Seymour Public Schools
Custodian Crew Daily Cleaning Procedures

Lead Contact for questions/concerns:
Timothy Connors, Director of Facilities 203-893-0255 tconnors@seymourschools.org
- Bungay Head Custodian: Mark Krauchick
- Chatfield-LoPresti Head Custodian: Glen Froceno
- Seymour Middle School Head Custodian: Dave Celello
- Seymour High School Head Custodian: Victor Gonzalez

The following daily cleaning procedures are outlined for all staff to review below. Please review these to be aware of new cleaning routines and to know what tools and resources are available to staff.

All student and staff bathrooms will be cleaned frequently throughout the day. There will be a checklist posted in each bathroom that the custodian will fill out and sign after each cleaning.

All though it is not recommended to stop the spread of Covid per the CDC common touch points will be Still be cleaned throughout the day (entry door knobs, classroom door knobs, stairway hand rails, bathroom door handles, paper towel dispensers, sink and toilet handles) just for good cleaning practices.

All rooms in every grade level will be provided with Sani Wipes for students to wipe down their work spaces and chairs (see Sani Hands spec sheet). Students should wipe down their desk and chair areas before they sit down before each class, especially when they are changing class rooms. At the end of each day the students should wipe down their areas before they leave for the day. All classroom supplies will be replenished at the end of each day, but if more is needed teachers can reach out to their custodial staff at any time.

Cafeteria:
After each lunch wave is finished with lunch the Custodial staff will clean with NeutraFect Spray for all of the tables seats.

As in the past, students and teachers are asked to pick up classroom debris around their areas before leaving for the day. Afternoon announcements will remind everyone to please pick up around their areas to dispose of any garbage/wipes and or items left on floors and work surfaces. This will facilitate more efficient cleaning processes for the custodian team.

After the students have left the building the custodial staff will do our normal cleaning of all of the rooms. The daily routine includes: (sweeping of all floors, emptying trash cans, cleaning of desk tops and chairs, clean bathrooms and buffing of floor areas.)

Custodial Crew Schedule

**Bungay/ Chatfield-LoPresti**
First shift Custodian 6:00am
Head custodian 1/2hr before school starts
2nd custodian 10:00
Part time custodians when lunch starts1:15

**SMS**
First shift custodian 6:00 am
Head custodian 1/2 before school starts
2nd custodian when school starts
3rd before lunch starts 12:00
Part time when last lunch starts 12:20
SHS
First shift custodian 6:00am
Head custodian 7:00am
2nd custodian when school starts
3rd 8:00am
4th 10:00am
Part time when last lunch starts 12:00