Floor	4.8
Dust Mop with 60" Dust Mop	1.8	Abrade Wood Floor Between Coats	10
Dust Mop w/ 72" Dust Mop	1.2	Apply One Coat of Solvent Base Gym Seal or Finish	40
Sweep Floor with 24" Push Broom	8.4	Apply One Coat of Water Base Seal or Finish	20
Sweep Floor with 36" Push Broom	4.8	Disinfect or Acid Clean Restroom Fixtures	2.5 min. / ea.
Sweep Floor with Warehouse/Kitchen Broom	25.2	Clean Partitions and Doors	3 min. / ea.
Sweep with 40" Ride-On	1.5	Disinfect or Acid Clean Drinking Fountain	1.5 min. / ea.
Damp Mop with 24 oz Mop	12	Disinfect Shower Room Walls w/ Foam Gun; Allow to Air Dry	6.5
Auto-Scrub Floor with 20" Auto-Scrubber	7.2	Acid Clean Shower Room Walls Apply w/ Foam Gun to Walls, Fixtures And Floors. Let stand 5 - 10 min. Rinse.	13.5
Auto-Scrub Floor w/ 32" Auto-Scrubber	4.7	Clean Cafeteria Tables	3 min. / ea.
Strip and Rinse Floor (Scrub floor w/ standard speed floor machine; pick up solution w/ wet- vac; flood rinse w/ Neutralizer; Pick up flood rinse w/ wet-vac; damp mop rinse twice)	123	Clean Handrails	10
Scrub and Rinse Floor (Scrub floor w/ standard speed floor machine; pick up solution w/ wet- vac; damp mop rinse twice)	60	Sweep Stairs and Landings	30
Apply One Coat of Seal / Finish	15	Dust Mop Stairs and Landings	24
Burnish with 20" Cord Electric Machine	6.4	Vacuum Stairs and Landings w/ Back-Pack vac	21
Burnish with 20" Battery Machine	3.5	Damp Mop Stairs	36
Apply Soil Retardant / Pre-Spray To Carpet	10.2	Clean Windows w/ Bucket; Brush & Squeegee	10.02
Bonnet Clean Carpet with 20" Stndrd. Spd. Fl.r Mach.	30	Clean Windows w/ Extension Tool	13.2
Extract Carpet w/ 14" Cord Electric Unit	30	Clean Windows w/ Trigger Sprayer and Cloth	11.4
Extract Carpet w/ 18" Cord Electric Unit	20	Wipe Walls	10
Extract Carpet w/ 26" Battery Unit	12	Clean Doors – Both Sides	2 min. / ea.
Extract Using a Hand-Held Tool	6.5 min. / 25 sq. ft.	Clean Light Fixtures – Set Up Ladder; remove or Lower light cover; wipe light cover and frame; Replace light cover and remove ladder.	3 min. / ea.
Vacuum with 12" vac	15	Disinfect Telephone	0.17 min. / ea.
Vacuum with 14" vac	13	Dust Computer and Clean Screen	0.166 min. / ea.
Vacuum with 14" Back-Pack vac	6.5	Clean/Disinfect Chairs – Spray and Wipe	0.1 min. / ea.
Vacuum Upholstered Furniture	0.25 min/ea		

STEP SEVEN ORGANIZE AND ASSIGN CLEAN-UP CREWS

Begin now to organize your clean-up crews. Think first about crew supervision and compatibility of crewmembers. Consider previous work experience and job performance. Remember, you don't have time to do it twice!

At this point, you may want to invite all the crew supervisors in to go over the summer's objectives together. Encourage their suggestions as to crew size, who will be members of each crew and what specific tasks they are best adapted to.

Table 8a will serve as a handy roster for your clean-up crews. Scheduling your work crews will give you an accurate estimate of the amount of work that you can realistically expect to get done and to consider any extra help you may want to request for the summer. Obviously the earlier you do this planning, the sooner you will be able to turn in your requests for additional help and reevaluate your expectations.

Finally, while you are making preliminary work assignments, be sure to remember vacation schedules, the possible availability of extra help from district or outside service contractors who may play a part in the picture. Don't forget to accommodate your cleaning schedule to scheduled maintenance projects. Once the preliminary assignments are made, you are now ready to launch into the next steps of planning your Summer Clean-Up program – training.

(EXAMPLE) PERSONNEL ROSTER

Table 8a (Example)

Crew No.	Crew Member Name * Indicates crew leader	Phone Number	Experience By Tasks	Days of Week Times Available	Vacation Dates
1	John Doe	555-0987	15 Years - All Tasks	All	None
1	Bill Brown	555-1234	2 Yrs. Resilient; 1 Yr. Gym	M - Th	July 15 - 19

(EXAMPLE) PRELIMINARY WORK ASSIGNMENT ROSTER

Table 8b (Example)

Week Of	Crew No.	Monday	Tuesday	Wednesday	Thursday	Friday
June 6 - 10	1	Scrub Gym in the a.m. Touch up lines in p.m.	Rough up paint; tack rag Apply Contender in a.m. Scrub Stage in p.m.	Abrade Gym; Tack; Apply Second Coat Contender in a.m. Apply Contender to Stage in p.m. Empty and begin damp wiping book lockers 2 nd floor north	Abrade Stage; Tack Rag; Apply Second Coat Contender in a.m. Finish damp wiping book lockers. Extract carpet in Locker Area p.m.	Clean and move library tables and chairs to west wall; dust and polish bookcases. Extract carpet east side Library.

PRELIMINARY WORK ASSIGNMENT ROSTER

Table 8b

Week Of	Crew No.	Monday	Tuesday	Wednesday	Thursday	Friday

STEP EIGHT TRAINING YOUR CLEAN-UP STAFF

Training your clean-up staff is essential in view of both improved products and techniques.

To assure a successful Summer Clean-Up Program, be certain to schedule product, process, and equipment training for each crewmember - specific to the tasks they are to perform. Include the products, the tools and the equipment they will be working with, as well as the step-by-step processes they are to perform. Summer Clean-Up projects are often like a dance – if one partner is out of step, people’s toes get stepped on, and the process breaks down.

With reference to the task objectives you have set out to accomplish, confer with your Hillyard Consultant to learn what pertinent films or training aids are available. Hillyard has been a leader in custodial training since 1938 – when the country’s first formal training program for custodial workers was established; and the tradition continues...

Next, list those demonstrations you wish to present to your staff, You may want to assign trainers from your staff, based on their previous experience, to present these training demonstrations. Table 9 provides you with a good training schedule guide to begin establishing dates and assigning crewmembers to these demonstrations.

Good training programs, presented in advance, save your staff's time once your Summer Clean-Up is underway.

(EXAMPLE) TRAINING AND DEMONSTRATION SCHEDULE

Table 9 (Example)

Date of Training or Demonstration	Training or Demo Topic	Name of Trainer	Crew No. & Members Scheduled For Training	
			Crew Number(s)	Crewmembers
5/22/01	Review Gym Floor Cart - Scrub and Recoat	Hillyard Consultant	1	Bill Brown, John Green, Mary Roberts

RESULTS

You've done your homework.

You've made a sound, workable plan. You even have a Plan B in mind in case something totally unexpected happens.

You've ordered everything you anticipate needing.

You've trained your staff.

Now is the time to reap the rewards of your efforts. Instead of "putting out fires" this summer, you have been proactive, and have anticipated the "fires".

Now, enjoy watching your plans work, and remember, your Hillyard Consultant is only a phone call away if you need anything.

In the spirit of proactive planning, while the Summer Clean-Up program is under way, make notes for next summer's projects. Ask yourself and your crews: What worked especially well? What could be improved? What changes to our routine cleaning program could be made to make the summer projects go smoother? etc. While your observations are still fresh in your mind is the best time to evaluate the results of this year's plans and anticipate adjustments to next year's...

