

CLEAN SOP SOLUTIONS

K-12 CUSTODIAL FIELD MANUAL

HIGH SCHOOL CLEANING SOPs

Readable area procedures, APPA outcomes
and ISSA-aligned quality checks

FIELD-READY EDITION



Standards in Plain Language

APPA: DEFINE THE APPEARANCE TARGET

Level 1 - Orderly Spotlessness: showpiece condition. Surfaces, edges, fixtures and floors look freshly cleaned.

Level 2 - Ordinary Tidiness: comprehensive daily care. The space is clean and orderly; minor short-term marks may appear only on close inspection.

Level 3 - Casual Inattention: managed care. Open floors and waste are controlled, but dust, marks, dull lanes and edge buildup are visible.

ISSA: CLEAN, MEASURE, MONITOR, CORRECT

CLEAN

Follow one trained method to a defined result.

MEASURE

Inspect representative rooms using sight, smell and touch. Add objective testing only when the district has a validated protocol.

MONITOR

Track repeat misses by room type, route and shift.

CORRECT

Reclean, identify the cause, coach and verify closure.

OPERATING TARGET

Plan occupied instructional and public spaces for APPA Level 2. Use Level 1 outcomes for restrooms, health rooms, locker rooms and early-learning areas when staffing and district policy support that frequency. Inspect the result - do not assume a checklist equals clean.

Building and Route Profile

Set room type, service window and expected APPA outcome before loading the route.

Building / zone	Cleanable sq. ft.	Shift	Assigned

Classrooms

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Check room status and remove waste/recycling.
- ☐ 2. Straighten entry and remove loose debris.
- ☐ 3. Clean desks and horizontal surfaces per local policy.
- ☐ 4. Clean high-touch points.
- ☐ 5. Spot-clean doors, glass and walls.
- ☐ 6. Vacuum or dust mop open floor.
- ☐ 7. Damp mop or spot-clean floor as needed.
- ☐ 8. Reset room and document concerns.

PASS STANDARD

Waste removed; touchpoints and open surfaces clean; floor free of loose soil and spills; room reset to the approved layout.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

VERIFY BEFORE LEAVING

[] Pass [] Corrected and rechecked Initials: _____ Time: _____

Restrooms

Daily target: APPA LEVEL 1

DAILY SEQUENCE

- ☐ 1. Post wet-floor sign and announce entry.
- ☐ 2. Remove waste and sanitary disposal.
- ☐ 3. Clean mirrors and dispensers.
- ☐ 4. Clean and disinfect touchpoints and fixtures per policy.
- ☐ 5. Refill tissue, towels, soap and liners.
- ☐ 6. Clean partitions and walls as needed.
- ☐ 7. Clean floor from farthest point to exit.
- ☐ 8. Inspect odor, supply and visible soil.

PASS STANDARD

Fixtures clean; dispensers work; supplies stocked; no avoidable odor, visible soil, standing water or unsafe condition.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Cafeteria and Commons

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Coordinate release time with food service.
- ☐ 2. Remove waste and food debris.
- ☐ 3. Clean tables, seats and touchpoints.
- ☐ 4. Spot-clean walls and serving-area exterior.
- ☐ 5. Sweep edges before machine cleaning.
- ☐ 6. Clean floor with approved method.
- ☐ 7. Reset furniture to plan.
- ☐ 8. Inspect for pests, odors and spills.

PASS STANDARD

Food debris and waste removed; tables and touchpoints clean; floor has no sticky residue; furniture is reset.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Kitchen Support Areas

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Coordinate boundaries with food-service lead.
- ☐ 2. Clean only assigned non-food-contact areas.
- ☐ 3. Remove waste and cardboard.
- ☐ 4. Clean doors, handles and exterior surfaces.
- ☐ 5. Sweep edges and under movable items when released.
- ☐ 6. Clean floor using food-service-approved procedure.
- ☐ 7. Inspect drains and pest indicators.
- ☐ 8. Document completion and unresolved conditions.

PASS STANDARD

Assigned non-food-contact areas clean; waste removed; floor clean and dry; food-service boundaries maintained.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Hallways and Entrances

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Remove litter and mats debris.
- ☐ 2. Clean entrance glass and touchpoints.
- ☐ 3. Dust mop or vacuum traffic lanes and edges.
- ☐ 4. Remove spills, gum and marks.
- ☐ 5. Damp mop or autoscrub approved flooring.
- ☐ 6. Reset mats and inspect trip hazards.
- ☐ 7. Check corners, thresholds and baseboards.
- ☐ 8. Document leaks, damage and lighting issues.

PASS STANDARD

Traffic lanes, edges, glass and mats are clean; spills and trip hazards are controlled; entrance is ready for public use.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Science Labs

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Obtain room release from instructional staff.
- ☐ 2. Do not handle unknown chemicals or specimens.
- ☐ 3. Remove ordinary waste only as authorized.
- ☐ 4. Clean approved counters and touchpoints.
- ☐ 5. Clean sinks without mixing residues.
- ☐ 6. Spot-clean fronts, doors and glass.
- ☐ 7. Clean floor with dedicated tools if required.
- ☐ 8. Report leaks, broken glass or unlabeled material immediately.

PASS STANDARD

Only released surfaces cleaned; ordinary waste removed; floor presentable; unknown chemicals, specimens and glass left for trained staff.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Computer and Technology Rooms

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Confirm equipment restrictions.
- ☐ 2. Use dry or manufacturer-approved methods near electronics.
- ☐ 3. Remove waste and clean shared touchpoints.
- ☐ 4. Clean desk areas without moving cables.
- ☐ 5. Spot-clean glass and doors.
- ☐ 6. Vacuum with controlled cord placement.
- ☐ 7. Clean hard floor where present.
- ☐ 8. Report heat, power, cable or equipment concerns.

PASS STANDARD

Waste removed; approved touchpoints clean; floor presentable; electronics, cords and vents remain dry and undisturbed.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Career and Technical Education

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Confirm equipment shutdown and room release.
- ☐ 2. Do not move tools, stock or energized equipment.
- ☐ 3. Remove ordinary waste and approved debris.
- ☐ 4. Clean accessible touchpoints and open surfaces.
- ☐ 5. Use task-specific dust control where authorized.
- ☐ 6. Clean traffic lanes and edges.
- ☐ 7. Address oil or chemical spills only under trained procedure.
- ☐ 8. Report guards, leaks, cords and trip hazards.

PASS STANDARD

Released traffic areas clean; ordinary debris removed; equipment untouched; oil, chemical and machine hazards reported.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Library and Media Center

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Remove waste and straighten shared areas.
- ☐ 2. Clean service desk and shared touchpoints.
- ☐ 3. Dust accessible open surfaces without moving collections.
- ☐ 4. Spot-clean glass and doors.
- ☐ 5. Vacuum carpet slowly at edges and lanes.
- ☐ 6. Clean hard floor sections.
- ☐ 7. Reset furniture and equipment.
- ☐ 8. Report leaks, pests or damaged furnishings.

PASS STANDARD

Waste removed; service points clean; floors and edges presentable; books, displays and equipment remain in place.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Art and Music

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Confirm instructor cleanup responsibilities.
- ☐ 2. Remove waste and dry debris.
- ☐ 3. Clean sinks and splash areas.
- ☐ 4. Clean shared touchpoints and approved work surfaces.
- ☐ 5. Protect instruments, artwork and specialty materials.
- ☐ 6. Vacuum or dust mop floor.
- ☐ 7. Damp mop approved flooring.
- ☐ 8. Report spills or stains needing specialty response.

PASS STANDARD

Approved sinks and work surfaces clean; debris removed; floor presentable; artwork, instruments and specialty materials protected.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Gymnasium

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Remove litter and inspect floor before cleaning.
- ☐ 2. Use clean dedicated gym-floor tools.
- ☐ 3. Dust mop entire floor with overlapping passes.
- ☐ 4. Remove approved marks without damaging finish.
- ☐ 5. Damp mop or autoscrub only with approved pad and solution.
- ☐ 6. Clean bleacher fronts and touchpoints as scheduled.
- ☐ 7. Clean entry zones and drinking fixtures.
- ☐ 8. Report finish wear, moisture or equipment damage.

PASS STANDARD

Floor is free of grit, spills and damaging marks; approved tools and chemistry used; finish and slip resistance are protected.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Locker Rooms

Daily target: APPA LEVEL 1

DAILY SEQUENCE

- ☐ 1. Ventilate and place safety signs.
- ☐ 2. Remove waste and lost items per policy.
- ☐ 3. Clean benches, lockers exterior and touchpoints.
- ☐ 4. Clean and disinfect showers and fixtures per policy.
- ☐ 5. Refill dispensers.
- ☐ 6. Scrub floor, edges and drains using approved method.
- ☐ 7. Inspect odor, moisture, mold indicators and slip risk.
- ☐ 8. Document damage or body-fluid response.

PASS STANDARD

Benches, fixtures and touchpoints clean; drains and floors controlled; supplies stocked; no unresolved odor or moisture hazard.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Auditorium and Performing Arts

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Confirm event and rehearsal schedule.
- ☐ 2. Remove waste from seating and stage-access areas.
- ☐ 3. Clean entry glass, rails and touchpoints.
- ☐ 4. Vacuum aisles, edges and seating zones.
- ☐ 5. Spot-clean spills using material-safe method.
- ☐ 6. Clean lobby and nearby restrooms.
- ☐ 7. Reset approved furniture only.
- ☐ 8. Document damage and event turnover needs.

PASS STANDARD

Lobby, aisles, seating zones and touchpoints presentable; waste removed; event setup maintained; damage documented.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Health Room

Daily target: APPA LEVEL 1

DAILY SEQUENCE

- ☐ 1. Coordinate access with health staff.
- ☐ 2. Use dedicated tools and required PPE.
- ☐ 3. Remove waste using local health-room procedure.
- ☐ 4. Clean and disinfect approved high-touch surfaces.
- ☐ 5. Clean cot exterior and privacy surfaces when released.
- ☐ 6. Clean restroom if assigned.
- ☐ 7. Clean floor and allow required contact time.
- ☐ 8. Document completion without recording private information.

PASS STANDARD

Released surfaces are cleaned and disinfected per policy; dedicated tools used; waste handled correctly; privacy is protected.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Special Education and Sensory Rooms

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Confirm room-specific safety and privacy needs.
- ☐ 2. Use fragrance and chemical controls required by district.
- ☐ 3. Remove waste and clean approved touchpoints.
- ☐ 4. Do not rearrange adaptive equipment.
- ☐ 5. Clean mats and shared equipment only when released.
- ☐ 6. Vacuum or clean floor with low-disruption method.
- ☐ 7. Reset visual supports and room layout.
- ☐ 8. Report concerns through approved staff channel.

PASS STANDARD

Approved surfaces and floor clean; adaptive equipment and visual supports remain correctly positioned; restrictions followed.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Offices and Staff Areas

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Remove waste and recycling.
- ☐ 2. Clean shared touchpoints.
- ☐ 3. Dust accessible horizontal surfaces.
- ☐ 4. Spot-clean glass and doors.
- ☐ 5. Vacuum or dust mop floor.
- ☐ 6. Damp mop resilient floor as needed.
- ☐ 7. Clean break-area exterior surfaces.
- ☐ 8. Secure room and report concerns.

PASS STANDARD

Waste removed; shared touchpoints clean; floors presentable; papers, desks and personal property remain undisturbed.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Exterior Entries and Grounds

Daily target: APPA LEVEL 2

DAILY SEQUENCE

- ☐ 1. Inspect entrances for litter and slip hazards.
- ☐ 2. Empty exterior receptacles.
- ☐ 3. Sweep walks and thresholds.
- ☐ 4. Clean exterior glass at primary doors.
- ☐ 5. Reset mats and seasonal equipment.
- ☐ 6. Address snow, salt or tracked soil per district plan.
- ☐ 7. Check drains and standing water.
- ☐ 8. Report lighting, pavement and security concerns.

PASS STANDARD

Litter removed; receptacles serviced; walks, thresholds and mats safe; standing water, ice and damage reported.

DETAIL SCHEDULE

Weekly: edges, corners, vertical surfaces and low-use points. Periodic: high dusting, machine work, finish care and restorative detail. Increase frequency for weather, events, outbreaks, spills and heavy use.

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Supervisor Quality Check

Use the same pass definitions across inspectors. Recheck every correction.

Area / room	APPA result	Pass / correct	Defect and action	Recheck

Weekly and Periodic Planner

Schedule detail and asset-care work so it does not disappear behind daily response.

Area / task	Frequency	Assigned	Due	Complete

Route Workload Sheet

Load routes by room type, task, frequency, time, equipment and travel - not square footage alone.

Rooms / area	Sq. ft.	Frequency	Minutes	Travel / setup	Assigned

Training and Observation

Training is complete only after the employee demonstrates the method and is observed performing it correctly.

Employee / task	Demonstrated	Observed	Pass / retrain	Date / trainer

Corrective Action Log

Identify whether the miss came from method, time, access, frequency, product, equipment or training.

Date / room	Observed miss	Cause	Correction	Recheck

References and Limits

PRIMARY REFERENCES

APPA - Cleaning Operations: five custodial appearance levels, room-type staffing inputs, audits and continuous improvement.

www.appa.org/cleaning-operations

ISSA Clean Standard: K-12 Schools: Clean, Measure, Monitor; visual and objective assessment; monitoring and corrective action.

www.issa.com/member-resources/clean-standard-k-12/

USE LIMITS

This independent field manual is informed by publicly available APPA and ISSA principles. It is not an APPA or ISSA publication, certification or replacement for the complete current standards. The district must approve products, frequencies, testing protocols, safety procedures and local requirements.

LOCAL APPROVAL

Reviewed by: _____

Title: _____

Date: _____

Next review: _____