



**THE  
ENGLISH  
CENTER**



**The English Center  
3501 SW 28<sup>th</sup> Street  
Miami, Florida 33133**

**PLAN FOR OPERATION AND MAINTENANCE  
OF THE PHYSICAL PLANT  
INCLUDING TECHNICAL INFRASTRUCTURE**

**2023-2024**

## **PLAN FOR OPERATION AND MAINTENANCE OF THE PHYSICAL PLANT INCLUDING TECHNICAL INFRASTRUCTURE**

The goal of this plan is to provide the best possible learning environment for students.

The part of the English Center's Plan (TEC) for Operation and Maintenance of the Physical Plant is detailed in the Miami-Dade County Public Schools (M-DCPS) Maintenance Manual, which the school must adhere to assure proper protocols and Federal/State Regulations are followed with consistency.

The following are the objectives for the operation and maintenance of the physical plant:

1. To always maintain and sanitize the building and all its facilities by planning for a regularly scheduled sanitation and maintenance assignments of work detail with three calendared time frames a year for in depth sanitation, that includes, but is not limited to, strip, wax, hi/lo dusting, edging, pressure-wash bathrooms and walkways, furniture and accessories detailing, small maintenance management.
2. To respond immediately to problems that may cause safety to life risks in a timely manner.
3. To utilize the services of the zone mechanic when the specific maintenance needs require field tradesman.
4. To follow required (M-DCPS) policies found within the "Maintenance Employees Handbook" and the TEC Information Technology Plan that support the over-all operations of the TEC facilities and technical infrastructure.
5. To stay within State and Federal mandates concerning the maintenance and operations of Academic Facilities as required by M-DCPS Facilities and Plant Operations Guidelines:
  - a. State Requirements for Educational Facilities: <https://www.fldoe.org/finance/edual-facilities/sref/>
  - b. Miami-Dade County Plant Operations: <http://plantoperations.dadeschools.net/#/>
  - c. Miami-Dade County Office of School Facilities: <http://schoolfacilities.dadeschools.net/#/>
  - d. Occupational Safety and Health Administration: <https://www.osha.gov/>
  - e. American Disabilities Act (ADA): <https://www.ada.gov/rachek.pdf>

An assistant principal is assigned/designated to coordinate and supervise the maintenance of the physical plant including the technical infrastructure. This is accomplished through developing, producing & monitoring of planned tasks through specifically assigned personnel:

- The head custodian is responsible for supervising the planned sanitation and maintenance of the facilities as delineated in the M-DCPS Maintenance Manual, Maintenance Employees Handbook, and the TEC Information Technology Plan.
- Twelve Custodians are assigned to provide routine cleaning throughout the school facility. The routine cleaning procedures are outlined in the M-DCPS Maintenance Manual. An In-depth cleaning schedule is periodically developed and implemented to assure continuity and sanitation.
- The zone mechanic is assigned to the school by the district and will regularly visit to address general trades issues and conduct routine maintenance.
- An assistant principal is designated to provide coordination and supervision to the facilities operations, maintenance, and technical infrastructure. The technical infrastructure task is accomplished through two fulltime and three part-time technicians.
- The current equipment and supplies available is as follows: (equipment are fixed items, supplies are consumable/varying)

QTY	Janitorial Equipment & Supplies	QTY	Janitorial Equipment & Supplies
4	SCRUBBING MACHINES	Varying	STRIPPING PADS
2	WET VACS	Varying	MOPS
1	RIDING LAWN MOWER	Varying	BUCKETS
1	REGULAR LAWN MOWER	Varying	SHOVELS
1	BACKPACK TO KILL WEEDS	Varying	RAKES
3	VACUUM BACKPACKS	Varying	TOOLS
2	BLOWERS	Varying	PICKS
3	WEED EATERS	Varying	PAINT BRUSHES
3	CHAINSAWS	Varying	PAINT
1	YARD VACUUM	Varying	JANITORIAL SUPPLIES (TOILET PAPER, HANDTOWELS, SOAPS, GERMICIDALS, etc.)
3	VICTORY GERMICIDAL SPRAYERS	Varying	HAND TOWELS
2	TITANS GERMICIDAL SPRAYERS	Varying	TRASH BAGS
Varying	STRIPPER	Varying	GLOVES
		Varying	WAX

## TECHNICAL INFRASTRUCTURE:

The following are the objectives for implementation and maintenance of the technology infrastructure and facilitating its use in the classroom using M-DCPS guidelines from the Office of Internet Technology and the M-DCPS Technology Plan which follows the State of Florida Department of Education publication “Strategic Technology Plan 2014-2019”. This plan will be accommodated to the extent possible to the needs of the school.

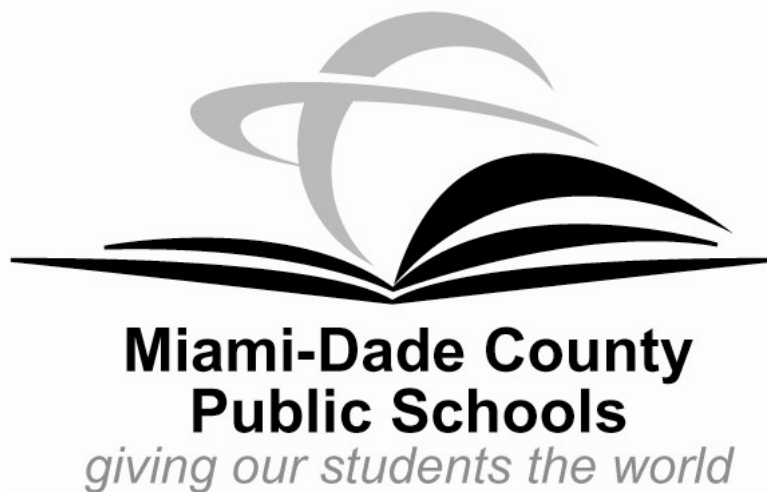
- The English Center’s IT Department includes an IT Manager, IT Assistant Manager, and 3 part-time employees. The IT manager coordinates and collaborates with District guidelines and procedures on all updated standards for hardware, networking, and software implementations. He ensures that all safety, privacy, security protocols are being followed in a manner that maintains the reliability of our computer systems and networks.
- Maintain the computers and servers, including backup servers, within the school facilities and classrooms according to District Standards.
- Support and help the students with personal computers for advanced on-line usage and troubleshooting.
- Repair, maintain and install all equipment related to technology (promethean boards, computers, laptops, iPads, networking infrastructure, and digital accessories)
- Maintain, coordinate, and establish protocols for software and application upgrades, auxiliary technology management from a variety of modernized systems specifically for the CTE, AGE Programs and the testing centers.
- To support industry certification of any Internet Technology program.
- Protect confidential information and records with security protocols as delineated by the MDCPS Office of Information Technology.
- The following are State and Federal mandates concerning the technical usage and infrastructure of Academic Facilities as required by M-DCPS Information Technology District Guidelines:

- FLDOE Bureau of Educational Technology: <https://www.fl DOE.org/about-us/division-of-technology-info-services/educational-technology/>
  - Miami-Dade County Information Technology Services: <https://its.dadeschools.net/-/rightColumn/1062>
  - American Disabilities Act (ADA): <https://www.ada.gov/racheck.pdf>
- The current equipment and supplies available is as follows: (equipment are fixed items, supplies are consumable/varying)

<b>QTY</b>	<b>Technical Equipment</b>	<b>QTY</b>	<b>Janitorial Equipment &amp; Supplies</b>
7	Servers	50	Printers
10	Virtual Servers	80	Laptops
2	Back-up Servers	10	Scanners
1	Routers	26	Promethean Boards
1	Firewalls	1000ft.	UDP Cables
24	Switches	25	UTP Connectors
21	WiFi Access Points	10	Virtual Reality Equipment
6	Battery Back-ups	Varying	Network Accessories: Outlets, Connectors, etc.
315	Computers	Varying	Hardware Parts ie. Memory, Mother Boards, etc

The primary source of funding comes from the school district, as such, it delegates the over-all direction and growth of technological assets and modernization. The technicians are in contact with the school districts Office of Information Technology and follow the Technology Plan, and act as liaisons, between TEC and the District's Office of Information Technology.

# **MAINTENANCE EMPLOYEES' HANDBOOK**



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Head Custodian

JOB CODE: 5608

DEPARTMENT: Assigned Departments/  
Schools/Plant Operations

PAY GRADE: 22 (B4)

DATE: 03/02/01

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### BASIC OBJECTIVES

This is custodial work involving cleaning and maintaining buildings, facilities, equipment and grounds with major supervisory responsibility for planning, assigning and scheduling the work of custodial personnel.

Performs manual work involving a variety of housekeeping tasks which are specific in nature and follow a well established and clearly prescribed routine. Performs supervision which is clearly prescribed by the site or supervising administrator, with some latitude in planning work methods and assignments. Responsible for the use of proper methods and materials in cleaning and otherwise caring for buildings, facilities, equipment and grounds. Work is subject to inspection during progress and upon completion.

### JOB TASKS/RESPONSIBILITIES

1. Plans, assigns, trains, monitors, reviews and supervises the work of Lead Custodian and Custodians involved in the cleaning and maintenance of buildings, facilities and grounds; works with the site or supervising administrator in planning the custodial operations program. Instructs, advises and demonstrates work methods, practices and procedures for completing job assignments.
2. Advises custodial staff of work-site and District policies and procedures related to job assignments and enforces safety rules and regulations.
3. Collects and removes trash from building, facilities and grounds.
4. Scrubs, mops, waxes and polishes floors; dusts, cleans and sanitizes as necessary, windows, woodwork, furniture, appliances, restrooms, fixtures and equipment, and other building and equipment surfaces.
5. Loads and unloads materials, equipment, supplies; moves and sets-up furniture and equipment.
6. Assists in daily cleaning of cafeteria facilities and project cleaning of kitchen facilities.
7. Maintains lawns, flower beds, shrubs and other plants immediately adjacent to buildings, facilities and fence lines. Applies fertilizers, pesticides and herbicides as instructed.

8. Prepares routine reports, maintains personnel records, determines materials, equipment, supply requirements and initiates requests for replenishment.
9. Monitors the operation of heating, air conditioning, ventilation, security and other building site systems. Assists with or performs minor repairs or prepares service requests.
10. May volunteer and be assigned on a full-time basis to the Asbestos Abatement project; supervises employees engaged in cleaning ceiling tile, curtains, books, upholstered furniture and carpets using equipment and procedures prescribed by the Environmental Protection Agency for the removal and disposal of asbestos.
11. Performs related work as required.

### **PHYSICAL REQUIREMENTS**

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (40 lbs minimum), finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibrations, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level with or without reasonable aids and be able to perform cleaning tasks at forty-feet (40) above the ground or floor when requested.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Completion of eighth grade or demonstrated ability to read, write and understand written instructions.
2. Minimum of three (3) years of custodial or related building maintenance experience, including one (1) year Lead Custodian experience with Miami-Dade County Public Schools.

OR

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Minimum of five full-time years of MDCPS custodial experience, and six (6) months Lead Custodian experience with Miami-Dade County Public Schools.

3. Knowledge of such specialized cleaning and/or maintenance practices, procedures, and equipment as may be required by job assignment.
4. A State of Florida Custodial Certificate and completion of Custodial Leadership Training is required at time of appointment.
5. A State of Florida Master Custodial Certificate is required at time of appointment.

6. Ability to train and supervise subordinates in a manner conducive to full performance and high morale.
7. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
8. Satisfactory completion of a physical examination prior to hire date.

Prior revision date(s): 06/09/89, 03/25/93, 06/05/97



# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Lead Custodian

JOB CODE: 5607

DEPARTMENT: Assigned Departments/  
Schools/Plant Operations

PAY GRADE: 18 (B4)

DATE: 03/02/01

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### BASIC OBJECTIVES

This is custodial work involving cleaning and maintaining buildings, facilities, equipment and grounds with minor supervisory responsibility.

Performs manual work involving a variety of housekeeping tasks which are specific in nature and follow a well established and clearly prescribed routine. Performs minor supervision which is clearly prescribed by the site or supervising administrator or Head Custodian, with some latitude in planning work methods and assignments. Responsible for the use of proper methods and materials in cleaning and otherwise caring for buildings, facilities, equipment and grounds. Work is subject to inspection during progress and upon completion.

### JOB TASKS/RESPONSIBILITIES

1. May direct the work activities of assigned custodial personnel involved in the cleaning and maintenance of buildings, facilities and grounds, as instructed by the Head Custodian and site supervising administrator. Instructs, advises and demonstrates work methods, practices and procedures for completing job assignments. Closes and secures facility.
2. Advises custodial staff of work-site and District policies and procedures related to job assignments and enforces safety rules and regulations.
3. Collects and removes trash from buildings, facilities and grounds.
4. Scrubs, mops, waxes and polishes floors; dusts, cleans and sanitizes as necessary, windows, woodwork, furniture, appliances, restrooms, fixtures, equipment and other building surfaces.
5. Loads and unloads materials, equipment and supplies; moves and sets-up furniture and equipment.
6. Assists in daily cleaning of cafeteria facilities and project cleaning of kitchen facilities.
7. Maintains lawns, flower beds, shrubs and other plants immediately adjacent to buildings, facilities and fence lines. Applies fertilizers, pesticides and herbicides as instructed.

8. Assists with or performs the minor repair or servicing of buildings and equipment.
9. Performs related work as required or as assigned.

### **PHYSICAL REQUIREMENTS**

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (40 lbs. minimum), finger dexterity, grasping, feeling, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibrations, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level with or without reasonable aids and be able to perform cleaning tasks at forty-feet (40) above the ground or floor when requested.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Completion of eighth grade or demonstrated ability to read, write and understand written instructions.
2. Minimum of one year custodial or related building maintenance experience including some custodial experience with Miami-Dade County Public Schools.
3. A state of Florida Custodial Certificate and completion of the Custodial Leadership Training is required at the time of appointment.
4. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
5. Demonstrated ability to plan, assign, supervise and monitor the work of a group of employees performing a variety of custodial tasks.
6. Satisfactory completion of a physical examination prior to hire date.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

**JOB DESCRIPTION**

CLASS TITLE: **Custodian**

JOB CODE: 5615  
(5605 - Hourly)

DEPARTMENT: Assigned Departments/ Schools/Plant Operations    PAY GRADE: 14 (B4)    DATE: 06/26/13

**BASIC OBJECTIVES**

This is routine custodial work involving cleaning and maintaining buildings, facilities, equipment and grounds. The work involves a variety of housekeeping tasks which are specific in nature and follow a well-established and clearly prescribed routine. Work is performed under the direction of the Lead, Head or Master Custodian as prescribed by the site or supervising administrator, and according to standard work methods, practices and procedures. Work is subject to inspection during progress and upon completion. These inspections, special projects or work may be conducted or directed by any of the following: site administrators or Master Custodians.

**JOB TASKS/RESPONSIBILITIES**

1. Accomplishes a job assignment which involves the cleaning and maintenance of buildings, facilities and grounds using standard work methods, practices and procedures established by the Department of Plant Operations.
2. Collects and removes trash from building(s), facilities and grounds.
3. Scrubs, mops, waxes and polishes floors; dusts, cleans and sanitizes as \ necessary: windows, woodwork, furniture, appliances, restrooms, fixtures and equipment, and other building and equipment surfaces as assigned.
4. Loads and unloads materials, equipment, supplies; moves and sets-up furniture and equipment.
5. Assists in daily cleaning of cafeteria (if within assigned work area) facilities and project cleaning of kitchen facilities.
6. Maintains lawns, flowerbeds, shrubs and other plants immediately adjacent to buildings, facilities and fence lines. Applies fertilizers, pesticides and herbicides as instructed.

7. Assists with or performs the minor repair or servicing of buildings and equipment.
8. Maintains all custodial equipment including grounds equipment.
9. Attends District required training and certification classes.
10. Maintains record of all requested supplies.
11. Performs related work as required or as assigned.

## **PHYSICAL REQUIREMENTS**

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, standing, walking, pushing, pulling, lifting (40 lbs. minimum), finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibration, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level with or without reasonable aids and be able to perform cleaning tasks at forty-feet (40) above the ground or floor when requested.

## **MINIMUM QUALIFICATION REQUIREMENTS**

1. High School Diploma or equivalent.
2. Demonstrated ability to speak, read, write and understand written instructions in English.
3. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
4. Satisfactory completion of a physical examination prior to hire date.
5. Shall complete Orientation Class and Custodial Certification Class within the first year of service.
6. Shall complete Master Certification Classes by the end of the second year of Service

Prior revision date(s): 06/09/89, 04/16/93, 06/05/97, 03/02/01



# PLANT OPERATIONS CLEANING PROTOCOL

July 20, 2015

# **CLASSROOM CLEANING**

## **Equipment/Supplies**

Custodian Cart  
Dust Mop  
Cleaning cloth  
Lobby Pan  
Push Broom  
Mop Bucket with Wringer  
Mop Handle and Mop  
Back Pac Vacuum with Attachments  
Brute Trash Barrel  
2.5 Gallon Bucket  
Dispensing System  
Putty Knife/Scraper  
Vacuum Cleaner  
Window Squeegee  
Scrubbing Pad  
Ladder

## **Chemicals**

Liquid Abrasive Cleaner  
Cleaner Degreaser  
Germicidal Detergent

## **Safety**

Protective Gloves  
Dust Mask  
Goggle  
Wet Floors Sign(s)

## **Procedures:**

1. See Deep Cleaning Procedure
2. Clean restroom (See Procedure for Restroom Cleaning)
3. Empty pencil sharpener
4. Dust desktops, files, and counters (remove all marks)
5. Empty trash, clean containers (replace plastic liner)
6. Clean walls doors, and frames (remove graffiti and soil)
7. Clean windows and sills (inside and out)
8. Shampoo carpet (See Carpet Care Procedure)
9. Tile floors (See Floor Care Procedure)
10. Check doors and windows – security
11. Sanitize all telephones and all other devices
12. Inspect job
13. Shut off lights (wipe off soil from cover plate)
14. Lock door

**ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN**

## **Dust**

- Wipe or vacuum all light fixtures and vents, ceiling tile, and heating units
- Clean windows and sills (inside and out)
- Wash/scrub walls (spray chemical from the bottom up)
- Clean horizontal surfaces (ledges)
- Clean baseboards
- Wipe down desks with germicidal solution (remove gum, tape, and marks from desks and chairs)
- Clean all trash cans and replace liner
- Clean doors and frames

# **OFFICE DEEP CLEANING**

## **Equipment/Supplies**

Custodian Cart  
Dust Mop  
Cleaning Cloth  
Lobby Pan  
Push Broom  
Mop Bucket with Wringer  
Mop Handle and Mop  
Back Pac Vacuum with Attachments  
Brute Trash Barrel  
2.5 Gallon Bucket  
Dispensing System  
Putty Knife/Scraper  
Vacuum Cleaner  
Window Squeegee  
Scrubbing Pad  
Ladder

## **Chemicals**

Liquid Abrasive Cleaner  
Cleaner Degreaser  
Germicidal Detergent

## **Safety**

Protective Gloves  
Dust Mask  
Goggles  
Wet Floors Sign(s)

## **Procedures:**

15. See Deep Cleaning Procedure
16. Clean restroom (See Procedure for Restroom Cleaning)
17. Empty pencil sharpener
18. Dust desktops, files, and counters (remove all marks)
19. Empty trash, clean containers (replace plastic liner)
20. Clean walls doors, and frames (remove graffiti and soil)
21. Clean windows and sills (inside and out)
22. Shampoo carpet (See Carpet Care Procedure)
23. Tile floors (See Floor Care Procedure)
24. Check doors and windows – security
25. Sanitize all telephones and all other devices
26. Inspect job
27. Shut off lights (wipe off soil from cover plate)
28. Lock door

**ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN**

## **Dust**

- Wipe or vacuum all light fixtures and vents, ceiling tile, and heating units
- Clean windows and sills (inside and out)
- Wash/scrub walls (spray chemical from the bottom up)
- Clean horizontal surfaces (ledges)
- Clean baseboards
- Wipe down furniture with germicidal solution (remove gum, tape, and marks from desks and chairs)
- Clean all trash cans and replace liner
- Clean doors and frames

# **DEEP CLEANING PROCEDURES**

## **Interior**

### **Equipment/Supplies**

*High Duster with Handle  
Cleaning Cloth  
Squeegee (Windows)  
Swivel Scrub Brush with Handle  
Putty Knife/Scraper  
Scrubbing Pad  
Doodle Bug with Handle  
Back Pac Vacuum with / Attachments  
2.5 Gallon Bucket  
Pump Sprayer  
Dispensing System  
Mop Bucket/Wringer  
Window Brush with Handle  
Ladder*

### **Chemicals**

*Germicidal Detergent  
Liquid Abrasive Cleaner  
Cleaner Degreaser*

### **Safety**

*Dust Mask  
Goggles  
Protective Gloves*

### **Procedures:**

***ALWAYS START FROM THE TOP AND WORK YOUR WAY DOWN***

### **Dust**

- *Wipe or vacuum all light fixtures and vents, ceiling tile, and heating units*
- *Clean windows and sills (inside and out)*
- *Wash/scrub walls (spray chemical from the bottom up)*
- *Clean horizontal surfaces(ledges)*
- *Clean baseboards*
- *Wipe down desks with germicidal solution (remove gum, tape, and marks from desks and chairs)*
- *Clean all trash cans / change liners if necessary*
- *Clean doors and frames*
- *Discard soiled water in a custodial closet drain*
- *Wash cloth rags and reuse (when possible)*



# **DEEP CLEANING** **EXTERIOR**

***(Corridors, Walkways, Walls, Stairs)***

## **Equipment/Supplies**

*Floor Machine*  
*Pressure Washer*  
*Water Hose*  
*Push Broom or Squeegee*  
*Bucket*  
*Swivel Scrub Brush or Doodle Bug with Handle*  
*High Duster*  
*Wall Brush*  
*Window Squeegee*  
*Cleaning Cloth*  
*Window Brush*  
*Broom and Dust Pan*

## **Chemicals**

*Liquid Abrasive Cleaner*  
*Gum Remover*  
*Cleaner Degreaser*

## **Safety**

*Rain Gear*  
*Goggles*  
*Protective Footwear*  
*Protective Gloves*

## **Procedures:**

- *Remove all cobwebs*
- *Clean all light fixtures and exposed pipes*
- *Clean all corners*
- *Clean all signs*
- *Sweep flooring and pick up trash*
- *Wash Walls (including exterior window and sills, spray chemical from the bottom up)*
- *Wash doors*
- *Remove gum*
- *Pressure wash exterior*
- *Scrub with Floor Machine, using the cleaning solution*
- *For tile or terrazzo hallways, see stripping procedure*

## **EDGE BUILD UP**

### **Equipment/Supplies**

Wet/Dry Vacuum Cleaner  
Mop Bucket with Wringer  
Rinse Mop  
Putty Knife/Scraper  
Doodle Bug with Handle  
Blanket Strips, or White bath towels  
Dust Pan  
Lobby Broom

### **Chemicals**

Green Floor Finish Remover  
Defoamer

### **Safety**

Goggles  
Protective Gloves  
Wet Floor Sign(s)

*Perhaps the toughest challenge in reconditioning floors is removing old floor finish build-up. These discolored layers of old floor finish detracts from the appearance of any otherwise clean and neat room. Once you become an expert at removing edge build up, you will want to become an expert at preventing it. To remove build up on vinyl, terrazzo, or concrete there are several steps.*

### **Procedures:**

- I. Assemble equipment and materials:
- II. Prepare floor finish remover according to the condition of the floor in one bucket:
  - a. Soak blanket in stripper solution
  - b. Unroll blankets along areas of edge build up.
  - c. When softened, scrape up build up – look for a gray milky colored surface.
  - d. It is usually best to work in 15 – 25 feet sections. Repeat steps b, c, and d until build up is no longer apparent
  - e. Remove excess stripper
  - f. Rinse with clean water
  - g. When dry inspect for any remaining build up. If necessary, repeat process
  - h. Discard old solid wax in a plastic liner, then place in trash
  - i. Discard soiled water in a custodial closet drain
  - j. Wash and dry Blanket – for later usage

*Your edges should now be ready for proper care. In the future, do not finish floors to the baseboards – only on first and last coat. Remember that if no one walks it off – you will have to scrub or scrape it off, so keep it away from the edges.*

**USE FLOOR MACHINE AS NEEDED**

## **FLOOR CARE**

### **How to strip a floor**

#### **Equipment/Supplies**

Floor Machine (with attachments)  
2 Mop Buckets with Wringers  
Putty Knife/Scraper  
Doodle Bug with Handle  
Black Pad  
Wet/Dry Vacuum  
Dust Mop with Handle  
Dust Pan with Broom

#### **Chemicals**

Green Floor Finish Remover  
Defoamer

#### **Safety**

Wet Floor Sign(s)  
Goggles  
Protective Gloves  
Dust Mask  
Protective Footwear

#### **Procedures:**

1. Dust mop or sweep the floor
2. Dilute floor finish remover (according to the condition of the floor – read label)
3. Apply floor finish remover solution on the floor. Do not over soak the floor with solution.
4. Let stripper solution remain on the floor in accordance to label instructions. Allow more time if necessary, redistribute every 15 minutes to ensure contact with the floor at all times
5. Using the floor machine with black pad begin stripping the floor, overlapping passes  
(**Note: wash used black pads for later use**)
6. Using Wet/Dry vacuum, begin picking up the stripping sludge. (Use Defoamer)
7. Discard soiled water in custodial closet drain. (Careful not to clog the drain)

#### **To Rinse the Floor:**

Supplies and Equipment needed:

- Bucket and Wringer
  - Wet/Dry Vacuum
  - Large container for rinse water
  - 2½ - Gallon Bucket
  - (2) Mop heads with handle
1. Using a large container with clear water fill the 2.5-gallon bucket and distribute water on the floor (**use the mop to evenly spread the water**).
  2. Using Wet/Dry Vacuum pick up water.
  3. Using a clean mop pick up excess water.
  4. Let floor dry, check floor for residue or any area containing old floor finish.
  5. If old floor finish is visible, remove before applying floor finish (see edge build-up procedure)

6. *Discard soiled water in a custodial closet drain.*



**PROTOCOLOS DE  
LIMPIEZA  
DEPARTAMENTO  
DE  
PLANT OPERATIONS**

**July 20, 2015**

# LIMPIEZA DE AULAS

## Equipos/Materiales

Carro de Conserje  
Mopa de polvo  
Esponja o Paños de limpieza  
Recogedor  
Escobillon  
Cubo De Fregona con Exprimidor  
Fregona con mango  
Aspiradora de Mochila  
Bote de Basura Bruta (55 gal)  
Cubo de 2.5 de Galones  
Sistema de Dilución  
Espátula  
Aspiradora  
Escobilla de Goma (haragán)  
Almohadilla Verde de Fregar  
Escalera

## Productos Químicos

Líquido Limpiador Abrasivo  
Limpiador Peróxido de Hidrógeno  
Detergente Germicida

## EPP

Guantes de Protección  
Máscara de Polvo  
Gafas de Protección  
Señales de Piso Mojado

## Procedimientos

1. Vea los Procedimientos de Limpieza Detallada
2. Limpieza de Baños (Vea los Procedimientos de la limpieza de Baños)
3. Vacie el Sacapuntas
4. Desempolva los escritorios, archivos y mostradores (remueva todas las manchas)
5. Vacie la basura, limpie los cestos (reemplace la bolsa plástica)
6. Limpie las paredes, puertas, marcos, remueva grafiti y manchas
7. Limpie las ventanas y todas las superficies horizontales
8. Lave la alfombra (Vea los Procedimientos del cuidado de alfombra)
9. Limpie las baldosas (Vea los Procedimientos del cuidado del piso)
10. Chequee las puertas y ventanas (seguridad)
11. Desinfecte todos los teléfonos y demás dispositivos
12. Inspeccione el trabajo
13. Apague las luces (limpie las manchas de cubierta del interruptor)
14. Cierre las puertas

## **SIEMPRE COMIENZE DESDE ARRIBA Y CONTINUE HACIA ABAJO**

### Polvo

- Limpie o aspire todos los aparatos de iluminación, ventilación, paneles de techo y las unidades de calefacción
- Limpie las ventanas y marcos (por dentro y por fuera)
- Lave las paredes (rocíe el químico de abajo hacia arriba)
- Limpie las superficies horizontales
- Limpie los zócalos  
Limpie con un paño húmedo y seque los muebles
- Limpie los escritorios con un paño humedecido en una solución germicida. Remover los chicles, cinta adhesiva y grafiti

- Remueva toda la basura, limpie los cestos y reemplace los plásticos si es necesario
- Limpie las puertas y marcos

# **LIMPIEZA DETALLADA DE OFICINA**

## **Equipos/Materiales**

Carro del Conserje  
Mopa  
Esponja o trapos de limpieza  
Recogedor y Escoba  
Señales de piso mojado  
Escobillon  
Cubo y Exprimidor  
Fregona con mango  
Aspiradora de mochila  
Bote de basura (55 gal)  
Cubo de 2.5 de galones  
Tazas de medidas o sistema de dilución  
Espátula  
Aspiradora  
Escobilla de goma (haragán)  
Almohadilla verde de fregar  
Escalera

## **Productos Químicos**

Crema abrasiva  
Limpiador Peróxido de Hidrógeno  
Detergente germicida

## **EPP**

Guantes de protección  
Máscara de polvo  
Gafas de protección  
Señales de piso mojado

## **Procedimientos**

- Veá los Procedimientos de limpieza detallada
- Limpie los baños (Vea los Procedimientos de la limpieza de baños)
- Vacíe el sacapuntas
- Desempolve los escritorios, archivos y mostradores (remueva todas las manchas)
- Vacíe la basura, limpie los cestos (reemplace la bolsa plástica)
- Limpie las paredes, puertas, marcos, remueva el grafiti y manchas
- Limpie las ventanas y alfeizares por dentro y por fuera
- Limpie la alfombra (Vea los Procedimientos del cuidado de la alfombra)
- Limpie las baldosas (Vea los Procedimientos del cuidado del piso)
- Chequee las puertas y ventanas (seguridad)
- Desinfecte todos los teléfonos y demás dispositivos
- Inspeccione el trabajo
- Apague las luces, limpie las manchas de la cubierta del interruptor
- Cierre las puertas

**SIEMPRE COMIENZE DESDE ARRIBA Y CONTINUE HACIA ABAJO**

## **Polvo**

- Limpie o aspire todos los aparatos de iluminación, ventilación, paneles de techo y unidades de calefacción



- Limpie las ventanas y alfeizares (por dentro y por fuera)
- Lave las paredes (rocíe el químico de abajo hacia arriba)
- Limpie las superficies horizontales
- Limpie los zocalos
- Limpie con un paño húmedo y seque con un paño seco todos los muebles
- Limpie los escritorios con un paño humedecido con solución germicida. Remueva los chicles, cinta adhesiva, y graffiti.
- Remueva la basura, limpie los cestos y reemplace las bolsas plasticas si es necesario
- Limpie las puertas y marcos

# **LIMPIEZA DETALLADA**

## **Interior**

### **Equipos/Materiales**

Plumero alto  
Paños  
Escobilla de goma (haragán)  
  
Cepillo de fregar giratorio con mango  
Espátula  
Almohadilla verde de fregar  
Aspiradora tipo mochila  
Cubo de 2.5 galones  
Pompa de atomizar  
Taza de medida o sistema de dilución  
Cubo de fregona con exprimidor  
Cepillo limpiador de ventana con mango  
Escalera

### **Productos Químicos**

Detergente germicida  
Líquido limpiador abrasivo  
Limpiador Peróxido de  
Hidrógeno

### **EPP**

Máscara de polvo  
Gafas de protección  
Guantes de protección

### **Procedimientos**

***SIEMPRE COMIENCE DESDE ARRIBA Y CONTINUE HACIA ABAJO***

### **Polvo**

- Limpie o aspire todos los aparatos de iluminación, ventilacion, paneles de techo y unidades de calefaccion
- Limpie las ventanas y alfeizares (por dentro y por fuera)
- Lave las paredes ( rocíe el químico de abajo hacia arriba)
- Limpie las superficies horizontales
- Limpie los zocalos
- Limpie con un paño humedecido en una solucion germicida y seque todos los muebles
- Remueva toda la basura, limpie los cestos, reemplace los plásticos si es necesario
- Limpie los escritorios con un paño humedecido en una solución germicida (remueva los chicles, cinta adhesiva, y grafiti)
- Recoja la basura, limpie los recipientes y reemplace los plásticos si es necesario
- Limpie las puertas y marcos









# **CODE COMPLIANCE PROCEDURES FOR MAINTENANCE PROJECTS**

## **A. Maintenance Projects**

The Maintenance Department shall apply for (fill out) an Annual Facility Maintenance Permit Application for each school site, Ancillary plant and Lease facility, which is serviced by the Maintenance Department, and forward it to the Building Department.

List all known projects that are currently planned or projected to be performed at each location. Also provide generic descriptions of typical maintenance projects normally performed annually by discipline. Please include Portable moves, Cooler/Freezer replacements, Chiller replacement, major Paint and re-roofing projects projected to cost less than \$200,000.00.

Note: All addition, remodeling and new construction projects will require an individual permit regardless of the budget amount.

### **Projects Under \$200,000.00**

Locate the “Annual Maintenance Permit” in a visible and protected area. The Satellite Director and the principal or site administrator shall also keep a copy of the permit on file.

This permit shall be valid for one (1) year and will cover all Maintenance and Repair, Life Safety and minor renovation projects performed at the site, which cost under \$200,000.00.

### **Reviews and Inspections**

Some projects covered under the Annual Facilities Permit will require review and/or inspection services. For such projects, a Work Order Request Form shall be sent to the Building Department in order to have a Building Code Consultant (BCC) assigned to the project. This form requires that a Funding Structure, a credible project estimate and the Annual Facility Permit number be provided before an assignment can proceed.

Review and Inspection records shall be kept by the Maintenance Department and also recorded in the Permit sheet at the job site. There is room for eight (8) such projects in the permit sheet (front and back). If necessary, the Permit sheet can be duplicated as required. Project records shall be made available to the Chief Building Official upon request.

If there is a question regarding whether a project should be submitted for review and inspection, the Building Department shall be contacted for a determination. ALL minor renovation projects over \$50,000.00 shall be submitted for review and inspections.

Note: Florida Statutes makes it the responsibility of the School Boards that ALL projects (regardless of cost or fund source) be performed to comply with all applicable codes. The Maintenance Department shall make sure that ALL projects, including emergency projects and smaller projects that don't require review and inspections are performed by trade qualified individuals and that the actual work performed complies with Board Rules and Procedures, the FBC, SREF and all industry standards.

All projects under \$200,000.00 requiring review and inspection services shall be assigned to a Building Code Consultant (BCC). All the submittals to the Building Code Consultants shall be done through Document Control, which will record, transmit and keep track of all required deliverables and forms. Please contact Document Control for required deliverables.

Reviews and Inspections by the BCC will address code related issues ONLY.

Once the plans have been approved, the project will be allowed to proceed into construction. Please note that plans and/or specifications shall not be approved until all mandatories have been resolved and the documents have been corrected.

A stamped, approved set shall be kept at the site for the duration of the project. The BCC and Document Control shall also keep an approved set.

These projects shall be recorded individually in the Annual Facility Maintenance Permit. Inspections shall be requested as required and the sign-off by the inspectors shall be recorded on the permit.

The lead inspector (depending on project type) shall sign the "Project Final" box when he/she is satisfied that the project is code compliant and has been successfully completed.

#### Close-Out

To close out a project, the project manager shall obtain all applicable signatures and fill out the FM-5463 (Certificate of Occupancy and/or Completion) and submit them to the Building Department (3 originals required) through Document Control.

#### Projects Over \$200,000.00

Projects over \$200,000.00 CAN NOT be done under the Annual Facility Maintenance Permit. All projects exceeding that amount (including major paint projects) and ALL New Construction, Addition and Remodeling projects (regardless of cost) shall apply for a permit individually and shall follow the procedures established for such projects.

The project specific permit shall be posted at the job site, be protected and available to the inspectors along with a copy of the final permit set at all times. A qualifier properly licensed to do the work will be required to apply for, sign and pull the permit. See Code Compliance Procedures for Conventional Projects.



## **B. Emergency Project Procedures**

Situations will arise which will require a rapid response by the Maintenance Department to correct a problem. In such cases, the Maintenance Department may respond and perform the necessary preliminary work to secure and make the facility safe, and operational. If further action is required to be done in an expedited emergency basis, the next business day, the Maintenance Department shall do a preliminary labor and materials cost analysis using available historical data to determine the estimated cost of the emergency project. The Satellite Director shall approve this estimate.

### **Emergency Projects Over \$200,000.00**

If the project estimate is determined to exceed \$200,000.00, a Maintenance Emergency Permit Application shall be filled out and sent to the Building Department for approval. This form requires that a Funding Structure be provided before an assignment can proceed.

The Chief Building Official will determine based on the facts presented on the application if the project qualifies for an Emergency Permit and will send it back to the Maintenance Department.

If the project is approved for an Emergency Permit, the Building Department shall issue the project an emergency permit number. This permit number will identify the project as an emergency project throughout the entire review, inspection and close out process. This is only a temporary permit valid only for a period not to exceed 30 days. Construction shall not begin until this form is received by the Maintenance Department.

The Building Department will also assign a Building Code Consultant (BCC) to do emergency inspections while the work is being done. The Maintenance Department shall be responsible to notify the BCC of the proposed scope of work and work schedule. The Department shall also be responsible to request inspections at relevant times and obtain the relevant inspector/s sign-off on the permit section of the form. The “sign-off” by the relevant BCC inspectors shall constitute the Preliminary Acceptance of the project.

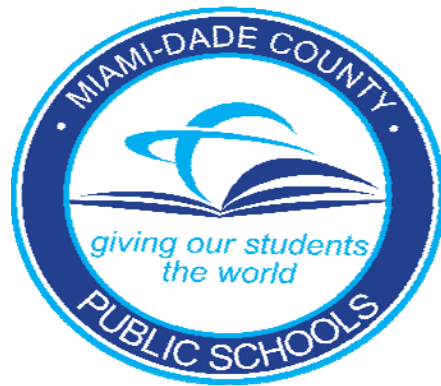
Signed and Sealed “After the Fact” phase III documents including a formal permit application shall subsequently be submitted by the PM through Document Control for formal review and approval within 45 days of the Emergency Permit Approval.

After the approval, close out documents (FM-5463) shall be submitted to the review and inspection entity through Document Control for signatures prior to being sent to the Building Department for processing.

Emergency Projects Under \$200,000.00

Emergency Projects under \$200,000.00 fall under the Annual Maintenance Permit. These projects do not require that an assignment form be filled out.

**THE**  
**SAFETY PROGRAM**  
**OF**  
**MIAMI-DADE COUNTY**  
**PUBLIC SCHOOLS**



**Prepared by**  
**Division of Safety and Emergency Management**

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# **MAJOR SAFETY PROGRAM COMPONENTS**

**Accident Reporting and Investigating**

**Asbestos Management**

**Employee Safety Training**

**Fire Prevention**

**Hazardous Materials Control**

**Indoor Air Quality**

**Integrated Pest Management**

**OSHA Hazard Communication**

**Radon Monitoring**

**Safe Drinking Water**

**Safety Committees**

**Safety Devices**

**Safety Inspections**

**Water Safety**

## **SAFETY DEVICES**

Identification of the need and providing for adequate safety devices is an important component of the Safety Program. Wearing and properly using safety devices can avert accidents and reduce injuries. Requirements for providing safety devices are contained in Florida Statutes, State Requirements for Educational Facilities, and Rules of The School Board of Miami-Dade County.

- \* Safety Devices include: Machine guards  
Protective clothing and equipment

### **MACHINE GUARDS**

In order to prevent injuries associated with machinery accidents, machine guarding shall be checked daily by the teacher in school shops and by shop forepersons in ancillary facilities to insure the guards are in place and functioning as designed. Machinery without required guards or otherwise determined to be unsafe, shall not be placed into service but shall be red-tagged and rendered inoperative until such time as the condition is corrected. Machine guards are required by several of the references listed at the end of this section.

### **PROTECTIVE CLOTHING AND EQUIPMENT**

Each employee job duty shall be evaluated by persons designated by the Site administrator to determine the proper protective clothing or protective equipment required to safely accomplish the task. Appropriate protective clothing and equipment shall be provided at the site for each task.

For the most part, OSHA standards do not identify specific operations for which protective equipment is required. A much broader mandate is provided by CFR 1910.132 - 136, which states that personal protective equipment must be worn whenever its use could prevent injury. This means that it is incumbent on M-DCPS Site Administrators to evaluate their operations and determine what, if any, protective equipment is required. In addition, the standard requires the district to assure that required personal protective equipment is properly maintained.

The occupational health and safety market includes thousands of products offered by hundreds of manufacturers. As buyers of such equipment the district needs to be certain that they are purchasing the right product for the employees, and that the equipment meets the requirements necessary to provide proper protection.

## MAJOR COMPONENTS OF AN ACCIDENT PREVENTION PROGRAM

AREA OF CONCERN	WHERE IT CAN BE FOUND	TYPICAL STANDARDS	POTENTIAL HAZARDS
Fire Prevention	All Buildings	SREF, 69A-58, NFPA 101	Fires, Burns, Smoke, Inhalation, Death
Flammables & Combustibles	Storage Areas, Science Labs	SREF, 69A-58, NFPA 101	Fires, Explosions
Means of Egress	All areas of building	SREF, 69A-58, NFPA 101	Occupants of building trapped during emergency
Machine Guarding	Physical Plants, Labs	OSHA, SREF	Cuts, Abrasions, Lacerations, Contusions
Storage and Material Handling	Storage areas and receiving areas	OSHA, SREF	Spills, falls, forklift accidents, struck by injuries
Welding, Cutting and Brazing	Physical Plant Workshops, Labs	OSHA, SREF	Fires, burns, heat, eye injury
Airborne Contaminants	Workshops, Physical Plants, Industrial, Labs Classes	OSHA, SREF	Inhalation hazards, respiratory, eye and skin irritation
Electrical	Buildings and surrounding areas	National Electric Code, SREF	Fire, shock hazard, electrocution
Chemical Hazards	Science Labs, Storage Areas	OSHA, SREF	Toxic exposure, carcinogens, skin, eye and respiratory irritation



## MAJOR COMPONENTS OF AN ACCIDENT PREVENTION PROGRAM

AREA OF CONCERN	WHERE IT CAN BE FOUND	TYPICAL STANDARDS	POTENTIAL HAZARDS
Motor Vehicles	Transportation, Maintenance Operations, Garages	OSHA, SREF	Cuts, Abrasions, Lacerations, Contusions, Chemical exposures
Maintenance	All buildings	OSHA, SREF	Slips, trip, falls, chemical exposures
Biological	Restrooms, clinics, labs	OSHA, SREF	Infections, skin, eye, respiratory irritations, disease transmission
Sanitation	Kitchen, cafeteria, restrooms, labs	OSHA, SREF	Infections, skin, eye, respiratory irritations, disease transmission
Parking lot	All Sites	OSHA, SREF, Local traffic rules and regulations	Slips, trip, falls, auto accidents

### Ergonomic and Physical Hazards

AREA OF CONCERN	WHERE IT CAN BE FOUND	TYPICAL STANDARDS	POTENTIAL HAZARDS
Noise	Machine shops, labs, physical plant	OSHA, SREF	Hearing loss
Illumination	All buildings	SREF	Irritation to eyes
Thermal	Welding, closed-environment outdoor physical work	SREF, ACGIH threshold limit values	Heat stress, dehydration
Manual Lifting	Storage, delivery areas, physical plant	OSHA, SREF	Back injuries, over use injuries