



Going GREEN?

For Classroom Cleaning, here are additional things you should consider:

Classroom Care

Asthma is the leading cause of disease-related absenteeism in the United States. There are many things outside of our direct control that can cause asthma attacks such as pollen, animal dander, and tobacco smoke. Some things that we can change are the use of cleaning products with high VOC levels, products with heavy fragrances, and dyes. We can also modify the cleaning, maintenance, and scheduling of procedures that we employ to offset the triggers of asthma related illness.

Product Selection

- Use environmentally preferable or reduce risk products.
- Cleaning products with a neutral or near neutral pH.
- Clean and disinfect appropriate areas and surfaces on a regularly scheduled maintenance program.
- No or low VOC levels.
- No solvents, butyls, chlorine, or ammonia.
- No or low levels of dyes and fragrances.
- No heavy metals.
- No chelating agents.
- No aerosols.
- Use concentrates when available.
- Use walk-off mats.
- Keep entrances clean.
- Clean carpeting on a regular basis.

Equipment Selection:

- Vacuum cleaners that capture a minimum of 99% of 0.3 micron particles and make sure vacuums are operating properly a bags dumped when they are half full (they lose their efficiency as the bags become fuller).
- Floor machines equipped with vacuum attachments.
- No feather dusters; use damp cloths or micro-fiber cloths.

Miscellaneous Product Selection:

- Paper products and plastic trash can liners that meet EPA's Comprehensive Procurement Guidelines for recycled content.
- Be diligent in the removal and prevention of mold growth by keeping a regular cleaning and maintenance program.

HOW TO CLEAN CLASSROOM

NOTE: If the classroom is in a healthcare facility, the potential for infectious materials is present. You must follow OSHA regulations and your site-specific exposure control plan.

Tools and Materials Needed

- A. Clean mop, bucket, and wringer filled with the proper cleaner according to manufacturer's directions
- B. Small pail with same as in "A"



- C. Trash can liners
- D. Clean cloths
- E. Glass cleaner
- F. Feather duster
- G. Dust mop
- H. Dust pan
- I. Dust mop/dust cloth treatment
- J. Pick up brush or angle broom
- K. Putty knife
- L. "Wet Floor" sign
- M. Material Safety Data Sheets for chemicals used
- N. Personal protective equipment as called for in MSDS
- O. If blood or other potentially infectious material is present, follow your site-specific exposure control plan and add biohazard bags or containers.

Daily procedures

- A. Display "Wet Floor" signs at each entrance.
- B. High dust walls, ceilings, light fixtures, and vents
- C. Empty pencil sharpeners into waste baskets
- D. Pick up all large trash from floor and place into waste basket
- E. Remove trash can liner and place into container on cart
- F. Clean chalk rails by immersing clean cloth in small pail and damp dusting the rails, lifting and replacing erasers and chalk as you go.
- G. Low dust or damp dust all flat dust collecting surfaces. If you are right handed, start at the entrance door and move counter clock wise. If left handed, move clock wise.
- H. Immerse the clean cloth in the cleaner, wring out and clean around the pencil sharpener, light switch, door, etc.
- I. Be alert for dust on vertical surfaces such as sides of desks, etc.
- J. When dusting window ledges, close and lock any open windows.
- K. Make a written record of anything that is amiss or needs repair (lights that need replacing, broken fixtures) and turn into your supervisor at the end of your shift.
- L. Use a clean cloth and glass cleaner to clean door window and spot clean large windows.
- M. Carpeted floors, follow carpet cleaning procedures.
- N. Dust mop the floor. Start in the farthest corner of the room.
- O. Use the angle broom or pick up broom to clean the corners
- P. Then dust mop the floor keeping the same leading edge.
- Q. Dust mop under desks by lifting one side, dust underneath it. You will get the other side when you dust the next aisle.
- R. All the soil should be near the door when through dust mopping. Pick up with dustpan and angle broom or pick up broom.
- S. Do not shake out the dust mop inside the building. Vacuum the dust mop or shake it outside.
- T. Use the putty knife to remove any gum, crayons, or other deposits from the floor and desks.
- U. While dust mopping, be alert for areas that require wet cleaning.
- V. Wring out the mop and spot clean the floor.
- W. Inspect classroom.
- X. Set thermostat to proper setting
- Y. Turn lights off

Periodic procedures



- A. Thoroughly wash windows and window frames.
- B. Inspect desks for worn or damaged gliders, replace as needed.
- C. Top scrub and refinish hard floors
- D. Extract carpeted floors.
- E. Wash walls
- F. Wipe down vents and light fixtures with clean cloth immersed in cleaning solution and wrung out.

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