

## **ANNUAL SCHOOL OPERATIONAL PLAN**

### **Classrooms & Offices:**

- All classrooms shall be swept and spot mopped daily.
- Gum shall be removed from the floors daily
- Chalkboards will be washed at least once a week.
- Garbage receptacles will be emptied daily and liners replaced, as necessary.
- Horizontal surfaces accessible from ground level (sills, ledges & Moldings) will be dusted on rotation or as needed.

### **Cafeterias:**

- The floors shall be swept and mopped daily; machine scrubbed and treated with wax as necessary; upon space availability. Walls will be washed as necessary.
- The cafeteria shall be inspected during and between lunch periods for hazards and cleanliness.
- Kitchens shall be thoroughly washed including but not limited to the walls and ceiling on an annual basis upon space availability.

### **Auditorium:**

- The auditorium shall be swept and spot mopped on a daily basis.
- Stage areas should be kept in an orderly fashion, free of storage at all times.
- Ventilation Diffusers will be cleaned on an as needed basis.

### **Gymnasium & Locker Rooms:**

- The Gymnasiums and Locker rooms shall be kept in an orderly fashion and will be swept and spot mopped daily or as needed.

### **Bathrooms:**

- All bathrooms shall be inspected throughout the day for cleanliness and cleaning issues will be addressed daily or as needed.
- Toilets, urinals, sinks, floors, walls, partitions, mirrors, and garbage receptacles are to be cleaned with proper disinfectants.
- All bathrooms must be supplied with soap, toilet tissue, and towel dispensers. Dispensers for soap, toilet tissue, and paper towels shall be stocked daily and replenished as needed.

### **Staircases:**

- All staircases shall be swept daily. Steps are to be spot mopped daily and thoroughly mopped weekly, or as needed.