



PULASKI ACADEMY & CENTRAL SCHOOLS

JIM SHEELEY • DIRECTOR OF FACILITIES

Cleaning, Disinfecting & Covid-19 Mitigation Plan Summary

Plan Overview

Mission

It is the goal of the O&M cleaning crew that every student, teacher, and staff member come to school every day confident in knowing their building is clean and safe.

Helpful

There will be some fresh faces on the cleaning staff this year. Everyone will be understanding, courteous and happy to assist you.

Driven

The O&M teams have been on the front line of the Covid-19 fight from the beginning. Rooms have been disinfected multiple times over the past months. New cleaning equipment has been purchased to assist in the battle and current best practices are in place to streamline the procedures.

Details

Tools

- Digitized, custom cleaning checklists for all room types
- Weekly quality surveys to staff from the Director of Facilities
- No touch, high/low pressure restroom and locker room cleaning equipment with disinfectant
- Color coded, microfiber cleaning systems to mitigate cross contamination
- Antimicrobial surface protectant for desks, floors and high touch areas
- New and improved air filters in all rooftop units, air handlers and univents to help clean the air as it recirculates through the buildings

Plan

- Every evening your room will be thoroughly cleaned, disinfected and ready for your return.
- Our new checklist will be filled out by your cleaner for every room to be sure every step in the cleaning process is completed. See cleaning plan checklist attached.
- Bathrooms will be cleaned several times a day.
- High touch surfaces will be disinfected throughout the day.
- Every room will have disinfectant spray and hand sanitizer along with a fresh microfiber cloth every morning.
- Staffing has been bolstered by promoting one part-time cleaner to full-time and adding additional support during the day when the buildings are occupied. See staffing summary attached.

PACS CLEANING PLAN CHECKLIST

PACS CLEANING PLAN CHECKLIST			
CLASSROOMS, OFFICES, CAFETERIAS, LIBRARIES, AUDITORIUMS			
FLOORS		BATHROOMS, LOCKER ROOMS, HEALTH OFFICES	
MOPPING	DAILY	WALLS	DAILY
SWEEPING	DAILY	LIGHT SWITCHES	MULTI-DAILY
VACUUM RUGS	DAILY	DOOR KNOBS	MULTI-DAILY
WAXING/BUFFING	AS NEEDED	FIXTURES	MULTI-DAILY
HIGH TOUCH SURFACES		MIRRORS	DAILY
WHITEBOARDS	DAILY	REPLACE PAPER PROD.	AS NEEDED
TABLES/DESKS	DAILY	TRASH	DAILY
COUNTERS	DAILY	SWEEP/MOP	DAILY
LIGHT SWITCHES	DAILY	TOILETS/URINALS	DAILY
DOOR KNOBS	DAILY	REPLACE SOAP	AS NEEDED
CHAIRS	DAILY	GYMNASIUMS	
TRASH		TRASH	DAILY
WASTE BIN	DAILY	HIGH TOUCH SURFACES	DAILY
RECYCLING BIN	DAILY	SWEEP	DAILY
WINDOWS		MOP	AS NEEDED
WASH WINDOWS	AS NEEDED	VACUUM RUGS	DAILY
HALLWAYS/STAIRS		AUTO SCRUB	WEEKLY/AS NEEDED
DOOR KNOBS	MULTI-DAILY	BLEACHERS	AFTER USE
RAILINGS	MULTI-DAILY	EVENTS	AS NEEDED
TRASH	DAILY	POOL	
DUST MOP	DAILY	TRASH	DAILY
AUTO SCRUB	DAILY	HIGH TOUCH SURFACES	DAILY
SPOT MOP	AS NEEDED	SWEEP FLOOR	DAILY
STRIP/WAX	ANNUALLY	MOP	AS NEEDED
WASH WALLS	ANNUALLY	VACUUM RUGS	AS NEEDED
CLEAN LOCKERS	ANNUALLY		
LIGHTS	ANNUALLY		

PACS FACILITIES STAFFING SUMMARY

POSITION	BUILDING	HOURS
MAINTENANCE WORKER	ELEMENTARY	6am-2:30 pm
CUSTODIAL WORKER	ELEMENTARY	6am-2:30pm
CLEANER	ELEMENTARY	6am-2:30pm
CLEANER	ELEMENTARY	11:30am-8pm
CUSTODIAL WORKER	ELEMENTARY	3:30pm-12am
CLEANER	ELEMENTARY	3:30pm-12am
CLEANER	ELEMENTARY	3:30pm-12am
CLEANER	ELEMENTARY	3:30pm-6:30pm
MAINTENANCE WORKER	MSHS	6am-2:30pm
CUSTODIAL WORKER	MSHS	6am-2:30pm
CLEANER	MSHS	11am-7:30pm
CLEANER	MSHS	1pm 9:30pm
CUSTODIAL WORKER	MSHS	2:30pm-11pm
CLEANER	MSHS	2:30pm 11pm
CLEANER	MSHS	2:30pm 11pm
MAINTENANCE WORKER	GROUNDS	6am- 2:30pm
CUSTODIAL WORKER	GROUNDS	6am-2:30pm