



LOUDOUN COUNTY PUBLIC SCHOOLS
SUPPORT SERVICES DEPARTMENT
FACILITIES SERVICES DIVISION
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Custodial Cleaning Duties for School, Community & PRCS Events

Custodial shifts will start 15-30 minutes before and end 30-60 minutes after the event. Groups using LCPS facilities including Instruction, ESL, Sports, Community Groups, YMCA, CASA, P&R etc. will be supported with the following cleaning protocols as follows.

- Prior to the event if needed, the custodian must clean/disinfect bathrooms, tables, chairs and other high touch surfaces such as door handles with Virex II disinfectant cleaner.
- During the event & during breaks/changes, the custodian will clean/disinfect every 1.5 – 2 hrs. or more as needed throughout the event. This includes all common areas that are not being occupied by students/patrons such as bathrooms, high touch surfaces, (door handles, countertops, tables, chairs, light switches, water fountains, etc.), sweep mop debris from halls and bathrooms.
- Once the event has started and students/visitors are in their assigned rooms, custodians should clean/disinfect all touch surfaces from the entrance to the building to their rooms.
- Custodian should not enter an occupied area with students or patrons present to clean/disinfect.
- At the conclusion of the event, the custodian is responsible to thoroughly clean/disinfect all tables, chairs, bathrooms, high touch surfaces with Virex II disinfectant cleaner and then spray the surfaces with Virex II with enough solution to keep wet for 10 minutes; mop hallways and other areas used with Virex II 256. Ensure that custodians are scheduled with enough time to properly clean/disinfect all areas used for the event.
- After cleaning/disinfecting of tables, chairs, the custodian will stack and store all school owned tables, chairs, equipment etc., and place in storage areas.
- If the event ends at the end of the day/evening, ensure that all lights are turned off, areas locked, and that the building is armed and ready for school the next morning. No cleaning or clean-up tasks are to be left the next day.
- Community event staff including P&R, YMCA, CASA, are responsible to ensure they clean their occupied area(s) with LCPS provided cleaner/disinfectant throughout their event.
 - Event staff be supplied with LCPS cleaning equipment such as brooms, dust pans. Spray bottle of cleaner/disinfectant (Virex II 256) and paper towels are only distributed if the P&R staff have taken the online training.
 - Trash cans must be supplied for each room.
 - Community event staff should clean debris between aisles in auditorium & the bleachers.

GENERAL:

Custodian should be visible and accessible to the group.

Custodian should carry a 2-way radio and give one to the event staff to use.

Custodian must wear LCPS provided uniforms or school spirit wear while working events.

Food and drink are not allowed in the auditorium, classrooms, library or gymnasiums.

The custodian should call LCPS Dispatch at 703-779-8833 for any school related **emergency only after 4:00 p.m. on weekdays or anytime on weekends and holidays.**



Custodial Duties for School, Community & PRCS Events

- The custodian on duty is the building supervisor. The custodian is responsible to ensure that all areas are opened, lights are on and the building is ready for safe use at least 15 minutes before the scheduled arrival of the group that has reserved the facility.
- The custodian on duty must be available in person and by radio during the entire event.
- The custodian must carry a radio and supply a radio to be used by the representative of the group. If the custodian is settling in an area from where they will supervise, eat, etc., then this area must be accessible and/or visible to the event staff.
- At the conclusion of the event, the custodian is responsible to ensure that all lights are turned off, areas locked, and that the building is ready for school the next morning. No cleaning or clean-up tasks are to be left the next day.
- The custodian is not responsible for setting up non-school events.
 - This includes:
 - Setting up tables, chairs, signs, etc.
 - Any property/items that belong to the event.
 - Per the FS Direct/LCPS Facility Use agreement, **if** the school administrator has given permission for the non-school event to use school chairs/tables etc., then these items should be made accessible.
 - Event staff should be shown the storage location of tables/chairs etc., be supplied with appropriate carts, pull the equipment from these locations, and return all items to storage locations after their event.
- Event staff are responsible to ensure that the area that they use is in the same condition when they leave as when they started.
 - The custodian should have cleaning equipment available to event staff such as trash cans, brooms, dust pans, spray cleaner and rags.
 - All areas that are used must have trash cans inside the room.
 - Event staff are responsible for taking the trash out of classrooms.
 - Large trash cans should be set up in the hallways outside these areas so the event staff can dispose of trash.
 - The event people should clean up between all aisles in auditorium/bleachers.
 - Excess trash and food containers (pizza boxes) should be disposed of by event people in our trash dumpsters.
- Food and drink should never be allowed to be consumed in the auditorium, classrooms, and gymnasiums.
- The custodian should call LCPS Dispatch at 703-779-8833 for any school related **emergency only**.
- While on O/T shifts, custodians get paid for all breaks. Because of this, they are not allowed to leave the property for any reason.
- It is okay, and encouraged by the Department of Facilities Services, for the head custodian to assign tasks and projects for our staff while they are covering the event(s).
 - Duties assigned to the custodian(s) can be anywhere in the building/property, even if it's not in their own normal area.
- Above all, all LCPS schools are a part of the community and all non-profit organizations have access to our property. The custodian on duty is an ambassador for LCPS. Non-profit organizations are our customers and should be treated as we would want to be treated if we were renting a facility for our own family. The school benefits, therefore the custodian on duty benefits from this O/T opportunity when our school is made available to these organizations.