

Standard Operating Procedures for California National Guard Armories Janitorial and Cleanup

Daily

Restrooms:

- Fill and clean all dispensers, to include soap, paper towels and toilet paper products
- Empty, clean, and disinfect all waste receptacles and insert new liners
- Clean and disinfect all wash basins, counters, and fixtures with non-abrasive cleaner
- Clean all chrome, stainless steel, and polish to a shine
- Wash and disinfect all urinals and toilets, removing stains , and cleaning under rims and flush holes
- Clean and disinfect toilet seats, fixtures and outside surfaces of urinals and toilets
- Dust and spot clean with detergent all partitions, walls, doors, and other surfaces

Shower/locker rooms:

- Fill and clean all dispensers
- Empty, clean, and disinfect all waste receptacles and insert liners
- Scrub and disinfect with anti-fungal cleanser, all shower areas and fixtures. (All surfaces shall be free of soap scum, body oils, mineral deposits, stains, and orders)
- Sweep and damp mop floors with disinfectant
- Dust and spot clean lockers and benches. (Benches shall be left dry)
- Dust and spot clean all doors, walls, partitions, mirrors and other surfaces
- Clean floor drains of hair, soap and all other materials
- Scrub entrances and walkways with deck scrub brush and disinfectant cleanser

Entry Ways/Lobbies/Hallways/Corridors/Traffic Areas/Stairs:

- Dust mop floors
- Damp mop floors
- Empty and clean wastebaskets, central recycling bins, and trash barrels, including those outside entrances, and replace liners. (Wastebaskets and trash cans shall be free of stains and odors)
- Clean doors, door glass, frames, and kick-plates on both sides
- Sweep and damp mop stairways, damp wipe handrails
- Dust and wipe clean with damp or treated cloth: partitions, walls, baseboards, counters, cabinets and all other horizontal surfaces
- Sweep outside entryways
- Empty and clean ashtrays, screen all san urns. (Replenish sand as needed)

Other Services:

- Collect and discard debris in exterior areas that are accessible by clients, to include randomly discarded cigarette butts and paper trash (not located within fenced portion of property)
- Sweep all exterior entrances and patios, empty and replace liners, clean garbage cans and cigarette urns, clean exterior furniture as needed
- Janitorial closets and storage spaces shall be kept clean, neat, and orderly
- Spot clean walls
- Clean phone booths and fixtures
- Clean, sanitize, and polish drinking fountains

Weekly

Restrooms:

- Clean urinals and toilets with liquid toilet bowl cleaner to remove and prevent build-up of stains and deposits
- Pour a large pail of water down floor drains
- Washing and disinfect walls, partitions, frames, and doors

Shower/locker rooms:

- Clean and disinfect exterior of all lockers. (Do not allow water to drip into lockers)
- Clean and disinfect all doors, walls, partitions, and benches. (Leave benches completely dry)

Other Services:

- Damp wipe all doors, walls, frames, sills, counters, baseboards, etc.
- Remove all cobwebs

Monthly

- Spray buff resilient and hard surface floors
- Clean window blinds
- Scrub clean all surfaces in showers

Quarterly

- Scrub, reseal and buff resilient and hard surface floors