



NEW YORK CITY DEPARTMENT OF EDUCATION

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OFFICE OF THE CHANCELLOR

52 Chambers Street, New York, NY 10007

GENERIC FACILITIES PLAN #1

Below is a generic facilities plan. This plan is to be used as a guide for developing a plan for your facility with the custodian:

Classrooms & Offices: All classrooms shall be swept and spot mopped daily. Floors will be washed as needed and machine scrubbed; treated with wax as needed but at least once a year. Chalkboards will be washed at least once a week, or more often, as necessary. Garbage receptacles will be emptied daily and washed, as necessary. All horizontal surfaces shall be dusted daily.

Cafeterias: The floors shall be swept and washed daily; machine scrubbed and treated with wax as necessary; walls are to be washed weekly and kept free of stains. The cafeteria shall be inspected during and in-between lunch periods for cleanliness.

Auditorium: The auditorium shall be swept and spot mopped or vacuumed, if carpeted, on a daily basis. Stage areas should be kept in an orderly fashion at all times.

Gymnasium & Locker Rooms: The gymnasium and locker rooms shall be swept and washed daily or as needed.

Bathrooms: Every bathroom shall be cleaned daily. Toilets, urinals, sinks, floors, walls, partitions, mirrors, and garbage receptacles are to be cleaned with proper disinfectants. All bathrooms must be supplied with soap and towel dispensers. Dispensers for soap and paper towels shall be stocked daily and replenished as needed. All bathrooms shall be inspected throughout the day for cleanliness.

Staircases: All staircases shall be swept daily. Steps are to be spot mopped daily and washed weekly and or as needed. All horizontal surfaces shall be dusted daily. Walls are to be washed weekly. Touch up painting of handrails and kick plates will be done as necessary. Staircases shall be inspected throughout the day for cleanliness.

Corridors: All corridor floors shall be swept, spot mopped daily, spray buffed weekly, and machine scrubbed and treated with wax no less than four times a year. Walls are to be washed weekly and or as needed. Corridors shall be inspected throughout the day for cleanliness.

Spray Buffing: All corridors, cafeterias auditoriums and offices are to be sprayed buffed weekly and or as needed to maintain shine.

Painting: 20% of the building is to be painted each year. Select the areas to be painted with principal and custodian. Reapply paint to all areas where peeling. Example: classroom walls, corridor walls and bathroom partitions etc. Maintain Log for areas, dates, color, and percentage.

Outside Grounds: The outside area of the building will be swept daily or as necessary, especially the main entrances (After arrival and Dismissal). Grass areas shall be maintained at 2 – 3 inches in height. All hard surface areas are to be hazard and weed free.

Snow Removal: Snow shall be removed as it accumulates from all sidewalks, exits, play - yards, and entrances. All hard surface areas including steps will be treated with ice melt to prevent icing conditions.

Interior & Exterior Lighting: The replacement of light bulbs will be replaced on daily basis or upon discovery. In addition, all lights in need of ballast replacement will be logged for timely repairs.

Rubbish Removal: Rubbish, waste, and garbage must be removed from classrooms, bathrooms and other areas of the facility daily or as needed.

Removal of Gum: Gum shall be removed from all classrooms, staircases, hallways, cafeterias, auditoriums, and carpeted areas daily. In addition, gum shall be removed at least once a week or when an overabundance of gum is noticeable outside the entrance areas.

Interior Glass: All interior glass is to be cleaned weekly.

Summer Work: The entire facility is to be deep cleaned. Examples: washing of all furniture, removal of wax from all floors, applying new wax, washing of light fixtures etc.

Graffiti Removal: All interior and exterior graffiti shall be removed on a daily basis.

Repairs: Minor repairs shall be addressed in a timely matter. Example: plumbing, steam fitting, carpentry locks, etc. Maintain log.

Custodial Employee Work Schedules: All custodial work schedules shall be posted in the custodian's office. Schedules shall include hours and detailed job description.

Meeting with principal: The custodian is to meet with principal on a daily basis to discuss building issues.

Goals: Set goals for the year. Example: painting, deep cleaning, repairs, beautification projects etc.

Fire Safety: (School fire safety log) Examples: testing of fire alarm system (daily), inspection of fire extinguishes daily. This log is to be kept up to date at all times and available for inspection.

Note: Specific requests by the Principal will take priority over routine items in order to respond to immediate/unforeseen building needs as prioritized by the principal.

Signature of principal: _____

Date: _____

Signature of custodian: _____

Date: _____