



SJVC Building Janitorial Cleanliness Standards **Office & Conference Rooms – At the start of each morning**

1. Desk Top and visible sides – Shall be dust free
2. Task and guest chairs – Shall be dust free
3. Bookcase – Shall be dust free
4. File cabinet – Shall be dust free
5. Pictures – Shall be dust and smudge free
6. Computer monitor screen – Shall be dust and smudge free
7. Phone– Shall be dust free
8. Uncarpeted floor – Shall be free of dust, misc waste particles, and liquid puddles of any kind. Floor shall be maintained with a glossy wax sheen (**Use Safety warning cones**)
9. Carpeted floor – Shall be free of dust, and misc waste particles and spot free
10. Entry door – Shall be smudge and stain free
11. Waste receptacle – Shall be emptied and other than normal paper waste the receptacle shall be free of food stuffs and odorous stains
12. Walls, shall be free of scuff markings and misc. stains
13. Inner window area – Shall be dust and smudge free

Non-Clinic Classroom – At the start of each morning

1. Table Top and visible sides – Shall be dust free
2. Task chairs – Shall be dust and stain free
3. Bookcase – Shall be dust free
4. Pictures – Shall be dust and smudge free
5. File / Locking cabinets – Shall be dust free
6. Computer monitor screen – Shall be dust and smudge free
7. Uncarpeted floor – Shall be free of dust, misc waste particles, and liquid puddles of any kind. Floor shall be maintained with a glossy wax sheen (**Use Safety warning cones**)
Preparation Wax and Seal Steps:
 - a. all floors that are scheduled to undergo floor wax care service will be free of all dust and machine deposited particles prior to wax and seal application
8. Carpeted floor – Shall be free of dust, and misc. waste particles and spot free
9. Entry door and sign – Shall be smudge and stain free
10. Waste receptacle – Shall be emptied and other than normal paper waste the receptacle shall be free of foodstuffs and odorous stains.
11. Eraser board shall be free of dry marker markings
12. Walls, shall be free of scuff markings and misc. stains
13. Inner window area – Shall be dust and smudge free

Clinical Classroom – At the start of each morning

1. Table Top and visible sides – Shall be dust free
2. Counter Top and visible sides – Shall be dust free
3. Task chairs – Shall be dust and stain free
4. Sink Basins - Shall be free of foodstuffs, hand soap stains and odorous stains or residue and sanitized every second day.

5. Bookcase – Shall be dust free
6. File / Locking cabinets – Shall be dust free
7. Pictures – Shall be dust and smudge free
8. Computer monitor screen – Shall be dust and smudge free
9. Uncarpeted floor – Shall be free of dust, misc waste particles, and liquid puddles of any kind. Floor shall be maintained with a glossy wax sheen (**Use Safety warning cones**) **Preparation Wax and Seal Steps:**
 - a. all floors that are scheduled to undergo floor wax care service will be free of all dust and machine deposited particles prior to wax and seal application
10. Carpeted floor – Shall be free of dust, and misc. waste particles and spot free
11. Entry door and sign – Shall be smudge and stain free
12. Waste receptacle – Shall be emptied and other than normal paper waste the receptacle shall be free of foodstuffs and odorous stains or residue.
13. Eraser board shall be free of dry marker marking
14. Walls, shall be free of scuff markings and misc. stains
15. Inner window area – Shall be dust and smudge free

Customer Lobby, Student Entrance & Hallway Areas – At the start of each morning

1. Guest furniture coffee table top and visible sides – Shall be dust free
2. Television and stand and visible sides – Shall be dust and smudge free
3. Guest chairs – Shall be dust and stain free
4. Bookcase – Shall be dust free
5. Pictures – Shall be dust and smudge free
6. Uncarpeted floor – Shall be free of dust, misc waste particles, and liquid puddles of any kind. Floor shall be maintained with a glossy wax sheen (**Use Safety warning cones**)
7. Carpeted floor – Shall be free of dust, and misc. waste particles and spot free
8. Inside carpeted floor – Shall be free of dust, and misc. waste particles and spot free
9. Entry door and sign – Shall be smudge and stain free
10. Waste receptacle – Shall be emptied and other than normal paper waste the receptacle shall be free of foodstuffs and odorous stains or residue.
11. Walls, shall be free of scuff markings and misc. stains
12. Glass door entryway, inner and outer – Floor shall be free of dust, misc waste particles. Glass door shall be free of dust and smudge free.
13. Inner window area – Shall be dust and smudge free

Library, Student Resource Center & Test Areas - At the start of each morning

1. Book shelving – All visible sides – Shall be dust free
2. Student tables – Shall be dust and smudge free
3. Student task and lounge chairs – Shall be dust and stain free
4. Bookcase – Shall be dust free
5. Pictures – Shall be dust and smudge free
6. Uncarpeted floor – Shall be free of dust, misc waste particles, and liquid puddles of any kind. Floor shall be maintained with a glossy wax sheen (**Use Safety warning cones**)
7. Carpeted floor – Shall be free of dust, and misc. waste particles and spot free
8. Inside carpeted floor – Shall be free of dust, and misc. waste particles and spot free
9. Entry door and sign – Shall be smudge and stain free

10. Waste receptacle – Shall be emptied and other than normal paper waste the receptacle shall be free of foodstuffs and odorous stains or residue.
11. Walls, shall be free of scuff markings and misc. stains
12. Glass door entryway, inner and outer – Floor shall be free of dust, misc waste particles. Glass door shall be free of dust and smudge free.
13. Inner window area – Shall be dust and smudge free

Restroom, Student and Employees Lounge Areas – At the start of each morning

1. Table Top and visible sides – Shall be dust and smudge free
2. Counter Top and visible sides – Shall be dust and smudge free and shall be cleaned and sanitized daily
3. Lounge chairs – Shall be dust and stain free
4. Sink Basins - Shall be free of foodstuffs, hand soap stains and odorous stains or residue and sanitized every second day.
5. Microwave oven – Shall be dust and smudge free. The oven is to be internally cleaned every second day.
6. Coffee maker – Shall be dust and smudge free.
7. Refrigerator - Shall be dust and smudge free and cleaned and sanitized once weekly
8. Pictures – Shall be dust and smudge free
9. Uncarpeted floor – Shall be free of dust, misc waste particles, and liquid puddles of any kind. Floor shall be maintained with a glossy wax sheen (**Use Safety warning cones**)
10. Carpeted floor – Shall be free of dust, and misc. waste particles and spot free
11. Entry door and sign – Shall be smudge and stain free
12. Waste receptacle – Shall be emptied and other than normal paper waste the receptacle shall be free of foodstuffs and odorous stains or residue.
13. Walls, shall be free of scuff markings and misc. stains
14. Inner window area – Shall be dust and smudge free
15. Toilet basins - Shall be dust and smudge free and shall be cleaned and sanitized daily

Outside Parking and Common Areas

1. Parking lots and outside student lounge areas shall be free of dust and waste articles.
2. All common seating areas shall be free of waste articles, dust and smudge free
3. All common outside building areas and SJVC property and equipment shall be free of graffiti and or any other hand written markings.
4. All waste receptacles shall be emptied and lined with properly sized plastic bag liners.
5. All planters shall be free of waste articles
6. All main dumpster areas shall be swept free of waste articles on the inner and outer floor areas.
7. All outside entry doors shall be free of dust and smudge marks and stains
8. All outside walkways should be hosed down regularly (**Use Safety warning cones**)

Outside General Landscape and Building Maintenance

1. None

Inside General Building Maintenance

1. All carpeted floor areas shall be evaluated for cleaning once per quarter.
2. All non-carpeted floor areas shall be evaluated for cleaning once per quarter.

Interior & Exterior Storage Building Cleanliness and Maintenance

1. All interior and exterior building storage rooms shall be clean and free of dust at all times.
2. All janitorial waste shall be removed from heavy janitorial carts and disposed of in municipal provided waste dumpsters
3. All biohazard materials are to be removed and disposed of in accordance with SDS standards by the college contracted provider, Stericycle Services on a scheduled basis
4. All hazardous waste materials are to be removed and disposed of in accordance with SDS standards by the college contracted provider, Stericycle Services on a scheduled basis

By: Ralph Ortiz