

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO. 7070**

**TITLE:** STANDARD OF SANITATION, HOUSEKEEPING, AND MAINTENANCE

**BASED ON POLICY:** 7.07 STANDARDS OF SANITATION, HOUSEKEEPING,  
AND MAINTENANCE

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR  
ADMINISTRATIVE SERVICES

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I. Purpose:

This procedure sets forth the standards for performance in the above mentioned areas. In general, the major and basic purposes of these standards are:

- A. To provide a suitable physical environment for teaching and learning
- B. To protect the health and safety of both students and employees of this institution
- C. To promote community pride in our physical facilities and to develop good public relations
- D. To preserve and protect the public's investment in our physical property
- E. To comply with State Requirements for Educational Facilities (SREF)

II. Procedure:

The following performance standards shall be used in evaluating the services provided in the areas of sanitation, housekeeping, and maintenance.

- A. Sweeping: Includes brush or dust mop sweeping, without damage or disfigurement of furniture, doors, or base trim. A properly swept floor is free of all dirt, dust or dust streaks, grit, lint, and debris in all areas. All furniture shall be replaced to its original position upon completion.
- B. Damp mopping: Cleaning of floor surfaces using rayon mops, appropriate stain removal agents, unheated water, and detergent if required, using as small amount of water as possible supplemented by dry-cleaning as required for spot removal, and removal of streaks from rubber heels. A satisfactory damp-mopped floor is without lint and dust, marks, film, streaks, debris, and standing water in all areas.

- C. Spray buffing and floor polishing: A solution designed to clean and wax shall be sprayed on the floor, and this will be buffed and polished by mechanical polisher. Buffing and polishing shall be continued until the floor is without marks, film, or streaks.
- D. Touch-up floor finish: Application of floor finish in heavy traffic areas or where other floor care has removed or disfigured the floor finish already in place. Touched-up areas will blend in with adjacent areas. Floor finish will be applied after floor has been spray buffed.
- E. Floor finish removal: Removal of all floor finish down to the flooring material, using compound especially prepared for this purpose, with brush or stripping pad, or steel wool agitation as required, followed by rinsing with plain water to remove all floor finish, solution, dirt, and film. Compound shall be kept free of painted surfaces and all other surfaces which might be adversely affected by contact with it. Floor finish removal has been accomplished when all surfaces have all floor finish removed down to flooring materials, floor is left free of all dirt, stains, deposits, debris, cleaning solution, and standing water. The floor has a uniform appearance when dry.
- F. Primary floor finish: Application of three to five coats of floor finish over the entire floor, with thorough polishing after each coat. The floor will have a uniform sheen without brush marks when completed.
- G. Spot dry cleaning and finishing: Put small dab of material on a few marks on floor and buff floor with machine and steel wool pad until floor is free of marks and film and blends in with surrounding area.
- H. Mat cleaning: Clean all dirt-removing mats at entrances and remove all dirt, dust, and other deposits.
- I. Carpet, vacuuming and cleaning: Mats and carpets when properly vacuumed are free of dirt, dust, and debris. Spots shall be removed from mats and carpets as they appear using a spot remover kit, dry cleaning, dry suds, or spray method.
- J. Policing: Picking up and removing all paper, trash, empty bottles, and other discarded materials and emptying waste receptacles.
- K. Dusting-furniture and equipment: The horizontal surfaces of all furniture and equipment shall be dusted with a treated cloth or yard duster, operated in continuous contact with them. The manipulation shall be such as to pick up dust and not to scatter it. Surfaces shall be free of dirt, dust, lint, oily film, and streaks.
- L. Light fixture cleaning: After cutting off power, damp-wiping all accessible components of light fixtures. After damp-wiping, permit to air dry before

replacing covers. Light fixtures are clean when all components are without insects, dirt, lint, film, and streaks.

- M. Whiteboard cleaning: Whiteboards will be cleaned with clear water. When cleaned, the surface will have a uniform clean appearance.
- N. Exterior signage: All exterior signage is to be monitored for staining and mildew growth. Signs are to be routinely cleaned with soap and water (bleach may be added for mildew or algae growth) with a soft cloth or brush to avoid damaging the surface and letters. No harsh chemical agents are to be used to clean exterior signage.
- O. Emptying waste receptacles: Empty all waste receptacles and remove trash and paper from building and deposit in collection facilities. Receptacles shall be empty of trash and paper.
- P. Washing waste receptacles: Wash receptacles inside and out. Receptacles are clean of all deposits, dirt streaks, and odors after washing.
- Q. Replacement of waste receptacle liners: Liners shall be disposed of when odorous or when appearance is such as to be offensive.
- R. Sanitary napkin receptacles: Shall be emptied and provided with new paper bag liners daily.
- S. Drinking fountains: Drinking fountains will be cleaned using detergent. They are clean when free from stains, streaks, and film.
- T. Furniture, cleaning and polishing: Formica desk tops and classrooms chairs shall be damp wiped and dried. Other wood and finished metal surfaces shall receive furniture polish with rubbing as necessary for cleaning, followed by polishing with a clean dry cloth. All plastic and imitation leather coverings shall be cleaned with detergent solution, followed by wiping with cloth dampened in plain clean water. Leather coverings shall be thoroughly cleaned with combination cleaner and polish, followed by polishing with a clean dry cloth. When cleaned or polished, all surfaces shall have a uniform appearance, free of deposits, streaks, or film.
- U. Dusting: Removal of dust below normal high reach with treated dust cloths or yard duster, manipulated so as to pick up dust, dirt, lint, and cobwebs. A properly dusted surface is free of all dirt, dust, dust streaks, lint, and cobwebs.
- V. High dusting: Removal of dust from walls, ceiling and other structural components, pipes, equipment, and fixtures above normal reach, seven feet from floor, with treated dust cloth, yard duster, or vacuum cleaner. Surfaces shall be free from dust, cobwebs, dirt, lint, and streaks.

- W. Cleaning outside doors and trim: Cleaning outside doors and adjacent trim shall consist of scrubbing all surfaces with detergent solution, followed by clean water rinse. Doors and trip when properly cleaned are free from dirt, deposits, films, and have a uniform appearance.
- X. Spot cleaning walls, partitions, doors, trim: A damp cloth with detergent, if necessary, shall be used to remove spots. All walls, doors, door trim, baseboards, and other surfaces shall have dirt, stains, heel marks, hand prints, and other disfigurements removed. Areas cleaned by spot removal shall be left in condition of surrounding areas.
- Y. Window washing: Interior and exterior surfaces, frames, and sills shall be cleaned. Windows will be free of dirt, dust, and film.
- Z. Cleaning glass surfaces: This includes glass in panels, doors, signs, mirrors, counters, and pictures. Both sides will be cleaned where applicable. Plain water or cleaning solutions prepared for this purpose shall be used. Scouring powders shall not be used. Adjacent trim shall be wiped clean with damp cloth and floors cleaned of any droppings. Glass is clean when all accessible glass surfaces are without streaks, film, deposits, fingerprints, and stains, and has a uniformly bright appearance.
- AA. Metal cleaning: When cleaned, all surfaces are without deposits or tarnish, and with uniformly bright appearance. Cleaner will be removed from adjacent surfaces.
- BB. Plumbing fixture and dispenser cleaning: This includes water closets, urinals, sinks, soap trays, dispensers, and paper dispensers. A toilet bowl cleaner may be used for urinals if required. Fixtures and dispensers are clean when free from deposits, stains, films, odors, and dispensers replenished. Includes refilling towel, tissue, and soap containers.
- CC. Cleaning tile, etc.: Cleaning all tile and toilet stall partitions and doors. Cleaning will be accomplished with detergent solution and sponge followed by plain water rinse and drying with clean cloth. Abrasive cleaners will not be used on painted or resilient surfaces. All spillage or markings of adjacent surfaces shall be wiped clean with damp cloth.
- DD. Spot cleaning tile, etc.: A surface spot cleaned is free of all stains, deposits, and is substantially free of cleaning marks.

**HISTORY: Last Revised: 12/08/20**

**Adopted:** 8/15/89

**Reviewed:** 1/31/05, 1/31/08

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