

**California State University, Dominguez Hills**  
**Facilities Services**  
**Student Health Center**  
**Health and Safety Operations Plan**

## **Custodial Services Training and Procedures**

### Safety Risks

- Potential presence of bacterial and viral disease agents.
- Potential radiation risks from x-ray machinery
- Presence of sharps including needles, razors, syringes.
- Presence of body fluids including blood and saliva.

### Custodian training

- Custodians assigned to the SHC shall complete Blood Borne Pathogen (BBP) training prior to assignment.
- Custodians shall complete an orientation that includes a walk-through of the facility with SHC staff, prior to assignment.
- All Federal and state guidelines shall be followed during cleaning of the SHC.

## **Custodial Service and Frequencies**

California State University, Dominguez Hills, Facilities Services cleans based on a priority system. Each task is assigned a cleaning frequency. Listed below are our tasks and frequencies.

### Restrooms

Restrooms are disinfected and cleaned as follows:

1. Sweep floor – daily
2. Wet mop floor – daily
3. Walls and partitions cleaned – daily
4. High dust – daily
5. Toilets and urinals cleaned – daily
6. Mirrors cleaned – daily
7. Empty trash receptacles and change liners – daily
8. Clean all chrome fixtures – daily
9. Replenish paper products and soap – daily
10. Clean door handles and door plates – daily

## **Hallways and Corridors**

Hallways and corridors are cleaned as follows:

1. Dust mop or back pack vacuum floor – daily
2. Sweep and mop floor – daily
3. Clean baseboards – daily
4. Disinfect and clean drinking fountains – daily
5. Entry doors glass cleaned – daily
6. Kick plates and door frames cleaned – as needed
7. Walls dusted and/or spot cleaned – weekly
8. Empty trash receptacles and change liners – daily

## **Stairwells**

Stairwells are cleaned as follows:

1. Sweep or back pack vacuum stairs – daily
2. Damp/spot mop stairs – daily
3. Dust and clean hand rails – daily
4. Dust and spot clean walls – daily or as needed
5. Spot clean doors – daily

## **Examination Rooms / Surgery Rooms**

Examination rooms and Surgery rooms are cleaned as follows:

1. Empty trash receptacles and change liners – daily
2. Sinks cleaned and disinfected – daily
3. Soap and paper supplies replenished – daily
4. Horizontal surfaces dusted and disinfected – daily
5. Trash receptacles washed – weekly
6. Door hardware cleaned and disinfected – weekly

## **Labs / Recovery Rooms**

Labs / Recovery rooms are cleaned as follows:

1. Dust mop or back pack vacuum floor – daily
2. Mop floors – daily
3. Floors swept (or vacuumed), hard surfaces mopped using disinfectant (recovery rooms) – daily
4. Empty trash receptacles and change liners – daily
5. Horizontal surfaces dusted and disinfected – daily

6. Empty pencil sharpeners – daily
7. Clean white boards – daily
8. Spot walls and doors – daily
9. Damp mop floor – weekly
10. Wash or dust window sills – weekly
11. High dusting – weekly
12. Clean table tops – weekly or as needed
13. Wash trash receptacles – weekly
14. Door hardware cleaned – weekly

### **Offices and Conference Rooms**

Department offices and conference rooms are cleaned as follows:

1. Empty trash receptacles and change liners – daily
2. Dust mop or back pack vacuum floor – daily
3. Dust all regular surfaces i.e. desk tops etc. – weekly (Do not touch computers or personal items)
4. High dust – weekly
5. Window treatments and sills cleaned – weekly
6. Walls and doors dusted and spot cleaned – weekly
7. Empty large recycle receptacles – as needed