



European School LLC

შპს ევროპული სკოლა

# Cleaning Services Manual



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# Cleaning Services Manual

## (Daily, Weekly, and Monthly Routines)

This manual is intended for the school's cleaning services team, which does not include kitchen and cafeteria cleaning responsibilities. The purpose of this manual is to ensure a high level of cleanliness and hygiene in the school buildings, supporting a smooth educational process and a comfortable environment.

### Building A:

#### Daily Routines

1. **Classrooms:**
  - Daily mopping of floors (using eco-friendly and hypoallergenic cleaning agents).
  - Emptying trash bins and disinfecting them as necessary.
  - Cleaning whiteboards and wiping down desks and tables.
2. **Corridors:**
  - Mopping floors with appropriate cleaning agents.
  - Wiping down the exterior surfaces of lockers (at least once a day).
  - Place caution signs whenever floors are wet.
3. **Restrooms (for staff and students):**
  - Cleaning and disinfecting floors and surfaces with antibacterial solutions.
  - Refilling soap, paper towels, and toilet paper.
  - Cleaning faucets and mirrors with appropriate cleaning agents.
4. **Sports Halls and Changing Rooms:**
  - Cleaning floors using products suitable for the specific type of flooring.
  - Wiping down benches and lockers in changing rooms.
5. **ICT Rooms:**
  - Mopping floors.
  - Wiping down desks and chairs.
6. **Libraries:**
  - Daily cleaning of floors.
  - Wiping down the exterior surfaces of bookshelves (only the outer part).
7. **Fab Lab:**
  - Cleaning floors and work surfaces.
8. **Dance and Music Rooms:**
  - Daily cleaning of floors.
9. **Offices:**
  - Mopping floors and emptying trash bins.
  - Wiping down desks and other work surfaces.
10. **Conference Rooms:**
  - Mopping floors and wiping down chairs.
11. **LEGO Room:**
  - Cleaning floors and work surfaces.

12. **Playgrounds and Yard:**
  - Collecting litter and emptying trash containers.
13. **Large Hall:**
  - Cleaning floors and wiping down chairs.
14. **Technical Rooms:**
  - Cleaning floors and work surfaces as needed.
15. **Staff Lockers:**
  - Wiping down the exterior surfaces of lockers.

### Weekly Routines

- Cleaning the interior side of windows.
- Wiping down surfaces in closets and technical rooms.
- Disinfecting sports equipment.
- Disinfectants and other hazardous materials must be stored in locked cabinets, accessible only to cleaning staff.

### Monthly Routines

- Cleaning lighting fixtures and the surfaces of ceiling ventilation systems.
- Cleaning walls, especially stained areas.
- Deep cleaning of carpets and upholstered furniture.

## Building B:

### Daily Routines

1. **Classrooms and Corridors:**
  - Mopping floors.
  - Wiping down desks and chairs.
2. **Laboratories (Chemistry, Physics, Biology):**
  - Mopping floors.
  - Wiping down work surfaces as needed.
3. **Restrooms:**
  - Disinfecting toilets and refilling hygiene supplies.
  - Cleaning faucets and mirrors.
4. **Sports Hall and Changing Rooms:**
  - Cleaning floors and wiping down benches.
5. **ICT Rooms:**
  - Mopping floors and wiping down desks.
6. **Library:**
  - Cleaning floors and wiping down bookshelves.
7. **Conference Rooms:**
  - Mopping floors and wiping down chairs.

8. **Yard and Open Stadium:**
  - Collecting litter and emptying trash containers.
9. **Large Hall:**
  - Cleaning floors and wiping down chairs.
10. **Staff Lockers Room:**
  - Wiping down the exterior surfaces of lockers.
11. **Technical Rooms:**
  - Cleaning floors and work surfaces as needed.

### Weekly Routines

- Cleaning the interior side of windows.
- Wiping down laboratory equipment surfaces under the supervision of teachers.

### Monthly Routines

- Cleaning lighting fixtures and ventilation systems.
- Deep cleaning of technical rooms.

## Building C:

### Daily Routines

1. **Classrooms and Corridors:**
  - Mopping floors.
  - Wiping down locker surfaces.
2. **STEAM Laboratory:**
  - Cleaning floors and work surfaces.
3. **Laboratories (Chemistry, Physics, Biology):**
  - Cleaning floors and work surfaces.
4. **Restrooms:**
  - Cleaning floors and surfaces.
5. **Sports Hall:**
  - Cleaning floors and wiping down benches.
6. **ICT Rooms:**
  - Cleaning floors and wiping down desks.
7. **Library:**
  - Cleaning floors and wiping down bookshelves.
8. **Conference Rooms:**
  - Cleaning floors and wiping down chairs.
9. **Yard:**
  - Collecting litter and emptying trash containers.
10. **Large Hall:**
  - Cleaning floors and wiping down chairs.

#### 11. **Staff Lockers Room:**

- Wiping down the exterior surfaces of lockers.

#### 12. **Technical Rooms:**

- Cleaning floors and work surfaces as needed.

### **Weekly Routines**

- Cleaning the interior side of windows.

### **Monthly Routines**

- Cleaning lighting fixtures and ventilation systems.
- Deep cleaning of the large hall.

### **Response Procedures for Damage and Spills:**

1. In case of any damage, immediately notify your direct supervisor or, if necessary, the engineering and technical services team.
2. In case of any spills, immediately notify the cleaning services manager or the health and safety officer. Hazardous liquids may include:
  - **Water or oily substances** – pose a slipping risk.
  - **Cleaning agents** – may cause allergic reactions or skin irritation (clean the surface and place a caution sign if the floor remains wet).
  - **Chemical solutions** – toxic or corrosive; immediately notify the health and safety team.

### **Health and Safety Training:**

All cleaning staff must regularly attend health and safety training sessions organized by the health and safety department. These training sessions cover the following topics:

- Proper use of safety equipment.
- Safe handling of chemical agents.
- Safety measures for cleaning laboratories and technical rooms.
- First aid procedures in case of an incident.

**Note:** All cleaning tasks must be carried out in a manner that does not disrupt the educational process.