

Jefferson College

Buildings & Grounds Department

Building Services Information



Buildings and Grounds Department Building Services Information

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Our goal is to maintain a clean and safe environment for Students, Faculty, and Staff.

Total Square Feet
Campus

JC – Hillsboro.....	475,544
JC – Imperial.....	22,000
JC – Arnold.....	<u>36,240</u>
1 st Floor.....	10,200
2 nd Floor.....	12,840
3 rd Floor.....	13,200
Grand Total.....	579,181

Viking Woods

Combined Square Feet.....	74,521
Parking Spaces.....	186
Managers Apartment.....	1
Type A Apartments.....	2
2 Bedroom, 2 Bath, LR/Kitchen	
Type B Apartments.....	51
4 Bedroom, 2 Bath, LR/Kitchen	
Handicapped Apartments.....	2
2 Bedroom, 2 Bath, LR/Kitchen	

Jefferson College

Building Construction Information

Administration Building

Date of Original Construction: 1981
A/E Firm: P John Hoener Associates, Inc.
Contractor: Goodwin Bros. Const.

Total 19,610

Area Technical School

Date of Original Construction: August 1999
A/E Firm: WM. B. Ittner, Inc.
Total 33,050

Upper Level 14,600
Lower Level 18,450

Arts & Sciences I

Date of Original Construction: 1964
A/E Firm: Pearce & Pearce Corp.
Contractor: Walter Brockmiller, Inc.

First Floor 18,108
Second Floor 22,000
Total 40,108

Arts & Sciences II

Date of Original Construction: 1987
A/E Firm: Pearce & Pearce Corp.
Contractor: Walter Brockmiller, Inc.
Total 16,056

Lower Level 625
First Floor 7,056
Second Floor 8,375

Buildings & Grounds (Formerly Area Technical School)

Date of Original Construction: 1971
A/E Firm: WM. B. Ittner, Inc.
Contractor:

Upper Level 6,000
Lower Level 6,500
Total 12,500

Child Care Center

Date of Original Construction: 1982
A/E Firm: Tony Camacho & Keith Quick
(Students in Arch Graphics
Class at Jefferson College)
Renovated: August 2019
A/E Firm: Tri Architects
Contractor: Brockmiller Construction

Lower Level 2,592
Upper Level 2,592
Total 5,184

Field House – Original Building

Date of Original Construction: 1967
A/E Firm: WM. B. Ittner, Inc.
Contractor: Mueller & Becker
Total 63,992

Ground Floor 23,613
First Floor 25,243
Second Floor 15,136

Jefferson College

Building Construction Information

Field House – Alterations/Additions – Pool

Date of Construction: 1981	Base Level	1,254
A/E Firm: WM. B. Ittner, Inc.	Pool Level	10,250
Contractor: Goodwin Bros. Const.	Promenade Level	<u>4,840</u>
	Total	16,344

Field House – Boiler System Installation

Date: 1997	Ground Floor	11,029
Engineer: Montgomery Engineering Corp.	First Floor	23,502
Contractor: Bendler Mechanical Co.	Second Floor	<u>14,853</u>
2233 Gravois	Total	49,384
High Ridge, MO 63049		

Jefferson College – Imperial Campus

Date of Acquisition: 1982	Lower Level	9,456
Date of Renovation: 1984	Upper Level	<u>9,456</u>
A/E Firm: Pearce & Pearce Corp.	Total	18,912
Contractor:		
Date of Renovation: 2010		
A/E Firm: KRJ Architect		
Contractor: Spencer Contracting		

Jefferson College – Arnold Campus

Date of Acquisition: 1982	Lower Level	9,456
Date of Renovation: 1984	Upper Level	<u>9,456</u>
A/E Firm: Pearce & Pearce Corp.	Total	18,912
Contractor: Hankin Construction		

Library Building

Date of Original Construction: 1966	First Floor	15,792
A/E Firm: Pearce & Pearce Corp	Second Floor	<u>15,792</u>
Contractor: Mueller & Becker	Total	31,584
Date of Addition: 2010 – 2011		
A/E Firm: KRJ		
Contractor: DiestelKamp Construction		

Library Renovation and Administration Building Construction

Date: 1981
A/E Firm: P. John Hoener Associates, Inc.
Contractor: Goodwin Bros. Const.

Jefferson College

Building Construction Information

Library Renovation

Renovated: 12/15/2017

A/E Firm: Tri Architects

Contractor: Brockmiller Construction

Upper Level	15,792
Lower Level	15,795
Elevator/Stairwell	<u>745</u>
Total	32,329

Pedestrian Bridge

Date: 1980

A/E Firm: P. John Hoener Associates, Inc.

Contractor: Goodwin Bros. Const.

Student Center Building

Date of Original Construction: 1965

A/E Firm: Pearce & Pearce Corp.

Contractor: Walter Brockmiller, Inc.

Ground Level	14,166
First Floor	10,146
Second Floor	<u>5,364</u>
Total	29,676

Student Center Elevator Installation

Date: February 01, 1990

A/E Pearce & Pearce Corp.

Contractor: J.P. McLain, Inc.

Student Center – Annex & Viking Room Alterations/Additions

Kitchen & Bookstore Renovation

Date: 1982

A/E Firm: P. John Hoener Associates, Inc.

Contractor: Walter Brockmiller, Inc.

Lower Level	2,579
Storage	
Ground Floor	<u>4,234</u>
Total	6,810

Technology Center

Date of Original Construction: 1987

A/E Firm: Pearce & Pearce Corp.

Contractor: Walter Brockmiller, Inc.

Lower Level	13,120
Middle Level	15,280
Upper Level	<u>17,710</u>
Total	46,110

VET – Technology – Large Animal Facility

Date of Construction: 1993

A/E Firm: In-House & DeSoto Electric

Contractor: CE Lane Construction

Office & Classes	1,680
Open Area	<u>1,560</u>
Total	3,240

Jefferson College

Building Construction Information

Career & Technical Educational Building

(Formerly Vocational Technical then Career Education Building)

Date of Original Construction: 1966	Total	23,652
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A/E Firm: Wm. B. Itner, Inc.

Contractor: Schneiderhahn Construction Co.

Career & Technical Educational Building – First Addition

(Formerly Vocational Technical then Career Education Building)

Date of Original Construction: 1974	Lower Level	4,054
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A/E Firm: P. John Hoener Associate, Inc.	Upper Level	<u>25,428</u>
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Total	29,482
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Career & Technical Educational Building – Second Addition

(Formerly Vocational Technical then Career Education Building)

Date of Construction: 1980	Total	15,708
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A/E Firm: P. John Hoener Associates, Inc.

Contractor: D.F. Mueller Co.

Sections of Career & Technical Educational Building and Arts & Sciences I

(Formerly Vocational Technical then Career Education Building)

Date of Construction: 1966

A/E Firm: WM. B. Ittner, Inc.

Building Inspection Report Building Services Division

[illegible]

Building Inspection Report Building Services Division

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Building Inspection Report Building Services Division

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Room Capacity (Fire Marshal Orders)

Food Service Areas

Annex (Routine set-up)	6 Tables & 18 Chairs
Tables & Chairs	30 Maximum
Chairs Only	50 Maximum

Viking Room (Routine set-up)	14 Tables & 84 Chairs
Tables & Chairs	18 Tables & 100 Chairs Maximum
Chairs Only	100 Maximum

Cafeteria (Carpeted area not used for group rental, too many obstacles)

Routine set-up	196 Table & Chairs
Tables & Chairs	240 Maximum
Chairs Only	400 Maximum

Northside of the register (4 Tables w/4 chairs & 12 Tables w/6 Chairs)	
Total routine set-up	88

Southside of the register (6 Tables w/4 seats and 14 Tables w/6 seats)	
Total routine set-up	108

Room Capacity (Fire Marshal Orders)

Theatre Areas

Fine Arts Theatre (28 additional chairs can be added)	300 + 4 handicap spots
Outdoor Theatre	512
ASI Little Theatre	180

Larger Miscellaneous Rooms & Library

Lecture Hall 1 & 2 (ASI 115 & 117)	66 Each
Library 114	(3 chairs offered at larger size)
	3 Tables & 12-15 Chairs
Library 132	2 Tables & 12 Chairs
Library 135	2 Tables & 8 Chairs

Classroom (Average Seating)	35
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Field House

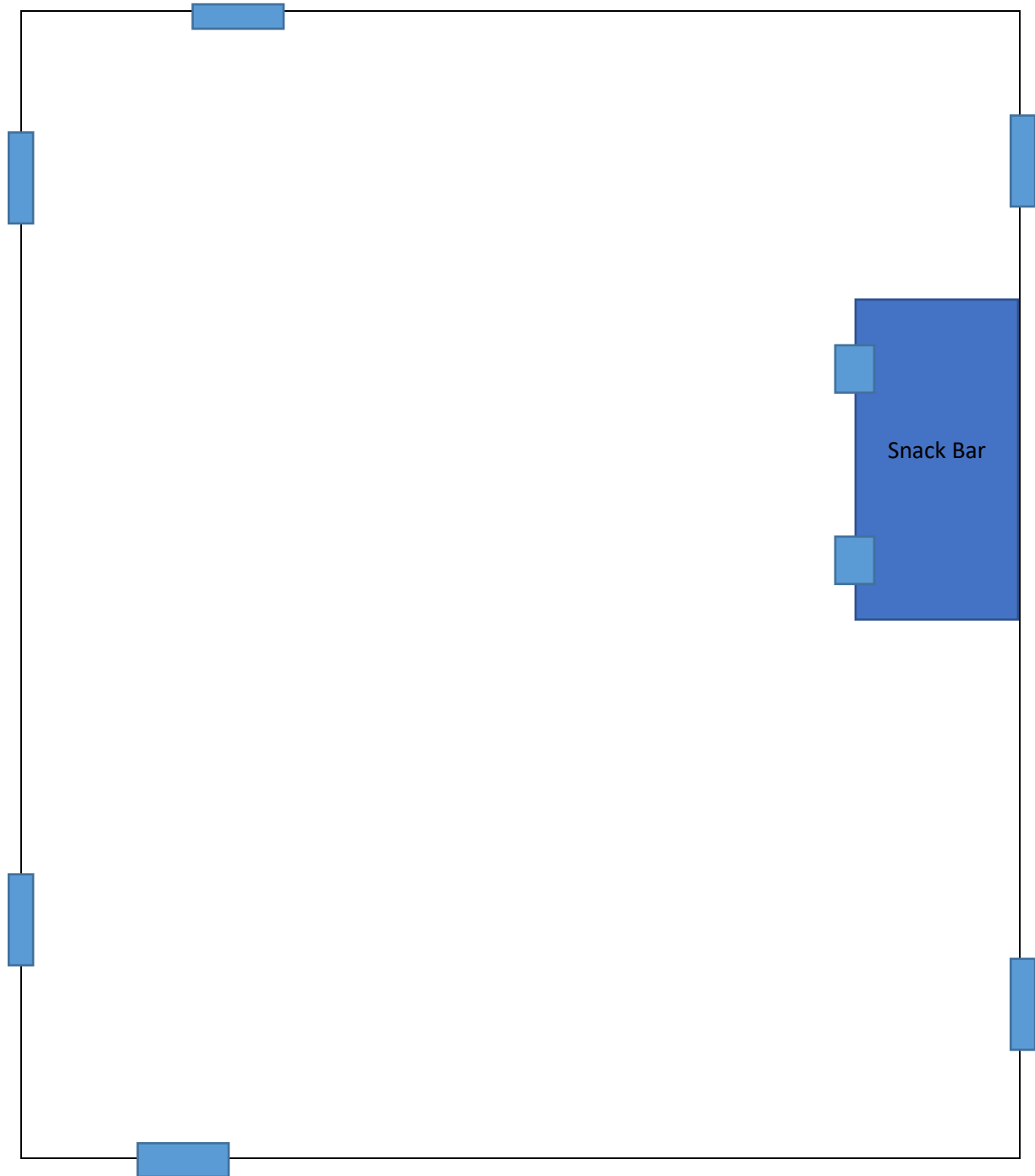
With 4 sets of bleachers	2,400
With 3 sets of bleachers	1,800
Floor seating with North, East & West Bleachers, Stage and Band Seating	2,005

Room Capacity (Fire Marshal Orders)

Student Center, Cafeteria 4,565 sq. ft.	Theatre style seating 400	Tables and Chairs 240 People
Student Center, Viking Room 1,925 sq. ft.	Theatre style seating 100	Tables and Chairs 100 People
Student Center, Annex 729 sq. ft.	Theatre style seating 50	Tables and Chairs 30 People
Arts & Sciences I, Little Theatre Rm 119	Theatre seating 161 plus 2 accessible desks and 6 folding chairs	N/A
Arts & Sciences I, Lecture Hall 1 Rm 115	Fixed theatre seating for 66 plus 1 accessible desk and 2 folding chairs	
Arts & Sciences I, Lecture Hall 2 Rm 117	Fixed theatre seating for 66 plus 2 accessible desks	
Fine Arts, Theatre Lobby 1,495 sq. ft.	Maximum Standing 100	N/A
Fine Arts, Theatre	300 Theatre seats, plus 4 accessible spots; supplement w/28 chairs in back NO SEATING NOR STANDING IN THE AISLES	Seating for 332
Field House, Gymnasium 18,880 sq. ft.	Bleachers 4 sets – 2,394 3 sets – 2,005	
Library	Meeting Rooms Rm 114 Rm 132 Rm 135	Tables and Chairs 15 People 12 People 8 People

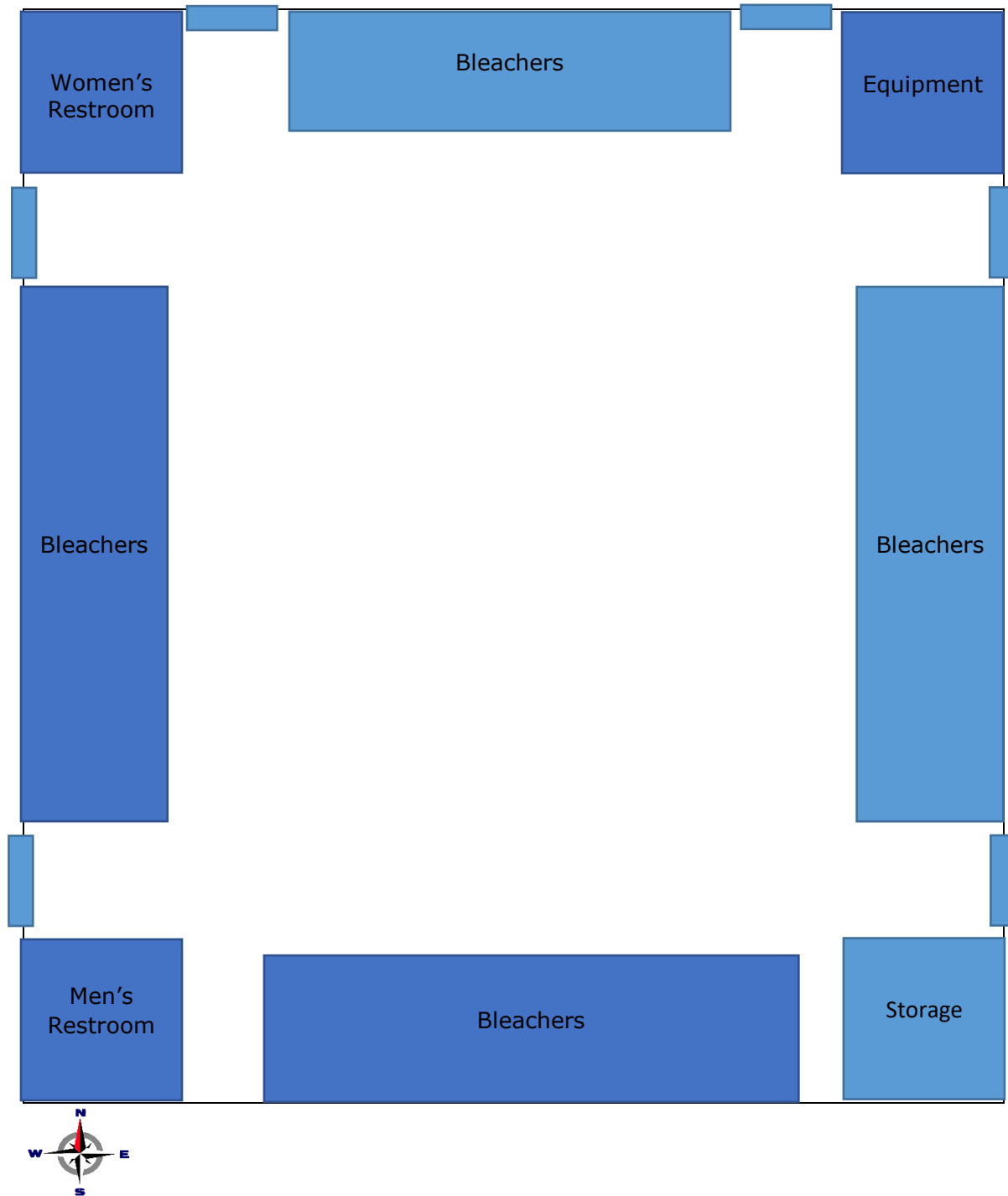
Field House Lobby – 22 Tables, 88 Chairs

12 Receptacles inside Snack Bar, Breaker Box & Hardwired Hot Water Heater
6 Receptacles in Lobby Area, 1 Cable Connection and 2 Water Fountains



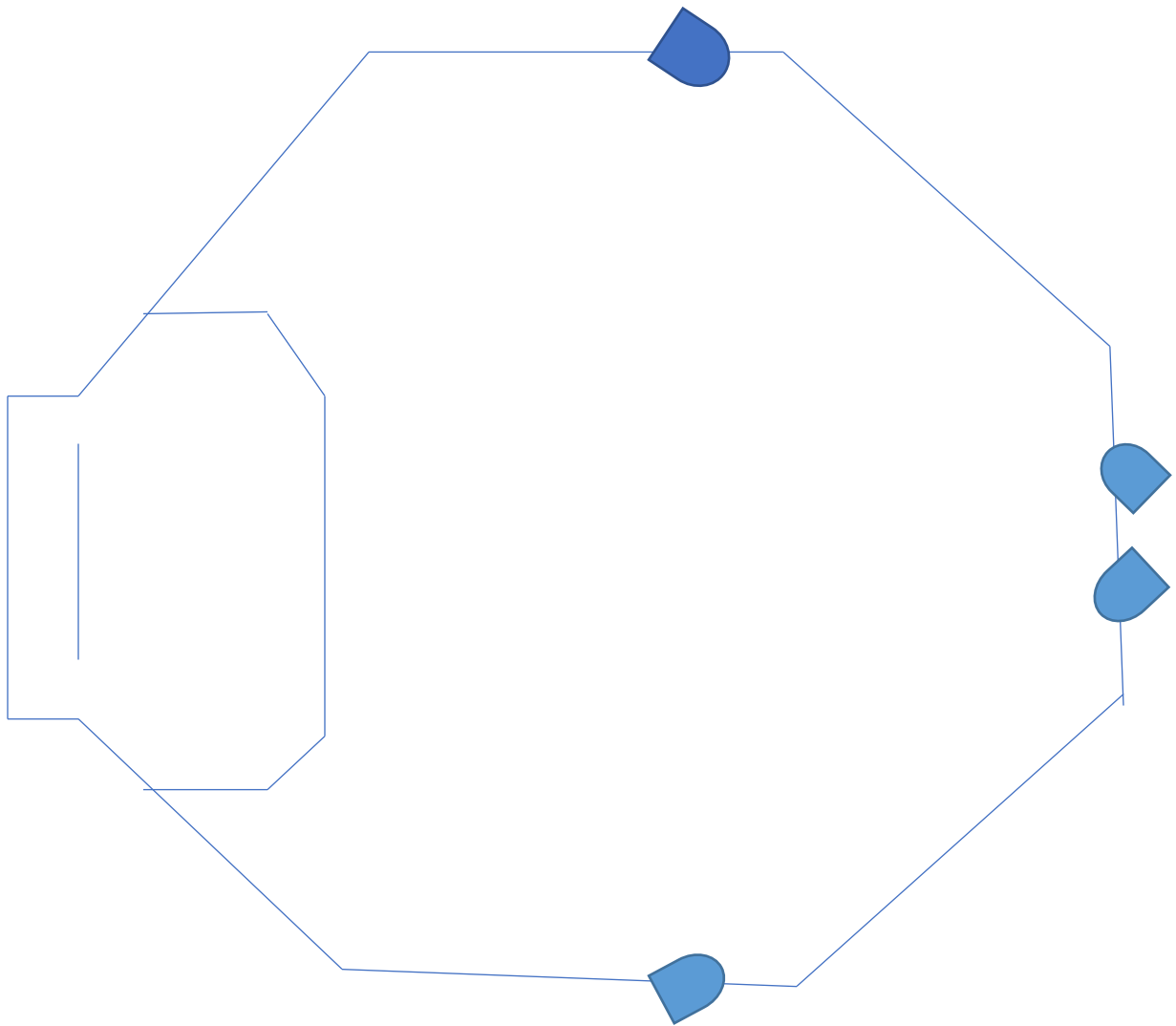
Field House Gym

7 Receptacles in Gym, 1 Receptacle in Men's Restroom, 2 Receptacles at North & South entrances to Gym area, 1 Spider located at each set of Bleachers



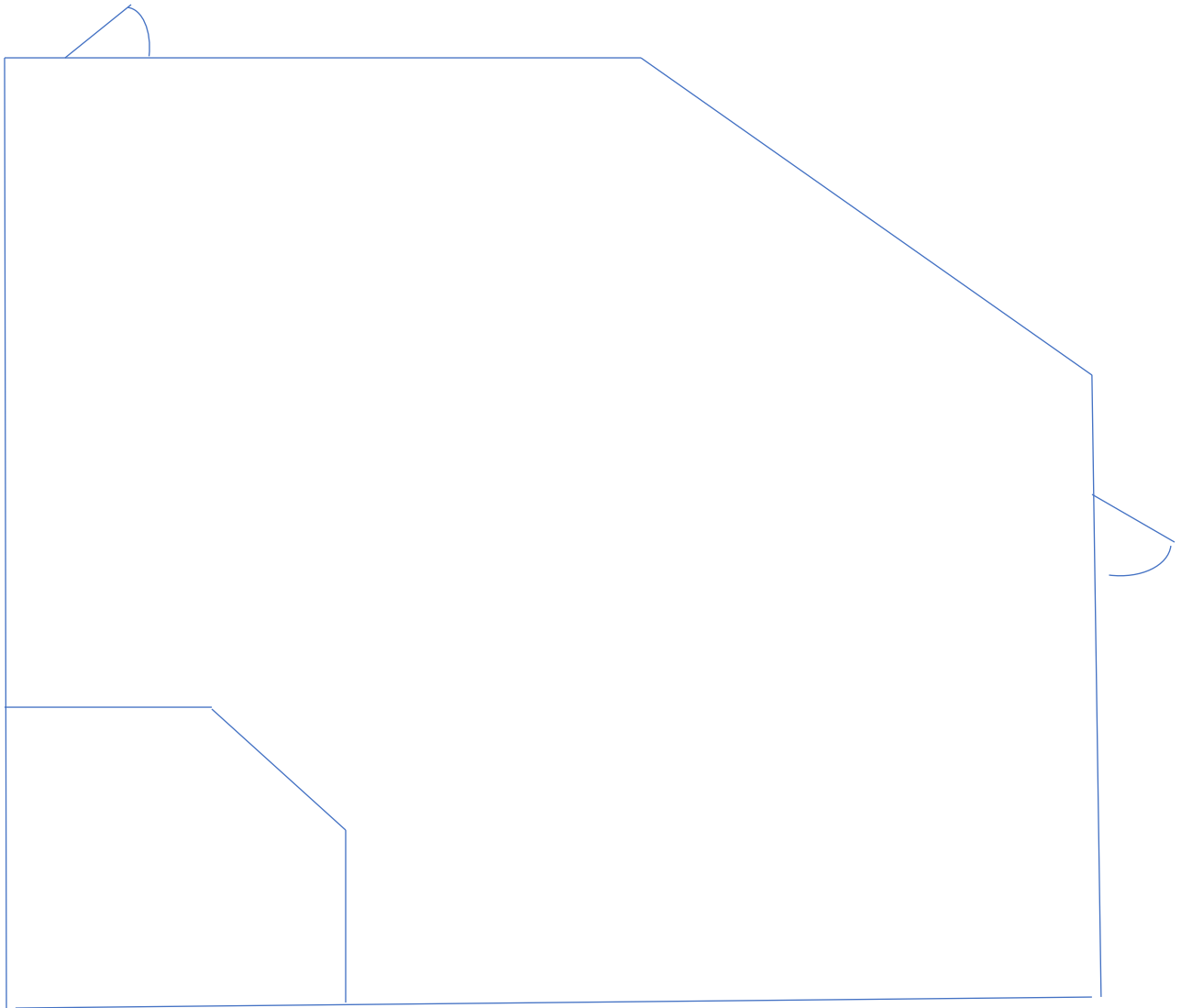
**Arts & Sciences
Little Theatre**

180 Seats, 1 Table



Arts & Sciences

Lecture Hall II



JEFFERSON COLLEGE

Fixture Survey

Utility sinks consist of the following:

- Custodial work areas
- Break Room (faculty/staff)
- Laboratories
- Tech Education shops
- Cafeteria

Administration/Library	
1 Men's Restroom & 1 Women's Restroom	
10	Restroom Sinks
6	Urinals
16	Stalls
4	Water Fountains
9	Sinks
7	Utility Sinks

Arts & Sciences I	
2 Men's Restrooms & 2 Women's Restrooms	
10	Restroom Sinks
4	Urinals
11	Stalls
4	Water Fountains
74	Utility Sinks
1	Shower
1	Ice Maker

Arts & Sciences II	
2 Men's Restrooms & 2 Women's Restroom	
6	Restroom Sinks
2	Urinals
8	Stalls
2	Water Fountains
2	Utility Sinks
1	Sink in Greenhouse

Area Technical School	
2 Men's Restrooms & 2 Women's Restrooms	
25	Sinks
4	Urinals
16	Stalls
4	Water Fountains
18	Utility Sinks
1	Ice Maker

Building & Grounds	
1 Men's Restroom & 1 Women's Restroom	
6	Sinks
2	Urinals
4	Stalls
4	Water Fountains
4	Utility Sinks

Career & Technical Education (Formerly Vocational Technical then Career Education Building)	
11	Restroom Sinks
4	Urinals
10	Stalls
4	Water Fountains
9	Utility Sinks
2	Vending
1	Hose Bib

Child Care 2 Men's Restrooms & 2 Women's Restrooms	
6	Restroom Sinks
6	Stalls
2	Water Fountains
6	Utility Sinks
3	Sinks

Field House 3 Men's Restrooms & 3 Women's Restrooms	
37	Sinks
29	Urinals
43	Stalls
12	Water Fountains
5	Utility Sinks
72	Showers
1	Ice Maker

Fine Arts 3 Men's Restrooms & 3 Women's Restrooms	
37	Sinks
8	Urinals
19	Stalls
8	Water Fountains
5	Utility Sinks
2	Showers

Student Center/Café	
4 Men's Restrooms & 4 Women's Restrooms	
27	Restroom Sinks
5	Urinals
21	Stalls
3	Water Fountains
16	Utility Sinks
1	Ice Machine
1	Walk-in Cooler

Technology Center	
2 Men's Restrooms & 2 Women's Restrooms	
8	Sinks
12	Restroom Sinks
4	Urinals
14	Stalls
3	Water Fountains

Total Fixtures: 765

January 25, 2016

ADMINISTRATION & LIBRARY BUILDING (CLEANING TASK LIST)

The following list of tasks shall be the sole responsibility of the assigned fulltime custodian(s) and the assigned assistant or helper on a daily or alternate or as needed basis.

HALLS:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed as needed, (no less than twice per week)
- Dust mop tile floors and vacuum walk off mats nightly
- Wet mop as needed (no less than twice per week)
- Dust all furniture and ledges

RESTROOMS:

- Floors shall be dust mopped and wet mopped with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Toilets, sinks, and urinals shall be cleaned with a disinfectant and sanitized daily
- Toilets and urinals shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door knobs, and light switch plates are to be cleaned and sanitized daily
- Partitions shall be spot cleaned daily, (entirely once per week)
- Cold-air returns, heat diffusers, and door frames shall be cleaned weekly
- Water shall be added to floor drains twice per week
- Replace burned out light bulbs

PRESIDENT'S OFFICE AREA AND BOARD ROOM:

- Vacuuming and dusting shall be done daily
- Kitchenette shall be cleaned thoroughly and sanitized daily
- Replace burned out light bulbs
- Dusting includes all tables, desks, furniture, and picture frames
- Wipe down chair rails and window sills

January 25, 2016

ADMINISTRATION & LIBRARY BUILDING (CLEANING TASK LIST)

CONTINUED

GENERAL OFFICE AREAS:

- Vacuuming and dusting shall be done daily – Dusting includes picture frames, bookshelves & desk where possible
- Kitchenette shall be cleaned and sanitized as needed, (no less than twice per week)
- Replace burned out light bulbs

STAFF OFFICES:

- Floors shall be dust mopped and wet mopped or vacuumed as needed (no less than twice per week)
- Replace burned out light bulbs

CORRIDORS:

- Trashcans shall be cleaned and washed inside and out weekly
- Floors shall be dust mopped and wet mopped daily
- Walk-off mats shall be vacuumed daily
- Door glass shall be cleaned daily
- Water fountains shall be cleaned and sanitized daily
- Large glass shall be spot cleaned daily, (entire surface cleaned as needed)
- Replace burned out light bulbs

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed as needed, (no less than twice per week)
- Trashcans shall be washed inside and out as needed, (no less than once per week)

ADMINISTRATION & LIBRARY BUILDING
(CLEANING TASK LIST)

CONTINUED

STUDY ROOMS:

- Rooms shall be dust mopped and wet mopped or vacuumed daily
- Dusting shall be done (no less than once per week)
- Furniture, tables, and ect. shall be cleaned at least one time per week
- Replace burned out light bulbs

STAFF LOUNGE AREA:

- Floors shall be dust mopped and wet mopped or vacuumed weekly
- Sink areas shall be cleaned thoroughly and sanitized weekly
- Replace burned out light bulbs

COMMON AREAS:

- Floors shall be vacuumed daily
- Tabletops shall be cleaned and sanitized at least two times per week
- Replace burned out light bulbs
- Water fountains shall be cleaned and sanitized daily

ELEVATOR AND STAIRS:

- Floors shall be dust mopped and wet mopped daily
- Glass shall be cleaned daily – Frames to be wiped once per week
- Walk-off mats shall be vacuumed daily
- Elevator walls and doors shall be spot cleaned daily, (entirely once per week)
- Elevator floor shall be vacuumed daily
- Elevator buttons and handrails shall be cleaned and sanitized twice per week
- Stairs and handrails shall be cleaned and sanitized twice per week
- Replace burned out light bulbs

January 25, 2016

ADMINISTRATION & LIBRARY BUILDING
(CLEANING TASK LIST)
CONTINUED

ENTRIES:

- Clean window glass nightly
- Dust window ledges nightly
- Vacuum walk off mats nightly
- Sweep and wet mop tile floor nightly
- Clean debris from around all outside entries
- Empty trash cans as needed

✕ REPORT any problems to supervisor

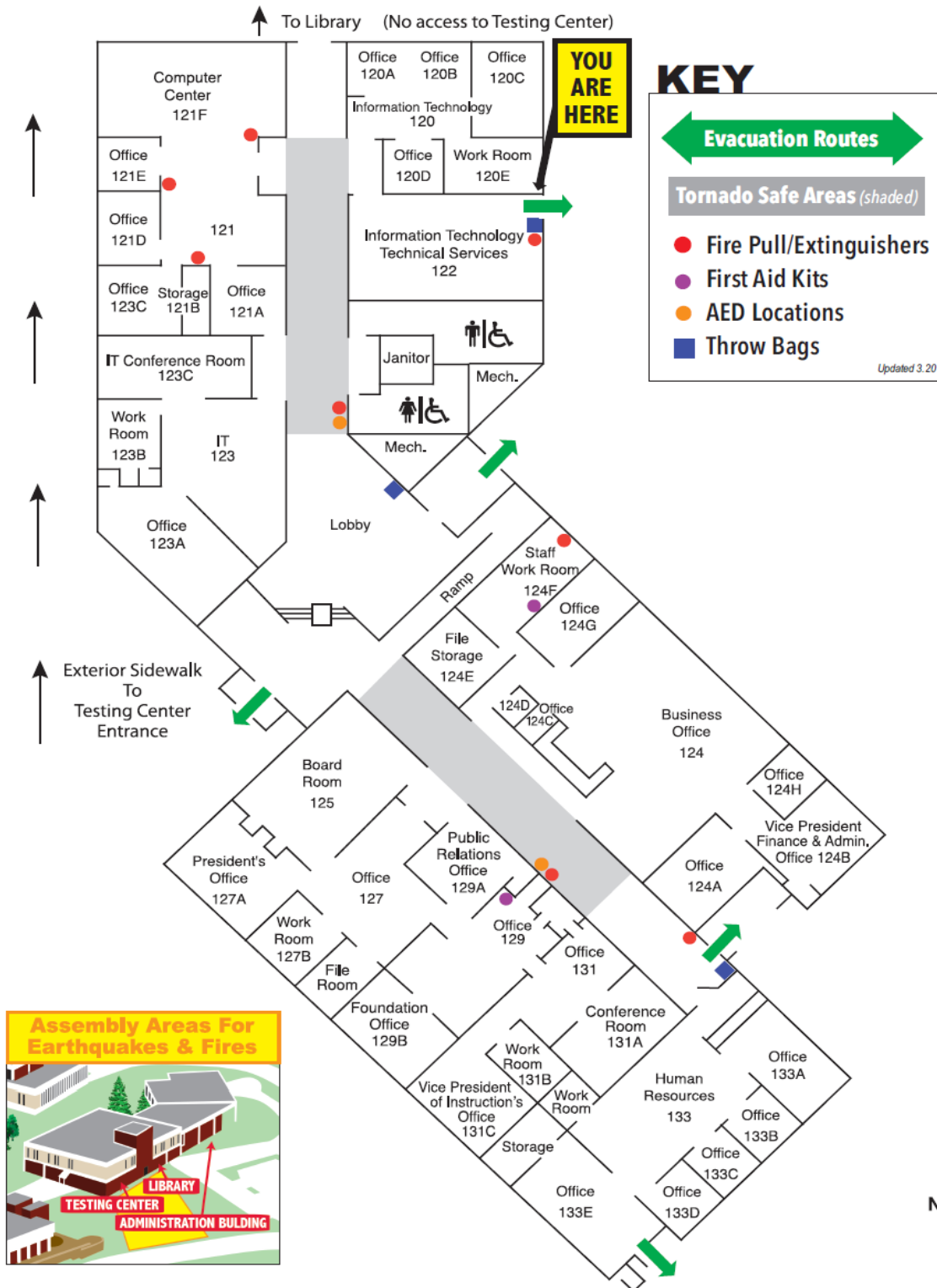
All floor work in ADMINISTRATION & LIBRARY BUILDINGS
Are to be done by the ASII person all year as needed (Stripping,
scrubbing, waxing, and buffing tile floors. Shampooing extraction or
bonneting carpeted floors. Scrubbing restroom tile floors)

Our goal is to maintain a clean and safe environment for students,
faculty and staff.

EVACUATION PLAN



Administration Building (ADM)



In Case of Emergency Call 911 or Campus Police at (636) 481-3500

First Floor



Second Floor



KEY

Evacuation Routes	Elevators	Fire Pull/Extinguishers
Tornado Safe Areas (shaded)	Throw Bags	First Aid Kits
		AED Locations

Updated 3.20

In Case of Emergency Call 911 or Campus Police at (636) 481-3500

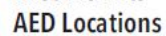
EVACUATION PLAN



Testing Center



KEY



Updated 3.20

In Case of Emergency Call 911 or Campus Police at (636) 481-3500

January 25, 2016

AREA TECHNICAL SCHOOL (CLEANING TASK LIST)

The following list of tasks shall be the sole responsibility of the assigned fulltime custodian(s) and the assigned assistant or helper on a daily or alternate or as needed basis.

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed as needed, (no less than twice per week)
- Inside and outside trashcans shall be washed inside and out as needed, (no less than once per week)

RESTROOMS:

- Floors shall be dust mopped and wet mopped daily with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Toilets, sinks, and urinals shall be cleaned with a disinfect and sanitized daily
- Toilets and sinks shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door knobs, and light switch plates shall be cleaned and sanitized daily
- Partitions shall be spot cleaned daily (entirely once per week)
- Cold-air returns, heat diffusers, and door frames shall be cleaned weekly
- Water shall be added to floor drains twice per week
- Replace burned out light bulbs

CLASS ROOMS AND INSTRUCTIONAL LABS:

- Floors shall be vacuumed and/or dust mopped, and wet mopped daily
- Chalkboards and trays shall be cleaned daily, (clean wall under board as needed)
- Furniture shall be spot cleaned daily and arranged daily
- Accessible surfaces shall be dust as needed, (no less than once per week)
- Cold-air returns and heat diffusers shall be cleaned weekly
- Replace burned out light bulbs

January 25, 2016

**AREA TECHNICAL SCHOOL
(CLEANING TASK LIST)**

CONTINUED

FACULTY OFFICES:

- Floors shall be cleaned daily
- All surfaces shall be dusted weekly, including picture frames on walls

MAIN OFFICE:

- Floors shall be cleaned daily
- All surfaces shall be dusted daily

CORRIDORS:

- Floors shall be dust mopped and wet mopped daily
- Walk-off mats shall be vacuumed daily
- Door glass shall be cleaned daily
- Water fountain shall be cleaned and sanitized daily
- Seating shall be cleaned and dusted weekly
- Main stairway shall be swept and mopped as need, (no less than three times per week)
- North and South stairways shall be swept and mopped weekly
- Stair rails shall be cleaned and disinfected twice per week
- Replace burned out light bulbs

ELEVATOR:

- Walls shall be spot cleaned daily, (entirely once per week)
- Doors shall be spot cleaned daily, (entirely once per week)
- Floor shall be dust mopped and wet mopped or vacuumed daily
- Buttons and handrails shall be cleaned and sanitized twice per week
- Replace burned out light bulbs

January 25, 2016

AREA TECHNICAL SCHOOL
((CLEANING TASK LIST))

CONTINUED

FACULTY LOUNGE:

- Floor shall be dust mopped and wet mopped daily
- Tables, sink, counter top area, and fixtures shall be cleaned and sanitized daily
- Replace burned out light bulbs

EXTERIOR:

- Entry door glass shall be cleaned daily
- Building exterior area shall be kept in a clean and in an orderly manner
- Police cigarette butts
- Entrance steps shall be kept swept clean
- Replace burned out light bulbs

SHOP:

- Nightly, dust mop floors
- Wet mop floor
- Clean all classroom tables and chairs
- Pull all trash
- Clean chalk/white boards
- Vacuum walk-off mats
- Classroom Sections: Floors shall be dust mopped and wet mopped
- Classroom Sections: Furniture shall be arranged daily
- All shops must have expendable supplies replenished daily
- Sinks shall be cleaned daily
- Dust lockers
- Replace burned out light bulbs

NOTE:

- Building exterior area shall be kept in a clean condition
- Custodial work space (closet) shall be kept clean and in an orderly condition

January 25, 2016

FLOOR WORK

(CLEANING TASK LIST)

ATS:

- Shampooing and bonneting carpets/walk off mats, stripping, scrubbing, waxing and buffing tile floors, scrubbing restroom floors as needed when time allows throughout the year.

SUMMER:

- This is the best time to prepare your classrooms for the fall classes. Plan any stripping to be done during the summer.

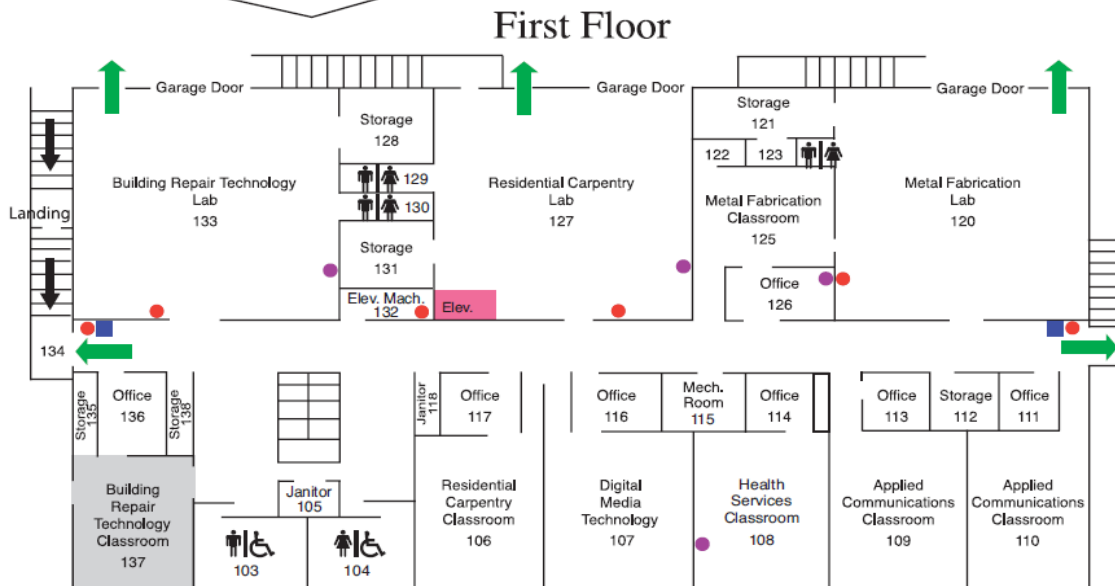
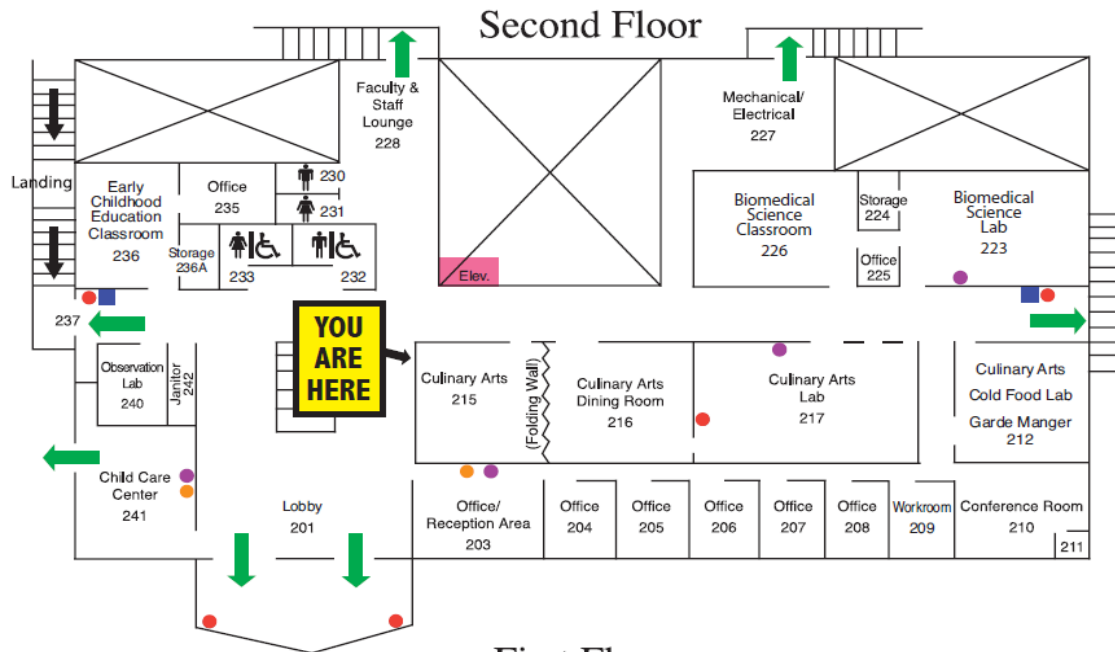
✕ REPORT any problems to supervisor

Our goal is to maintain a clean and safe environment for students, faculty and staff.

EVACUATION PLAN



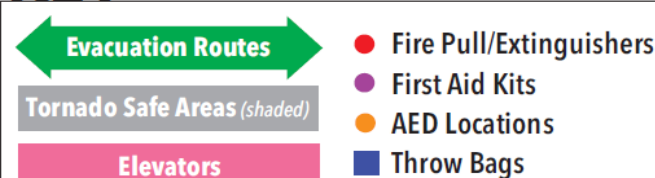
Area Technical School (ATS)



Assembly Areas For Earthquakes & Fires



KEY



Updated 3.20

In Case of Emergency Call 911 or Campus Police at (636) 481-3500

January 25, 2016

ARNOLD CAMPUS (CLEANING TASK LIST)

The following list of tasks shall be the sole responsibility of the assigned fulltime custodian(s) on a daily or alternate or as needed basis.

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed as needed, (no less than three times per week)
- Trashcans shall be washed inside and out as needed, (no less than once per week)

RESTROOMS:

- Floors shall be swept and wet mopped with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Toilets, sinks, and urinals shall be cleaned with a disinfectant and sanitized daily
- Toilets and urinals shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door knobs, and light switch plates shall be cleaned and sanitized daily
- Partitions shall be spot cleaned daily, (entirely once per week)
- Coat racks, cold-air returns, heat diffusers, and door frames shall be cleaned weekly
- Water shall be added to floor drains twice per week
- Counters shall be cleaned and sanitized daily
- Replace burned out light bulbs

January 25, 2016

ARNOLD CAMPUS (CLEANING TASK LIST)

CONTINUED

CORRIDORS AND ELEVATOR:

- Hallways shall be dust mopped and wet mopped daily
- Furniture shall be vacuumed as needed (no less than once a week)
- Door glass shall be cleaned daily
- Walk-off mats shall be vacuumed daily
- High/Low dusting shall be performed twice a week, (more if needed)
- Water fountain shall be cleaned and sanitized daily
- Elevator doors and walls shall be cleaned three times per week
- Elevator buttons shall be cleaned and sanitized three times per week
- Elevator handrails shall be cleaned and sanitized three times per week
- Replace burned out light bulbs

STAIRS:

- Emergency stairs—dust mopped and wet mopped weekly, (wet mop as needed)
- West stairs—dust mopped and wet mopped weekly, (wet mop as needed)
- Main stairs—dust mopped and wet mopped twice per week
- Stair rails shall be cleaned and sanitized twice per week

CLASSROOMS:

- Floors shall be dust mopped and wet mopped
- Tables shall be cleaned and furniture arranged
- Marker boards and trays shall be cleaned (clean wall under board as needed)
- Window glass shall be spot cleaned daily, (entirely once per week)
- Light switch plates shall be cleaned and sanitized daily
- Sinks shall be cleaned and sanitized three times per week
- Replace burned out light bulbs

ARNOLD CAMPUS (CLEANING TASK LIST)

CONTINUED

COMMON OFFICE AND PRIVATE OFFICES:

- Office floors shall be cleaned as needed, (no less than three times per week)
- Kitchenette area shall be cleaned and sanitized daily
- Furniture shall be dusted as needed, (no less than once per week)
- Cloth chairs shall be vacuumed weekly
- Replace burned out light bulbs

MAIN OFFICE AREA:

- Floors shall be vacuumed daily
- High/Low dusting shall be done daily
- Furniture shall be dusted daily
- Cloth chairs shall be vacuumed weekly
- Light switch plates shall be cleaned and sanitized daily
- Marker boards and trays shall be cleaned daily (clean wall under board as needed)
- Kitchenette shall be cleaned thoroughly and sanitized daily
- Paper supplies shall be replenished daily
- Replace burned out light bulbs

SHOP:

- Nightly, dust mop floors
- Wet mop floor
- Clean all classroom tables and chairs
- Pull all trash
- Clean chalk/white boards
- Vacuum walk-off mats
- Classroom Sections: Floors shall be dust mopped and wet mopped
- Classroom Sections: Furniture shall be arranged daily
- All shops must have expendable supplies replenished daily
- Sinks shall be cleaned daily
- Dust lockers
- Replace burned out light bulbs

ARNOLD CAMPUS
(CLEANING TASK LIST)

CONTINUED

OUTSIDE:

- Trash cans shall be kept emptied
- Custodial work areas (closets) shall be kept clean and in an orderly manner

FLOOR WORK
(CLEANING TASK LIST)

JCA:

- shampooing and bonneting carpets, buffing, stripping, scrubbing and waxing tile floors, Scrubbing restroom floors as needed all year

Summer:

- Third shift will help out for 2 weeks on floor work during the summer. This is a good time to plan any stripping of floors.

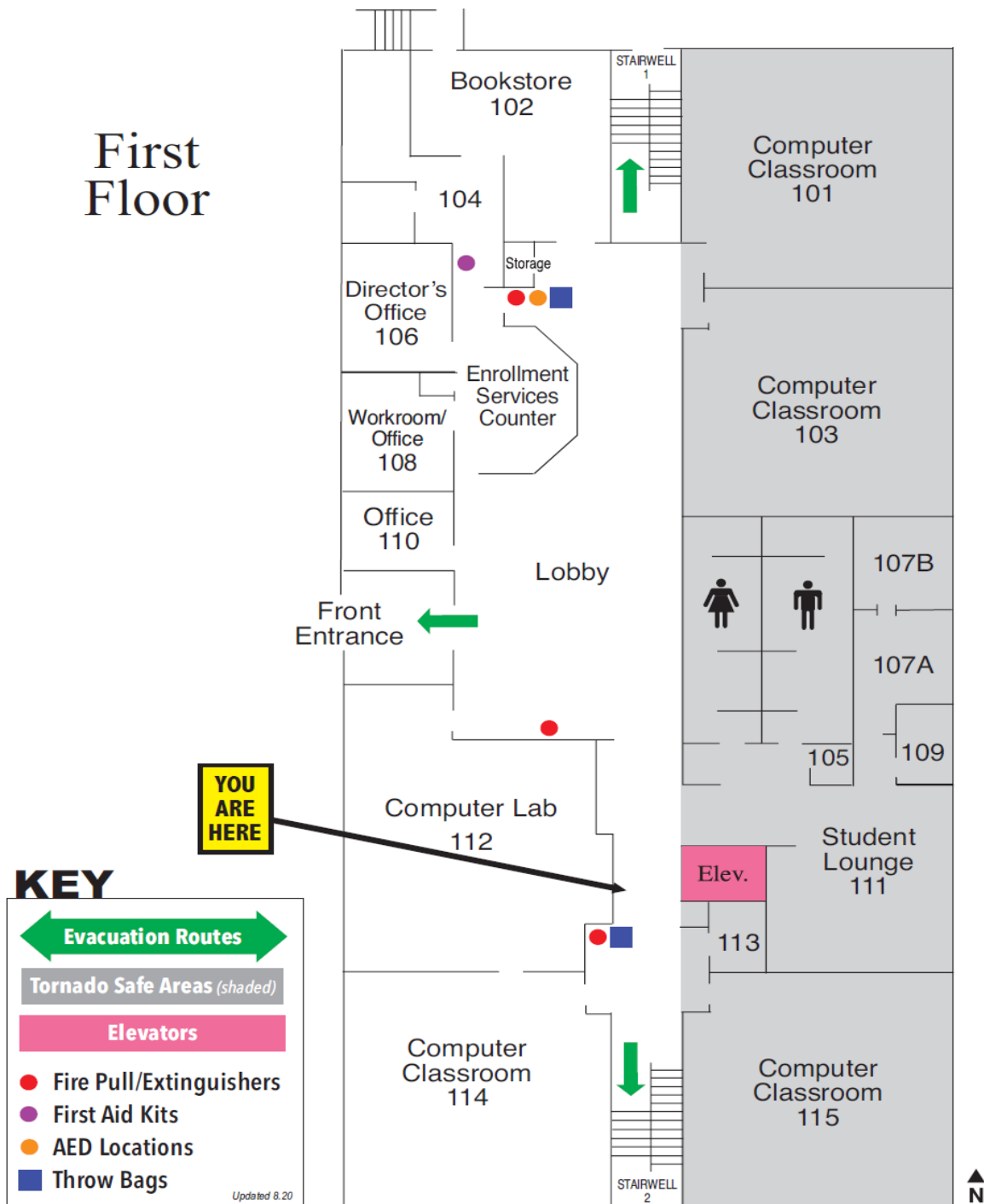
✕ REPORT any problems to supervisor

Our goal is to maintain a clean and safe environment for students, faculty and staff.

EVACUATION PLAN

Jefferson College **Arnold**

First Floor



In Case of Emergency Call 911 or Campus Police at (636) 481-3500

January 25, 2016

AREA TECHNICAL SCHOOL (CLEANING TASK LIST)

The following list of tasks shall be the sole responsibility of the assigned fulltime custodian(s) and the assigned assistant or helper on a daily or alternate or as needed basis.

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed as needed, (no less than twice per week)
- Inside and outside trashcans shall be washed inside and out as needed, (no less than once per week)

RESTROOMS:

- Floors shall be dust mopped and wet mopped daily with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Toilets, sinks, and urinals shall be cleaned with a disinfect and sanitized daily
- Toilets and sinks shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door knobs, and light switch plates shall be cleaned and sanitized daily
- Partitions shall be spot cleaned daily (entirely once per week)
- Cold-air returns, heat diffusers, and door frames shall be cleaned weekly
- Water shall be added to floor drains twice per week
- Replace burned out light bulbs

CLASS ROOMS AND INSTRUCTIONAL LABS:

- Floors shall be vacuumed and/or dust mopped, and wet mopped daily
- Chalkboards and trays shall be cleaned daily, (clean wall under board as needed)
- Furniture shall be spot cleaned daily and arranged daily
- Accessible surfaces shall be dust as needed, (no less than once per week)
- Cold-air returns and heat diffusers shall be cleaned weekly
- Replace burned out light bulbs

January 25, 2016

**AREA TECHNICAL SCHOOL
(CLEANING TASK LIST)**

CONTINUED

FACULTY OFFICES:

- Floors shall be cleaned daily
- All surfaces shall be dusted weekly, including picture frames on walls

MAIN OFFICE:

- Floors shall be cleaned daily
- All surfaces shall be dusted daily

CORRIDORS:

- Floors shall be dust mopped and wet mopped daily
- Walk-off mats shall be vacuumed daily
- Door glass shall be cleaned daily
- Water fountain shall be cleaned and sanitized daily
- Seating shall be cleaned and dusted weekly
- Main stairway shall be swept and mopped as need, (no less than three times per week)
- North and South stairways shall be swept and mopped weekly
- Stair rails shall be cleaned and disinfected twice per week
- Replace burned out light bulbs

ELEVATOR:

- Walls shall be spot cleaned daily, (entirely once per week)
- Doors shall be spot cleaned daily, (entirely once per week)
- Floor shall be dust mopped and wet mopped or vacuumed daily
- Buttons and handrails shall be cleaned and sanitized twice per week
- Replace burned out light bulbs

January 25, 2016

AREA TECHNICAL SCHOOL
((CLEANING TASK LIST))

CONTINUED

FACULTY LOUNGE:

- Floor shall be dust mopped and wet mopped daily
- Tables, sink, counter top area, and fixtures shall be cleaned and sanitized daily
- Replace burned out light bulbs

EXTERIOR:

- Entry door glass shall be cleaned daily
- Building exterior area shall be kept in a clean and in an orderly manner
- Police cigarette butts
- Entrance steps shall be kept swept clean
- Replace burned out light bulbs

SHOP:

- Nightly, dust mop floors
- Wet mop floor
- Clean all classroom tables and chairs
- Pull all trash
- Clean chalk/white boards
- Vacuum walk-off mats
- Classroom Sections: Floors shall be dust mopped and wet mopped
- Classroom Sections: Furniture shall be arranged daily
- All shops must have expendable supplies replenished daily
- Sinks shall be cleaned daily
- Dust lockers
- Replace burned out light bulbs

NOTE:

- Building exterior area shall be kept in a clean condition
- Custodial work space (closet) shall be kept clean and in an orderly condition

January 25, 2016

FLOOR WORK

(CLEANING TASK LIST)

ATS:

- Shampooing and bonneting carpets/walk off mats, stripping, scrubbing, waxing and buffing tile floors, scrubbing restroom floors as needed when time allows throughout the year.

SUMMER:

- This is the best time to prepare your classrooms for the fall classes. Plan any stripping to be done during the summer.

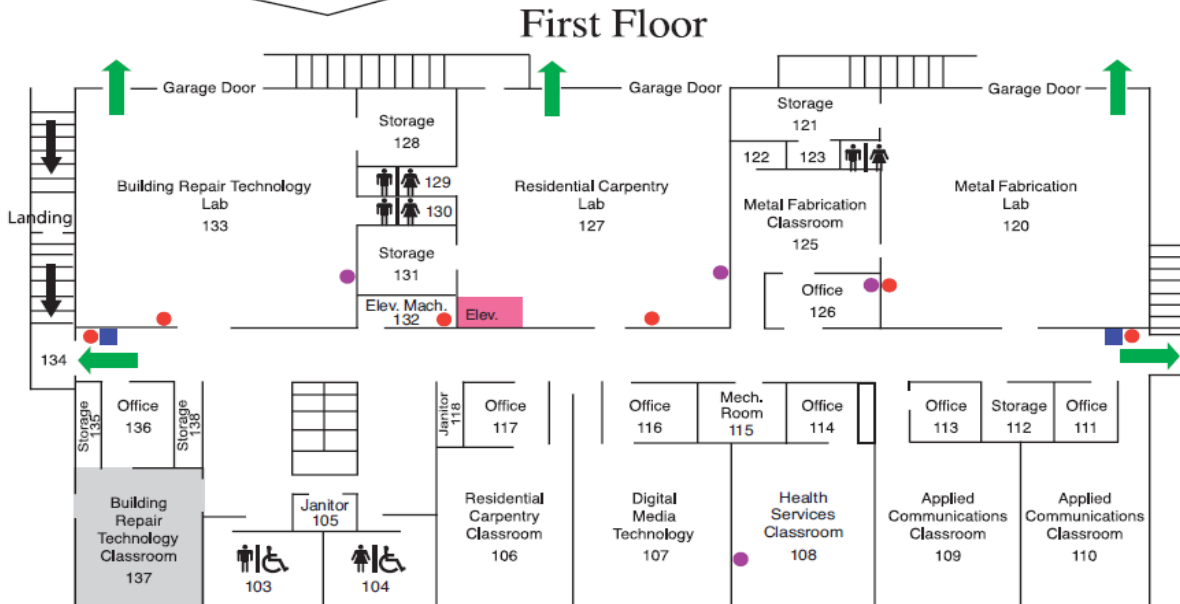
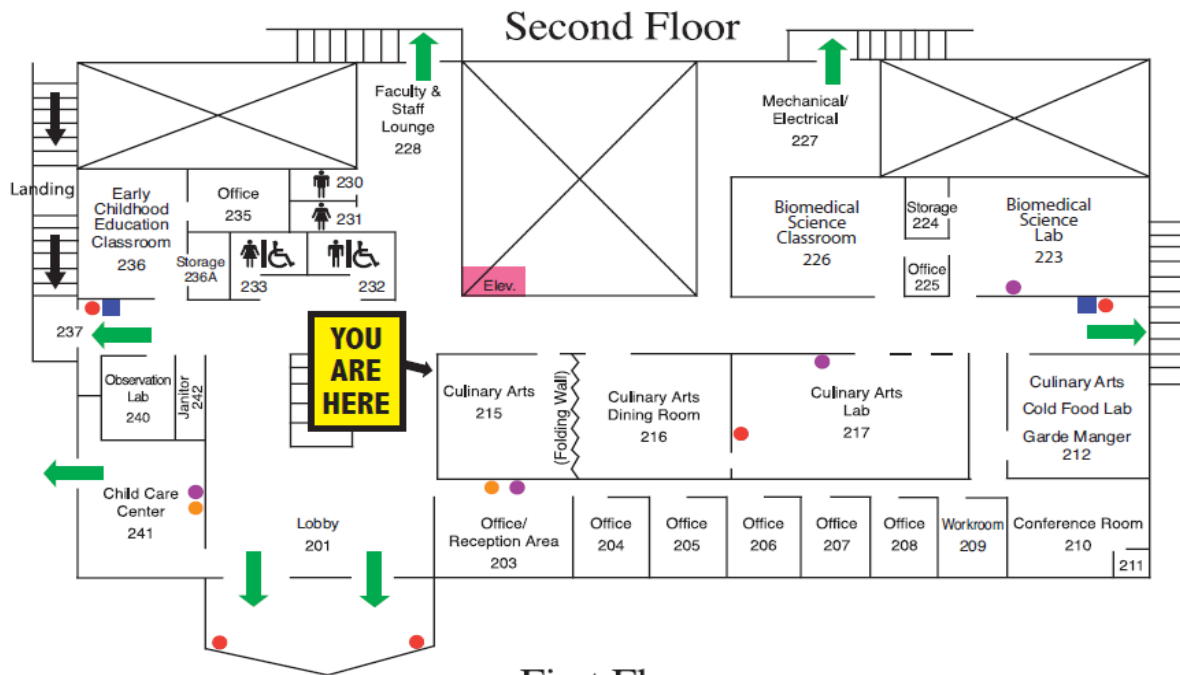
✕ REPORT any problems to supervisor

Our goal is to maintain a clean and safe environment for students, faculty and staff.

EVACUATION PLAN



Area Technical School (ATS)



Assembly Areas For Earthquakes & Fires



KEY



Evacuation Routes

Tornado Safe Areas (shaded)

Elevators

● Fire Pull/Extinguishers

● First Aid Kits

● AED Locations

■ Throw Bags

Updated 3.20

In Case of Emergency Call 911 or Campus Police at (636) 481-3500

January 25, 2016

ARTS & SCIENCES I (CLEANING TASK LIST)

The following list of tasks shall be the sole responsibility of the assigned fulltime custodian(s) and the assigned assistant or helper on a daily or alternate or as needed basis.

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed as needed, (no less that twice per week)
- Trashcans shall be washed inside and out as needed, (no less that once per week)

RESTROOMS:

- Floors shall be dust mopped and wet mopped with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Toilets, sinks, and urinals shall be cleaned with a disinfectant and sanitized daily
- Toilets and urinals shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door knobs, and light switch plates shall be cleaned and sanitized daily
- Partitions shall be spot cleaned daily, (entirely once per week)
- Cold-air returns, heat diffuser, and door frames shall be cleaned weekly
- Water shall be added to floor drains twice per week
- Counter tops shall be cleaned and sanitized daily
- Replace burned out light bulbs

CLASSROOMS:

- Floors shall be dust mopped daily, (wet mopped no less than three times per week)
- Carpets shall be vacuumed no less than two times per week or when needed
- Chalkboards and trays shall be cleaned daily, (clean wall under board as needed)
- Door glass shall be spot cleaned daily (entirely once per week)
- Furniture shall be arrange daily
- Instructional table and equipment shall be cleaned weekly
- Rooms shall be dusted no less than once per week
- Replace burned out light bulbs
- Door knobs handles should be disinfected three times per week

January 25, 2016

ARTS & SCIENCES I
(CLEANING TASK LIST)

CONTINUED

LABORATORIES:

- Floors shall be dust mopped and wet mopped daily
- Chalkboards and trays shall be cleaned daily, (clean wall under board as needed)
- Replace burned out light bulbs

LECTURE HALLS:

- Floors shall be dust mopped and wet mopped as needed, (no less than once per week)
- Chalkboards and trays shall be cleaned daily, (clean wall under board as needed)
- Vacuum seating at least once per week
- Replace burned out light bulbs

CORRIDORS:

- Floors shall be dust mopped daily, (wet mopped no less than three times per week)
- Walk-off mats shall be vacuumed daily
- Water fountains shall be cleaned and sanitized daily
- Door glass shall be cleaned daily
- Side glass shall be spot cleaned daily, (entirely once per week)
- Walls shall be spot cleaned daily
- Replace burned out light bulbs

STUDENT LOUNGE:

- Floors shall be dust mopped and wet mopped daily
- Tables shall be cleaned and sanitized daily
- Furniture shall be vacuumed twice per week
- Replace burned out light bulbs

January 25, 2016

ARTS & SCIENCES I (CLEANING TASK LIST)

CONTINUED

FACULTY LOUNGE:

- Floors shall be dust mopped and wet mopped daily
- Furniture shall be cleaned/vacuumed weekly
- Table shall be cleaned and sanitized daily
- Sink area shall be cleaned twice per week
- Replace burned out light bulbs

FACULTY OFFICES:

- Floors shall be dust mopped and wet mopped as needed, (no less than once per week)
- Carpets shall be vacuumed weekly
- Replace burned out light bulbs

MAIN OFFICE:

- Floors shall be vacuumed as needed daily
- Furniture shall be dusted as needed daily
- Cloth chairs shall be vacuumed weekly
- Replace burned out light bulbs
- Building exterior area shall be kept in a clean and in an orderly manner
- Custodial work areas (closets and storage areas) shall be kept clean and in an orderly manner
- Perform set-ups for activities as needed

✕ REPORT any problems to supervisor

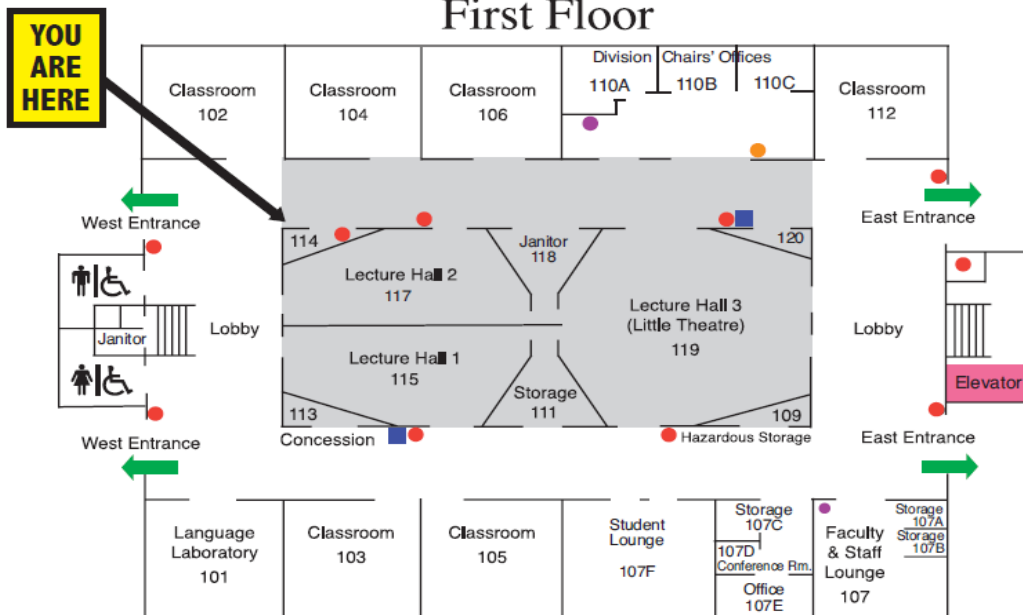
Our goal is to maintain a clean and safe environment for the students, faculty and staff.

EVACUATION PLAN

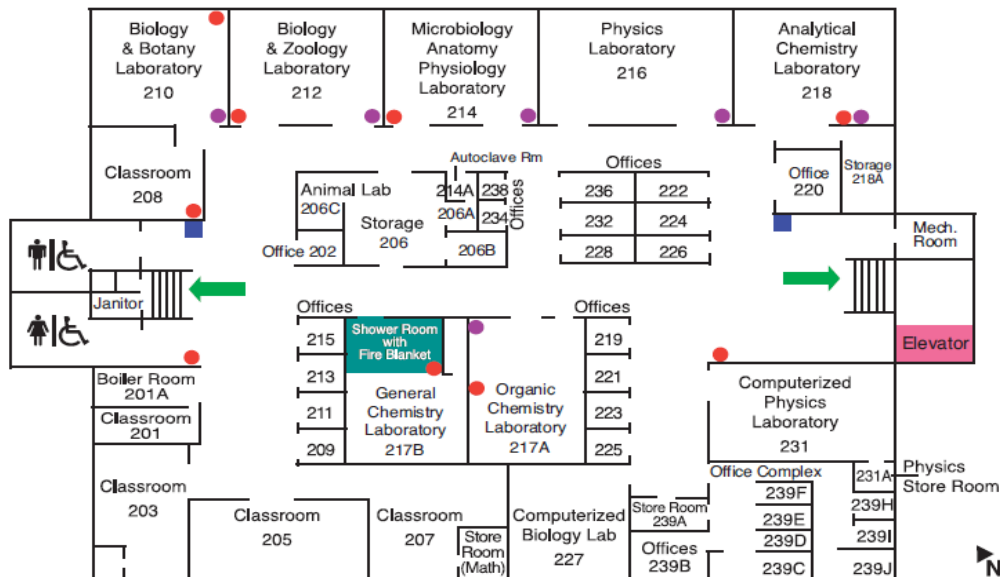


Arts & Sciences I (ASI)

First Floor



Second Floor



Assembly Areas For Earthquakes & Fires



KEY



Tornado Safe Areas (shaded)

Showers

Elevators

● Fire Pull/Extinguishers

● First Aid Kits

● AED Locations

● Throw Bags

Updated 3.20

In Case of Emergency Call 911 or Campus Police at (636) 481-3500

ARTS & SCIENCES II

(CLEANING TASK LIST)

The following list of tasks shall be the sole responsibility of the assigned fulltime custodian(s) and the assigned assistant or helper on a daily or alternate or as needed basis.

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed as needed, (no less that twice per week)
- Trashcans shall be washed inside and out as needed, (no less that once per week)

RESTROOMS:

- Floors shall be dust mopped and wet mopped with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Toilets, sinks, and urinals shall be cleaned with a disinfectant and sanitized daily
- Toilets and urinals shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door knobs, and light switch plates shall be cleaned and sanitized daily
- Partitions shall be spot cleaned daily, (entirely once per week).
- Cold-air returns, heat diffusers, and door frames shall be cleaned weekly (vacuumed or wiped)
- Water shall be added to floor drains twice weekly
- Replace burned out light bulbs

CLASSROOMS:

- Floors shall be vacuumed daily
- Carpets shall be spot cleaned as needed daily and vacuumed weekly
- Chalkboards and trays shall be cleaned daily, (clean wall under board as needed)
- Entry door glass shall be cleaned daily
- Table tops shall be cleaned and sanitized twice per week
- Cold-air returns shall be cleaned weekly
- AV equipment/carts shall be cleaned twice per week
- Replace burned out light bulbs

January 25, 2016

ARTS & SCIENCES II (CLEANING TASK LIST)

CONTINUED

CORRIDORS:

- Carpets shall be vacuumed daily
- Tile floors shall be dust mopped and wet mopped daily
- Walk-off mats shall be vacuumed daily
- Lounge furniture shall be cleaned daily
- Lounge glass shall be spot cleaned daily, (entirely once per week)
- Water fountains shall be cleaned and sanitized daily
- Replace burned out light bulbs

FACULTY OFFICES:

- Floors shall be vacuumed twice per week
- Furniture shall be dusted daily were accessible
- Replace burned out light bulbs

MAIN OFFICE:

- Floor shall be vacuumed daily
- Furniture shall be dusted daily
- Sink area shall be cleaned and sanitized daily
- Replace burned out light bulbs

ELEVATOR:

- Walls shall be spot cleaned daily, (entirely once per week)
- Doors shall be spot cleaned daily, (entirely once per week)
- Floor shall be vacuumed daily
- Buttons and handrails shall be cleaned and sanitized twice per week
- Replace burned out light bulbs

January 25, 2016

ARTS & SCIENCES II
(CLEANING TASK LIST)

CONTINUED

STAIRS:

- Main stairs—swept and wet mopped three times per week
- Emergency stairs—swept and wet mopped every two weeks
- Stair rails shall be cleaned and sanitized twice per week

T.V STUDIOS:

- Floors shall be cleaned as needed daily
- Replace burned out light bulbs

EXTERIOR:

- Entry door glass shall be cleaned daily
- Building exterior area shall be kept in a clean and in an orderly manner daily
- Replace burned out light bulbs

X REPORT any problems to supervisor

January 25, 2016

FLOOR WORK (CLEANING TASK LIST)

- **LIB:** shampooing carpets, buffing, stripping, scrubbing and waxing tile floors, scrubbing restroom floors as needed all year
- **ASII:** shampooing carpets, buffing, stripping, scrubbing and waxing tile floors, scrubbing restroom floors as needed all year.
- **ADM:** shampooing carpets, buffing, stripping, scrubbing and waxing tile floors, scrubbing restroom floors as needed all year

SUMMER:

- Team up with FA person and help with floor work in FA when time allows

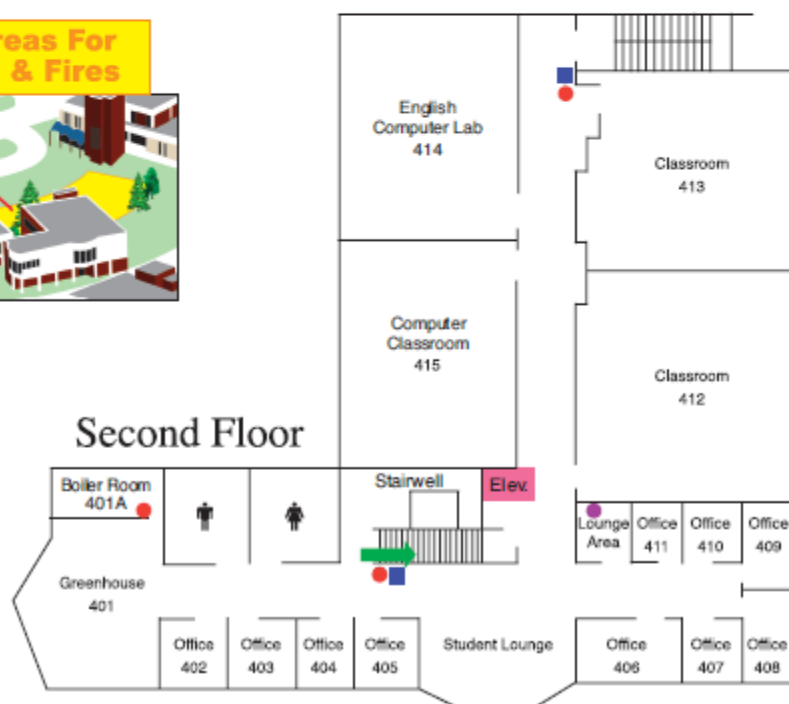
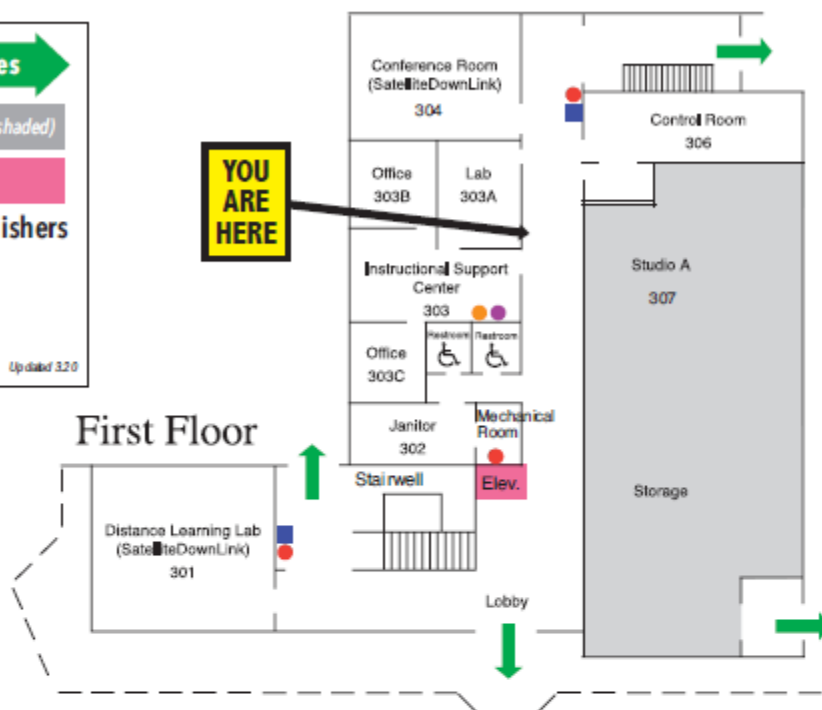
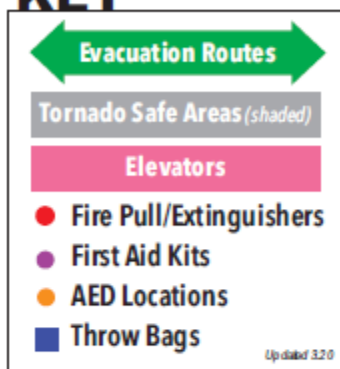
Our goal is to maintain a clean and safe environment for students, faculty and staff.

EVACUATION PLAN



Arts & Sciences II (ASII)

KEY



In Case of Emergency Call 911 or Campus Police at (636) 481-3500

BUILDING & GROUNDS DEPARTMENT BUILDING

(CLEANING TASK LIST)

The following list of tasks shall be taken care of by student worker who works 12 hours per week assigned to the duty.

TRASH REMOVAL:

- from offices, meeting room, restrooms , outside trash cans at B&G and Old Shop nightly

VACUUMING:

- all carpets in offices and walk off mats nightly

WET MOPPING:

- Dust mop the floors first, then wet mop the meeting room, halls, restrooms and stairs nightly or as needed

RESTROOMS:

- Never mix chemicals
- Stock toilet paper, paper towels and hand soap nightly
- Toilets, sinks and urinals shall be disinfected and cleaned nightly
- Mirrors, dispensers and shelves cleaned nightly
- Partitions entirely cleaned once per week
- Replace burned out bulbs as needed

OFFICES & MEETING ROOM:

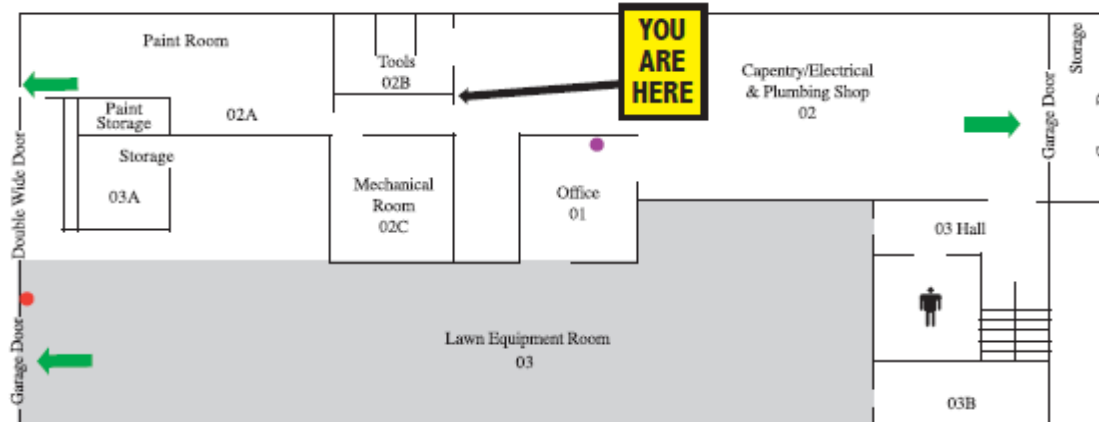
- Dust at least once per week(shelves, desk, tables and file cabinets)
- Stock paper towels and soap as needed
- Cleans sinks and microwave once per week
- Replace burned out bulbs as needed
- Our goal is to maintain a clean and safe environment for students, faculty and staff.

EVACUATION PLAN

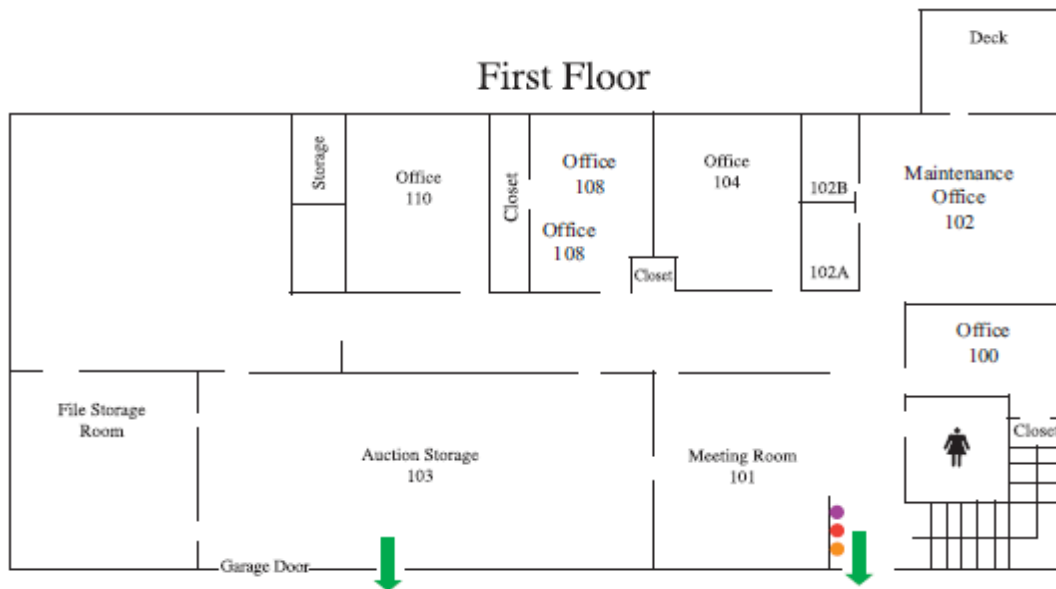


Buildings & Grounds (B&G)

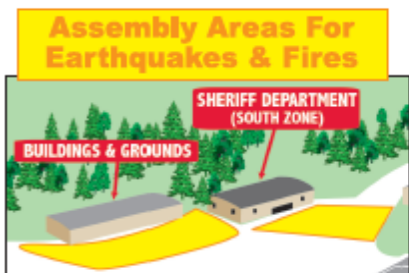
Lower Level



First Floor



N ►



KEY



- Fire Pull/Extinguishers
- First Aid Kits
- AED Locations
- Throw Bags

Updated 3.20

In Case of Emergency Call 911 or Campus Police at (636) 481-3500

January 25, 2016

CAREER EDUCATION BUILDING (CLEANING TASK LIST)

The following list of tasks shall be the sole responsibility of the assigned fulltime custodian(s) and the assigned assistant or helper on a daily or alternate or as needed basis.

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed as needed, (no less that twice per week)
- Trashcans shall be washed inside and out as needed, (no less that once per week)

RESTROOMS:

- Floors shall be dust mopped and wet mopped with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Toilets, sinks, and urinals shall be cleaned with a disinfectant and sanitized daily
- Toilets and urinals shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door push-plates and light switch plates shall be cleaned and sanitized daily
- Partitions shall be spot cleaned daily, (entirely once per week)
- Cold-air returns, heat diffuser, and door frames shall be cleaned weekly
- Water shall be added to floor drains twice per week
- Replace burned out light bulbs

CLASSROOMS:

- Floors shall be dust mopped and wet mopped or vacuumed daily
- Chalkboards and/or marker boards and trays shall be cleaned daily, (clean wall under board no less than once per week)
- Door glass shall be cleaned daily
- Furniture, table tops, instructional carts, and instructors dust shall be twice week
- Cold-air returns and heat diffuser shall be cleaned weekly
- Replace burned out light bulbs

January 25, 2016

**CAREER EDUCATION BUILDING
(CLEANING TASK LIST)**

CONTINUED

CORRIDORS:

- Floors shall be dust mopped and spot wet mopped daily, (entire floor shall be wet mopped no less than three times per week)
- Walk-off mats shall be vacuumed daily
- Water fountains shall be cleaned and sanitized daily
- Entry door glass shall be spot cleaned daily
- Entry door and window frames wiped clean daily
- Entry door glass areas shall be cleaned as needed
- Furniture shall be cleaned weekly
- Cold-air returns and heat diffusers shall be cleaned weekly
- Replace burned out light bulbs

LOUNGES:

Faculty Lounge

- Floors shall be dust mopped and wet mopped daily
- Sink area shall be cleaned and sanitized daily
- Furniture shall be cleaned weekly
- Replace burned out light bulbs

Student Lounge

- Floors shall be dust mopped and wet mopped daily
- Furniture shall be cleaned twice per week
- Cold-air returns and heat diffusers shall be cleaned weekly (vacuum or wipe)
- Replace burned out light bulbs

January 25, 2016

CAREER EDUCATION BUILDING (CLEANING TASK LIST)

CONTINUED

FACULTY OFFICES:

- Floors shall be dust mopped and wet mopped weekly
- Accessible areas shall be dusted weekly, including desk and bookshelves.
- Replace burned out light bulbs

MAIN OFFICE:

- Floors shall be cleaned daily
- Dusting shall be done twice per week
- Replace burned out light bulbs

SHOPS:

- Nightly, dust mop floors
- Wet mop floor
- Clean all classroom tables and chairs
- Pull all trash
- Clean chalk/white boards
- Vacuum walk-off mats
- Classroom Sections: Floors shall be dust mopped and wet mopped
- Classroom Sections: Furniture shall be arranged daily
- All shops must have expendable supplies replenished daily
- Sinks shall be cleaned daily
- Dust lockers
- Replace burned out light bulbs

January 25, 2016

CAREER EDUCATION BUILDING
(CLEANING TASK LIST)

CONTINUED

STAIRS:

- Stairs shall be swept and mopped three times per week
- Stair hand rails shall be cleaned and sanitized twice per week
- Replace burned out light bulbs

NOTE:

- Building exterior area shall be kept in a clean condition
- Custodial work spaces (closets) shall be kept clean and in an orderly condition

SUMMER:

- Team up with second person in CTE and help with floor work (stripping, scrubbing, waxing, buffing and shampooing) getting classrooms, offices, shops, lounges and halls ready for the fall classes.

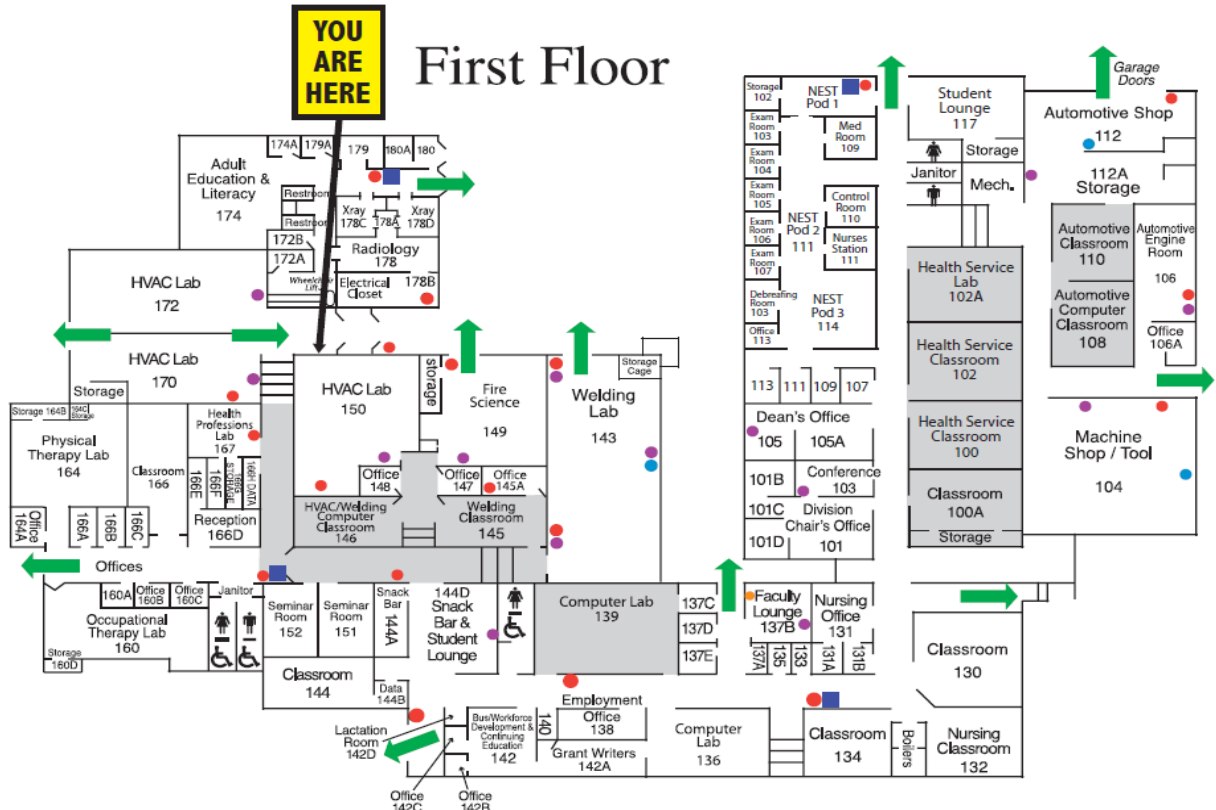
✕ REPORT any problems to supervisor

Our goal is to maintain a clean and safe environment for students, faculty and staff.

EVACUATION PLAN

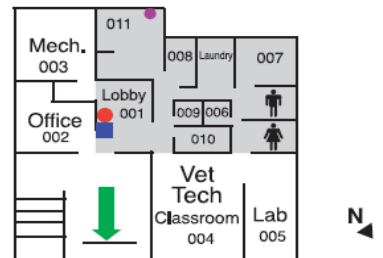


Career & Technical Education (CTE)



Lower Level

2 Parts Section - Divided 1 Employee per Section



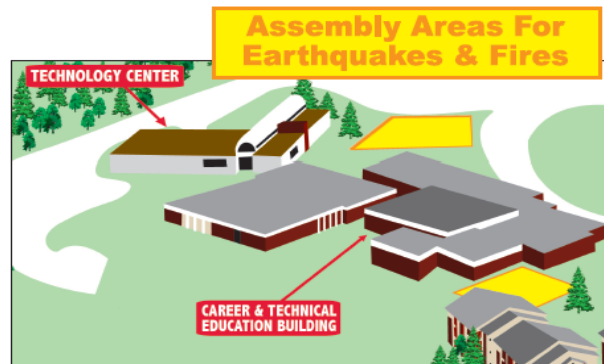
KEY



Tornado Safe Areas (shaded)

- Fire Pull/Extinguishers
- First Aid Kits
- Eyewash
- AED Locations
- Throw Bags

Updated 3.20



In Case of Emergency Call 911 or Campus Police at (636) 481-3500

January 25, 2016

CHILD DEVELOPMENT CENTER (CLEANING TASK LIST)

The following list of tasks shall be the sole responsibility of the assigned fulltime custodian(s) on a daily or alternate or as needed basis.

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed daily
- Exterior and interior trashcans shall be washed inside and out twice per week

RESTROOMS:

- Floors shall be dust mopped and wet mopped with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Toilets and sinks shall be cleaned with a disinfectant and sanitized daily
- Toilets and sinks shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door knobs, and light switch plates shall be cleaned and sanitized daily
- Lower half of walls and door frames shall be cleaned and sanitized, (no less than once per week)
- Water shall be added to floor drains twice per week
- Replace burned out light bulbs

ENTRANCES:

- Walk-off mats shall be vacuumed daily
- Exit doors and glass shall be cleaned daily
- Door knobs shall be cleaned and sanitized daily
- Replace burned out light bulbs

January 25, 2016

**CHILD CARE CENTER
(CLEANING TASK LIST)**

CONTINUED

CLASSROOMS (Upstairs and Downstairs):

- Carpets shall be vacuumed daily
- Hard floors shall be dust mopped and wet mopped daily
- Furniture shall be moved and cleaned under twice per week
- Table tops and chairs shall be cleaned and sanitized daily
- Counter tops and sinks shall be cleaned and sanitize daily
- Water fountains shall be cleaned and sanitized daily
- Replace burned out light bulbs

OFFICE AREAS:

- Floors shall be cleaned daily
- Furniture shall be dusted as needed, (no less than once per week)
- Cloth chairs shall be vacuumed weekly
- Replace burned out light bulbs

NOTE:

- High/Low dusting shall be performed daily as needed
- Stair-rails shall be cleaned and sanitized daily
- Cold-air returns and heat diffuser register shall be cleaned weekly
- Replace burned out light bulbs
- Entrance exteriors shall be clean and in an orderly manner
- Doors shall be secured and lights off (except entry foyer light)
- Custodial supplies and equipment shall be kept clear of furnace in basement area
- Custodial storage and working areas shall be kept in order

January 25, 2016

ATS CHILD CARE CENTER (CLEANING TASK LIST)

NOTE: THESE ARE DAILY DUTIES

- All trash shall be collected and disposed of daily
- Wash trash cans and replace liners
- Dust mop and wet mop floors
- Vacuum rugs
- Clean glass
- Thoroughly clean rest room
- Clean and sanitize sink area
- Replace burned out light bulbs

CAMPUS TRASH RUN (CLEANING TASK LIST)

NOTE: THESE ARE DAILY DUTIES

- Drive throughout campus and pick up trash bags/card board set to the curb/street by TC (top floor/purple lot), CTE (back/green lot, vet-tech and front/ white lot), ASI (east side /white lot), ASII (east side/white lot), FA (top floor/ white lot, bottom floor yellow lot), ADM/LIB (white lot), CDC (top floor/red lot), ATS front top floor/Blue lot, back bottom floor/blue lot). FH and SC have their own dumpster. Make around 3 runs of trash picks ups each night. The last one at 12:00am M-T-W-R, 11:00pm F.

January 25, 2016

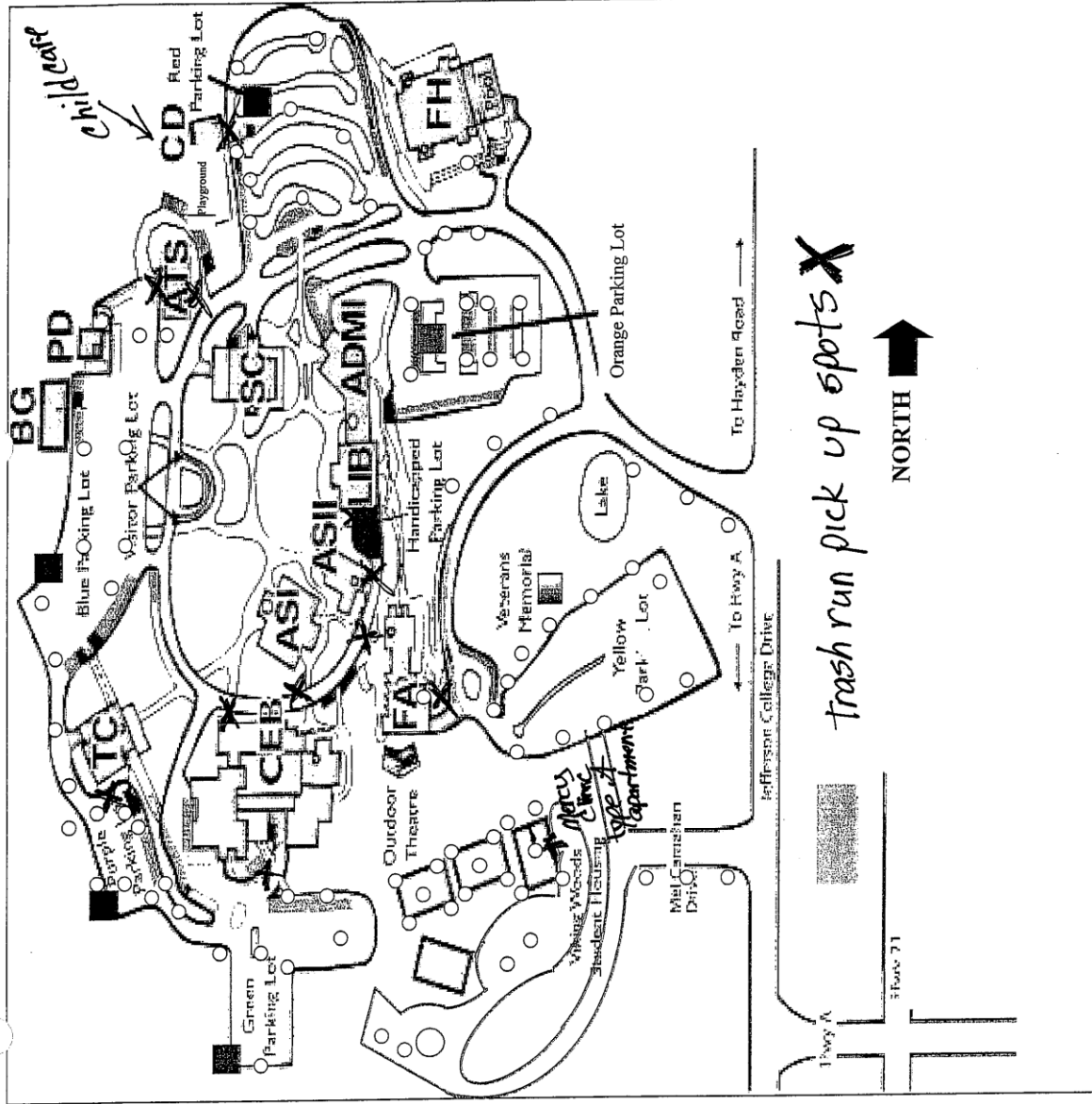
MERCY CLINIC
(Cleaning Task List)

NOTE: THESE ARE DAILY DUTIES

- All trash shall be collected and disposed of daily
- Wash trash cans and replace liners
- Dust mop and wet mop floors
- Vacuum rugs
- Clean windows and mirrors
- Disinfect and clean restrooms
- Dust office and waiting rooms
- Clean and replace burned out light bulbs as needed.

X REPORT any problems to supervisor

Our goal is to maintain a clean and safe environment for the students, faculty and staff.



trash run pick up spots X



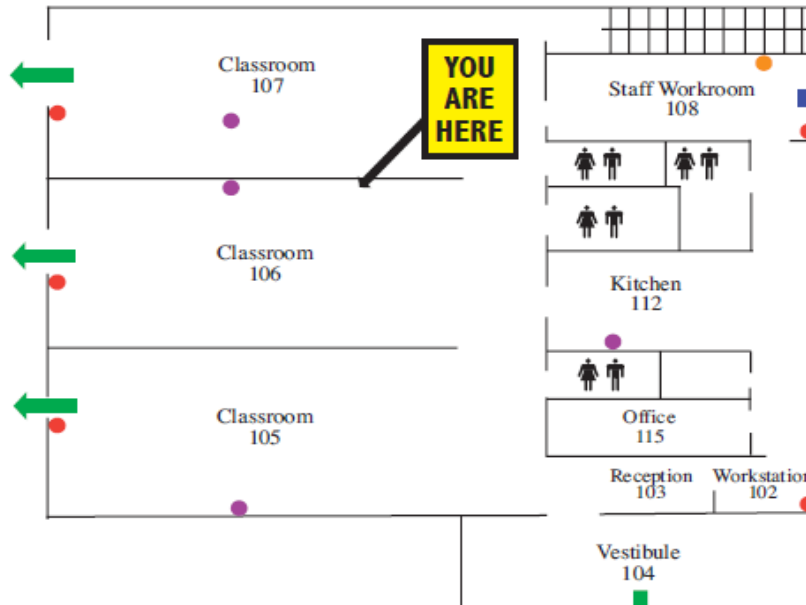
Box 71

EVACUATION PLAN

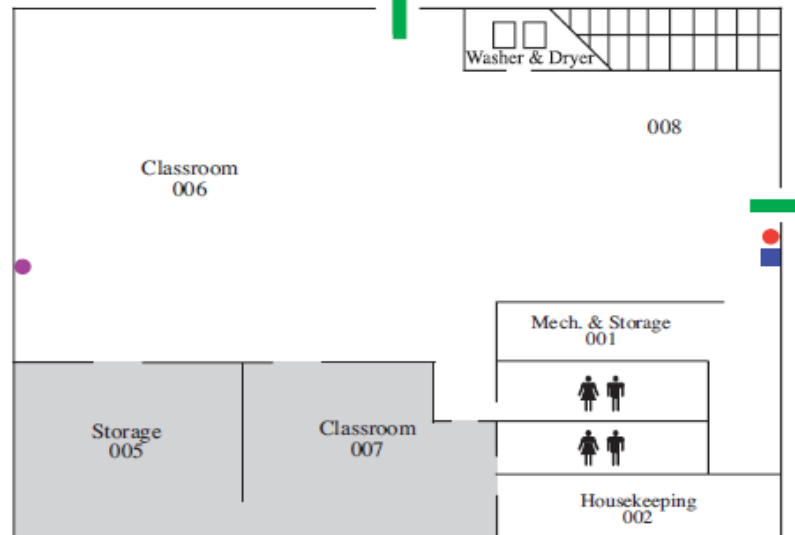


Child Development Center (CDC)

First Floor



Lower Level



N ►

Assembly Areas For Earthquakes & Fires



KEY



Updated 3/20

In Case of Emergency Call 911 or Campus Police at (636) 481-3500

January 25, 2016

FIELD HOUSE (CLEANING TASK LIST)

The following list of tasks shall be the sole responsibility of the assigned fulltime custodian(s) and the assigned assistant or helper on a daily or alternate or as needed basis.

► UPPER LEVEL

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed daily
- Trashcans shall be washed inside and out as needed, (no less than once per week)
- All exterior trashcans should be emptied as needed and wiped down once per week

RESTROOMS:

- Floors shall be swept and wet mopped with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Stools, sinks, and urinals shall be cleaned with a disinfectant and sanitized daily
- Stools and urinals shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door knobs, and light switch plates shall be cleaned and sanitized daily
- Partitions shall be spot cleaned daily, (entirely once per week)
- Cold-air returns, heat vents, and door frames shall be cleaned weekly (vacuumed or wiped)
- Water shall be added to floor drains twice per week
- Replace burned out light bulbs

DANCE ROOM:

- Floors shall be dust mopped and wet mopped no less than twice per week
- Mirrors shall be cleaned twice per week
- Replace burned out light bulbs

January 25, 2016

FIELD HOUSE (CLEANING TASK LIST)

CONTINUED

MAT ROOM:

- Floors shall be dust mopped and wet mopped twice per week
- Mats shall be dust mopped and wet mopped with disinfectant twice per week Or after each class night used
- Replace burned out light bulbs

WEIGHT ROOM:

- Replace burned out light bulbs
-

CLASS ROOMS:

- Floors shall be dust mopped and wet mopped as needed, (no less than twice per week)
- Chalkboards and trays shall be cleaned daily, (clean wall under board as needed)
- Arrange furniture in an orderly manner
- High/Low dusting shall be done on ledges and the AV-carts twice per week
- Replace burned out light bulbs

CORRIDORS:

- Walking track shall be dust mopped daily (wet mop no less than twice per week)
- Water fountains shall be cleaned and sanitized daily
- Walk-off mats shall be vacuumed daily
- Walls shall be spot cleaned daily
- Replace burned out light bulbs

► MAIN LEVEL

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed daily
- Trashcans shall be washed inside and out as needed, (no less than once per week)

January 25, 2016

FIELD HOUSE
(CLEANING TASK LIST)
CONTINUED

RESTROOMS:

- Floors shall be swept and wet mopped with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Stools, sinks, and urinals shall be cleaned with a disinfectant and sanitized daily
- Stools and urinals shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door knobs, and light switch plates shall be cleaned and sanitized daily
- Partitions shall be spot cleaned daily, (entirely once per week)
- Cold-air returns, heat diffusers, and door frames shall be cleaned weekly (wiped down)
- Water shall be added to floor drains twice per week
- Replace burned out light bulbs

GYM FLOOR:

- Floor shall be dust mopped and spot cleaned daily
- Report burned out light bulbs

FRONT LOBBY:

- Floor shall be swept and wet mopped as needed, (no less than once per week)
- Rugs shall be vacuumed daily
- Door glass shall be spot cleaned daily, (entirely once per week)
- The other glass shall be cleaned to a reachable height as needed, (no less than once per week)
- Furniture shall be cleaned weekly
- Trophy area shall be dusted weekly
- Window ledges and door frames shall be dusted as needed, (no less than once per week)
- Replace burned out light bulbs

January 25, 2016

FIELD HOUSE
(CLEANING TASK LIST)
CONTINUED

REAR LOBBY:

- Floor shall be dust mopped and wet mopped daily
- Rugs shall be vacuumed daily
- Door glass shall be cleaned daily
- Large glass shall be spot cleaned, (entirely once per week)
- Cold-air returns shall be cleaned once per week
- Water fountains shall be cleaned and sanitized daily
- Door and window ledges shall be cleaned once per week
- Replace burned out light bulbs

CONFERENCE ROOM:

- Floors shall be vacuumed daily
- Furniture shall be dusted daily
- Counters shall be cleaned daily
- Replace burned out light bulbs

OFFICES:

- Floors shall be dust mopped and wet mopped or vacuumed weekly
- Furniture shall be dusted once per week

► LOWER LEVEL

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed as needed, (no less than twice per week)
- Trashcans shall be washed inside and out as needed, (no less than once per week)

January 25, 2016

FIELD HOUSE
(CLEANING TASK LIST)

CONTINUED

COACHES LOCKER ROOM:

- Floor shall be vacuumed twice per week
- Expendable supplies shall be replenished daily
- All fixtures shall be cleaned twice per week
- Furniture shall be vacuumed twice per week
- Replace burned out light bulbs

MULTI-PURPOSE ROOM:

- Floor shall be dust mopped and spot wet mopped twice per week
- Replace burned out light bulbs

CORRIDORS:

- Floor shall be dust mopped daily, (wet mopped twice per week)
- Door rug shall be vacuumed daily
- Door glass shall be cleaned daily
- Walls shall be spot cleaned daily
- Ledges shall be dusted weekly
- Replace burned out light bulbs

LOCKER ROOMS:

- Floors shall be dust mopped and wet mopped no less than twice per week
- Expendable supplies shall be replenished daily
- Toilets and urinals shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures and shower shall be machine cleaned twice per week
- Door knobs and light switch plates shall be cleaned and sanitized daily
- Flushing of all fixtures shall be done daily and spot cleaned
- Replace burned out light bulbs

January 25, 2016

FLOOR WORK (CLEANING TASK)

Scrubbing and sealing concrete floors, stripping, scrubbing, waxing and buffing tiles floors, extracting and bonneting carpets/ walk off mats, scrubbing restroom and locker room floors as needed throughout the year.

- Be ready for graduation in MAY

SUMMER:

- Team up with third shift and help with the gym floor project
- Team up and help with floor work in other buildings once FH is finished (about three week period)

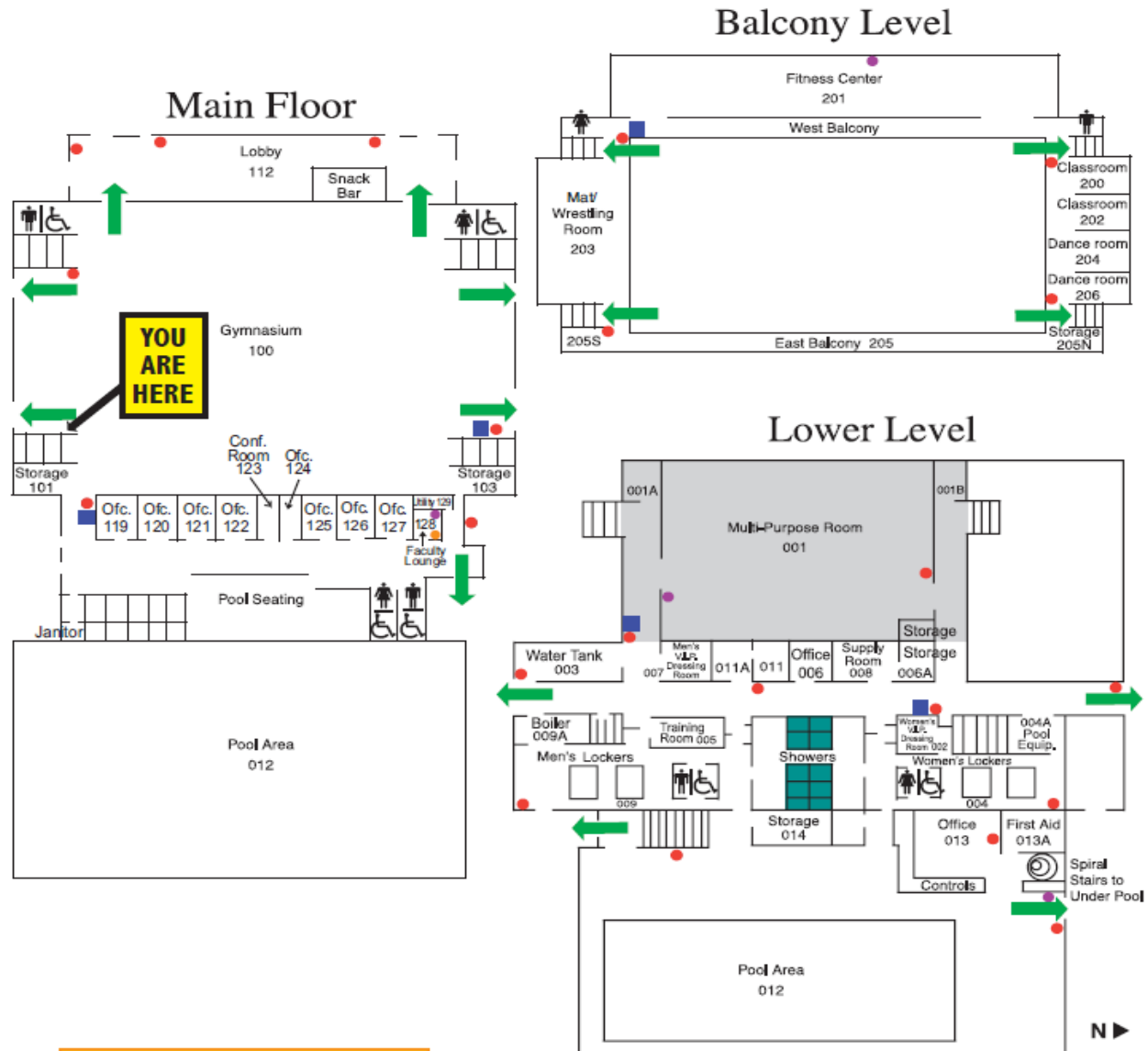
✕ REPORT any problems to supervisor

Our goal is to maintain a clean and safe environment for students, faculty and staff.

EVACUATION PLAN



Field House (FH)



Assembly Areas For Earthquakes & Fires



KEY

Evacuation Routes

Tornado Safe Areas (shaded)

Showers

Fire Pull/Extinguishers

First Aid Kits

AED Locations

Throw Bags

Updated 3.20

In Case of Emergency Call 911 or Campus Police at (636) 481-3500

January 25, 2016

FINE ARTS (CLEANING TASK LIST)

The following list of tasks shall be the sole responsibility of the assigned fulltime custodian(s) and the assigned assistant or helper on a daily or alternate or as needed basis.

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed as needed, (no less that three per week)
- Trashcans shall be washed inside and out as needed, (no less that once per week)

RESTROOMS:

- Floors shall be dust mopped and wet mopped with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Stools, sinks, and urinals shall be cleaned with a disinfectant and sanitized daily
- Stools and urinals shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door knobs, and light switch plates shall be cleaned and sanitized daily
- Partitions shall be spot daily, (entirely cleaned once per week)
- Cold-air returns, heat diffusers, and door frames shall be cleaned weekly (vacuumed or wiped)
- Water shall be added to floor drains twice per week
- Counter tops shall be cleaned and sanitized daily
- Replace burned out light bulbs

CLASSROOMS:

- Floors shall be dust mopped and spot wet mopped daily (thoroughly wet mopped no less than three times per week)
- Carpets shall be vacuumed daily
- Chalkboards and trays shall be cleaned daily, (clean wall under board as needed)
- Door glass shall be spot cleaned daily, (entirely once per week)
- Furniture shall be arrange or in an orderly manner daily
- Cold-air returns and heat diffusers shall be cleaned weekly
- Walls shall be spot cleaned daily
- Replace burned out light bulbs

January 25, 2016

FINE ARTS
(CLEANING TASK LIST)

CONTINUED

LABS, ART, MUSIC, AND CERAMICS:

- Floors shall be cleaned daily
- Rooms shall be arranged in an orderly manner, if applicable
- Sinks shall be cleaned as needed
- Surfaces shall be dusted as needed
- Replace burned out light bulbs

STAIRS:

- Stairs shall be dust mopped and wet mopped as needed, (no less than three times per week)
- Stair rails shall be cleaned and sanitized twice per week
- Replace burned out light bulbs

CORRIDORS:

- Floors shall be dust mopped and wet mopped or vacuumed daily
- Walk-off mats shall be vacuumed daily
- Water fountains shall be cleaned and sanitized daily
- Entry way door glass shall be cleaned daily
- All glass on or around door unit shall be cleaned weekly
- Side glass shall be spot cleaned daily, (entirely once per week)
- Walls shall be spot clean daily
- Replace burned out light bulbs

LOUNGES:

- Floors shall be dust mopped and wet mopped or vacuumed daily
- Furniture shall be cleaned weekly (vacuum and wipe down)
- Replace burned out light bulbs

FINE ARTS
(CLEANING TASK LIST)

CONTINUED

THEATER AREA:

- Theater seating area shall be vacuumed once per month
- Theater seating floor shall be swept and mopped after each use
- Stage floor shall be cleaned weekly
- Lobby floor shall be vacuumed daily
- Glass shall be spot cleaned daily
- Door glass shall be cleaned daily, doors and handles cleaned once per week.
- Cold-air returns and heat diffusers shall be cleaned weekly (vacuumed or wiped)
- Report burned out light bulbs

FAULTY OFFICES:

- Floors shall be cleaned weekly
- Furniture shall be dusted weekly
- Replace burned out light bulbs

ELEVATORS:

- Doors shall be spot cleaned daily, (entirely once per week)
- Walls shall be spot cleaned daily)
- Replace burned out light bulbs
- Buttons & hand rails cleaned and sanitized daily

THEATER 3RD FLOOR:

- All areas shall be checked daily and cleaned as needed, especially after each performance
- Replace burned out light bulbs

January 25, 2016

FINE ARTS
(CLEANING TASK LIST)

CONTINUED

PROP SHOP:

Replace burned out light bulbs

- Building exterior area shall be kept in a clean and in an orderly manner
- Custodial work areas (closets) shall be kept clean and in an orderly manner
- Perform set-ups for activities as needed

✕ REPORT any problems to supervisor

SUMMER:

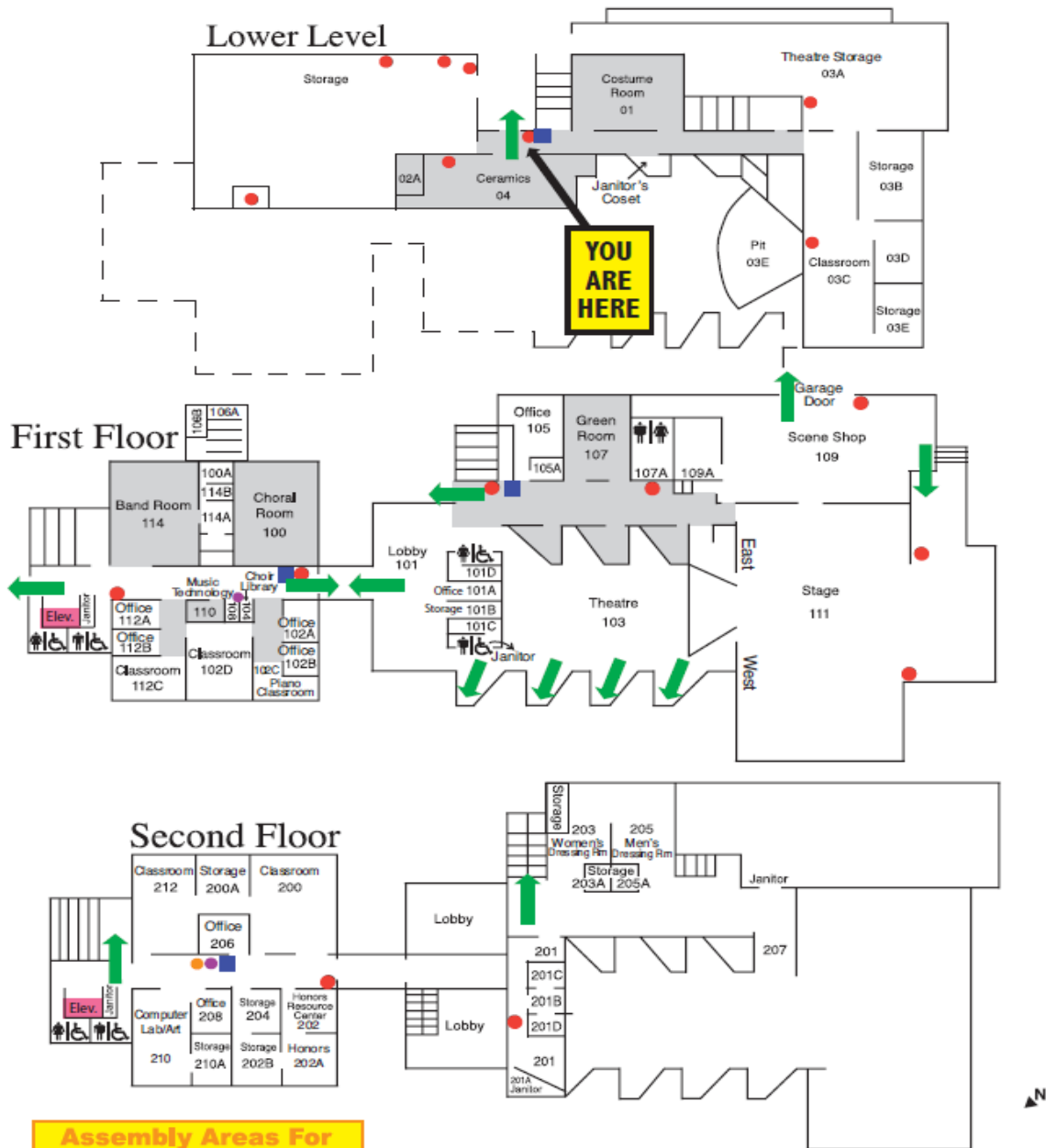
- Work on floor work in FA (stripping, scrubbing, waxing, buffing and shampooing) areas such as offices, restrooms, classrooms, halls and ceramics getting ready for the fall classes. Team up with ASII person when time allows.

Our goal is to maintain a clean and safe environment for students, faculty and staff.

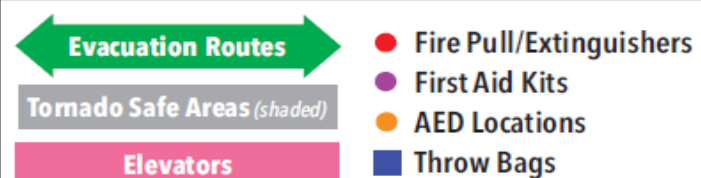
EVACUATION PLAN



Fine Arts (FA)



KEY



Updated 3.20

In Case of Emergency Call 911 or Campus Police at (636) 481-3500

January 25, 2016

IMPERIAL CAMPUS (CLEANING TASK LIST)

The following list of tasks shall be the sole responsibility of the assigned fulltime custodian(s) on a daily or alternate or as needed basis.

NOTE: JCA person is covering cleaning as of now and JCH person is covering the floor work as needed / requested.

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed daily
- Exterior and interior trashcans shall be washed inside and out twice per week

RESTROOMS:

- Floors shall be dust mopped and wet mopped with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Toilets and sinks shall be cleaned with a disinfectant and sanitized daily
- Toilets and sinks shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door knobs, and light switch plates shall be cleaned and sanitized daily
- Lower half of walls and door frames shall be cleaned and sanitized, (no less than once per week)
- Water shall be added to floor drains twice per week
- Replace burned out light bulbs

ENTRANCES:

- Walk-off mats shall be vacuumed daily
- Exit doors and glass shall be cleaned daily
- Door knobs shall be cleaned and sanitized daily
- Replace burned out light bulbs

January 25, 2016

IMPERIAL CAMPUS (CLEANING TASK LIST)

CONTINUED

CLASSROOMS (Upstairs and Downstairs):

- Carpets shall be vacuumed daily
- Hard floors shall be dust mopped and wet mopped daily
- Furniture shall be moved and cleaned under twice per week
- Table tops and chairs shall be cleaned and sanitized daily
- Counter tops and sinks shall be cleaned and sanitize daily
- Water fountains shall be cleaned and sanitized daily
- Replace burned out light bulbs

OFFICE AREAS:

- Floors shall be cleaned daily
- Furniture shall be dusted as needed, (no less than once per week)
- Cloth chairs shall be vacuumed weekly
- Replace burned out light bulbs

NOTE:

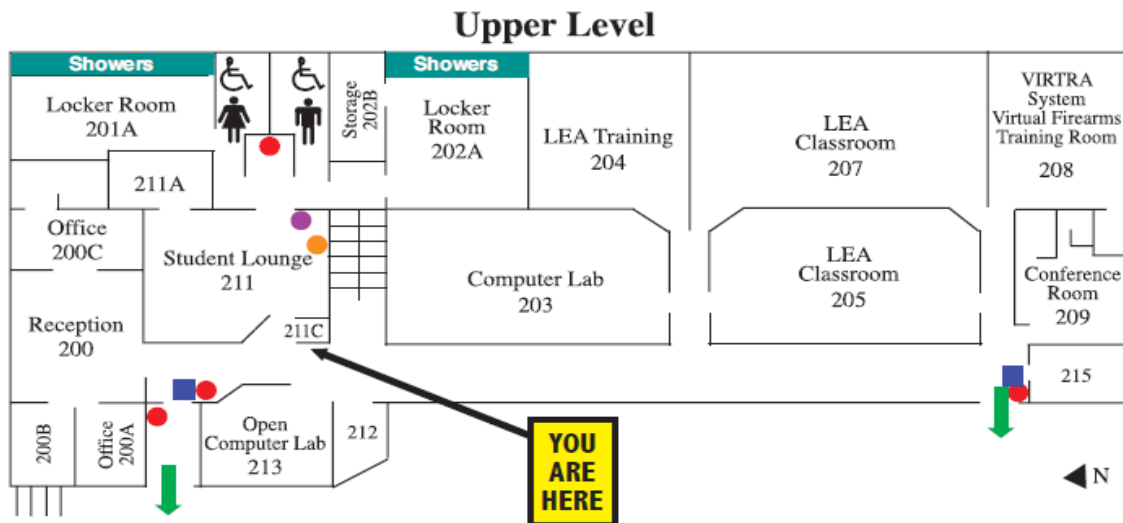
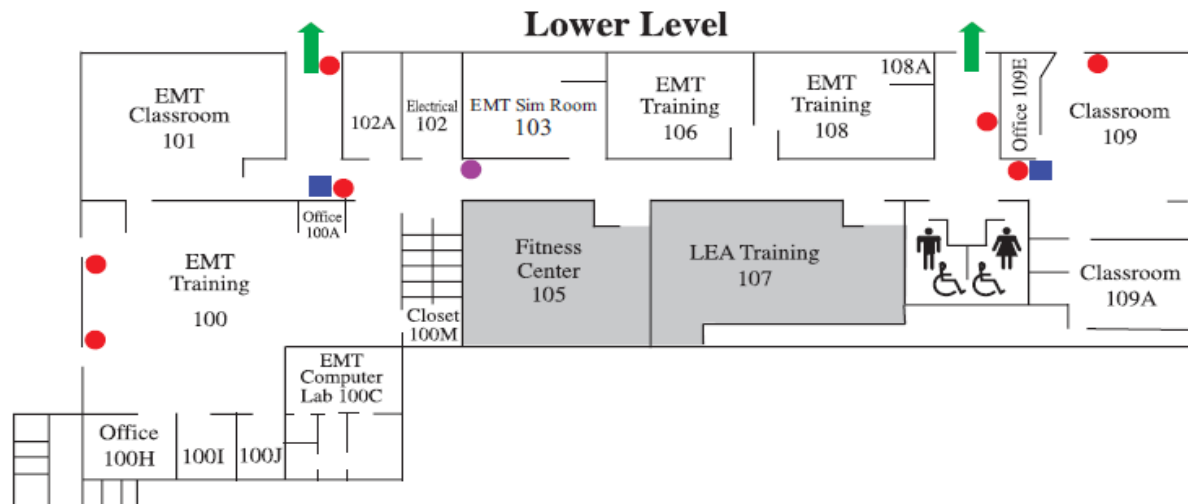
- High/Low dusting shall be performed daily as needed
- Stair-rails shall be cleaned and sanitized daily
- Cold-air returns and heat diffuser register shall be cleaned weekly
- Replace burned out light bulbs
- Entrance exteriors shall be clean and in an orderly manner
- Doors shall be secured and lights off (except entry foyer light)
- Keep all closets clean and stocked

- **REPORT** any problems to supervisor

Our goal is to maintain a clean and safe environment for the students, faculty and staff.

EVACUATION PLAN

Jefferson College **Imperial**



KEY



January 25, 2016

STUDENT CENTER (CLEANING TASK LIST)

The following list of tasks shall be the sole responsibility of the assigned fulltime custodian(s) and the assigned assistant or helper on a daily or alternate or as needed basis.

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed as needed, (no less that three times per week)
- Trashcans shall be washed inside and out as needed, (no less that once per week)
- Interior and exterior benches should be wiped down.

RESTROOMS:

- Floors shall be dust mopped and wet mopped with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Toilets, sinks, and urinals shall be cleaned with a disinfectant and sanitized daily
- Toilets and urinals shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door push plates and light switch plates shall be cleaned and sanitized daily
- Partitions shall be spot cleaned daily, (entirely once per week)
- Cold-air returns, heat diffuser, and door frames shall be cleaned weekly (vacuum or wipe)
- Water shall be added to floor drains twice per week
- Replace burned out light bulbs

MEETING ROOMS AND CLASSROOMS:

- Floors shall be dust mopped and wet mopped daily
- Carpets shall be vacuumed daily
- Spot clean carpets daily
- Glass shall be spot cleaned daily (entirely once per week)
- Cold-air returns, heat diffuser, and door frames shall be cleaned weekly
- Walls shall be spot cleaned as needed
- Rooms shall be dusted as needed, (no less than once per week)
- Replace burned out light bulbs

January 25, 2016

STUDENT CENTER (CLEANING TASK LIST)

CONTINUED

OFFICE COMMONS AND STAFF OFFICES:

- Floors shall be vacuumed daily
- Furniture shall be dusted weekly, including bookshelves and desk if possible.
- Cloth chairs shall be vacuumed every two weeks
- Sink areas shall be cleaned and sanitized twice per week
- Counter space shall be cleaned and sanitized three times per week
- Glass shall be spot cleaned daily, (entirely once per week)
- Cold-air returns, heat diffusers, and door frames shall be cleaned weekly
- Replace burned out light bulbs

DEAN'S OFFICE:

- Floors shall be dust vacuumed daily
- Furniture shall be dusted daily
- Conference table shall be cleaned as need, (polished once per week)
- Break area shall be cleaned daily
- Replace burned out light bulbs

ELEVATORS:

- Floors shall be cleaned daily
- Doors shall be spot cleaned daily, (entirely once times per week)
- Walls shall be spot cleaned daily, (entirely once times per week)
- Buttons shall be cleaned and sanitized twice weekly
- Handrails shall be cleaned and sanitized twice weekly, (if applicable)
- Replace burned out light bulbs

UPPER LEVEL CORRIDOR:

- Floor dust mopped and wet mopped three times per week
- Furniture shall be dusted weekly
- Water fountains shall be cleaned and sanitized daily
- Replace burned out light bulbs

January 25, 2016

**STUDENT CENTER
(CLEANING TASK LIST)**

CONTINUED

MAIN LEVEL LOBBY AND ENTRY WAYS:

- Floors shall be dust mopped and wet mopped daily
- Walk-off mats shall be vacuumed daily
- Furniture shall be dusted weekly
- Glass shall be spot cleaned daily, (entirely once per week)
- Water fountains shall be cleaned and sanitized daily
- Replace burned out light bulbs

LOWER LEVEL ENTRANCES AND CORRIDOR:

- Floors shall be dust mopped and wet mopped daily
- Walk-off mats shall be vacuumed daily
- Door glass, doors, and handles shall be cleaned daily
- Other glass shall be spot cleaned daily, (entirely once per week)
- Water fountains shall be cleaned and sanitized daily
- Replace burned out light bulbs

CAFETERIA AREA:

- Floors shall be dust mopped and wet mopped daily as needed, (no less than three times per week)
- Carpeted areas shall be vacuumed daily
- Fireplace hearth shall be cleaned as needed
- Spot clean walls daily
- Wipe down trash receptacles daily
- Door and door frames shall be cleaned twice per week
- Replace burned out light bulbs
- Perform set-ups and tear-downs before and after activities

January 25, 2016

**STUDENT CENTER
(CLEANING TASK LIST)**

CONTINUED

BOOKSTORE:

- Collect trash as needed
- Clean floors if requested
- Wash outside windows twice per year
- Spot clean inside windows as needed

STAIRS:

- All stairs shall be swept and wet mopped twice per week
- Handrails shall be cleaned and sanitized daily

PATIO AREA:

- Ground surface, tables, and ect. shall be kept in a clean conditions
- Replace burned out light bulbs
- Patio tables shall be wiped down daily, empty trash and butt can daily.

NOTE:

- Building exteriors, decks, and steps shall be kept in a clean and free from trash
- Custodial closet areas shall be kept clean and in an orderly condition

X REPORT any problems to supervisor

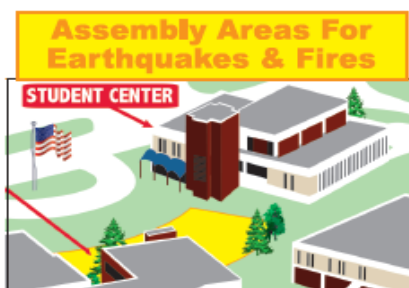
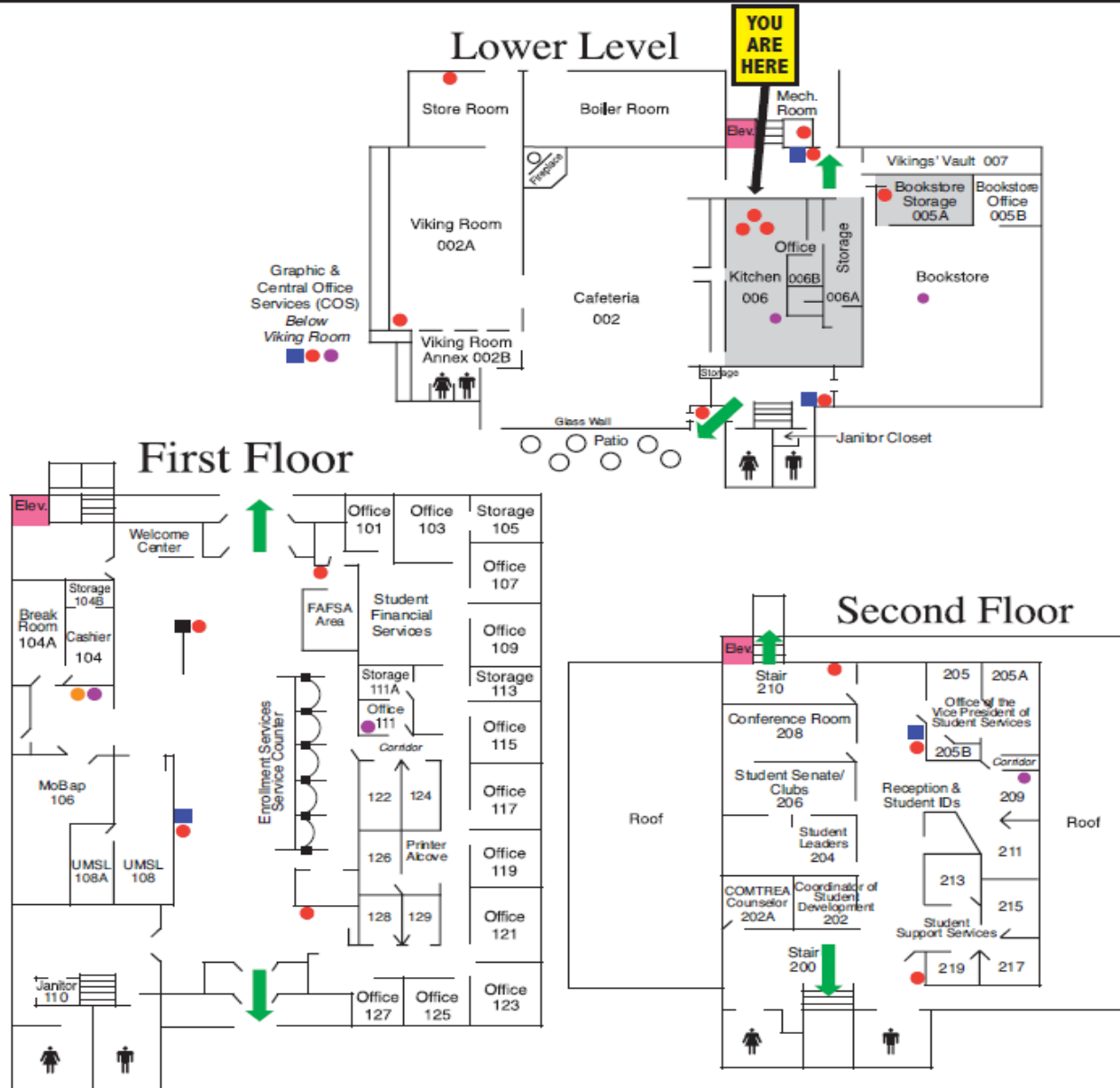
Weekend person takes care of the floor work for tile floors, carpets and restroom tile floors (stripping, scrubbing, waxing, buffing, shampooing extraction and bonneting)

Our goal is to maintain a clean and safe environment for students, faculty and staff.

EVACUATION PLAN



Student Center (SC)



KEY



Tornado Safe Areas (shaded)



● Fire Pull/Extinguishers

● First Aid Kits

● AED Locations

● Throw Bags

Updated 3.20

In Case of Emergency Call 911 or Campus Police at (636) 481-3500

January 25, 2016

TECHNOLOGY CENTER (CLEANING TASK LIST)

The following list of tasks shall be the sole responsibility of the assigned fulltime custodian(s) on a daily or alternate or as needed basis.

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trashcan liners shall be changed as needed, (no less than three times per week)
- Trashcans shall be washed inside and out as needed, (no less than once per week)

RESTROOMS:

- Floors shall be swept and wet mopped with the correct dilution of disinfectant daily
- Expendable supplies shall be replenished daily
- Toilets, sinks, and urinals shall be cleaned with a disinfectant and sanitized daily
- Toilets and urinals shall be cleaned with an acid bowl cleaner weekly
- Mirrors and dispensers shall be cleaned daily
- All fixtures, door knobs, and light switch plates shall be cleaned and sanitized daily
- Partitions shall be spot cleaned daily, (entirely once per week)
- Coat racks, cold-air returns, heat diffusers, and door frames shall be cleaned weekly
- Water shall be added to floor drains twice per week
- Counters shall be cleaned and sanitized daily
- Replace burned out light bulbs

January 25, 2016

TECHNOLOGY CENTER (CLEANING TASK LIST)

CONTINUED

CORRIDORS AND ELEVATOR:

- Hallways shall be dust mopped and wet mopped daily
- Furniture shall be vacuumed as needed (no less than once a week)
- Door glass shall be cleaned daily
- Walk-off mats shall be vacuumed daily
- High/Low dusting shall be performed twice a week, (more if needed)
- Water fountain shall be cleaned and sanitized daily
- Elevator doors and walls shall be cleaned three times per week
- Elevator buttons shall be cleaned and sanitized three times per week
- Elevator handrails shall be cleaned and sanitized three times per week
- Replace burned out light bulbs

STAIRS:

- Emergency stairs—dust mopped and wet mopped weekly, (wet mop as needed)
- West stairs—dust mopped and wet mopped weekly, (wet mop as needed)
- Main stairs—dust mopped and wet mopped twice per week
- Stair rails shall be cleaned and sanitized twice per week

CLASSROOMS:

- Floors shall be dust mopped and wet mopped
- Tables shall be cleaned and furniture arranged
- Marker boards and trays shall be cleaned (clean wall under board as needed)
- Window glass shall be spot cleaned daily, (entirely once per week)
- Light switch plates shall be cleaned and sanitized daily
- Sinks shall be cleaned and sanitized three times per week
- Replace burned out light bulbs

January 25, 2016

TECHNOLOGY CENTER (CLEANING TASK LIST)

CONTINUED

COMMON OFFICE AND PRIVATE OFFICES:

- Office floors shall be cleaned as needed, (no less that three times per week)
- Kitchenette area shall be cleaned and sanitized daily
- Furniture shall be dusted as needed, (no less than once per week)
- Cloth chairs shall be vacuumed weekly
- Replace burned out light bulbs

MAIN OFFICE AREA:

- Floors shall be vacuumed daily
- High/Low dusting shall be done daily
- Furniture shall be dusted daily
- Cloth chairs shall be vacuumed weekly
- Light switch plates shall be cleaned and sanitized daily
- Marker boards and trays shall be cleaned daily (clean wall under board as needed)
- Kitchenette shall be cleaned thoroughly and sanitized daily
- Paper supplies shall be replenished daily
- Replace burned out light bulbs

SHOP:

- Nightly, dust mop floors
- Wet mop floor
- Clean all classroom tables and chairs
- Pull all trash
- Clean chalk/white boards
- Vacuum walk-off mats
- Classroom Sections: Floors shall be dust mopped and wet mopped
- Classroom Sections: Furniture shall be arranged daily
- All shops must have expendable supplies replenished daily
- Sinks shall be cleaned daily
- Dust lockers
- Replace burned out light bulbs

January 25, 2016

TECHNOLOGY CENTER
(CLEANING TASK LIST)

CONTINUED

OUTSIDE:

- Trash cans shall be kept emptied
- Custodial work areas (closets) shall be kept clean and in an orderly manner

SUMMER:

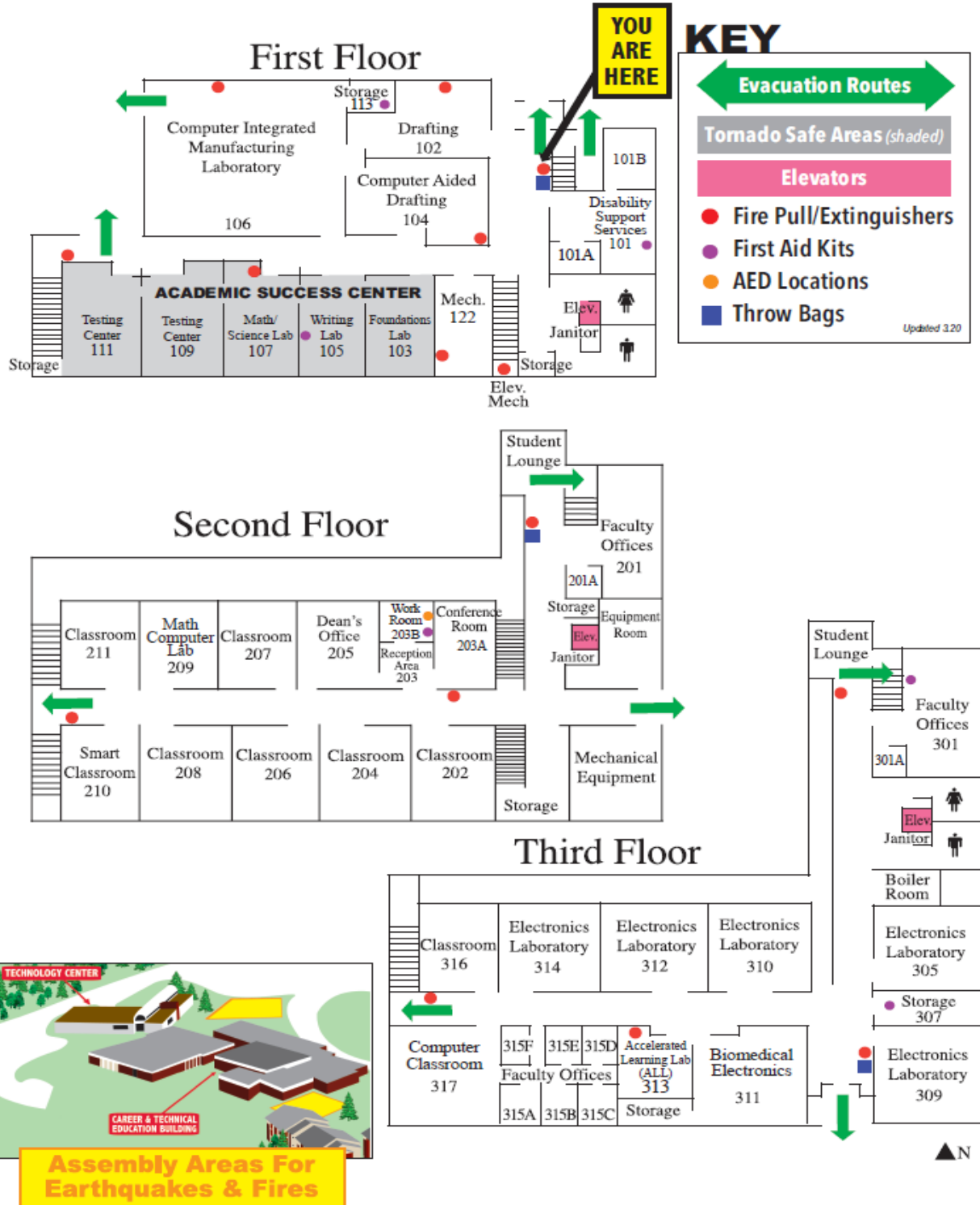
- Help with floor work in TC (stripping, scrubbing, waxing, buffing and shampooing) getting classrooms, offices, shops, lounges and halls ready for fall classes.

✕ **REPORT any problems to supervisor**

EVACUATION PLAN



Technology Center (TC)



In Case of Emergency Call 911 or Campus Police at (636) 481-3500

PARKING LOT AND SIDEWALKS

(CLEANING TASK LIST)

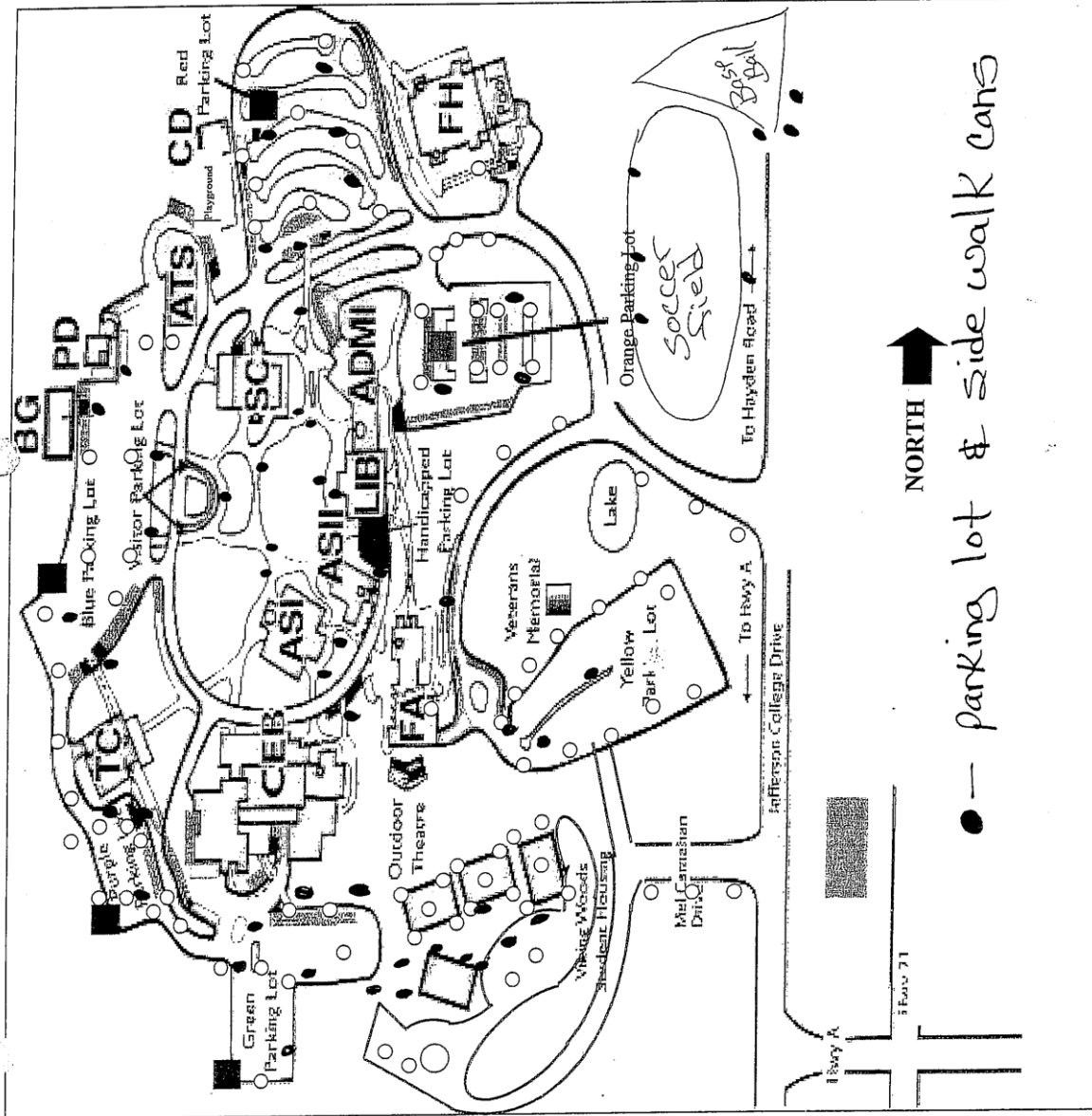
The following list of task shall be the responsibility of the student worker assigned on a daily basis or as needed.

REFUGE COLLECTION:

- All trash shall be collected and disposed of daily
- Trash can liners shall be changed as needed, (no less than twice per week)
- Trash cans shall be washed inside and out as needed.
- Check all side walk cans that aren't against a building for trash removal
- Check all parking lot trash cans for trash removal
- Check the campus grounds for trash and pick up as needed
- Check the soccer field and baseball grounds after games for trash removal

X - Report any problems to supervisor

Our goal is to maintain a clean and safe environment for students, faculty and staff.



● — parking lot & side walk cans

WORKING A WEEK END SCHEDULE

Read your week end schedule, know where you will be working, what time do doors need to be unlocked or when you can secure the building.

Remember you are normally working alone, covering 3 to 4 buildings, securing buildings on your schedule. You don't have the luxury of cleaning thoroughly in each building but try your best to leave them in good shape for next day's business.

Cleaning classes used in CTE, TC, ASI, ASII, ATS, LIB, FA north

- **Check the classrooms:** empty trash, straighten chairs and desk, clean white/chalk boards, and pick up debris from floor, spot mop as needed. (Lock door and turn off lights when finished)
- **Check halls:** pick up debris, wipe down drinking fountains with disinfectant cleaner, and straighten furniture, plus empty trash as needed.
- **Check Offices:** empty trash, floors as needed.
- **Check the restrooms:** empty the trash, stock the soap, paper towels and toilet paper, wipe the sinks, toilets, urinals, counters and dispensers with disinfectant cleaner. Clean mirrors with window cleaner. Dust mop and wet mop floors as needed. Turn off lights.
- **Check entries:** wipe off finger prints from entry doors, vacuum walk off mats, empty outside trash cans as needed. (lock door and turn off lights when finished and no other classes are scheduled)

Cleaning in FH (depending on the events)

- **Check the locker rooms:** wipe down drinking fountains, toilets, sinks, counters and dispensers with disinfectant cleaner. Refill hair and body soap, hand soap, paper towels and toilet paper if needed. Empty all trash. Pick up debris from benches, shower stalls and floors. Spot/ wet mop as needed. Turn off lights.
- **Check Pool:** empty trash, wipe down drinking fountains with disinfectant cleaner, pick up debris from floor, vacuum walk off mats, turn off lights. Make sure all entry doors to pool are secured.
- **Secure the basement entry doors:** clean finger prints from door glass, vacuum walk off mats, pick up debris in hall. Empty outside trash can if needed.
- **Check front lobby, gym floor and back hall:** empty trash inside and outside, secure all entry doors, vacuum walk off mats, wipe down drinking fountains with disinfectant cleaner, straighten furniture, clean floors of debris as needed. Turn off lights.
- **Check restrooms:** empty trash, stock hand soap, paper towels and toilet paper. Wipe down dispensers, sinks, toilets, urinals and counters with disinfectant cleaner. Clean mirrors with window cleaner. Dust mop and wet mop floors as needed. Turn off lights.
- **Check top floor classrooms and halls:** empty trash, straighten chairs/ desk, clean chalk/ white boards, pick up debris from floor, spot mop as needed. Wipe down drinking fountains with disinfectant. Turn off lights, secure doors.

Cleaning in FA south (depending on events)

- **Check Lobby:** empty trash, vacuum carpet/walk off mats, clean finger prints from window glass and entry doors, wipe off drinking fountains with disinfectant cleaner, break down set up if required, secure all entry doors and turn off lights.
- **Check Theater and stage:** pick up debris from chairs and floor, vacuum carpet, empty trash, turn off lights and secure all doors.
- **Check green room and dressing rooms:** empty trash, straighten furniture, pick up debris from floor, spot mop as needed, wipe down the restrooms with disinfectant cleaner and restock with paper /soap. Clean all mirrors with window cleaner, turn off lights and secure all doors.
- **Check halls:** empty trash inside and outside, secure all entry doors, vacuum walk off mats, wipe down drinking fountains with disinfectant cleaner, straighten furniture, clean floors of debris as needed and turn off lights.

Cleaning SC (depending on events)

- **Check restrooms:** empty trash, stock hand soap, paper towels and toilet paper. Wipe down dispensers, sinks, toilets, urinals and counters with disinfectant cleaner. Clean mirrors with window cleaner. Dust mop and wet mop floors as needed. Turn off lights.
- **Check annex and Viking room:** empty trash, vacuum carpets, straighten up room to routine. (Do set ups and break downs when required for events schedule)
- **Check café:** empty trash, dust/spot mop floors as needed, straighten table and chairs, vacuum carpets/walk off mats (Do set ups and break downs when required for events schedule)
- **Check patio:** empty trash and pick up debris from tables and ground.
- **Check entries:** secure all entry doors and clean finger prints from glass, empty outside trash cans as needed.
- **Check offices and halls:** empty trash, straighten furniture, pick up debris from floor, spot mop as needed, vacuum carpet/ walk off mats as needed, wipe off drinking fountains with disinfectant cleaner, secure all doors and turn off lights.

The main 3 buildings that change continuously are SC, FA and FH. Depending upon the event and their needs will impact your cleaning schedule.

Remember you can always leave something to be cleaned on Sunday if that area isn't required to be used on Sunday. If the week end load is to full, third shift can help you on Sunday. As a normal they will already be informed of the schedule and will be checking on you. Some week end schedules may be light, this is a good time for you to do floor work in SC. You are required to leave me a note or email on what you have done over the week end.

Report all problems to supervisor.

Our goal is to maintain a clean and safe environment for students, faculty and staff.

CLASSROOM CLEANING PROCEDURE

This will include emptying pencil sharpeners, wastebaskets, and recycling cans. Cleaning chalkboards/whiteboards and trays, damp wiping, polishing, or dusting of cabinets, tables, instructor's desk, chairs, and other specified surfaces. Cleaning lights and changing blown bulbs as needed. Dust mopping and wet mopping tile floors, vacuuming carpeted floors. Set the classroom back up to routine or special setup as needed for the next day's schedule.

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Utility cart, mop bucket and wringer, wet mop and handle, dust mop and handle, lobby broom and lobby dustpan, germicidal disinfectant cleaner and rags, rubber gloves, plastic bags, long-handled duster, and window cleaner.

SAFETY PRECAUTIONS:

- Wear rubber gloves when working with chemicals or handling trash
- Wear safety glasses when changing or cleaning the lights
- Never mix chemicals
- Always secure doors and windows before leaving the classroom
- Always report any needed repairs and/or damages to your boss/supervisor

PROCEDURES:

- Assemble all needed equipment/materials and take them to the designated area.
- Look the room/schedule over to make sure there isn't a setup for a special event for the next day. If it isn't set the classroom back up to routine. It's important to leave the room with a clean, organized appearance.
- Carefully empty the trash cans into the utility cart bag, trying not to spill anything on the floor. Do not remove trash from the cans with your hands as there may be sharp objects in the cans which could cut or puncture your hands.
- When dusting, always start from the top of the room at the back of the room. This allows the dust/debris to be brought forward towards the door to be swept up. (Tables, chairs, desk, lights, file cabinets, wall corners, and other hard surfaces as needed)
- Clean chalkboards/whiteboards and trays.

- Tile floors need dust mopped starting from the back working your way to the door. Don't forget to clean under and around chairs, desks, and tables. Spot mop with a damp wet mop as needed and wet mop when this procedure doesn't work.
- Carpet floors and walk-off mats need to be vacuumed starting from the back to the front of the room. Don't forget to vacuum under and around chairs, tables, and desks.
- Wipe off any fingerprints or smudges from the classroom windows and doors.
- Turn off the lights and shut the door.

OFFICE CLEANING PROCEDURE

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND SUPPLIES NEEDED:

Utility cart, germicidal disinfectant cleaner, window cleaner, rags, dust mop, broom, mop bucket, wet mop dustpan, and trash bags.

SAFETY PRECAUTIONS:

- Wear rubber gloves when working with chemicals or handling trash
- Wear safety glasses when changing or cleaning the lights
- Never mix chemicals
- Always secure doors and windows before leaving the classroom
- Always report any needed repairs and/or damages to your boss/supervisor

PROCEDURES:

- Assemble all needed equipment/materials and take them to the designated area.
- Carefully empty the trashcan into the utility cart trying not to spill trash on the floor. Do not remove trash from the cans with your hands as there may be sharp objects in the cans which could cut or puncture your hands.
- Clean light covers and change bulbs if needed.
- Spray clean rag with germicidal disinfectant. Start by wiping the phone and keyboard the best you can. Then dust off any shelves, file cabinets, desks, chairs, window sills, light switches, and entry doorknob on both sides. Don't move stuff around but work around their stuff.
- Look under the desk and the corners of the office for cobwebs and wipe down as needed.
- Vacuum carpet floors. Spot clean any spills or report them to the supervisor for scheduled shampooing.
- Turn off lights and secure door when finished.

ELEVATOR CLEANING PROCEDURE

This will include all cleaning associated with cleaning the elevator, such as stainless-steel doors/walls, elevator tracts, handrails, push buttons on the control panel, ceiling lights, surrounding walls, and carpet/tile floors.

PURPOSE:

To maintain a clean and safe environment for students, faculty, staff, and visitors.

EQUIPMENT AND MATERIALS NEEDED:

Stainless steel cleaner, rags, putty knife, duster, a spray bottle of germicidal disinfectant cleaner, carpet spotter, rubber gloves, safety glasses, vacuum for carpets, wet mop, bucket, wringer, broom, and dustpan for tile floors.

SAFETY PRECAUTIONS:

- Clean the elevator when classes are over and the building is locked down for the evening.
- Place an out-of-order sign or cleaning sign outside the elevator doors while you're inside cleaning. This lets people know you're working in the elevator.
- Do a routine check on the elevator phone to make sure it's properly working.
- Wear rubber gloves when working with chemicals or handling trash.
- Wear safety glasses when cleaning lights or changing bulbs.

PROCEDURES:

- Assemble all needed equipment/materials and take them to the designated area.
- Check and clean ceiling lights for bugs and trash, change burnt-out bulbs.
- Using a clean rag with germicidal disinfectant, wipe off the control panel, pushbuttons (inside and outside on all floors), telephone and box, metal handrails, non-stainless-steel walls.
- Remove spots and smudges from stainless steel doors (inside and outside on all floors) and stainless-steel walls with stainless steel cleaner.
- Wipe down all cobwebs.
- Clean door tracts with a vacuum and/or damp rag. This keeps elevator tracts clean for proper operations of doors.

- Vacuum carpets, remove gum as needed, and/or dust mop and wet mop tile floors nightly.
- Clean all equipment, gather signs, and return them to your closets.

WEIGHT LIFTING/EXERCISE ROOM CLEANING PROCEDURE

This will include all cleaning in the weight room, such as emptying all waste receptacles, clean mirrors/glass, dust ledges, furniture, walls, disinfect telephone, counters, equipment, weights, and floors.

PURPOSE:

To maintain a clean, odor-free, safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Spray bottle of window cleaner, spray bottle with germicidal disinfectant, mop bucket, mop wringer, wet mop and handle, broom and dustpan, wet floor sign, gloves, paper towels, vacuum, and trash bags.

SAFETY PRECAUTIONS:

- Always use the caution wet floor sign when wet mopping.
- Always wear rubber gloves when emptying trash or using chemicals.
- Always use recommended amounts of disinfecting cleaner.
- Never mix chemicals.
- Always change mop water or bucket water before starting the next project/assignment.

PROCEDURES:

- Assemble all needed cleaning supplies and equipment for the planned scheduled shift.
- Using the germicidal disinfectant cleaner Quat-Stat, spray and wipe off all body contact areas of weight lifting equipment and weights. Allow the disinfectant to remain 10 minutes to kill the germs. Make sure to dry everything.
- Spray germicidal disinfectant Quat-Stat on paper towels to wipe off the electronic parts. Make sure everything is dry when finished.
- Spray germicidal cleaner Quat-Stat on paper towels and wipe off the phone, counters, doorknobs, and light switches.
- Using window cleaner Clear Image and paper towels clean the wall mirrors. Try not to streak them.
- Sweep the floors or vacuum after removing large debris from the floor.
- Empty trash cans and replace the trash bag.
- Wet mop the floor with pH7Q Ultra and water. Don't forget to put out the wet floor sign while you're cleaning up your equipment and waiting for the floor to dry.

- Clean up the mop bucket, wringer, and wet mop. Put away in the closet. Never leave dirty water overnight in the mop bucket. Always rinse out the wet mop and air dry. This helps it to not smell bad.

FAST DRAW DISPENSING CHEMICAL DISPENSER:

- BETCO mop solution: ph7Q Ultra (YELLOW IN COLOR) one-step disinfectant detergent with deodorant.
- BETCO cleaner detergent: Quat-Stat (PURPLE IN COLOR) disinfectant, cleaner detergent, virucide, fungicide (against pathogenic fungi)
- BETCO window cleaner: Clear image (BLUE IN COLOR)

Labels are color-coded with the color of chemicals

MAT/WRESTLING ROOM CLEANING PROCEDURE

This will include all cleaning in the mat room, such as emptying trash from waste cans, cleaning floors, cleaning wall mats, and floor mats, dusting ledges and furniture.

PURPOSE:

To maintain a clean, odor-free, safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Spray bottle of germicidal disinfectant, mop bucket, mop wringer, wet mop and handle, dust mop, push broom, bucketless mopping system with mop solution, paper towels, and trash bags.

SAFETY PRECAUTIONS:

- Always use recommended amounts of disinfecting cleaner.
- Never mix chemicals.
- Always wear rubber gloves when emptying trash or using chemicals.
- Always change mop water or bucket water before starting the next project/assignment.
- Always use the caution "wet floor" sign when wet mopping.
- Always report any needed repairs and/or damages to your boss/supervisor.

PROCEDURES:

- Assemble all needed cleaning supplies and equipment for the planned scheduled shift.
- Sweep the mats on the floor.
- Spray in a mist the Quat disinfectant on the floormats, let stand for 10 minutes.
- Mop the floormats with the bucketless mopping system with the flat finish hook mop head, using the pH7Q Ultra and water never allowing the mop to touch the floor or mop bucket.
- Spray germicidal chemical Quat-Stat on paper towels and wipe off file cabinet, wall mat ledges, and light switches
- Empty trash can and replace the trash bag.
- Dust mop the concrete floor.
- Wet mop the concrete floor with pH7Q Ultra and water.

- Clean up the mop bucket, wringer, and wet mop. Put away in the closet. Never leave dirty water overnight in mop buckets. Always rinse out the wet mop and air dry. This helps it not to smell bad.

WEEKLY PROCEDURES:

- Clean the wall mats along the wall with the Bucketless Mopping System with pH7Q Ultra

FAST DRAW DISPENSING CHEMICAL DISPENSER:

- BETCO mop solution: pH7Q Ultra (YELLOW IN COLOR)
- BETCO cleaner detergent: Quat-Stat (PURPLE IN COLOR)
- BETCO window cleaner: Clear image (BLUE IN COLOR)

Labels are color-coded with the color of chemicals

TELEPHONE CLEANING PROCEDURE

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Spray bottle of germicidal cleaner and clean rags.

SAFETY PRECAUTIONS:

- Wear rubber gloves when using chemicals.
- Do not spray any chemical directly onto the phone equipment.
- Do not push buttons on automatic telephones.

PROCEDURES:

- Assemble all cleaning supplies you will be working with to clean the telephones.
- Spray clean rag with germicidal cleaner and wipe down the phone (earpiece and cradle, phone cord, front/side, and carefully around buttons).
- Dry with a clean rag. This will help in removing bacteria and light soil from the telephone.
- Place all cleaning supplies back into your cart or closets.

STAIR CLEANING PROCEDURE

PURPOSE:

To maintain a clean and safe environment for faculty, staff, and student workers.

EQUIPMENT AND MATERIALS NEEDED:

Utility cart, germicidal disinfectant cleaner, window cleaner, rags, rubber gloves, dust mop, broom, mop bucket, wet mop, wringer, dustpan, and trash bags.

SAFETY PRECAUTIONS:

- Wear rubber gloves when working with chemicals or handling trash.
- Wear safety glasses when cleaning or changing the lights.
- Never mix chemicals.
- Always place a caution sign at each entrance/landing when mopping.
- Always report any needed repairs and/or damages to the supervisor.

PROCEDURES:

- Assemble all needed equipment/materials and take them to the designated area.
- Carefully empty the trash can into the utility cart trying not to spill trash on the floor. Do not remove trash from the can with your hands as there may be sharp objects which could cut or puncture your hands (may be located at the top or bottom of stairs).
- Clean light covers and change bulbs, if needed.
- Dust mop/sweep the steps and landings with the broom. Pay attention to the corners.
- Spray germicidal cleaner on a clean rag and wipe down the rails at least twice per week.
- Clean all windows and sills, window glass on stairwell doors nightly.
- Wipe down cobwebs as needed.
- Spot mop as needed. Wet mop at least once per week.

WINDOW CLEANING PROCEDURE

PURPOSE:

To maintain a clean and safe environment for faculty, staff, and student workers.

EQUIPMENT AND MATERIALS NEEDED:

Utility cart, window cleaner, rags, paper towels, rubber gloves, broom, dustpan, ladder, a bottle of degreaser, extension pole, squeegee, a pump sprayer, scraper, and caution sign.

SAFETY PRECAUTIONS:

- Wear rubber gloves when working with chemicals or handling trash.
- Wear safety glasses when spraying chemical on windows.
- Never mix chemicals.
- Make sure ladders are in good working condition and in a locked position while working.
- Always report any needed repairs and/or damages to the supervisor.

PROCEDURES:

- Assemble all needed equipment/materials and take them to the designated area.
- Prepare window, remove objects from the sill, scrape tape off window glass and sills, pull blinds or drapes back when present.
- Clean the frames and sills with degreaser and rags. Make sure they are dry when finished. This helps to keep them from rusting due to moisture.
- Spray the windows with the pump sprayer, wipe down with the squeegee and use the extension pole on high areas that you are unable to reach with the ladder.
- Dry with clean rags or paper towels.
- Check the floor for wetness and mop up if needed.

LIGHTS AND FIXTURES CLEANING PROCEDURE

PURPOSE:

To maintain proper lighting and a safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Ladder, utility cart, disinfectant cleaner, bucket, rubber gloves, safety glasses, clean rags, and duster.

SAFETY PRECAUTIONS:

- Make sure you have the right size ladder to work with and inspect it for safety.
- Never set the ladder on the desk. Make sure it's on the floor and in the lock position.
- Do not touch light bulbs/tubes when they are hot or with wet hands, wear gloves.
- Move any objects that may interfere with reaching the light fixture you're working on.
- Wear safety glasses.
- Schedule changing bulbs when there's the least amount of traffic.
- Do not place bulbs/tubes on the top of the ladder where they could fall and break.

PROCEDURES:

- Assemble equipment needed and take it to the designated workplace.
- Move furniture if necessary.
- Open diffusers on the tube lighting, using a damp rag with disinfectant cleaner wipe off the dead bugs and dust. Change any burnt-out bulbs. Close back up and wipe off the fixture on the outside.
- Dispose of light bulbs properly.
- Report any problems with the lights after you have changed the bulbs/tubes.
- Put away your equipment in closets.

DRINKING FOUNTAIN CLEANING PROCEDURE

PURPOSE:

To maintain a clean and safe environment for faculty, staff, and student workers.

EQUIPMENT AND MATERIALS NEEDED:

Utility cart, rags, paper towels, rubber gloves, a bottle of germicidal, and a bottle of vinegar.

SAFETY PRECAUTIONS:

- Wear rubber gloves when working with chemicals or handling trash.
- Never mix chemicals. Always report any needed repairs and/or damages to the supervisor.

PROCEDURES:

- Assemble all needed equipment/materials and take them to the designated area.
- Spray the entire surface of the drinking fountain including the surrounding wall with the germicidal disinfectant cleaner. Let stand for ten minutes for the chemical to kill the germs and bacteria.
- Scrub off the surfaces and rinse with clean water. Spray with vinegar, this helps in removing calcium from the fountain, then dry with a clean rag or paper towel.

BLEACHING MOLD FROM WALLS PROCEDURE

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Two 3-gallon buckets, dawn dish soap, bleach, scrub brush, long handle doodlebug, and brown pad, goggles, rubber gloves, paper face mask, clean rags, mop bucket, and wet mop if needed, and drop cloth.

SAFETY PRECAUTIONS:

- Always wear rubber gloves when emptying trash or using chemicals.
- Never mix chemicals.
- Move any objects that may interfere with reaching the area you're cleaning.
- When working with bleach, wear your goggles and paper mask.
- Cover carpeted floors with a drop cloth to keep bleach off of them.

PROCEDURES:

- Fill one bucket with 2 gallons of clean water in the bucket.
- Add ¼ cup of bleach to the bucket of water.
- Add 2 drops of Dawn dish soap to water and bleach mixture (the dish soap helps the bleach stick to the wall and not bead up).
- Fill one bucket with 2 gallons of clean water to use as rinse water.
- Test a small area of painted walls, fabric, or other surfaces you're working at for discoloration from the bleach solution.
- Using a rag, wipe over the area that needs bleaching and let it stand for 5 minutes. Scrub with scrub brush/doodlebug and pad, rinse off with clean water. Repeat procedure if needed.
- Rinse the wall that you used the bleach solution on (bleach tends to salt and that will attract more moisture if not removed).
- Rinse out the buckets and rags, put away all of the supplies in their proper closets.

Our goal is to maintain a clean and safe environment for students, faculty, and staff.

TRASH REMOVAL PROCEDURE

SOLID WASTE AND RECYCLING

PURPOSE:

To provide the highest standard of sanitation, to protect against odor, pests, bacteria, and other health hazards. Reducing overfilling landfills through recycling efforts throughout the Jefferson College Campuses.

EQUIPMENT AND MATERIALS NEEDED:

Trash cart, rubber gloves, a spray bottle of germicidal disinfectant cleaner, plastic liner bags, rags, and a scrubbing brush.

SAFETY PRECAUTIONS:

- Wear rubber gloves when handling the trash or using chemicals.
- Do not push trash down into the waste containers, you do not know what is in the trash can.
- Use germicidal disinfectant cleaner inside and outside of the trash container before putting a new trash liner in place.
- Use a trash cart when transporting full trash bags to your trash pickup point and/or dumpster.
- Ask for assistance when the trash load is too heavy for you to remove safely.

PROCEDURES:

Solid Waste

- All trash and garbage should be removed from your building before the end of your shift.
- Clean in all trash containers with germicidal disinfectant cleaner
- Replace the trash liners in all containers as needed.
- A designated person will pick up the trash at your pickup point to transfer to the dumpsters.
- Report any concerns you may have with the trash (heavy, sharps, outside animals, etc.).

Recyclables

- Empty all clean recyclable trash from classroom containers into the hall containers.

- A designated person will pick up the recycle trash and transport it to the proper dumpster.
- Report any overflowing recycling cans you may see throughout campus.

SHAMPOOING CARPETS

PURPOSE:

To provide a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Pump sprayer, vacuum, carpet extractor, and spotting kit.

SAFETY PRECAUTIONS:

- Pre-treat carpet with chemical to make sure it doesn't damage it.
- Never mix chemicals.
- Wear rubber gloves when using chemicals or handling trash.

PROCEDURES:

- Make sure the carpet has been vacuumed.
- Pick up or remove any furniture that needs to be moved to clean the carpet properly.
- Pick up or remove walk-off mats/chair mats as needed to clean under them.
- Look around for dirty spots that need spotter spray and pre-spray the bad areas. You may need to use the handheld carpet brush on bad areas.
- Get your pump spray ready for spraying soap on the carpet. Heavy traffic areas use 2 oz. chemical to 1 gallon of water.
- Fill the extractor with clean water in the clean tank side.
- Mentally mark off a section and start spraying your soap solution onto the carpet. Let it soak on the carpet for about 10-15 minutes.
- Extract the carpet with clean water, no chemical in the tank. This way you are rinsing the carpet as you extract it. Remember you already sprayed soap on it. The more soap that's left in the carpet the faster it will be dirty again. Soap is like a sponge, it grabs the dirt from people's shoes.
- If you get started extracting by 10:00 pm, you can shampoo the carpets until 2:30 – 3:00 am. Remember, we have class the next day and you want the carpet as dry as you can for safety reasons and to keep the carpet cleaner longer. Always use a carpet blower on the carpet. This helps it to dry better.
- If you're emptying your dirty water from the extractor, go ahead and make sure you have an area pre-sprayed. This way it will be ready when you come back with the extractor after emptying it and refilling it with clean water.
- After you have moved the blower around to help dry the carpet, take your lunch break or work on other duties assigned, keep an eye on the time because you will need to set your freshly shampooed area back up before classes start. If working in teams, keep in mind that student-workers will be going home earlier and this area will need to be set back up.

- Clean equipment nightly. Rinse the tank out, drain the water from both sides, and air out. Make sure the scrubbing- brushes are up off the floor. Put up the chemicals and equipment.
- Take pride in your closet and equipment. Keep them organized, stocked, and clean.

SPOTTING CARPET

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Carpet Spotting kit, white rags, and rubber gloves.

SAFETY PRECAUTIONS:

- Never mix chemicals.
- Wear rubber gloves when working with chemicals or handling trash.
- Place wet floor signs out, if people are still in the building. This makes people aware that you are working on floors.

PROCEDURES:

- Always test chemicals in an inconspicuous area to make sure the carpet does not change color.
- If the stain is unknown, use the general spotter on the stain.
- If stain is known, use the spotter that is best for that area. (ex: for an oil base stain use a POG).
- Blot stain from outside to inside with a dry white rag. You may also use a tamping brush.
- Continue until no more transfer is noticed on the rag.
- Wet a different rag with water then blot the area with the wet rag to remove the chemical out of the carpet (you can also use a portable carpet extractor to get the chemical out).

Keep your equipment clean. Wipe down with a rag dipped in neutralizer over hoses, cords, and outside of machines before it dries from usage. Keep your closets clean and stocked for the next job. Know where your equipment is at.

BONNETING CARPET FLOORS

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Slow speed floor buffer, garden sprayer, bonnet pad, and carpet chemical.

SAFETY PRECAUTIONS:

- Never mix chemicals.
- Wear rubber gloves when working with chemicals or handling trash.
- Place wet floor signs out if people are still in the building. This makes people aware that you are working on the floors.

PROCEDURES:

- Fill the garden sprayer with carpet chemical as directed on the chemical bottle.
- Always test a chemical in an inconspicuous area to make sure the carpet does not change color.
- Spray the carpet with the chemical until saturated.
- Allow the chemical to remain for 15 minutes.
- Scrub the carpet with the slow-speed floor buffer.

Keep your equipment clean. Wipe down with a rag dipped in neutralizer over hoses, cords, and outside of machines before it dries from usage. Keep your closets clean and stocked for the next job. Know where your equipment is at.

STRIP TILE FLOORS

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Black thin strip pad, strip bucket, neutralizer soap bucket, neutral rinse bucket, strip mop, soap mop, rinse mop, dustmop, and dustpan, wet vac, slow speed, strip chemical, neutral cleaner for scrub and rinse, rubber gloves, and long handle scraper, strip shoes, and defoamer.

SAFETY PRECAUTIONS:

- Never mix chemicals.
- Wear rubber gloves when working with chemicals or handling trash.
- Place wet floor signs out if people are still in the building. This makes people aware that you are working on the floors.

PROCEDURES:

- Fill strip bucket, neutralizer bucket, and rinse water bucket as directed by the chemical bottle. Put defoamer in the wet vac, break the room down and dust mop if needed.
- Place water on the floor from the stripping bucket in about a 10x10 area and let it sit for 10-15 minutes.
- Scrub the floor with the slow-speed using a black pad.
- Place neutralizer soap on the floor into the floor stripper.
- Scrub the floor again with the slow speed using the same pad.
- Use the wet vac to pick up the chemical and dirt from the floor.
- Repeat this process until all wax is gone.
- Continue this process for the rest of the room.
- After all of the wax has been removed from the room, scrub the room with fresh neutral water.
- Use a wet vac to pick up the chemical and dirt from the floor.
- Rinse the floor with the neutral cleaner. Look at the floor to make sure the water is lying flat. The buffer charges the floor and this step will bust the charge.
- Now the floor should be ready for waxing.

Keep your equipment clean. Wipe down with a rag dipped in neutralizer over hoses, cords, and outside of machines before it dries from usage. Keep your closets clean and stocked for the next job. Know where your equipment is at.

SCRUBBING TILE FLOORS

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Black thin strip pad, neutralizer soap bucket, rinse bucket, soap mop, rinse mop, dust mop, and dustpan, wet vac, slow speed, neutral cleaner for rinse, liquid soap for scrubbing, squeegee, high-speed buffer, rubber gloves, and long handle scraper.

SAFETY PRECAUTIONS:

- Never mix chemicals.
- Wear rubber gloves when working with chemicals or handling trash.
- Place wet floor signs out if people are still in the building. This makes people aware that you are working on the floors.

PROCEDURES:

- Fill soap bucket with 2 oz. of soap per gallon of water. Fill rinse bucket with 1 oz. of neutral per gallon of water. Defoamer in the wet vac. Break the room down and dust mop if needed.
- Place water on the floor out of the soap bucket.
- Scrub the floor with a slow speed using a black pad.
- Pull-over the cleaner with a squeeze to the next area, add more water if needed.
- Rinse the area with the neutralizer that you have already scrubbed. Continue to repeat this process for the rest of the room.
- Vacuum with a wet vac, best to use a defoamer in the tank to keep the foam down.
- Buff the floor, this will save the amount of wax needed.
- Use a dust mop that is not treated, to pick up the dust.
- Rinse the floor 2 times with the neutralizer. Look at the floor to make sure the water is laying flat. The buffer charges the floor and this step will bust the charge.
- Now the floor should be ready for waxing.

Keep your equipment clean. Wipe down with a rag dipped in neutralizer over hoses, cords, and outside of machines before it dries from usage. Keep your closets clean and stocked for the next job. Know where your equipment is at.

STRIPPING A SPOT OF TILE

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Baseboard stripper, scraper, mop, bucket, ringer, Jonnie mop (for wax only), wax, neutral cleaner, doodlebug and pad, paper towels, rags, rubber gloves, and trash bags.

SAFETY PRECAUTIONS:

- Never mix chemicals.
- Wear rubber gloves when working with chemicals or handling trash.
- Place wet floor signs out if people are still in the building. This makes people aware that you are working on the floors.

PROCEDURES:

- Spray the spot with the baseboard stripper and let sit for 15 minutes.
- Use a scraper to remove wax, the old stripper on build-up dirt. May need to repeat a couple of times depending on the spot you are working on.
- Remember to scrape up to a timeline. This creates a better blending appearance when waxed. All corners are square, not round.
- Use paper towels to pick up wax and place it in a trash bag.
- Mop area with the neutralizer. May need to use a doodlebug for a better scrub then rinse.
- Using the Jonnie mop, apply the wax. Blend the spot you are working on the best you can to make it look like the rest of the room.

Keep your equipment clean. Wipe down with a rag dipped in neutralizer over hoses, cords, and outside of machines before it dries from usage. Keep your closets clean and stocked for the next job. Know where your equipment is at.

BUFFING TILE FLOORS

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

High-speed floor buffer, buffing solution, hog hair pad, polishing pad, dust mop, and a rag.

SAFETY PRECAUTIONS:

- Never mix chemicals.
- Wear rubber gloves when working with chemicals or handling trash.
- Place wet floor signs out if people are still in the building. This makes people aware that you are working on the floors.

PROCEDURES:

- Dust mop the floor.
- Mist about 10 squares of tile with buffing solution.
- Using the high-speed buffer and a hog hair pad, work the solution into the tile.
- After done with the whole area you are working on, put a polishing pad on the high-speed and buff the floor with the polishing pad without using the buffing solution.
- Dust and dust mop area.

Keep your equipment clean. Wipe down with a rag dipped in neutralizer over hoses, cords, and outside of machines before it dries from usage. Keep your closets clean and stocked for the next job. Know where your equipment is at.

SCRUBBING TILE FLOORS

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Black thin strip pad, neutralizer soap bucket, rinse bucket, soap mop, rinse mop, dust mop, and dustpan, wet vac, slow speed, neutral cleaner for rinse, liquid soap for scrubbing, squeegee, high-speed buffer, rubber gloves, and long handle scraper.

SAFETY PRECAUTIONS:

- Never mix chemicals.
- Wear rubber gloves when working with chemicals or handling trash.
- Place wet floor signs out if people are still in the building. This makes people aware that you are working on the floors.

PROCEDURES:

- Fill soap bucket with 2 oz. of soap per gallon of water. Fill rinse bucket with 1 oz. of neutral per gallon of water. Defoamer in the wet vac. Break the room down and dust mop if needed.
- Place water on the floor out of the soap bucket.
- Scrub the floor with a slow speed using a black pad.
- Pull-over the cleaner with a squeeze to the next area, add more water if needed.
- Rinse the area with the neutralizer that you have already scrubbed. Continue to repeat this process for the rest of the room.
- Vacuum with a wet vac, best to use a defoamer in the tank to keep the foam down.
- Buff the floor, this will save the amount of wax needed.
- Use a dust mop that is not treated, to pick up the dust.
- Rinse the floor 2 times with the neutralizer. Look at the floor to make sure the water is lying flat. The buffer charges the floor and this step will bust the charge.
- Now the floor should be ready for waxing.

Keep your equipment clean. Wipe down with a rag dipped in neutralizer over hoses, cords, and outside of machines before it dries from usage. Keep your closets clean and stocked for the next job. Know where your equipment is at.

SCRUBBING CONCRETE FLOORS

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Black thick scrubbing pad, soap bucket, rinse bucket, soap mop, rinse mop, dust mop and dustpan, wet vac, slow speed, neutral cleaner for rinse, all-purpose cleaner for scrubbing, defoamer, rubber gloves, and long handle scraper.

SAFETY PRECAUTIONS:

- Never mix chemicals.
- Wear rubber gloves when working with chemicals or handling trash.
- Place wet floor signs out if people are still in the building. This makes people aware that you are working on the floors.

PROCEDURES:

- Fill buckets up with cleaner and neutralizer as directed by the chemical bottle.
- Place water on the floor out of the all-purpose cleaner bucket.
- Scrub the floor with a show-speed using a black pad.
- Vacuum with a wet vac to pick up the slurry.
- Rinse the floor with the neutral cleaner. Look at the floor to make sure the water is lying flat. The buffer charges the floor and this step will bust the charge.
- Now the floor should be ready for sealing.

Keep your equipment clean. Wipe down with a rag dipped in neutralizer over hoses, cords, and outside of machines before it dries from usage. Keep your closets clean and stocked for the next job. Know where your equipment is at.

SCRUBBING RESTROOM FLOORS

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Grout block, soap bucket, rinse bucket, soap mop, rinse mop, dust mop and dustpan, wet vac, slow-speed, neutral cleaner for rinse, general cleaner scrubbing, rubber gloves and long handle scraper, doodlebug, and pad.

SAFETY PRECAUTIONS:

- Never mix chemicals.
- Wear rubber gloves when working with chemicals or handling trash.
- Place wet floor signs out if people are still in the building. This makes people aware that you are working on the floors.

PROCEDURES:

- Fill soap bucket and rinse bucket as directed by the label on the bottle of chemical.
- Place general cleaner from the bucket on the floor.
- Scrub the floor with a slow-speed with grout block. Use the doodlebug for places that the slow-speed cannot get to.
- Wet vac the chemical and dirt from the floor.
- Rinse with the neutral cleaner.
- Repeat as necessary.

Keep your equipment clean. Wipe down with a rag dipped in neutralizer over hoses, cords, and outside of machines before it dries from usage. Keep your closets clean and stocked for the next job. Know where your equipment is at.

SCRUBBING SLATE FLOORS

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Black thick scrubbing pad, soap bucket, rinse bucket, soap mop, rinse mop, dust mop, and dustpan, auto scrubber, neutral cleaner for rinse, degreaser cleaner for scrubbing, rubber gloves, and long handle scraper.

SAFETY PRECAUTIONS:

- Never mix chemicals.
- Wear rubber gloves when working with chemicals or handling trash.
- Place wet floor signs out if people are still in the building. This makes people aware that you are working on the floors.

PROCEDURES:

- Fill a bucket with degreaser and neutral cleaner as directed by the label on the bottle. Fill auto scrubber with water only.
- Place water on the floor from the degreaser bucket.
- Scrub the floor with the auto scrubber.
- Rinse the floor with the neutral cleaner two times, the second time while the floor is still wet.
- Rinse the area with the neutralizer that you have already scrubbed.

Keep your equipment clean. Wipe down with a rag dipped in neutralizer over hoses, cords, and outside of machines before it dries from usage. Keep your closets clean and stocked for the next job. Know where your equipment is at.

REFINISHING THE GYM FLOOR

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

3 Weighted T-bars, 3 T-bar sleeves, Clark square head auto scrubber, 7 gallons of Diversey Polyurethane 450 Gym Floor Seal RTU, 12 gallons of Diversey Recoat Adhesion Formula and Tacking Solution, 12 cases of 3m 20 in. maroon scotch bright nylon floor prep pads, 3 dust mops, towels, 1 square maroon pad for auto scrubber, 3 slow-speeds, dust masks, 3 extension cords, 1 blue scrubbing pad, 3 dust mop handles and frames, blue painters tape, scraper, 2 water cans, and 2 buckets with ringers.

SAFETY PRECAUTIONS:

- Never mix chemicals.
- Wear rubber gloves when working with chemicals or handling trash.
- Place out wet floor signs if people are still in the building. This allows people to know you're working on floors.

PROCEDURES:

- Walk the floor and look for gum and use the scraper to remove.
- Put the maroon pad down then put the blue pad down on top of the maroon pad for the slow-speed block to attach to.
- Use the slow-speed on the floor with a dry maroon pad making sure the shine and marks come off of the sealer, turning the pad over, and replacing as needed.
- Dust mop the floor.
- Dust off the bleachers.
- Use the auto scrubber with the tacking solution for the first cleaning of the floor.
- Put tacking solution in the bucket.
- Put a towel into the bucket with the tacking solution, ring out, and clean edges and corners.
- Put the towed in the bucket and ring out the towel. Put the towel on the dust mop frame to tack the floor 3 times, remember to walk in front of the dust mop and pull.
- Put tape on anything that needs to be covered (for example plugins in the floor, holes in the floor for the volleyball poles).

- Tape the bottom of the bleachers so that the sealer will not get on them.
- Pour sealer out, using the water cans, on the floor near the edge of the wall on the southeast side to wet the T-bar sleeve and cover the corner.
- Put a bead of sealer down along the wall and the first set of bleachers.
- Always starting against the wall, pull the T-bar at an angle along the wall and first set of bleachers making sure that no sealer goes over the edge that is away from the side you are on.
- When you get to the other side make sure you pull the sealer toward the side of the bead.
- At the other end of the floor on the east side, fill in that corner starting from the wall and working your way out to the end of the first set of bleachers.
- Put another bead of sealer, about one inch away from the sealer that is down, making sure that no splashing is hitting the smoothed-out sealer.
- Use the T-bar to pull the two beads together and make them smooth, having only a bead of excess sealer on the side away from the wall.
- Continue this process going only a few inches at a time watching for puddles, dry spots, and watching that the bead does not go over the T-bar on the wall side as you go by using the lights and angles to see.
- If you see any problems, start as far as you can reach into the level sealer starting from the wall to pull out the excess sealer and get a level floor again.
- After you seal over a taped area completely, remove the tape so the tape does not get sealed in.
- When you get to the other side use a rainbow movement to pull the sealer from the west wall to a little behind you and continue to the end of the floor. Be sure that the sealer bead still stays toward the west wall and no sealer goes over the edge of the T-bar.
- Let dry for 14 days with no traffic.

Keep your equipment clean. Wipe down with a rag dipped in neutralizer over hoses, cords, and outside of machines before it dries from usage.

Keep your closets clean and stocked for the next job. Know where your equipment is at.

SCRUBBING SALT FROM FLOORS

PURPOSE:

To maintain a clean and safe environment for students, faculty, and staff.

EQUIPMENT AND MATERIALS NEEDED:

Depending on the building, the supplies used will vary. Soap bucket, rinse bucket, soap mop, rinse mop, dust mop, broom, dustpan, wet vac, neutral cleaner for rinse, defoamer for wet vac or recovery tanks in the auto scrubber or cricket scrubber, rubber gloves, soft scrubbing pad, cricket floor scrubber, auto scrubber, vacuum, and a carpet extractor.

SAFETY PRECAUTIONS:

- Never mix chemicals.
- Wear rubber gloves when working with chemicals or handling trash.
- Place out wet floor signs if people are still in the building. This allows people to know you're working on floors.
- Drag the dust mop if salt is too heavy rather than push. This will help with the mop curling up.

PROCEDURES:

This will be taking snow salt up from the tile floors/carpeted floors in restrooms, halls, classrooms, lunchrooms, student lounges, and offices. Fill buckets with neutralizer as directed by the chemical bottle. Have equipment ready to use for the job. Not all buildings have the same equipment so adjust if you can to what you have available to use. Put the maroon pad down then put the blue pad down on top of the maroon pad for the slow-speed block to attach to.

Using a wet vac and mops:

- Dust mop the floor the best you can and sweep up the salt.
- Place water on the floor out of the neutralizer cleaner bucket.
- Let the neutralizer chemical soak on the tile floor that's covered with snow salt for about 5 minutes.
- Vacuum with a wet vac to pick up the salt and the neutralizer water. Empty when finished.
- Rinse the floor with the neutral cleaner. Look at the floor to make sure the water is lying flat. If it isn't there still may be salt on the floor tile and you'll need to rinse again.

Using an automatic scrubber and mops:

- Dust mop the floor the best you can and sweep up the salt.
- Fill auto scrubber up with Neutral cleaner and water, then put a soft pad on it.
- Scrub the floor with neutral cleaner solution. You may need to scrub again depending on the amount of salt on the floors. Empty when finished and clean the pad.
- Rinse the floor with the neutral cleaner. May need to rinse again if the water isn't lying flat.

Using the cricket scrubber and mops:

- Dust mop the floors the best you can and sweep up the salt.
- Fill cricket scrubber up with neutral cleaner and water, using the soft pad on it.
- Scrub the floor with neutral cleaner solution. May need to do twice depending on the amount of salt on the floor. Empty when finished and clean the pad.
- Rinse the floor with neutral cleaner. May need to do it again if the water doesn't lay flat.

Using mop bucket and mops:

- Dust mop the floors the best you can and sweep up the salt.
- Place water on the floor from the neutralizer cleaning bucket and rinse off the best you can.
- Repeat as needed to remove the salt from the tile floor. This method takes longer and leaves a slight residue on the floor. It will fade out each time you mop. Unfortunately, we don't have the same equipment for each building.
- Need to change the neutral cleaner often. Clean up equipment when finished.

Using carpet extractor:

- Vacuum carpets/carpet tiles the best you can.
- Be careful vacuuming the walk-off mats. They could be too wet to use a vacuum on them properly. You don't want to ruin the vacuum.
- Fill the carpet extractor with water and add the neutral cleaner to the water in the tank.
- Extract/shampoo the carpet areas. You will need to do this at least two times on the walk-off mats.

This will be a repeated job as long as there is salt on the sidewalks and entries. There will be salt tracked into the buildings. Stay on top of this the best you can nightly.

Keep your equipment clean. Wipe down with a rag dipped in neutralizer over hoses, cords, and outside of machines before it dries from usage.

Keep your closets clean and stocked for the next job. Know where your equipment is at.

BUILDING SERVICES

TITLE Pandemic Protocol

POLICY:

In the event of a Pandemic outbreak, a special meeting is held with the building services staff to bring them up to date with the current situation and to provide direction on immediate needs. Within the meeting, the staff will be reminded of the importance for use of proper personal protective equipment.

PROCEDURE:

1. Upon notification of a Pandemic outbreak, all of the following will be relayed to and completed by the staff of Building Services:
 - **Proper personal protective equipment:** is to be worn to minimize exposure to hazards that can cause serious injuries and/or illnesses. Examples of equipment used during a pandemic are protective glasses/goggles, face masks, face shields, disposable gloves, particle protection coveralls with hood and/or boots.
 - **Sanitation Stations:** obtain from storage, clean, stock with hand sanitizer, facial tissues, and masks. These stations are to be placed in the main entry area of each building.
 - **Sneeze Barriers and Partitions:** obtain from storage, clean, and place on every desk within each office and the instructor's desks within each classroom.
 - **Social Distancing Placards:** are to be placed on the floor in areas that provide a service (Cafeteria, Snack Bar, Enrollment Services, etc.) as well as in meeting rooms.
 - **Wayfinding Signage:** are to be adhered to the exterior building doors to allow for proper social distancing upon entering and exiting the building.
 - **Seating:** availability is to be staggered so that social distancing guidelines will be followed in all classrooms, both theatres, meeting rooms, cafeteria, etc.
 - **Hot Spots:** are considered areas that are handled more frequently such as doorknobs, buttons, handrails, countertops, etc. Areas are to be sprayed down with Quat-Stat 5, left on the surface for 5 minutes

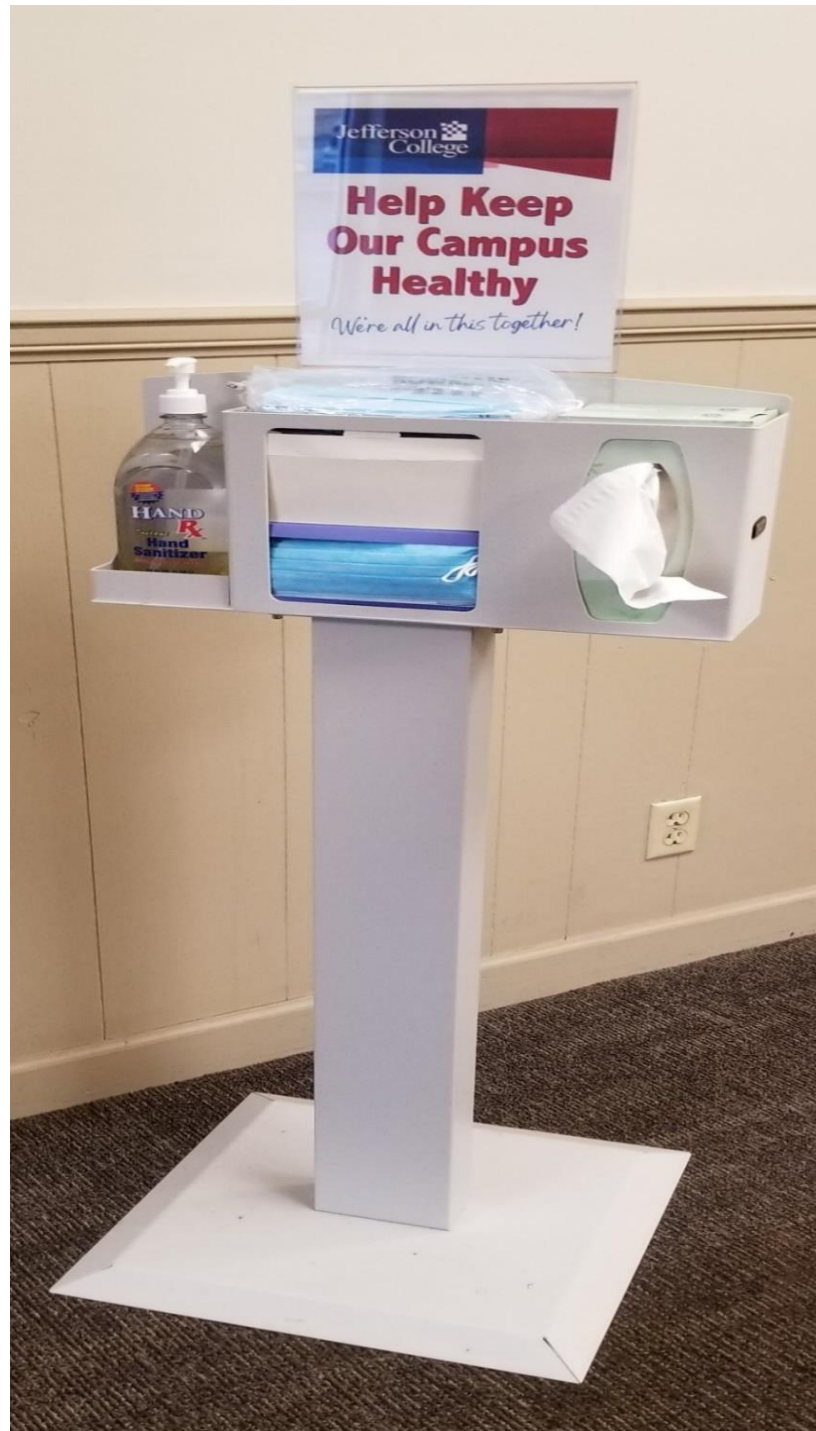
then wiped dry. If the area is heavily soiled, this process should be repeated.

- **Flooring:** floors are to be swept then mopped with PH7Q Dual. The solution should remain on the area for no less than 10 minutes, then allowed to air dry.
- **Fogger:** used in conjunction with disinfecting in areas that have been reported where a staff member, faculty, and/or students have been diagnosed with or are experiencing symptoms of the virus. The fogger is deployed and disperses a disinfectant to the entire area, including all cracks and crevices. The disinfectant used is determined by the virus that is prevalent at the time.
- **Urinals:** every other unit is to be covered to prevent use and to allow for proper social distancing.
- **Drinking Fountains:** all drinking units are to be covered to disable use to prevent cross-contamination. Bottle fillers are to remain open and accessible.

2. Review our current inventory. Submit an order to replenish and increase the stock of the following items to maintain an adequate supply:

- glasses/goggles
- face masks
- face shields
- disposable gloves
- particle protection coveralls with hood and/or boots
- hand sanitizer
- disinfectants
- cleaning agents and supplies (sponges, bottles, etc.)
- sanitation stations
- sneeze barriers and partitions
- social distancing placards
- toilet seat covers
- toilet paper
- paper towels
- batteries

Sanitation Station



Sneeze Barrier



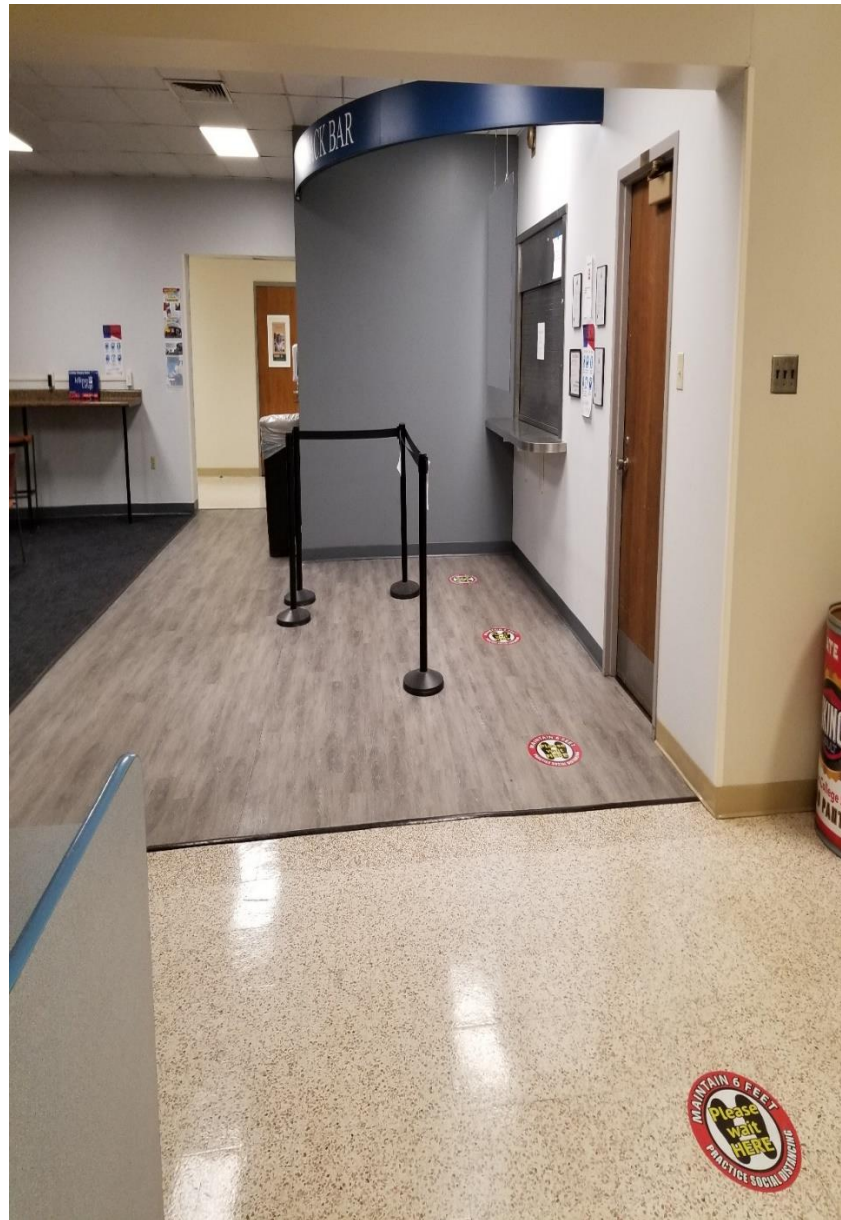
Partition



Social Distancing Placards



Social Distance – Snack Bar



Wayfinding Signage



Socially Distanced Seating – Theatre



Socially Distanced Seating – Classroom



Socially Distanced Meeting Room



Drinking Fountain



BETCO PRODUCTS: QUAT-STAT 5 and PH7Q DUAL

341, Quat-Stat 5:

Provides hospital disinfection in just 5 minutes of contact time. This product is a hospital use Disinfectant, Bactericidal according to AOAC (Association of Official Analytical Chemist), Virucidal, Fungicidal, Animal Premise Virucidal. It cleans, disinfects, and deodorizes. It can be used in Hospitals, Medical and Dental Offices, Nursing Homes, **Day Care Centers, Kitchens, Office Buildings, Schools, Nurseries, Institutional Kitchens**, Hotels, and Motels.

- Application: using a spray bottle, spray solution (6-8 inches away) to hard non-porous surfaces, or by using a bucket and towel or sponge and thoroughly wet surfaces. The solution must remain on surfaces for 5 minutes. Then wipe dry with a cloth, sponge, or by allowing to air-dry. (It will leave a slight film if air-dried).

Remember, if the area is heavily soiled you should disinfect, clean, and disinfect again.

355, PH7Q DUAL:

Provides a one-step disinfectant mopping cleaner that kills Bactericidal and Virucidal organisms in just 10 minutes of contact time. This can be used in Hospitals, Nursing Homes, **Day Care Centers, Kitchens, Office Buildings, Schools, Nurseries, Institutional Kitchens**, Hotels, and Motels.

- Application: make sure the restroom, classroom, hall, and/or office floors have been swept first. Then using a mop bucket and wet mop, mop thoroughly wetting the floor, starting in the back of the room moving towards and ending at the front of the room. The disinfectant mopping cleaner must remain on the floor for 10 minutes. Allow the area to air-dry. (Don't leave puddles on floors as it will dry leaving a film/stain).

SAFETY DATA SHEET



Betco Quat-Stat 5

Section 1. Identification

GHS product identifier : Betco Quat-Stat 5
Other means of identification : Not available.
Product type : Liquid.

Relevant identified uses of the substance or mixture and uses advised against

Not applicable.

Supplier's details : Betco Corporation
400 Van Camp Road
Bowling Green, Ohio 43402
www.betco.com
888-462-3826

Emergency telephone number (with hours of operation) : Chemtrec (800) 424-9300 24 hour

Section 2. Hazards identification

OSHA/HCS status : This material is considered hazardous by the OSHA Hazard Communication Standard (29 CFR 1910.1200). This chemical is a pesticide product registered by the Environmental Protection Agency and is subject to certain labeling requirements under federal pesticide law. These requirements differ from the classification criteria and hazard information required for safety data sheets, and for workplace labels of nonpesticide chemicals. Please read complete product label.

Classification of the substance or mixture : FLAMMABLE LIQUIDS - Category 4
ACUTE TOXICITY (oral) - Category 4
ACUTE TOXICITY (dermal) - Category 4
SKIN CORROSION - Category 1B
SERIOUS EYE DAMAGE - Category 1

GHS label elements

Hazard pictograms



Signal word : Danger

Hazard statements : Combustible liquid.
Harmful if swallowed or in contact with skin.
Causes severe skin burns and eye damage.

Precautionary statements

Prevention

: Wear protective gloves: < 1 hour (breakthrough time): butyl rubber. Wear eye and face protection: Recommended: chemical splash goggles and/or face shield.. Wear protective clothing: Recommended: Personal protective equipment for the body should be selected based on the task being performed and the risks involved and should be approved by a specialist before handling this product. Rubber or plastic apron.. Keep away from flames and hot surfaces. - No smoking. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling.

Section 2. Hazards identification

Response	: IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a POISON CENTER or physician. IF SWALLOWED: Immediately call a POISON CENTER or physician. Rinse mouth. Do NOT induce vomiting. IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water or shower. Wash contaminated clothing before reuse. Immediately call a POISON CENTER or physician. IF ON SKIN: Wash with plenty of soap and water. Call a POISON CENTER or physician if you feel unwell. Take off contaminated clothing and wash it before reuse. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or physician.
Storage	: Store locked up. Store in a well-ventilated place. Keep cool.
Disposal	: Dispose of contents and container in accordance with all local, regional, national and international regulations.
Hazards not otherwise classified	: None known.

Section 3. Composition/information on ingredients

Substance/mixture	: Mixture
Other means of identification	: Not available.

CAS number/other identifiers

CAS number	: Not applicable.
Product code	: 341

Ingredient name	%	CAS number
dimethyldioctylammonium chloride	≥10 - <25	5538-94-3
Quaternary ammonium compounds, benzyl-C12-18-alkyldimethyl, chlorides	≥10 - <25	68391-01-5
Alcohols, C6-12, ethoxylated	≥5 - <10	68439-45-2
tetrasodium ethylene diamine tetraacetate	≥1 - <3	64-02-8
ethanol	≥1 - <3	64-17-5
4-tert-butylcyclohexyl acetate	≥0.1 - <0.3	32210-23-4

Any concentration shown as a range is to protect confidentiality or is due to batch variation.

There are no additional ingredients present which, within the current knowledge of the supplier and in the concentrations applicable, are classified as hazardous to health or the environment and hence require reporting in this section.

Occupational exposure limits, if available, are listed in Section 8.

Section 4. First aid measures

Description of necessary first aid measures

Eye contact	: Get medical attention immediately. Call a poison center or physician. Immediately flush eyes with plenty of water, occasionally lifting the upper and lower eyelids. Check for and remove any contact lenses. Continue to rinse for at least 10 minutes. Chemical burns must be treated promptly by a physician.
Inhalation	: Get medical attention immediately. Call a poison center or physician. Remove victim to fresh air and keep at rest in a position comfortable for breathing. If it is suspected that fumes are still present, the rescuer should wear an appropriate mask or self-contained breathing apparatus. If not breathing, if breathing is irregular or if respiratory arrest occurs, provide artificial respiration or oxygen by trained personnel. It may be dangerous to the person providing aid to give mouth-to-mouth resuscitation. If unconscious, place in recovery position and get medical attention immediately. Maintain an open airway. Loosen tight clothing such as a collar, tie, belt or waistband. In case of inhalation of decomposition products in a fire, symptoms may be delayed. The exposed person may need to be kept under medical surveillance for 48 hours.

Section 4. First aid measures

- Skin contact** : Get medical attention immediately. Call a poison center or physician. Wash with plenty of soap and water. Remove contaminated clothing and shoes. Wash contaminated clothing thoroughly with water before removing it, or wear gloves. Continue to rinse for at least 10 minutes. Chemical burns must be treated promptly by a physician. Wash clothing before reuse. Clean shoes thoroughly before reuse.
- Ingestion** : Get medical attention immediately. Call a poison center or physician. Wash out mouth with water. Remove dentures if any. Remove victim to fresh air and keep at rest in a position comfortable for breathing. If material has been swallowed and the exposed person is conscious, give small quantities of water to drink. Stop if the exposed person feels sick as vomiting may be dangerous. Do not induce vomiting unless directed to do so by medical personnel. If vomiting occurs, the head should be kept low so that vomit does not enter the lungs. Chemical burns must be treated promptly by a physician. Never give anything by mouth to an unconscious person. If unconscious, place in recovery position and get medical attention immediately. Maintain an open airway. Loosen tight clothing such as a collar, tie, belt or waistband.

Most important symptoms/effects, acute and delayed

Potential acute health effects

- Eye contact** : Causes serious eye damage. (Per OSHA) Causes irreversible eye damage (Per US EPA).
- Inhalation** : No known significant effects or critical hazards. (Per OSHA) May be fatal if inhaled. (Per US EPA)
- Skin contact** : Causes severe burns. Harmful in contact with skin. (Previous statements per OSHA) Causes skin burns. May be fatal if absorbed through skin. (Previous statements per US EPA)
- Ingestion** : Harmful if swallowed.

Over-exposure signs/symptoms

- Eye contact** : Adverse symptoms may include the following:
pain
watering
redness
- Inhalation** : No specific data.
- Skin contact** : Adverse symptoms may include the following:
pain or irritation
redness
blistering may occur
- Ingestion** : Adverse symptoms may include the following:
stomach pains

Indication of immediate medical attention and special treatment needed, if necessary

- Notes to physician** : In case of inhalation of decomposition products in a fire, symptoms may be delayed. The exposed person may need to be kept under medical surveillance for 48 hours.
- Specific treatments** : No specific treatment.
- Protection of first-aiders** : No action shall be taken involving any personal risk or without suitable training. If it is suspected that fumes are still present, the rescuer should wear an appropriate mask or self-contained breathing apparatus. It may be dangerous to the person providing aid to give mouth-to-mouth resuscitation. Wash contaminated clothing thoroughly with water before removing it, or wear gloves.

See toxicological information (Section 11)

Section 5. Fire-fighting measures

Extinguishing media

- Suitable extinguishing media** : Use dry chemical, CO₂, water spray (fog) or foam.
- Unsuitable extinguishing media** : Do not use water jet.

- Specific hazards arising from the chemical** : Combustible liquid. In a fire or if heated, a pressure increase will occur and the container may burst, with the risk of a subsequent explosion. Runoff to sewer may create fire or explosion hazard.

- Hazardous thermal decomposition products** : Decomposition products may include the following materials:
carbon dioxide
carbon monoxide
nitrogen oxides
halogenated compounds
metal oxide/oxides

- Special protective actions for fire-fighters** : Promptly isolate the scene by removing all persons from the vicinity of the incident if there is a fire. No action shall be taken involving any personal risk or without suitable training. Move containers from fire area if this can be done without risk. Use water spray to keep fire-exposed containers cool.

- Special protective equipment for fire-fighters** : Fire-fighters should wear appropriate protective equipment and self-contained breathing apparatus (SCBA) with a full face-piece operated in positive pressure mode.

Section 6. Accidental release measures

Personal precautions, protective equipment and emergency procedures

- For non-emergency personnel** : No action shall be taken involving any personal risk or without suitable training. Evacuate surrounding areas. Keep unnecessary and unprotected personnel from entering. Do not touch or walk through spilled material. Shut off all ignition sources. No flares, smoking or flames in hazard area. Do not breathe vapor or mist. Provide adequate ventilation. Wear appropriate respirator when ventilation is inadequate. Put on appropriate personal protective equipment.
- For emergency responders** : If specialized clothing is required to deal with the spillage, take note of any information in Section 8 on suitable and unsuitable materials. See also the information in "For non-emergency personnel".
- Environmental precautions** : Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers. Inform the relevant authorities if the product has caused environmental pollution (sewers, waterways, soil or air).

Methods and materials for containment and cleaning up

- Small spill** : Stop leak if without risk. Move containers from spill area. Use spark-proof tools and explosion-proof equipment. Dilute with water and mop up if water-soluble. Alternatively, or if water-insoluble, absorb with an inert dry material and place in an appropriate waste disposal container. Dispose of via a licensed waste disposal contractor.
- Large spill** : Stop leak if without risk. Move containers from spill area. Use spark-proof tools and explosion-proof equipment. Approach release from upwind. Prevent entry into sewers, water courses, basements or confined areas. Wash spillages into an effluent treatment plant or proceed as follows. Contain and collect spillage with non-combustible, absorbent material e.g. sand, earth, vermiculite or diatomaceous earth and place in container for disposal according to local regulations (see Section 13). Dispose of via a licensed waste disposal contractor. Contaminated absorbent material may pose the same hazard as the spilled product. Note: see Section 1 for emergency contact information and Section 13 for waste disposal.

Section 7. Handling and storage

Precautions for safe handling

Protective measures : Put on appropriate personal protective equipment (see Section 8). Do not get in eyes or on skin or clothing. Do not breathe vapor or mist. Do not ingest. Use only with adequate ventilation. Wear appropriate respirator when ventilation is inadequate. Do not enter storage areas and confined spaces unless adequately ventilated. Keep in the original container or an approved alternative made from a compatible material, kept tightly closed when not in use. Store and use away from heat, sparks, open flame or any other ignition source. Use explosion-proof electrical (ventilating, lighting and material handling) equipment. Use only non-sparking tools. Keep away from acids. Empty containers retain product residue and can be hazardous. Do not reuse container.

Advice on general occupational hygiene : Eating, drinking and smoking should be prohibited in areas where this material is handled, stored and processed. Workers should wash hands and face before eating, drinking and smoking. Remove contaminated clothing and protective equipment before entering eating areas. See also Section 8 for additional information on hygiene measures.

Conditions for safe storage, including any incompatibilities : Store in accordance with local regulations. Store in a segregated and approved area. Store in original container protected from direct sunlight in a dry, cool and well-ventilated area, away from incompatible materials (see Section 10) and food and drink. Store locked up. Eliminate all ignition sources. Separate from acids. Separate from oxidizing materials. Keep container tightly closed and sealed until ready for use. Containers that have been opened must be carefully resealed and kept upright to prevent leakage. Do not store in unlabeled containers. Use appropriate containment to avoid environmental contamination.

Section 8. Exposure controls/personal protection

Control parameters

Occupational exposure limits

Ingredient name	Exposure limits
ethanol	ACGIH TLV (United States, 3/2016). STEL: 1000 ppm 15 minutes. OSHA PEL 1989 (United States, 3/1989). TWA: 1000 ppm 8 hours. TWA: 1900 mg/m ³ 8 hours. NIOSH REL (United States, 10/2013). TWA: 1000 ppm 10 hours. TWA: 1900 mg/m ³ 10 hours. OSHA PEL (United States, 6/2016). TWA: 1000 ppm 8 hours. TWA: 1900 mg/m ³ 8 hours.

Appropriate engineering controls : Use only with adequate ventilation. Use process enclosures, local exhaust ventilation or other engineering controls to keep worker exposure to airborne contaminants below any recommended or statutory limits. The engineering controls also need to keep gas, vapor or dust concentrations below any lower explosive limits. Use explosion-proof ventilation equipment.

Environmental exposure controls : Emissions from ventilation or work process equipment should be checked to ensure they comply with the requirements of environmental protection legislation. In some cases, fume scrubbers, filters or engineering modifications to the process equipment will be necessary to reduce emissions to acceptable levels.

Individual protection measures

Hygiene measures : Wash hands, forearms and face thoroughly after handling chemical products, before eating, smoking and using the lavatory and at the end of the working period. Appropriate techniques should be used to remove potentially contaminated clothing. Wash contaminated clothing before reusing. Ensure that eyewash stations and safety showers are close to the workstation location.

Section 8. Exposure controls/personal protection

- Eye/face protection** : Safety eyewear complying with an approved standard should be used when a risk assessment indicates this is necessary to avoid exposure to liquid splashes, mists, gases or dusts. If contact is possible, the following protection should be worn, unless the assessment indicates a higher degree of protection: chemical splash goggles and/or face shield. If inhalation hazards exist, a full-face respirator may be required instead. Recommended: chemical splash goggles and/or face shield.
- Skin protection**
- Hand protection** : Chemical-resistant, impervious gloves complying with an approved standard should be worn at all times when handling chemical products if a risk assessment indicates this is necessary. Considering the parameters specified by the glove manufacturer, check during use that the gloves are still retaining their protective properties. It should be noted that the time to breakthrough for any glove material may be different for different glove manufacturers. In the case of mixtures, consisting of several substances, the protection time of the gloves cannot be accurately estimated. < 1 hour (breakthrough time): butyl rubber
- Body protection** : Personal protective equipment for the body should be selected based on the task being performed and the risks involved and should be approved by a specialist before handling this product. Recommended: Personal protective equipment for the body should be selected based on the task being performed and the risks involved and should be approved by a specialist before handling this product. Rubber or plastic apron.
- Other skin protection** : Appropriate footwear and any additional skin protection measures should be selected based on the task being performed and the risks involved and should be approved by a specialist before handling this product. Recommended: Rubber or plastic boots.
- Respiratory protection** : Based on the hazard and potential for exposure, select a respirator that meets the appropriate standard or certification. Respirators must be used according to a respiratory protection program to ensure proper fitting, training, and other important aspects of use. Possible: In case of vapor formation use a respirator with an approved filter.

Section 9. Physical and chemical properties

Appearance

- Physical state** : Liquid.
- Color** : Purple. [Dark]
- Odor** : Floral.
- Odor threshold** : Not available.
- pH** : 11.5 to 13
- Melting point** : Not available.
- Boiling point** : Not available.
- Flash point** : Closed cup: 73°C (163.4°F)
- Evaporation rate** : Not available.
- Flammability (solid, gas)** : Not available.
- Lower and upper explosive (flammable) limits** : Not available.
- Vapor pressure** : Not available.
- Vapor density** : Not available.
- Relative density** : 1.005
- Solubility** : Easily soluble in the following materials: cold water and hot water.
- Partition coefficient: n-octanol/water** : Not available.
- Auto-ignition temperature** : Not available.
- Decomposition temperature** : Not available.
- Viscosity** : Not available.

Section 10. Stability and reactivity

- Reactivity** : No specific test data related to reactivity available for this product or its ingredients.
- Chemical stability** : The product is stable.
- Possibility of hazardous reactions** : Under normal conditions of storage and use, hazardous reactions will not occur.
- Conditions to avoid** : Avoid all possible sources of ignition (spark or flame). Do not pressurize, cut, weld, braze, solder, drill, grind or expose containers to heat or sources of ignition.
- Incompatible materials** : Reactive or incompatible with the following materials:
acids
oxidizing materials
- Hazardous decomposition products** : Under normal conditions of storage and use, hazardous decomposition products should not be produced.

Section 11. Toxicological information

Information on toxicological effects

Acute toxicity

Product/ingredient name	Result	Species	Dose	Exposure
tetrasodium ethylene diamine tetraacetate	LD50 Oral	Rat	10 g/kg	-
ethanol	LC50 Inhalation Vapor	Rat	124700 mg/m ³	4 hours
	LD50 Oral	Rat	7 g/kg	-
4-tert-butylcyclohexyl acetate	LD50 Dermal	Rabbit	>5000 mg/kg	-
	LD50 Oral	Rat	3550 mg/kg	-

Irritation/Corrosion

Product/ingredient name	Result	Species	Score	Exposure	Observation
tetrasodium ethylene diamine tetraacetate	Eyes - Moderate irritant	Rabbit	-	24 hours 100 milligrams	-
	Skin - Moderate irritant	Rabbit	-	24 hours 500 milligrams	-
ethanol	Eyes - Mild irritant	Rabbit	-	24 hours 500 milligrams	-
	Eyes - Moderate irritant	Rabbit	-	0.06666667 minutes 100 milligrams	-
	Eyes - Moderate irritant	Rabbit	-	100 microliters	-
	Eyes - Severe irritant	Rabbit	-	500 milligrams	-
	Skin - Mild irritant	Rabbit	-	400 milligrams	-
	Skin - Moderate irritant	Rabbit	-	24 hours 20 milligrams	-
4-tert-butylcyclohexyl acetate	Skin - Mild irritant	Guinea pig	-	4 hours 3 Percent	-
	Skin - Moderate irritant	Rabbit	-	4 hours 100 Percent	-
	Skin - Moderate irritant	Rabbit	-	24 hours 500 milligrams	-

Sensitization

Not available.

Mutagenicity

Section 11. Toxicological information

Not available.

Carcinogenicity

Not available.

Classification

Product/ingredient name	OSHA	IARC	NTP
ethanol	-	1	-

Reproductive toxicity

Not available.

Teratogenicity

Not available.

Specific target organ toxicity (single exposure)

Name	Category	Route of exposure	Target organs
Quaternary ammonium compounds, benzyl-C12-18-alkyldimethyl, chlorides	Category 2	Not determined	Not determined

Specific target organ toxicity (repeated exposure)

Not available.

Aspiration hazard

Not available.

Information on the likely routes of exposure : Routes of entry anticipated: Oral, Dermal.
Routes of entry not anticipated: Inhalation.

Potential acute health effects

Eye contact : Causes serious eye damage. (Per OSHA) Causes irreversible eye damage (Per US EPA).

Inhalation : No known significant effects or critical hazards. (Per OSHA) May be fatal if inhaled. (Per US EPA)

Skin contact : Causes severe burns. Harmful in contact with skin. (Previous statements per OSHA) Causes skin burns. May be fatal if absorbed through skin. (Previous statements per US EPA)

Ingestion : Harmful if swallowed.

Symptoms related to the physical, chemical and toxicological characteristics

Eye contact : Adverse symptoms may include the following:
pain
watering
redness

Inhalation : No specific data.

Skin contact : Adverse symptoms may include the following:
pain or irritation
redness
blistering may occur

Ingestion : Adverse symptoms may include the following:
stomach pains

Delayed and immediate effects and also chronic effects from short and long term exposure

Short term exposure

Potential immediate effects : Not available.

Section 11. Toxicological information

Potential delayed effects : Not available.

Long term exposure

Potential immediate effects : Not available.

Potential delayed effects : Not available.

Potential chronic health effects

Not available.

General : No known significant effects or critical hazards.

Carcinogenicity : No known significant effects or critical hazards.

Mutagenicity : No known significant effects or critical hazards.

Teratogenicity : No known significant effects or critical hazards.

Developmental effects : No known significant effects or critical hazards.

Fertility effects : No known significant effects or critical hazards.

Numerical measures of toxicity

Acute toxicity estimates

Not available.

Section 12. Ecological information

Toxicity

Product/ingredient name	Result	Species	Exposure
dimethyldioctylammonium chloride	Acute EC50 0.1 ppm Fresh water	Daphnia - Daphnia magna	48 hours
	Acute LC50 0.7 ppm Fresh water	Fish - Oncorhynchus mykiss	96 hours
tetrasodium ethylene diamine tetraacetate	Acute LC50 486000 µg/l Fresh water	Fish - Lepomis macrochirus	96 hours
ethanol	Acute EC50 17.921 mg/l Marine water	Algae - Ulva pertusa	96 hours
	Acute EC50 2000 µg/l Fresh water	Daphnia - Daphnia magna	48 hours
	Acute LC50 25500 µg/l Marine water	Crustaceans - Artemia franciscana - Larvae	48 hours
	Acute LC50 42000 µg/l Fresh water	Fish - Oncorhynchus mykiss	4 days
	Chronic NOEC 4.995 mg/l Marine water	Algae - Ulva pertusa	96 hours
	Chronic NOEC 100 µl/L Fresh water	Daphnia - Daphnia magna - Neonate	21 days
	Chronic NOEC 0.375 µl/L Fresh water	Fish - Gambusia holbrooki - Larvae	12 weeks

Persistence and degradability

Not available.

Bioaccumulative potential

Product/ingredient name	LogP _{ow}	BCF	Potential
tetrasodium ethylene diamine tetraacetate	5.01	1.8	low
ethanol	-0.35	-	low
4-tert-butylcyclohexyl acetate	4.8	-	high

Mobility in soil

Soil/water partition coefficient (K_{oc}) : Not available.






Section 12. Ecological information

Other adverse effects : No known significant effects or critical hazards.

Section 13. Disposal considerations

Disposal methods : The generation of waste should be avoided or minimized wherever possible. Disposal of this product, solutions and any by-products should at all times comply with the requirements of environmental protection and waste disposal legislation and any regional local authority requirements. Dispose of surplus and non-recyclable products via a licensed waste disposal contractor. Waste should not be disposed of untreated to the sewer unless fully compliant with the requirements of all authorities with jurisdiction. Waste packaging should be recycled. Incineration or landfill should only be considered when recycling is not feasible. This material and its container must be disposed of in a safe way. Care should be taken when handling emptied containers that have not been cleaned or rinsed out. Empty containers or liners may retain some product residues. Vapor from product residues may create a highly flammable or explosive atmosphere inside the container. Do not cut, weld or grind used containers unless they have been cleaned thoroughly internally. Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers.

Section 14. Transport information

	DOT Classification	TDG Classification	Mexico Classification	ADR/RID	IMDG	IATA
UN number	1760		1760	1760	1760	1760
UN proper shipping name	Consumer commodity, Compounds, Cleaning Liquid, Limited quantity ORM-D	Not available.	Consumer commodity, Compounds, Cleaning Liquid, Limited quantity ORM-D	Corrosive Liquid, N.O.S. (Dioctyldimethylammonium chloride)	Corrosive Liquid, N.O.S. (Dioctyldimethylammonium chloride)	Corrosive Liquid, N.O.S. (Dioctyldimethylammonium chloride)
Transport hazard class(es)	8 	8	8 	8 	8 	8 
Packing group	II		II	II	II	II
Environmental hazards	No.		No.	No	No	No.
Additional information	<u>Limited quantity</u> Yes.		-			

Special precautions for user : **Transport within user's premises:** always transport in closed containers that are upright and secure. Ensure that persons transporting the product know what to do in the event of an accident or spillage.

Transport in bulk according to Annex II of MARPOL and the IBC Code : Not available.

Section 15. Regulatory information

U.S. Federal regulations : **TSCA 8(a) PAIR**: anisaldehyde; α -hexylcinnamaldehyde; 3-p-cumenyl-2-methylpropionaldehyde
TSCA 8(a) CDR Exempt/Partial exemption: Not determined
 Not determined.
Clean Water Act (CWA) 311: sodium hydroxide

Clean Air Act Section 112 : Not listed

(b) Hazardous Air

Pollutants (HAPs)

Clean Air Act Section 602 Class I Substances : Not listed

Clean Air Act Section 602 Class II Substances : Not listed

DEA List I Chemicals (Precursor Chemicals) : Not listed

DEA List II Chemicals (Essential Chemicals) : Not listed

SARA 302/304

Composition/information on ingredients

No products were found.

SARA 304 RQ : Not applicable.

SARA 311/312

Classification : Fire hazard
 Immediate (acute) health hazard

Composition/information on ingredients

Name	%	Fire hazard	Sudden release of pressure	Reactive	Immediate (acute) health hazard	Delayed (chronic) health hazard
dimethyldioctylammonium chloride	≥ 10 - < 25	No.	No.	No.	Yes.	Yes.
Quaternary ammonium compounds, benzyl-C12-18-alkyldimethyl, chlorides	≥ 10 - < 25	No.	No.	No.	Yes.	No.
Alcohols, C6-12, ethoxylated	≥ 5 - < 10	No.	No.	No.	Yes.	No.
tetrasodium ethylene diamine tetraacetate	≥ 1 - < 3	No.	No.	No.	Yes.	No.
ethanol	≥ 1 - < 3	Yes.	No.	No.	Yes.	No.
4-tert-butylcyclohexyl acetate	≥ 0.1 - < 0.3	No.	No.	No.	Yes.	No.

State regulations

Massachusetts : The following components are listed: ETHYL ALCOHOL; DENATURED ALCOHOL

New York : None of the components are listed.

New Jersey : The following components are listed: ETHYL ALCOHOL; ALCOHOL

Pennsylvania : The following components are listed: DENATURED ALCOHOL; ETHANOL

International regulations

Chemical Weapon Convention List Schedules I, II & III Chemicals

Not listed.

Montreal Protocol (Annexes A, B, C, E)

Not listed.

Stockholm Convention on Persistent Organic Pollutants

Section 15. Regulatory information

Not listed.

Rotterdam Convention on Prior Inform Consent (PIC)

Not listed.

UNECE Aarhus Protocol on POPs and Heavy Metals

Not listed.

International lists

National inventory

Australia	: Not determined.
Canada	: Not determined.
China	: Not determined.
Europe	: Not determined.
Japan	: Japan inventory (ENCS) : Not determined. Japan inventory (ISHL) : Not determined.
Malaysia	: Not determined.
New Zealand	: Not determined.
Philippines	: Not determined.
Republic of Korea	: Not determined.
Taiwan	: Not determined.

Section 16. Other information

Hazardous Material Information System (U.S.A.)

Health	2
Flammability	2
Physical hazards	0

Caution: HMIS® ratings are based on a 0-4 rating scale, with 0 representing minimal hazards or risks, and 4 representing significant hazards or risks. Although HMIS® ratings are not required on SDSs under 29 CFR 1910.1200, the preparer may choose to provide them. HMIS® ratings are to be used with a fully implemented HMIS® program. HMIS® is a registered mark of the National Paint & Coatings Association (NPCA). HMIS® materials may be purchased exclusively from J. J. Keller (800) 327-6868.

The customer is responsible for determining the PPE code for this material.

National Fire Protection Association (U.S.A.)



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Copyright ©2001, National Fire Protection Association, Quincy, MA 02269. This warning system is intended to be interpreted and applied only by properly trained individuals to identify fire, health and reactivity hazards of chemicals. The user is referred to certain limited number of chemicals with recommended classifications in NFPA 49 and NFPA 325, which would be used as a guideline only. Whether the chemicals are classified by NFPA or not, anyone using the 704 systems to classify chemicals does so at their own risk.

Procedure used to derive the classification

Section 16. Other information

Classification	Justification
Flam. Liq. 4, H227	Expert judgment
Acute Tox. 4, H302	Expert judgment
Acute Tox. 4, H312	Expert judgment
Skin Corr. 1B, H314	Expert judgment
Eye Dam. 1, H318	Expert judgment

History

Date of printing : 5/31/2017
Date of issue/Date of revision : 5/31/2017
Date of previous issue : No previous validation
Version : 0.01
Key to abbreviations : ATE = Acute Toxicity Estimate
BCF = Bioconcentration Factor
GHS = Globally Harmonized System of Classification and Labelling of Chemicals
IATA = International Air Transport Association
IBC = Intermediate Bulk Container
IMDG = International Maritime Dangerous Goods
LogPow = logarithm of the octanol/water partition coefficient
MARPOL = International Convention for the Prevention of Pollution From Ships, 1973 as modified by the Protocol of 1978. ("Marpol" = marine pollution)
UN = United Nations
References : Not available.

☑ Indicates information that has changed from previously issued version.

Notice to reader

○ To the best of our knowledge, the information contained herein is accurate. However, neither the above-named supplier, nor any of its subsidiaries, assumes any liability whatsoever for the accuracy or completeness of the information contained herein.

Final determination of suitability of any material is the sole responsibility of the user. All materials may present unknown hazards and should be used with caution. Although certain hazards are described herein, we cannot guarantee that these are the only hazards that exist.

SAFETY DATA SHEET



Betco pH7Q Dual

Section 1. Identification

GHS product identifier : Betco pH7Q Dual
Other means of identification : Not available.
Product type : Liquid.

Relevant identified uses of the substance or mixture and uses advised against

Not applicable.

Supplier's details : Betco Corporation LTD
400 Van Camp Road
Bowling Green, OH 43402
www.betco.com
888-462-3826

Emergency telephone number (with hours of operation) : Chemtrec (800) 424-9300 24 hour

Section 2. Hazards identification

OSHA/HCS status : This material is considered hazardous by the OSHA Hazard Communication Standard (29 CFR 1910.1200). This chemical is a pesticide product registered by the Environmental Protection Agency and is subject to certain labeling requirements under federal pesticide law. These requirements differ from the classification criteria and hazard information required for safety data sheets, and for workplace labels of nonpesticide chemicals. Please read complete product label.

Classification of the substance or mixture : ACUTE TOXICITY (oral) - Category 4
ACUTE TOXICITY (dermal) - Category 4
SKIN CORROSION - Category 1B
SERIOUS EYE DAMAGE - Category 1

GHS label elements

Hazard pictograms :



Signal word : Danger

Hazard statements : Causes severe skin burns and eye damage. (Previous statements per OSHA).
CORROSIVE. Causes irreversible eye damage and skin burns. Harmful if swallowed or absorbed through the skin. (Previous statements per EPA).

Precautionary statements

Prevention

: Wear protective gloves: > 8 hours (breakthrough time): butyl rubber. Wear eye or face protection: Recommended: splash goggles. Wear protective clothing. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling.

Response

: IF INHALED: Remove person to fresh air and keep comfortable for breathing. Immediately call a POISON CENTER or physician. IF SWALLOWED: Immediately call a POISON CENTER or physician. Rinse mouth. Do NOT induce vomiting. IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water or shower. Wash contaminated clothing before reuse. Immediately call a POISON CENTER or physician. IF ON SKIN: Wash with plenty of soap and water. Call a POISON CENTER or physician if you feel unwell. Take off contaminated clothing and wash it before reuse. IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or physician.

Section 2. Hazards identification

- Storage** : Store locked up.
- Disposal** : Dispose of contents and container in accordance with all local, regional, national and international regulations.
- Hazards not otherwise classified** : None known.

Section 3. Composition/information on ingredients

- Substance/mixture** : Mixture
- Other means of identification** : Not available.

CAS number/other identifiers

- CAS number** : Not applicable.
- Product code** : 355

Ingredient name	%	CAS number
didecyltrimethylammonium chloride	≥5 - <10	7173-51-5
Quaternary ammonium compounds, benzyl-C12-16-alkyldimethyl, chlorides	≥5 - <10	68424-85-1
tetrasodium ethylene diamine tetraacetate	≥3 - <5	64-02-8
ethanol	≥1 - <3	64-17-5
Alcohols, C9-11, ethoxylated	≥1 - <3	68439-46-3
Terpenes and Terpenoids, sweet orange-oil	≥0.3 - <1	68647-72-3

Any concentration shown as a range is to protect confidentiality or is due to batch variation.

There are no additional ingredients present which, within the current knowledge of the supplier and in the concentrations applicable, are classified as hazardous to health or the environment and hence require reporting in this section.

Occupational exposure limits, if available, are listed in Section 8.

Section 4. First aid measures

Description of necessary first aid measures

- Eye contact** : Get medical attention immediately. Call a poison center or physician. Immediately flush eyes with plenty of water, occasionally lifting the upper and lower eyelids. Check for and remove any contact lenses. Continue to rinse for at least 10 minutes. Chemical burns must be treated promptly by a physician.
- Inhalation** : Get medical attention immediately. Call a poison center or physician. Remove victim to fresh air and keep at rest in a position comfortable for breathing. If it is suspected that fumes are still present, the rescuer should wear an appropriate mask or self-contained breathing apparatus. If not breathing, if breathing is irregular or if respiratory arrest occurs, provide artificial respiration or oxygen by trained personnel. It may be dangerous to the person providing aid to give mouth-to-mouth resuscitation. If unconscious, place in recovery position and get medical attention immediately. Maintain an open airway. Loosen tight clothing such as a collar, tie, belt or waistband. In case of inhalation of decomposition products in a fire, symptoms may be delayed. The exposed person may need to be kept under medical surveillance for 48 hours.
- Skin contact** : Get medical attention immediately. Call a poison center or physician. Wash with plenty of soap and water. Remove contaminated clothing and shoes. Wash contaminated clothing thoroughly with water before removing it, or wear gloves. Continue to rinse for at least 10 minutes. Chemical burns must be treated promptly by a physician. Wash clothing before reuse. Clean shoes thoroughly before reuse.
- Ingestion** : Get medical attention immediately. Call a poison center or physician. Wash out mouth with water. Remove dentures if any. Remove victim to fresh air and keep at rest in a position comfortable for breathing. If material has been swallowed and the exposed person is conscious, give small quantities of water to drink. Stop if the exposed person feels sick as vomiting may be dangerous. Do not induce vomiting unless directed to do so by medical personnel. If vomiting occurs, the head should be kept low so that vomit does not enter the lungs. Chemical burns must be treated promptly by a physician. Never give anything by mouth to an unconscious person. If unconscious, place in

Section 4. First aid measures

recovery position and get medical attention immediately. Maintain an open airway. Loosen tight clothing such as a collar, tie, belt or waistband.

Most important symptoms/effects, acute and delayed

Potential acute health effects

- | | |
|---------------------|---|
| Eye contact | : Causes serious eye damage. (Per OSHA) Corrosive. Causes irreversible eye damage. (Per EPA). |
| Inhalation | : No known significant effects or critical hazards. |
| Skin contact | : Causes severe burns. (Per OSHA). Corrosive. Causes skin burns. Harmful if absorbed through the skin. (Per EPA). |
| Ingestion | : No known significant effects or critical hazards. (Per OSHA). Harmful if swallowed. (Per EPA). |

Over-exposure signs/symptoms

- | | |
|---------------------|--|
| Eye contact | : Adverse symptoms may include the following:
pain
watering
redness |
| Inhalation | : No specific data. |
| Skin contact | : Adverse symptoms may include the following:
pain or irritation
redness
blistering may occur |
| Ingestion | : Adverse symptoms may include the following:
stomach pains |

Indication of immediate medical attention and special treatment needed, if necessary

- | | |
|-----------------------------------|---|
| Notes to physician | : In case of inhalation of decomposition products in a fire, symptoms may be delayed. The exposed person may need to be kept under medical surveillance for 48 hours. |
| Specific treatments | : No specific treatment. |
| Protection of first-aiders | : No action shall be taken involving any personal risk or without suitable training. If it is suspected that fumes are still present, the rescuer should wear an appropriate mask or self-contained breathing apparatus. It may be dangerous to the person providing aid to give mouth-to-mouth resuscitation. Wash contaminated clothing thoroughly with water before removing it, or wear gloves. |

See toxicological information (Section 11)

Section 5. Fire-fighting measures

Extinguishing media

- | | |
|---------------------------------------|---|
| Suitable extinguishing media | : Use an extinguishing agent suitable for the surrounding fire. |
| Unsuitable extinguishing media | : None known. |

- | | |
|---|---|
| Specific hazards arising from the chemical | : In a fire or if heated, a pressure increase will occur and the container may burst. Fire water contaminated with this material must be contained and prevented from being discharged to any waterway, sewer or drain. |
|---|---|

- | | |
|---|--|
| Hazardous thermal decomposition products | : Decomposition products may include the following materials:
carbon dioxide
carbon monoxide
nitrogen oxides
halogenated compounds
metal oxide/oxides |
|---|--|

Section 5. Fire-fighting measures

- Special protective actions for fire-fighters** : Promptly isolate the scene by removing all persons from the vicinity of the incident if there is a fire. No action shall be taken involving any personal risk or without suitable training.
- Special protective equipment for fire-fighters** : Fire-fighters should wear appropriate protective equipment and self-contained breathing apparatus (SCBA) with a full face-piece operated in positive pressure mode.

Section 6. Accidental release measures

Personal precautions, protective equipment and emergency procedures

- For non-emergency personnel** : No action shall be taken involving any personal risk or without suitable training. Evacuate surrounding areas. Keep unnecessary and unprotected personnel from entering. Do not touch or walk through spilled material. Do not breathe vapor or mist. Provide adequate ventilation. Wear appropriate respirator when ventilation is inadequate. Put on appropriate personal protective equipment.
- For emergency responders** : If specialized clothing is required to deal with the spillage, take note of any information in Section 8 on suitable and unsuitable materials. See also the information in "For non-emergency personnel".
- Environmental precautions** : Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers. Inform the relevant authorities if the product has caused environmental pollution (sewers, waterways, soil or air). Water polluting material. May be harmful to the environment if released in large quantities.

Methods and materials for containment and cleaning up

- Small spill** : Stop leak if without risk. Move containers from spill area. Dilute with water and mop up if water-soluble. Alternatively, or if water-insoluble, absorb with an inert dry material and place in an appropriate waste disposal container. Dispose of via a licensed waste disposal contractor.
- Large spill** : Stop leak if without risk. Move containers from spill area. Approach release from upwind. Prevent entry into sewers, water courses, basements or confined areas. Wash spillages into an effluent treatment plant or proceed as follows. Contain and collect spillage with non-combustible, absorbent material e.g. sand, earth, vermiculite or diatomaceous earth and place in container for disposal according to local regulations (see Section 13). Dispose of via a licensed waste disposal contractor. Contaminated absorbent material may pose the same hazard as the spilled product. Note: see Section 1 for emergency contact information and Section 13 for waste disposal.

Section 7. Handling and storage

Precautions for safe handling

- Protective measures** : Put on appropriate personal protective equipment (see Section 8). Do not get in eyes or on skin or clothing. Do not breathe vapor or mist. Do not ingest. Avoid release to the environment. If during normal use the material presents a respiratory hazard, use only with adequate ventilation or wear appropriate respirator. Keep in the original container or an approved alternative made from a compatible material, kept tightly closed when not in use. Empty containers retain product residue and can be hazardous. Do not reuse container.
- Advice on general occupational hygiene** : Eating, drinking and smoking should be prohibited in areas where this material is handled, stored and processed. Workers should wash hands and face before eating, drinking and smoking. Remove contaminated clothing and protective equipment before entering eating areas. See also Section 8 for additional information on hygiene measures.
- Conditions for safe storage, including any incompatibilities** : Store in accordance with local regulations. Store in original container protected from direct sunlight in a dry, cool and well-ventilated area, away from incompatible materials (see Section 10) and food and drink. Store locked up. Keep container tightly closed and sealed until ready for use. Containers that have been opened must be carefully resealed and kept upright to prevent leakage. Do not store in unlabeled containers. Use appropriate containment to avoid environmental contamination.

Section 8. Exposure controls/personal protection

Control parameters

Occupational exposure limits

Ingredient name	Exposure limits
ethanol	ACGIH TLV (United States, 3/2016). STEL: 1000 ppm 15 minutes. OSHA PEL 1989 (United States, 3/1989). TWA: 1000 ppm 8 hours. TWA: 1900 mg/m ³ 8 hours. NIOSH REL (United States, 10/2013). TWA: 1000 ppm 10 hours. TWA: 1900 mg/m ³ 10 hours. OSHA PEL (United States, 6/2016). TWA: 1000 ppm 8 hours. TWA: 1900 mg/m ³ 8 hours.

Appropriate engineering controls : If user operations generate dust, fumes, gas, vapor or mist, use process enclosures, local exhaust ventilation or other engineering controls to keep worker exposure to airborne contaminants below any recommended or statutory limits.

Environmental exposure controls : Emissions from ventilation or work process equipment should be checked to ensure they comply with the requirements of environmental protection legislation. In some cases, fume scrubbers, filters or engineering modifications to the process equipment will be necessary to reduce emissions to acceptable levels.

Individual protection measures

Hygiene measures : Wash hands, forearms and face thoroughly after handling chemical products, before eating, smoking and using the lavatory and at the end of the working period. Appropriate techniques should be used to remove potentially contaminated clothing. Wash contaminated clothing before reusing. Ensure that eyewash stations and safety showers are close to the workstation location.

Eye/face protection : Safety eyewear complying with an approved standard should be used when a risk assessment indicates this is necessary to avoid exposure to liquid splashes, mists, gases or dusts. If contact is possible, the following protection should be worn, unless the assessment indicates a higher degree of protection: chemical splash goggles and/or face shield. If inhalation hazards exist, a full-face respirator may be required instead. Recommended: splash goggles

Skin protection

Hand protection : Chemical-resistant, impervious gloves complying with an approved standard should be worn at all times when handling chemical products if a risk assessment indicates this is necessary. Considering the parameters specified by the glove manufacturer, check during use that the gloves are still retaining their protective properties. It should be noted that the time to breakthrough for any glove material may be different for different glove manufacturers. In the case of mixtures, consisting of several substances, the protection time of the gloves cannot be accurately estimated. > 8 hours (breakthrough time): butyl rubber

Body protection : Personal protective equipment for the body should be selected based on the task being performed and the risks involved and should be approved by a specialist before handling this product.

Other skin protection : Appropriate footwear and any additional skin protection measures should be selected based on the task being performed and the risks involved and should be approved by a specialist before handling this product.

Respiratory protection : Based on the hazard and potential for exposure, select a respirator that meets the appropriate standard or certification. Respirators must be used according to a respiratory protection program to ensure proper fitting, training, and other important aspects of use.

Section 8. Exposure controls/personal protection

Personal protective equipment (Pictograms)



Section 9. Physical and chemical properties

Appearance

Physical state	: Liquid.
Color	: Orange.
Odor	: Lemon-like.
Odor threshold	: Not available.
pH	: 6 to 8
Melting point	: Not available.
Boiling point	: Not available.
Flash point	: Closed cup: >100°C (>212°F) [Product does not sustain combustion.]
Evaporation rate	: Not available.
Flammability (solid, gas)	: Not available.
Lower and upper explosive (flammable) limits	: Not available.
Vapor pressure	: Not available.
Vapor density	: Not available.
Relative density	: 1.0053
Solubility	: Easily soluble in the following materials: cold water.
Partition coefficient: n-octanol/water	: Not available.
Auto-ignition temperature	: Not available.
Decomposition temperature	: Not available.
Viscosity	: Not available.

Section 10. Stability and reactivity

Reactivity	: No specific test data related to reactivity available for this product or its ingredients.
Chemical stability	: The product is stable.
Possibility of hazardous reactions	: Under normal conditions of storage and use, hazardous reactions will not occur.
Conditions to avoid	: No specific data.
Incompatible materials	: No specific data.
Hazardous decomposition products	: Under normal conditions of storage and use, hazardous decomposition products should not be produced.

Section 11. Toxicological information

Information on toxicological effects

Acute toxicity

Product/ingredient name	Result	Species	Dose	Exposure
didecyldimethylammonium chloride	LD50 Oral	Rat	84 mg/kg	-
Quaternary ammonium compounds, benzyl-C12-16-alkyldimethyl, chlorides	LD50 Oral	Rat	426 mg/kg	-
tetrasodium ethylene diamine tetraacetate	LD50 Oral	Rat	10 g/kg	-
ethanol	LC50 Inhalation Vapor	Rat	124700 mg/m ³	4 hours
	LD50 Oral	Rat	7 g/kg	-
Alcohols, C9-11, ethoxylated	LD50 Dermal	Rabbit	2 g/kg	-
	LD50 Oral	Rat	1378 mg/kg	-

Irritation/Corrosion

Product/ingredient name	Result	Species	Score	Exposure	Observation
didecyldimethylammonium chloride	Skin - Severe irritant	Rabbit	-	500 milligrams	-
Quaternary ammonium compounds, benzyl-C12-16-alkyldimethyl, chlorides	Skin - Severe irritant	Rabbit	-	25 milligrams	-
tetrasodium ethylene diamine tetraacetate	Eyes - Moderate irritant	Rabbit	-	24 hours 100 milligrams	-
	Skin - Moderate irritant	Rabbit	-	24 hours 500 milligrams	-
ethanol	Eyes - Mild irritant	Rabbit	-	24 hours 500 milligrams	-
	Eyes - Moderate irritant	Rabbit	-	0.066666667 minutes 100 milligrams	-
	Eyes - Moderate irritant	Rabbit	-	100 microliters	-
	Eyes - Severe irritant	Rabbit	-	500 milligrams	-
	Skin - Mild irritant	Rabbit	-	400 milligrams	-
	Skin - Moderate irritant	Rabbit	-	24 hours 20 milligrams	-

Sensitization

Not available.

Mutagenicity

Not available.

Carcinogenicity

Not available.

Classification

Product/ingredient name	OSHA	IARC	NTP
ethanol	-	1	-

Reproductive toxicity

Not available.

Teratogenicity

Not available.

Section 11. Toxicological information

Specific target organ toxicity (single exposure)

Not available.

Specific target organ toxicity (repeated exposure)

Not available.

Aspiration hazard

Not available.

Information on the likely routes of exposure : Routes of entry anticipated: Oral, Dermal, Inhalation.

Potential acute health effects

- Eye contact** : Causes serious eye damage. (Per OSHA) Corrosive. Causes irreversible eye damage. (Per EPA).
- Inhalation** : No known significant effects or critical hazards.
- Skin contact** : Causes severe burns. (Per OSHA). Corrosive. Causes skin burns. Harmful if absorbed through the skin. (Per EPA).
- Ingestion** : No known significant effects or critical hazards. (Per OSHA). Harmful if swallowed. (Per EPA).

Symptoms related to the physical, chemical and toxicological characteristics

- Eye contact** : Adverse symptoms may include the following:
pain
watering
redness
- Inhalation** : No specific data.
- Skin contact** : Adverse symptoms may include the following:
pain or irritation
redness
blistering may occur
- Ingestion** : Adverse symptoms may include the following:
stomach pains

Delayed and immediate effects and also chronic effects from short and long term exposure

Short term exposure

- Potential immediate effects** : Not available.
- Potential delayed effects** : Not available.

Long term exposure

- Potential immediate effects** : Not available.
- Potential delayed effects** : Not available.

Potential chronic health effects

Not available.

- General** : No known significant effects or critical hazards.
- Carcinogenicity** : No known significant effects or critical hazards.
- Mutagenicity** : No known significant effects or critical hazards.
- Teratogenicity** : No known significant effects or critical hazards.
- Developmental effects** : No known significant effects or critical hazards.
- Fertility effects** : No known significant effects or critical hazards.

Numerical measures of toxicity

Acute toxicity estimates

Section 11. Toxicological information

Not available.

Section 12. Ecological information

Toxicity

Product/ingredient name	Result	Species	Exposure
didecyltrimethylammonium chloride	Acute EC50 110 µg/l Fresh water	Algae - Chlorella pyrenoidosa - Exponential growth phase	72 hours
	Acute EC50 14.22 ppb Fresh water	Algae - Pseudokirchneriella subcapitata	96 hours
	Acute EC50 18 ppb Fresh water	Daphnia - Daphnia magna	48 hours
	Acute LC50 39 µg/l Marine water	Crustaceans - Americamysis bahia - Juvenile (Fledgling, Hatchling, Weanling)	48 hours
	Acute LC50 0.01 µg/l Fresh water	Fish - Acipenser transmontanus - Larvae	96 hours
	Chronic NOEC 25 µg/l Fresh water	Algae - Pseudokirchneriella subcapitata - Exponential growth phase	72 hours
	Chronic NOEC 125 µg/l Fresh water	Daphnia - Daphnia magna	21 days
	Acute EC50 670 µg/l Fresh water	Algae - Chlorella pyrenoidosa - Exponential growth phase	96 hours
	Acute EC50 5.9 ppb Fresh water	Daphnia - Daphnia magna	48 hours
	Acute LC50 64 ppb Fresh water	Fish - Oncorhynchus mykiss	96 hours
Quaternary ammonium compounds, benzyl-C12-16-alkyldimethyl, chlorides	Chronic NOEC 4.15 ppb Marine water	Daphnia - Daphnia magna	21 days
	Chronic NOEC 32.2 ppb	Fish - Pimephales promelas	34 days
	Acute LC50 486000 µg/l Fresh water	Fish - Lepomis macrochirus	96 hours
	Acute EC50 17.921 mg/l Marine water	Algae - Ulva pertusa	96 hours
	Acute EC50 2000 µg/l Fresh water	Daphnia - Daphnia magna	48 hours
	Acute LC50 25500 µg/l Marine water	Crustaceans - Artemia franciscana - Larvae	48 hours
	Acute LC50 42000 µg/l Fresh water	Fish - Oncorhynchus mykiss	4 days
	Chronic NOEC 4.995 mg/l Marine water	Algae - Ulva pertusa	96 hours
	Chronic NOEC 100 µl/L Fresh water	Daphnia - Daphnia magna - Neonate	21 days
	Chronic NOEC 0.375 µl/L Fresh water	Fish - Gambusia holbrooki - Larvae	12 weeks
tetrasodium ethylene diamine tetraacetate ethanol	Acute EC50 5.36 mg/l Fresh water	Crustaceans - Ceriodaphnia dubia - Neonate	48 hours
	Acute EC50 2686 µg/l Fresh water	Daphnia - Daphnia magna - Neonate	48 hours
	Acute LC50 8500 µg/l Fresh water	Fish - Pimephales promelas	96 hours
Alcohols, C9-11, ethoxylated			

Persistence and degradability

Not available.

Bioaccumulative potential

Product/ingredient name	LogP _{ow}	BCF	Potential
tetrasodium ethylene diamine tetraacetate ethanol	5.01	1.8	low
	-0.35	-	low

Mobility in soil

Section 12. Ecological information










Soil/water partition coefficient (K_{oc}) : Not available.

Other adverse effects : No known significant effects or critical hazards.

Section 13. Disposal considerations

Disposal methods : The generation of waste should be avoided or minimized wherever possible. Disposal of this product, solutions and any by-products should at all times comply with the requirements of environmental protection and waste disposal legislation and any regional local authority requirements. Dispose of surplus and non-recyclable products via a licensed waste disposal contractor. Waste should not be disposed of untreated to the sewer unless fully compliant with the requirements of all authorities with jurisdiction. Waste packaging should be recycled. Incineration or landfill should only be considered when recycling is not feasible. This material and its container must be disposed of in a safe way. Care should be taken when handling emptied containers that have not been cleaned or rinsed out. Empty containers or liners may retain some product residues. Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers.

Section 14. Transport information

	DOT Classification	TDG Classification	Mexico Classification	ADR/RID	IMDG	IATA
UN number	1903	1903	1903	1903	1903	1903
UN proper shipping name	Disinfectants, Liquid, Corrosive, N.O. S. (Quaternary Ammonium Compound)	Disinfectant, Liquid, Corrosive, N.O. S. (Quaternary Ammonium Compound), Marine Pollutant (didecyltrimethylammonium chloride, Quaternary ammonium compounds, benzyl-C12-16-alkyldimethyl, chlorides)	Disinfectants, Liquid, Corrosive, N.O. S. (Quaternary Ammonium Compound)	Disinfectant, Liquid, Corrosive, N.O. S. (Quaternary Ammonium Compound), Marine Pollutant (didecyltrimethylammonium chloride, Quaternary ammonium compounds, benzyl-C12-16-alkyldimethyl, chlorides)	Disinfectant, Liquid, Corrosive, N.O. S. (Quaternary Ammonium Compound), Marine Pollutant (didecyltrimethylammonium chloride, Quaternary ammonium compounds, benzyl-C12-16-alkyldimethyl, chlorides)	Disinfectants, Liquid, Corrosive, N.O. S. (Quaternary Ammonium Compound)
Transport hazard class(es)	8 	8  	8 	8  	8  	8 
Packing group	III	III	III	III	III	III
Environmental hazards	No.	Yes.	No.	Yes.	Yes.	No.

Section 15. Regulatory information

Name	%	Fire hazard	Sudden release of pressure	Reactive	Immediate (acute) health hazard	Delayed (chronic) health hazard
didecyltrimethylammonium chloride	≥5 - <10	No.	No.	No.	Yes.	No.
Quaternary ammonium compounds, benzyl-C12-16-alkyldimethyl, chlorides	≥5 - <10	No.	No.	No.	Yes.	No.
tetrasodium ethylene diamine tetraacetate	≥3 - <5	No.	No.	No.	Yes.	No.
ethanol	≥1 - <3	Yes.	No.	No.	Yes.	No.
Alcohols, C9-11, ethoxylated	≥1 - <3	No.	No.	No.	Yes.	No.
Terpenes and Terpenoids, sweet orange-oil	≥0.3 - <1	Yes.	No.	No.	Yes.	No.

State regulations

- Massachusetts** : The following components are listed: ETHYL ALCOHOL; DENATURED ALCOHOL
- New York** : None of the components are listed.
- New Jersey** : The following components are listed: ETHYL ALCOHOL; ALCOHOL
- Pennsylvania** : The following components are listed: DENATURED ALCOHOL; ETHANOL

International regulations

Chemical Weapon Convention List Schedules I, II & III Chemicals

Not listed.

Montreal Protocol (Annexes A, B, C, E)

Not listed.

Stockholm Convention on Persistent Organic Pollutants

Not listed.

Rotterdam Convention on Prior Inform Consent (PIC)

Not listed.

UNECE Aarhus Protocol on POPs and Heavy Metals

Not listed.

International lists

National inventory

- Australia** : Not determined.
- Canada** : Not determined.
- China** : Not determined.
- Europe** : Not determined.
- Japan** : **Japan inventory (ENCS)**: Not determined.
Japan inventory (ISHL): Not determined.
- Malaysia** : Not determined.
- New Zealand** : Not determined.
- Philippines** : Not determined.
- Republic of Korea** : Not determined.
- Taiwan** : Not determined.

Section 16. Other information

To the best of our knowledge, the information contained herein is accurate. However, neither the above-named supplier, nor any of its subsidiaries, assumes any liability whatsoever for the accuracy or completeness of the information contained herein.

Final determination of suitability of any material is the sole responsibility of the user. All materials may present unknown hazards and should be used with caution. Although certain hazards are described herein, we cannot guarantee that these are the only hazards that exist.

Routine Disinfecting of Apartments

BETCO Product #314, Quat-Stat 5: (Disinfectant - light Purple color)

It is important to wear a protective face mask and gloves when cleaning to avoid the spread of germs.

1. **Bathrooms** - spray all doorknobs, sinks/counters, toilets, bathtubs, and light switches. Allow the Quat-Stat 5 to remain on the surface for a minimum of 5 minutes. Then remove the disinfectant with a clean paper towel and dispose of the paper towel when finished.
2. **Kitchen** - spray countertop/sink, refrigerator handles, cabinet handles, tabletop and chairs, oven handles, light switches, and allow the Quat-Stat 5 to remain on each surface for a minimum of 5 minutes. Then remove the disinfectant with a clean paper towel and dispose of the paper towel when finished.
3. **Bedrooms** - spray doorknobs, nightstand, dresser, light switches, and Mattress (after removing all linen). Allow the Quat-Stat 5 to remain on each surface for a minimum of 5 minutes. Then remove the disinfectant with a clean paper towel and dispose of the paper towel when finished.
4. **Living room** - spray both the inside and outside of the entry doorknobs, light switches, coffee tables, remotes (if you have any). Allow the Quat-Stat 5 to remain on each surface for a minimum of 5 minutes. Then remove the disinfectant with a clean paper towel and dispose of the paper towel when finished.

Duties Performed by Building Services Staff

The following is a list of duties that are performed by the Building Services Staff that is above and beyond their normal duties:

1. Electric Outages, power glitches:
 - a. Contact the Department Director.
 - b. Call in Maintenance staff as instructed.
 - c. Check Elevators for stranded people.
 - d. Assist Faculty and Students evacuate building if necessary.
 - e. Check emergency lights, make note of non-operating lights and report.
 - f. Assists Campus Guests at special events; theatrical performance, sports events.
 - g. Visually check primary electric transformers and manholes for smoke or burning. smell which might help maintenance staff locate problem when they arrive.
 - h. Lock down buildings if outage is prolonged.
 - i. Call ATS Director, Food Service Contractor and Child Care Center Director in the event of a prolonged outage and possibility of food spoiling exists.
 - j. Turn off electrical main switches in each building to prevent a surge when electric service is restored.
 - k. Check swimming pool pump and reset in the case of a glitch.
 - l. Check boilers in the case of a glitch and ascertain that the boilers automatically reset.
 - m. Assist the Maintenance Staff with restoration of electric service.
Once electric is restored:
 - a. Turn building electric back on; one disconnect switch at a time to minimize the loading on the primary electric on startup.
 - b. Resume normal duties.
2. Threat of Severe Weather and/or Severe weather Emergency:
 - a. Monitor National Weather Service throughout shift.
 - b. Contact the Department Director and inform of situation.
 - c. Contact all Building Services Staff who perform as Building Contacts during the evening shift, keep them updated as new information is received.
 - d. Contact Campus Police(s) on duty and inform of situation, keep updated.
Campus Police informs Viking Woods Personnel or Building Services will make contact.
Campus Police or Building Services will unlock basement of Fine Arts for Viking Woods Residents to seek shelter.
 - e. Send a Computerized Warning in the event of a "Storm Warning" situation.
 - f. Activate the Emergency Warning Siren if tornado threat is eminent.
 - g. Activate Building services Staff to evacuate building occupants to safe areas within the buildings.
 - h. Continue to monitor National Weather Services for update on weather situation.
 - i. Notify everyone when an "All Clear" has been issued by the National Weather Service.

Notification may be by Emergency Siren "All Clear" and/or computerized Emergency notification, whichever is appropriate.

Note: The Threat of Severe Weather procedures were implemented on Friday, April 30th. The Building Services and Campus Police performed their duties in a very professional manner. A tornado did touchdown and damages resulted within 7 miles of the College.

3. Winter Storm Situation:
 - a. Monitor the situation on site and the National Weather Service.
 - b. Communicate weather situation to Public Safety and Building Services Staff, keep everyone updated.
 - c. If roads are becoming slick, Notify Department Director, who in turn will contact College Administrators for direction.
 - d. If campus is closing due to inclement weather by College Administrators, send a computerized message to all campuses of the time closure will take effect. Use standard messages for Computerized Message System.
 - e. Clear exterior steps and sidewalks of ice and snow for a safe exit by faculty, staff and students.
 - f. Use ice melt products if necessary to provide a safe walking path for those exiting campus.
 - g. Inform the Department Director or his designee of the conditions on campus.
 - h. Monitor weather conditions, Radar NWS, local Television Stations and call B&G Dept. Director by 4 AM to inform him of campus conditions. At the direction of the Director; call Maintenance Staff as needed to address campus conditions.
4. Monitor and assist Students and Campus Visitors with special needs:
 - a. Each Building Services Staff monitors their buildings for special needs individuals taking classes in their buildings. In the event of an emergency, our staff know what nights and classrooms they will be in at what time. Assistance will be provided by our staff when needed.
 - b. Ascertain what mode of transportation special needs students arrive and leave campus in. Often a special needs student will miss the Jefferson County Shuttle service. One of the Building Services Staff stay with the student until transportation can be obtained for that student.
5. Injuries, Illness and other personal emergencies of Students, Faculty and Staff:
 - a. The Building Services Staff are first responders to incidents involving Visitors, Students, Faculty and/or Staff within their assigned buildings.
 - b. The Building Services Staff handled a death of a visitor attending an activity in the Arts & Sciences I Building, it has been almost eleven years ago, however, they could perform the same level of service now if required.
6. Classroom Schedule issues, double booking of classrooms, classes meeting in rooms that were not assigned to them, etc.:
 - a. Often our Building Services Staff are approached by students and/or visitors inquiring about the location of a specific class, activity and/or event. The staff member will determine where the student or visitor needs to go and directs them to that location.

- b. Often our Building Services Staff have to resolve a situation whereas a classroom has been booked twice for different classes. Our Staff will ascertain what classrooms are available and direct one of the classes to a nearby classroom. Often additional teaching equipment will be needed, our Staff provide that assistance as well.
- c. Often classes will meet in classrooms that were not assigned to them, the instructors will like one classroom over the one assigned and move their class into the room. Our Staff will talk with the instructor and explain the situation, sometimes the class will move into the room assigned, other times the instructor gets difficult, in which case they are left alone. Problems do arise when another class was scheduled in the room already occupied by the wrong instructor. This type of situation requires a bit of fineness on our part.

7. Activities, Events and Scheduled Performances:

- a. The Building Services Staff usually will need to either setup for an event or activity or take down the equipment after an event. Either way, the room/facility must be ready for class or normal use the next morning. In all cases, the room/facility must be cleaned immediately after the activity or event.
- b. During High School Graduations the Building Services Staff assist with parking cars, staffing the Field House and transporting handicapped visitors to the graduation.
- c. During a weekday theater production the Building Services Staff provide transportation of Handicapped persons, before and after the production.
- d. In the event of a tornado warning our Building Services staff assist the attendees at a production to the lower level of the building for their safety. The Staff have extra lights with them in the event electric service is lost during a storm.

8. Other duties above and beyond routine cleaning/maintaining campus buildings:

- a. Perform repairs to classroom furniture as necessary. Remove broken classroom furniture and replace with another chair, table or whatever is required.
- b. Perform repairs to lights; interior and exterior. Re-lamp classroom lights as needed. Re-lamp sidewalk lighting and re-lamp highbay lighting in Field House gym, Auto shop, etc.
- c. Repair door knobs/locks that are broken during shift.
- d. Repair/replace floor tile, cove base, etc, as needed.
- e. Locate and accommodate roof leaks by placing buckets, waste cans, etc under leak and reporting to Maintenance Staff.
- f. Re-attach interior building signage that has been removed, fell down, etc.
- g. Unclog toilets, sink drains, etc, that become stopped up during shift.
- h. Clean exterior glass in buildings once annually.
- i. Cleanup during and after construction projects so the building users can continue to occupy building.
- j. Set traps for mice, treat rooms and buildings for intrusion of bugs, wasps, etc., to the extent that we can, we are not licensed to apply commercial insecticide.
- k. Service and repair floor cleaning equipment; automatic floor scrubbers, buffers, vacuum cleaners, carpet extractors, etc.
- l. Lock building after classes each evening.
- m. Adjust clocks in all buildings twice a year for daylight savings time. Change batteries with each time change.
- n. Provide Building Services Staff to cover JCA during vacation or sickness if necessary.

- o. Provide assistance to maintenance during the summer months to re-stripe roads and parking lots.
- p. Police building entrance areas; clean up butts if any since we are a smoke free campus now, debris, pick up trash caused by animals getting into trash cans.
- q. Police campus after a storm; clear limbs and debris from sidewalks, exterior steps, etc.
- r. Assist faculty and students; inform students if an instructor is absent, inform instructors if a class has been moved, find and provide A/V equipment, etc, if instructor needs for a particular class, provide and setup extra chairs in classrooms if class is over flowing, etc.
- s. Field House, Gym Floor; refinish gym floor each summer, usually takes 3 – 4 staff members 3 -4 days to sand floor and apply new wear coat of finish.
- t. Check boilers and equipment during second and third shifts when asked; phone Maintenance staff if problems are found, we may be asked to perform repairs and guided through the process by phone call.
- u. Test emergency lights in each building on a monthly basis; report results of testing to department director for repairs as needed.
- v. Building Services Staff maintain an awareness of anything unusual and/or persons behaving strangely. They note each situation and report such incidents immediately to the supervisor and/or Campus Police.

**Building Services
Office/Classroom Survey**

Facility: Room#: Date:
Custodian: Evaluator:

Ratings: A=Meets Standards B=Needs Improvement

Phones/Lamps			
Spot Clean Wall/Door			
Waste Baskets			
Partitions/wall trim			
Low Dusting			
High Dusting			
Floor Appearance			
Fixtures/Vents			
Baseboards			
Corners/Behind Door			
Glass/Metal Surfaces			
White/Chalk Boards			
Furniture Equipment			

Building Services Restroom Survey		
Facility:	Room#:	Date:
Custodian:	Evaluator:	

Date:

Evaluator:

Ratings: A=Meets Standards B=Needs Improvement
--

[illegible]

Know the difference between Cleaning, Disinfecting, and Sanitizing

- **Cleaning removes germs, dirt, and impurities from surfaces/objects.** Cleaning is the act of **PHYSICALLY REMOVING** soil from surfaces with the use of soap/detergent and water. This process does not necessarily kill germs but reduces the number of germs and lowers the risk of spreading infection. When cleaning it is important to change out the cleaning towels often. Mop water should also be changed out often to reduce spreading germs to other areas. Equipment should always be cleaned then sprayed with disinfectant to keep down germs. Always wear proper safety equipment as needed for the job.
- **Disinfecting kills germs on surfaces or objects.** Disinfecting is achieved by using chemicals to kill a high percentage of germs on surfaces or objects. This process does not necessarily clean dirty surfaces. By killing germs on surfaces after cleaning, it lowers the risk of spreading infection. When disinfecting it is important to change out the cleaning towels often. Always wear the proper safety equipment as needed for the job.
- **Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards and requirements.** Sanitizing is the reduction of bacteria to safe levels (set by public health standards) to decrease the risk of infection. This process may not kill all viruses. Restaurants/kitchens will sanitize by using heat. Schools will use heat in some areas or possibly diluted bleach (1 cup bleach with 5 gallons water), depending on what the need is at the time. Always wear the proper safety equipment as needed for the job.

Hit the Hot Spots When Disinfecting

It is important to read a disinfectant product label before use to verify the bottle is correctly labeled. Confirm that the specific bacteria, viruses, and other germs you want to eradicate are listed on the kill claims. Chemical labels contain valuable information such as providing guidelines for proper use, lists first aid instructions, and includes hazard warning/danger statements.

Under the right conditions, bacteria can double their numbers in as little as 20 minutes.

HOT SPOTS are spot areas frequently touched. Some Hot Spots are identified in the list below:

- **Classrooms:** doorknobs, light switches, trash cans, laptops, keyboards, desks, tables, chairs, the center of entry door frames, and the wall area surrounding light switches and trash cans.
- **Offices:** doorknobs, light switches, trash cans, telephones, file cabinets, desks, chairs, and the wall area surrounding light switches and trash cans.
- **Halls and Corridors:** doorknobs, entry door frames, furniture, trash cans, the wall area surrounding trash cans, hand sanitizer dispensers, soda machines, handicap switches, vending machines, and handrails.
- **Restrooms:** toilets, sinks, faucets, stall door and knobs on both sides, stall dividers, countertops, all product dispensers, trash cans, light switches, mirrors, both sides of entry doors, handrails, sanitary boxes, walls, and floors.
- **Drinking fountain:** the fountain and wall area surrounding the fountain.
- **Stairwells:** handrails on both sides, wall area around handrails both above and below the rails, and light switches.
- **Outside furniture at entries:** benches, picnic tables, trash cans, handicap switches.

Does Vinegar Kill GERMS?

Vinegar is about 5 percent acetic acid. It kills bacteria and viruses by chemically altering the proteins and fats that create them. This in turn destroys their cell structures.

Vinegar is not an EPA-registered disinfectant or sanitizer, since it only kills 80 percent of the germs and leaves 20 percent behind which can make a person sick.

What's that smell?

Sink drains: if you look under the sinks you'll notice there's a pipe that is shaped like a J - curve. There is a reason for this. Water collects at the base of the J, which prevents sewer odors from being released into the restrooms, shops, break rooms, class rooms, labs or kitchens. Over the summer if sinks aren't used, this water evaporates, which allows sewer odors to be released.

Take out the time to put water into the sink drains when you notice they haven't been used for a while. Don't want any back to college surprises.

Floor drains: if you look around in restrooms, locker rooms, janitor's closets, shops and some class rooms you'll notice there are floor drains. The main reason for this is to allow flood water a place to escape due to busted pipes or other water issues. If the trap in the drain line isn't used often, the water may evaporate, which could cause gases to be released from the drain. We need the water in the drains because it acts as a seal to prevent sewer gases from coming out through the drain openings. If you ever smell this you'll know what it is, it's a very awful odor.

Take out the time to pour your mop water down the drains at least once a month. Our mop chemical has a disinfectant and it's easier to pour from the mop bucket.

Stopped up drains are a different problem. Depending on the situation if chemical, plunger or snake will solve the problem. It could even become a maintenance issue.

Just something to think about and thank you for all your help.

Linda

How Much Does An Average Mop Bucket Weight?

1. Mop head = Large/24 oz Extra Large/32oz
2. Mop Handle = 5 lbs
3. Mop Bucket & Wringer = 30 lbs
4. 1 Gallon Water = 8 lbs

Average large wet mop should weight at 12 lbs before wrung out, 7 lbs when wrung out ready to use.

Average mop bucket with 4 gal of water should weight approximately 62 lbs.

Mop Buckets, Wringers, Wet Mops, Cleaning Rags and Buckets can spread germs and bacteria such as Ecoli and Staph.

- Looped end mops are probably the most common wet mop used today. Blend mops for restrooms and classrooms, which last four times longer than cotton mops. Rayon mops for floor finish because of being absorbent, which makes this product great for laying wax. The looped ends of the mop gives it extra surface area allowing it to hold more liquid and cover more of the floor with one swipe. This type of mop also helps from snagging and catching on corners or under furniture. Loop end mops are typically a little more costly than cut end mops but last a little longer and do a better job when used correctly. These are launderable and can be reused countless times.
- Ideally we should change out the mop heads every night. Machine wash and dry and put back to use. If you don't have time to change them. Fill bucket with rinse water and small amount of disinfect. Let stand for ten minutes. Please rinse the mops off very well until clear water only comes off the mop. Wring out the mop and hang up so the fibers can dry. Don't forget to disinfect the mop bucket and wringer each night.
- Never leave a mop in standing water clean or dirty overnight because this can create a breeding ground for bacteria, mold and may also weaken the mop fibers. They like dark wet places to grow. The germs will spread up the mop handle and transfer onto your hands.
- Same goes for cleaning buckets and rags.
- Best way to fix a sour mop is to change it. The sour mop head can be wash and dried for future use.
- Wax mop can hold up to half a gallon of water when wrung out. This will cause the fresh wax to be diluted and not work properly or as designed. It's important to rinse the mop, bucket and wringer out and air dry when not using the next day.
- Take your time and rinse out the wax mop until the water runs clear. Don't over fill the bucket with wax so there is control of waste.
- Remember to wash your hands often.

Thank you, Linda
03-12-2013

PREVENT ACCIDENTS IN CLOSETS

1. Put stock away in their proper places.
2. Clean and store all your equipment properly each night.
(carts, vacuums, buffers, carpet machines, mops, buckets, brooms, dustpans and sinks)
3. Don't leave trash and empty boxes on the floor at the end of each shift. Put dirty rags in a bag or box.
4. Make sure your chemicals are properly marked. In original containers or in SDS qualified spray bottle with proper labels.
5. Don't leave chemical in bucket pails or mop buckets overnight. Empty them at the end of your shift.