

## **Section 6**

# **Indoor Air Quality Cleaning Standards**

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## Section 6:

# Indoor Air Quality Cleaning Standards

After enacting policies that focus on prevention and containment, the final procedure for the effective reduction of contaminants that affect air quality is removal, or the implementation of Indoor Air Quality (IAQ) Cleaning Standards (District Cleaning Procedures).

Keep in mind that whether an *Item* is clean or not does not necessarily affect IAQ. An example would be a drinking fountain or washbasin. It may affect sanitation, but not IAQ. "Clean air," however, cannot be foul smelling. Items that have a potential of becoming foul smelling must also have IAQ Cleaning Standards (i.e. urinals and wastebaskets). District Cleaning Procedures take in account both sanitation and indoor air quality; realizing the potential link between the different cleaning approaches.

District Cleaning Procedures identify *Areas* to be cleaned, the *Tasks* required, *Task Frequencies* and *When* cleaning should take place.

Since dirt/debris by and large gets tracked into buildings onto floors, much emphasis is placed on clean floors.

Since dirt/debris predominantly gets into buildings through the lower entrance levels, those levels are impacted far greater by dirt/debris than upper levels. Task frequency of floor maintenance should be adjusted accordingly for upper levels.

Priority areas/tasks in the District Cleaning Procedures include Entrances, Hallways, Food and Beverage Areas, Kitchens, Restrooms, Locker Rooms, Classrooms and Offices. The following is a discussion regarding the aforementioned areas and minimal cleaning procedures required for those areas. Buildings may have other high impact areas or tasks that need to be included in the site-specific Custodial Cleaning Procedures. The Principals, Building Managers and Custodians will develop the site-specific cleaning procedures jointly. The District-wide Indoor Air Quality Committee will review the site-specific cleaning procedures.

### ◆ **Entrances**

In its context of being a soiling substance such as mud, dust, grime, and moisture, dirt is a major carrier and source of contaminants. Directly or indirectly these contaminants can adversely affect the indoor environment. Entrances are critical areas where dirt/debris can be stopped before entering a building.

Three items assist in stopping dirt/debris from entering buildings at entry areas: dirt mats, moisture mats and waste receptacles.

The purpose of entry mats is to stop and trap dirt and moisture. It's necessary, therefore, to have two types of mats in place: a dirt mat and a moisture mat.

- *Dirt Mat:* A dirt mat should have a coarse surface that affects removing contaminated dirt more easily from shoes. It should be porous to allow dirt to fall through to the backing of the mat, or into a dirt well into which the mat is placed. It should be thick enough to trap and hold at least 1/8 inch of dirt before being emptied. The mat should be long enough for a person to step on it four times. The more traffic, the more mat.

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A dirt mat with backing will trap and hold dirt that must be removed, emptied and replaced. Simply vacuuming will not be sufficient. Regardless of the cleaning frequency for this area, moist dirt should not be allowed to remain in the mat. Turn and empty the mat daily, if necessary. Flush, if necessary. Replace it with a dry mat, if necessary.

- *Dirt Well*: A mat without a backing permits dirt to fall through it into a dirt well that has to be swept and emptied. Regardless of this item's frequency standard, do not allow moist dirt to remain in the dirt well. Sweep it daily, if necessary. Wet vacuum, if necessary.
- *Moisture Mats*: A moisture mat should be capable of absorbing at least 4 ounces of water per square foot. It should have a backing to prevent moisture from passing through to the floor on which it is placed. The mat should be large enough for a person to step on it at least four times. The more traffic, the more mat. Regardless of the cleaning frequency for this area, moist dirt should not be allowed to remain in the mat. Wet vacuum or replace with a dry mat if necessary.
- *Waste Receptacles (plastic lined)*: Place an appropriate number of waste receptacles at entrances, inside or out, or both, to accommodate trash on a daily basis without overflowing. Consider a minimum of two waste receptacles, one on each side of the entrance; the more the better and the larger the better. By simple numbers and sizes, the waste receptacles will encourage use and greatly reduce the amount of contamination that would otherwise get into the buildings via trash.

### **Custodial Cleaning Procedures – Entry Areas/Entry Mats**

#### Daily

- Clean entry mats with a HEPA filter vacuum.
- Spot wet mopping with disinfectant around entry mats and walk-off areas as needed.

#### Weekly

- Clean windows and door glass with glass/window cleaner.
- Clean under entry mats. Include sweeping and mopping with disinfectant under the entry mats.

#### Break (Winter/Spring/Summer)

<b>WS</b> = Winter or Spring	<b>S</b> = Summer	<b>N</b> = Non-Student Days
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- Spot clean walls with disinfectant. **WS**
- Thorough cleaning of walls with disinfectant. **S**
- Dust light fixtures and ceiling tile. **WS, S**
- Strip and wax floors (VCT and Terrazzo). See District procedures for stripping and waxing VCT and Terrazzo floors. **WS, S**
  - ✓ Some buildings may choose to wax high traffic areas during Winter and Spring break in order to provide better protection for the floors.
  - ✓ All waxing should be completed by Thursday of the Spring or Winter breaks in an effort to let the floor chemicals off-gas.
  - ✓ The building HVAC system should run continuously to facilitate chemicals off-gassing.
- Clean baseboards. **S**
- Entry mats should be vacuumed, taken outside, sprayed off with water, allowed to air dry and vacuumed again before returning to the building. Weather permitting. **Spring, S, N**
- Sweep building exteriors near entry areas to limit access of sand, dirt and other debris from entering the building. **WS, S, N**

#### ◆ Hallways

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Clean hallway floors are critical to keeping the building free of contaminants. A large percentage of contaminants that do get into buildings are deposited on hallway floors; a lower percentage on office and classroom floors, etc. This is called a “dirt trail,” a trail of dirt that is heaviest at entrances then diminishes as people leave a trail through the building. Cleaner entrances mean cleaner hallways; cleaner hallways mean cleaner rooms, etc. Removing contaminants from hallways in a timely manner will result in cleaner indoor air throughout the day.

### **Custodial Cleaning Procedures – Hallways/Cafeteria/Gym**

#### Daily (hallways)

- Clean floor (VCT, Terrazzo or Quarry Tile) with 72" mop and mop treatment.
- Verify the need for light replacement.
- As weather dictates, use a wet mop with disinfectant to spot clean the hallways.
  - ✓ Prior to cleaning with the wet mop, use the mop and mop treatment to pick up loose debris.
- Clean water fountains with disinfectant.
- Vacuum carpet (see procedures in Carpet Care Workbook).

#### Daily (cafeteria/gym)

- Clean floor (VCT, Terrazzo or Quarry Tile).
  - ✓ Remove dirt and debris with 72" mop and mop treatment.
  - ✓ Use powered floor scrubber with disinfectant.
- Clean water fountains with disinfectants.

#### Weekly (if applicable)

- Wet wipe horizontal surfaces with disinfectant (i.e. hallway shelving and benches).
- Clean door glass with glass/window cleaner and interior windows as needed.

#### Break (Winter/Spring/Summer)

<b>WS</b> = Winter or Spring	<b>S</b> = Summer	<b>N</b> = Non-Student Days
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#### Cafeteria/Gym

- Strip and wax floors (VCT). See District procedures for stripping and waxing VCT floors. **S**
  - ✓ Clean baseboards.
- Spot clean walls with disinfectant. **WS**
- Thorough cleaning of walls with disinfectant. **S**
- Clean dust and debris from the structural beams. **S**
- Wet wipe displacement canisters, return grilles, and other supply diffusers. **WS, S, N**
- Replace lights as needed. **WS, S, N**

#### Hallways

- Strip and wax floors (VCT and Terrazzo). See District procedures for stripping and waxing VCT and Terrazzo floors. **WS, S**
  - ✓ Some buildings may choose to wax high traffic areas during Winter and Spring break in order to provide better protection for the floors.
  - ✓ All waxing should be completed by Thursday of the Spring or Winter breaks in an effort to let the waxing floor chemicals off-gas.
  - ✓ The building HVAC system should be run continuously to facilitate chemical off-gassing.
  - ✓ Clean baseboards. **S**
- Spot clean walls with disinfectant. **WS**
- Thorough cleaning of walls with disinfectant. **S**

- Dust light fixtures and ceiling tile. **WS, S**
- Wet wipe displacement canisters, return grilles, and other supply diffusers. **WS, S, N**
- Clean carpet using Shampoo Method (see procedures in Carpet Care Workbook). **WS, S**

◆ **Food and Beverage Areas**

Food and beverage residual induce pests, insects and rodents that can harbor allergens and infectious airborne diseases. Food and beverage areas should be cleaned expeditiously. All food and beverage residue should be cleaned daily so as to not induce pests, insects and rodents. Daily cleaning also limits the amount of food and beverage residue that can be tracked into other areas of the building.

◆ **Kitchens**

Conditions in kitchens, like food and beverage areas, also induce pests, insects and rodents that harbor allergens and infectious airborne disease. But higher volumes of moisture, grease and heat result in much higher volumes of possible airborne contaminants.

The kitchen staff is responsible for cleaning and sanitizing surfaces, tools and utensils they use for food preparation. The custodial department is responsible for the remainder of the cleaning. Cleaning should be scheduled at the end of the cooking shift.

When sweeping and wet mopping the floor, take special precaution to reach under stoves and tables to remove all dirt/debris.

**Custodial Cleaning Procedures – Kitchens**

Daily

- Empty trash can and replace liner.
- Verify the need for light, paper towel and soap replacement.
  - ✓ Paper towel quantity can be verified visually with a quantity indicator on the dispenser.
  - ✓ Soap dispenser levels can be verified visually because the dispensers are clear plastic.
- Clean floor (Quarry Tile).
  - ✓ Use push broom to clean dirt and debris.
  - ✓ Clean with wet mop and disinfectant.

Break (Winter/Spring/Summer)

<b>WS</b> = Winter or Spring	<b>S</b> = Summer	<b>N</b> = Non-Student Days
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- Spot clean walls with disinfectant. **WS**
- Thorough cleaning of walls with disinfectant. **S**
- Clean outside windows with glass/window cleaner. **S**
- Wet wipe displacement canisters, return grilles, and other supply diffusers. **WS, S, N**
- Clean portable coolers/freezers and walk-in freezers. **S**
- Clean floors (Quarry Tile) with floor scrubber and disinfectant/degreaser. **S**
  - ✓ Clean baseboards.

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◆ **Restrooms and Locker Rooms**

Restrooms and locker rooms probably have more routine cleaning standards than any other area. We are reminded that District cleaning encompasses sanitation and indoor air quality. Restrooms and locker rooms are a good example of how cleaning for sanitation and indoor air quality can be related.

**Custodial Cleaning Procedures – Restrooms and Locker Rooms**

Daily

- Empty trash can and replace liner.
- Clean floors (ceramic tile) using a wet mop with disinfectant.
- Verify the need for light, paper towel, toilet paper, and soap replacement.
  - ✓ Paper towel quantity can be verified visually with a quantity indicator on the dispenser.
  - ✓ Periodically verify that soap dispensers are full.
- Clean and disinfect toilets and/or urinals, chrome and sinks.
  - ✓ Clean interior walls of restroom stalls with disinfectant.
  - ✓ Clean mirrors and horizontal surfaces (paper dispensers and soap dispensers) with disinfectant.

Weekly

- Thorough cleaning of urinals and toilets with low/no acid bowl cleaner.
  - ✓ Use acid bowl cleaner as needed to remove stains at a minimum every two weeks.

Break (Winter/Spring/Summer)

<b>WS</b> = Winter or Spring	<b>S</b> = Summer	<b>N</b> = Non-Student Days
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- Spot clean walls with disinfectant. **WS**
- Thorough cleaning of walls with disinfectant. **S**
- Dust light fixtures and ceiling tile. **WS, S**
- Clean floor (ceramic tile) with powered floor scrubber and disinfectant. **WS, S, N**
  - ✓ Clean baseboards.
- Wet wipe displacement canisters, exhaust fans, return grilles, and other supply diffusers. **WS, S, N**

◆ **Classrooms**

Clean floors, chalkboards and chalk trays are priorities in classrooms. Clean floors because the tracked in dirt/debris is a major carrier and source of contaminants. Clean chalkboards and chalk trays because the chalk dust is an allergen.

**Custodial Cleaning Procedures – Classrooms**

Daily

- Empty pencil sharpener and trash can.
- Replace trash can liner as needed.
- Verify the need for light, paper towel and soap replacement.
  - ✓ Paper towel quantity can be verified visually with a quantity indicator on the dispenser.

- ✓ Soap dispenser levels can be verified visually because the dispensers are clear plastic.
- Clean floor (VCT) with 24" swivel mop and mop treatment.
  - ✓ All student chairs should be placed on top of their desks (one-piece desks do not apply) at the end of the day to facilitate desk movement.
  - ✓ Teachers may assist the custodians by having the students pick up large debris from the floor at the end of the day.
  - ✓ The custodians will arrange desks so all floor areas can be cleaned.
- As weather dictates, use a wet mop with disinfectant to spot clean the classrooms.
- Vacuum carpet (see procedures in Carpet Care Workbook).

#### Weekly

- Wet wipe with disinfectant horizontal surfaces including shelves, student desks, counter tops, etc.
  - ✓ Detailed cleaning of computers will be performed by Paraprofessionals.
  - ✓ The expectation is to not have the custodians move objects with the intention of cleaning horizontal surfaces beneath the objects.
  - ✓ Wet wipe other surfaces (radiant heat soffits, windowsills, televisions, window blinds, etc.) every six months.
- Clean door glass (if applicable) with glass/window cleaner and interior windows as needed.
  - ✓ Wet wipe with disinfectant all blinds and shades at least monthly.
- Clean sinks using a disinfectant.
- Clean area rugs with a HEPA filter vacuum if applicable.

#### Break (Winter/Spring/Summer)

<b>WS</b> = Winter or Spring	<b>S</b> = Summer	<b>N</b> = Non-Student Days
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- Strip and wax floors (VCT). See District procedures for stripping and waxing VCT floors. **S**
  - ✓ Clean baseboards.
- Spot clean walls with disinfectant. **WS**
- Thorough cleaning of walls with disinfectant. **S**
- Clean and disinfect furniture. **S**
- Dust light fixtures and ceiling tile. **WS, S**
- Clean blackboards/whiteboards with water. **WS, S, N**
- Clean inside and outside windows with glass/window cleaner. **S**
- Wet wipe displacement canisters, return grilles, and other supply diffusers. **WS, S, N**
- Clean carpet using Shampoo Method (see procedures for Carpet Care Workbook). **S**

#### ◆ Offices/Work Areas

Offices and work areas parallel classrooms, the emphasis being on floor care and dusting. Daily mopping and disinfecting of the floors and other horizontal surfaces must occur in the Health Offices. The Nurses and Health Paraprofessionals are responsible for disinfecting horizontal surfaces.

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## Custodial Cleaning Procedures – Offices/Work Areas

### Daily

- Empty pencil sharpener and trash can.
- Replace trash can liner as needed.
  - ✓ Replace trash can liner in Nurse's Office.
- Verify the need for light, paper towel, and soap replacement.
  - ✓ Paper towel quantity can be verified visually with a quantity indicator on the dispenser.
  - ✓ Soap dispenser levels can be verified visually because the dispensers are clear plastic.
- Clean floor (VCT or linoleum) with 24" swivel mop and mop treatment.
- Vacuum carpet (see procedures in Carpet Care Workbook).

### Weekly

- Wet wipe with disinfectant horizontal surfaces including shelves.
  - ✓ Detailed cleaning of computers will be performed by Paraprofessionals.
  - ✓ The expectation is to not have the custodians move objects with the intention of cleaning horizontal surfaces beneath the objects.
  - ✓ Wet wipe other surfaces (radiant heat soffits, windowsills, televisions, window blinds, etc.) every six months.
- Clean door glass (if applicable) with glass/window cleaner and interior windows as needed.
  - ✓ Wet wipe with disinfectant all blinds and shades at least monthly.
- Clean sinks using a disinfectant.

### Break (Winter/Spring/Summer)

WS = Winter or Spring	S = Summer	N = Non-Student Days
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- Strip and wax floors (VCT and linoleum). See District procedures for stripping and waxing VCT and linoleum floors. S
  - ✓ Clean baseboards.
- Spot clean walls with disinfectant. WS
- Thorough cleaning of walls with disinfectant. S
- Clean and disinfect furniture. S
- Dust light fixtures and ceiling tile. WS, S
- Clean outside windows with glass/window cleaner. S
- Wet wipe displacement canisters, return grilles, and other supply diffusers. WS, S, N
- Clean carpet using Shampoo Method (see procedures in Carpet Care Workbook).

## Carpet Maintenance and Cleaning

### ◆ Weekly Routine Carpet Maintenance

- Controlling Soil. Most abrasive particle soil accumulates initially within the first few feet of major entries to buildings. Once inside, this soil takes its toll on carpet fibers, and on the general appearance of the structure. It also contributes airborne particles that affect overall indoor air quality. Every effort should be made to keep this soil accumulation outside by the use of properly selected entry mats. Mat selection (type and size) must consider the type and amount of soil exposure and the number of people using an entrance.

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Entry mats to collect or absorb soil and moisture are to be placed prior to carpeted areas in entries of buildings and not on top of carpet. The mats must be maintained by weekly vacuuming, shaking and cleaning, or with weekly exchange by mat rental or cleaning companies. Custodial Cleaning Procedures for Entry Mats/Entry Areas should be followed.

- Vacuuming Carpet. Routine thorough vacuuming with properly maintained, quality equipment is the single most important step to prolong the life and appearance of carpet. A top-fill upright vacuum with brush agitation or a canister vacuum with a power head incorporating brush agitation should be selected and used with frequency.

Equally important, soil that is loosened and vacuumed from carpet must be collected in the vacuum's recovery system and not allowed to re-enter the air within the structure to contribute to indoor air pollution. For this reason, a high efficiency filtering system, vacuum cleaner bags with a minimum rating, of 90 percent efficient for 1 micron size particles, need to be used in any vacuum equipment employed.

- Immediate Spotting. Most spots can be removed easily if the excess is lifted or blotted and treated immediately with plain water or with spotters containing mild (pH range of 5-9) dilute detergents that do not leave residue. If ignored those spots, or components thereof, may bond with fiber dye sites, forming permanent stains. Immediate spotting is an essential responsibility for cleaning staff.

#### ◆ Carpet Dry Chemical/Foam/Shampoo/Steam (Hot Water) Cleaning

- Cleaning Frequency. Commercial carpet should be analyzed according to its construction, the type and frequency of traffic, the soiling conditions encountered, and other extenuating circumstances including occupant activities, structure design and indoor air quality. Specialized maintenance and cleaning programs (e.g. weekly, monthly, quarterly, semi-annually) should be developed based on individual needs.

Frequent cleaning of exterior entrances and high traffic areas reduces the contaminants and soil particulates from outside the structure that accumulate in these areas.

### **Custodial Floor Cleaning Reference Guides**

- ◆ Professional 2000 – Carpet Care Workbook, SC Johnson 1997
- ◆ Professional 2000 – Floor Care Workbook, SC Johnson, 1995

#### ◆ Area Rugs

With respect to the use of area rugs, the District understands that there are times during the school day when students benefit from instruction that is taught from an area rug setting. The District's use of the "Balance Approach to Literacy" activities are examples of times when an area rug setting is desirable for instruction and student learning. These activities include: Shared Reading, Shared Writing, Listening Centers and Literature Circles. An area rug setting is particularly important as a meeting space for students in grades K-3.

Recommendations for the use of area rugs include:

- Area rugs will be limited to grades K-3. Only one (1) area rug per classroom shall be allowed.

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- Area rugs will be low-VOC, consist of commercial grade nylon with rubber/vinyl backing (other closed-cell, i.e. polypropylene) and proper flame spread rating for commercial applications. Carpet with exposed jute is not permitted.
  - Each site will be responsible for purchasing area rugs with the material consistency specified in this section. Area rugs not purchased by the site or not meeting the previously mentioned specifications should be removed prior to the 2003-2004 school year.
  - Regular cleaning of area rugs should occur as identified in the buildings' cleaning procedures. To facilitate cleaning, area rugs will be positioned in open floor spaces and permanent furniture should not be placed on the area rugs.
  - Annually, area rugs will be cleaned using carpet-shampooing machines.

◆ **Upholstered Furniture**

**All upholstered furniture that is not considered office furniture should be removed from classrooms.** Upholstered furniture that is not properly cleaned is likely to harbor dust mites and other allergens that may impact the health of students and staff. It is not the responsibility of the building custodians to clean upholstered furniture in the classrooms. Without a formal process to ensure that the upholstered furniture is being cleaned properly, the recommendation is to remove the potential source of allergens. Removal of upholstered furniture in the classrooms should be completed prior to the 2004-2005 school year.

◆ **Beanbag Chairs**

**All beanbag chairs not constructed of flame retardant materials shall be removed.** This action is based on Minnesota statutes (MS 229F.18), which dictate that all beanbag chairs must have documentation that they are flame retardant. Similar consideration should be given to pillows, cushions and large stuffed animals. The documentation is typically contained on the tag.

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## **Section 6**

### **Building Information and Maintenance Schedules (per Building)**

**Mounds View Public Schools  
Building Information and Maintenance Schedule**



Building Name:	Bel Air Elementary
Building Custodians:	<i>Lead:</i> Jake Svenningsen
	<i>Others:</i> Bernadette West
	Mark Walker

**General Building Information**

- ◆ This building has:
  - 1 Floor
  - 2 Floors
  - 3 Floors
  - 4 Floors
  
- ◆ This building is approximately 85,742 square feet.
  
- ◆ There are approximately 630 occupants in this building.
  
- ◆ The school was originally constructed in 1966 (*specific year*).
  
- ◆ There are two different additions in this building.  
Please list specific dates of addition(s): 1993 & 2001.
  
- ◆  Portable classrooms are used at this location.  
 Portable classrooms are not used at this location.
  
- ◆  There are no cooling towers in this facility.  
 There are cooling towers at this facility.

*Maintenance schedule:*

Annual

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- ◆  There are no tunnels in this building.  
 There are  *dirt* /  *concrete* tunnels in this building.
  
- ◆ The cleaning/building and grounds chemicals are stored: *Please specify . . .*  
Downstairs Storage Room
  
- ◆ Custodians are responsible for the safe use and handling of the cleaning/building and grounds chemicals.

- ◆ Cleaning/building and grounds chemicals include: *Please specify . . .*

Variety. \_\_\_\_\_

- ◆ ■ The school uses walk-off mats to trap dirt & moisture. *Locations:*

Front Lobby. All door entries. \_\_\_\_\_

- The mats are cleaned according to manufacturer's directions.
- The mats are not cleaned according to manufacturer's directions.
- The school does not use walk-off mats to trap dirt & moisture.

- ◆ ■ This facility does not have a pool.

- This facility does have a pool.

The pool is maintained by: \_\_\_\_\_

Pool chemical include: \_\_\_\_\_

- ◆ Floor, ceiling and wall coverings include: *Please specify. . .*

Flooring Surface	Maintenance Schedule
Carpet	Shampooed: Summer only Vacuumed: Every night (school hours)
Tile	Swept: Every day Resurfaced: Auto scrubbed
Terrazzo	Swept: N/A Refinished: N/A
Wood	Swept: N/A Refinished: N/A
Other: Poured _____	Swept: Refinished:

Building Ceiling Types (i.e. dropped tile, spline, hard ceilings)	Building Wall Finishes (i.e. wallboard, plaster, block)
Dropped tile	Block
	Wallboard

**Mounds View Public Schools  
Building Information and Maintenance Schedule**



Building Name:	Island Lake Elementary
Building Custodians:	<i>Lead:</i> Randy Siemsen
	<i>Others:</i> Peter Lozowy
	Vladimir Polivcav

**General Building Information**

- ◆ This building has:
  - 1 Floor
  - 2 Floors
  - 3 Floors
  - 4 Floors
  
- ◆ This building is approximately 94,959 square feet.
- ◆ There are approximately 700 occupants in this building.
- ◆ The school was originally constructed in 1956 (*specific year*).
- ◆ There are approx. 5 different additions in this building.  
Please list specific dates of addition(s): 1969, 1987, 1997, 1999, 2002.
- ◆  Portable classrooms are used at this location.  
 Portable classrooms are not used at this location.
- ◆  There are no cooling towers in this facility.  
 There are cooling towers at this facility.

*Maintenance schedule:*

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- ◆  There are no tunnels in this building.  
 There are  *dirt* /  *concrete* tunnels in this building.
- ◆ The cleaning/building and grounds chemicals are stored: *Please specify . . .*

Janitor closets or custodial office

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- ◆ Everyone is responsible for the safe use and handling of the cleaning/building and grounds chemicals.

- ◆ Cleaning/building and grounds chemicals include: *Please specify . . .*

Bowl cleaners, floor strippers and wax, carpet shampoo.

- ◆ ■ The school uses walk-off mats to trap dirt & moisture. *Locations:*

Entire area.

- The mats are cleaned according to manufacturer's directions.
- The mats are not cleaned according to manufacturer's directions.

- The school does not use walk-off mats to trap dirt & moisture.

- ◆ ■ This facility does not have a pool.

- This facility does have a pool.

The pool is maintained by: \_\_\_\_\_

Pool chemical include: \_\_\_\_\_

- ◆ Floor, ceiling and wall coverings include: *Please specify. . .*

Flooring Surface	Maintenance Schedule
Carpet	Shampooed: Yearly Vacuumed: Daily
Tile	Swept: Resurfaced: Summer & school breaks
Terrazzo	Swept: N/A Refinished: N/A
Wood	Swept: Daily Refinished: Yearly
Other: Poured _____	Swept: Refinished:

Building Ceiling Types (i.e. dropped tile, spline, hard ceilings)	Building Wall Finishes (i.e. wallboard, plaster, block)
Dropped tile	Block, Brick
Spline hard ceiling	Sheetrock

**Mounds View Public Schools  
Building Information and Maintenance Schedule**



Building Name:	Pike Lake Elementary
Building Custodians:	<i>Lead:</i> David W. Livingston
	<i>Others:</i> Brian Larson
	Shirley Kastner

**General Building Information**

- ◆ This building has:
  - 1 Floor
  - 2 Floors
  - 3 Floors
  - 4 Floors
  
- ◆ This building is approximately 82,144 square feet.
  
- ◆ There are approximately 570 occupants in this building.
  
- ◆ The school was originally constructed in 1962 (*specific year*).
  
- ◆ There are 4 different additions in this building.  
Please list specific dates of addition(s): 1966, 1974, 1987, 2001.
  
- ◆  Portable classrooms are used at this location.  
 Portable classrooms are not used at this location.
  
- ◆  There are no cooling towers in this facility.  
 There are cooling towers at this facility.

*Maintenance schedule:*

Johnson Controls does the maintenance.

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- ◆  There are no tunnels in this building.  
 There are  *dirt* /  *concrete* tunnels in this building.
  
- ◆ The cleaning/building and grounds chemicals are stored: *Please specify . . .*  
Custodial closets
  
- ◆ All custodians are responsible for the safe use and handling of the cleaning/building and grounds chemicals.

- ◆ Cleaning/building and grounds chemicals include: *Please specify . . .*

Bleach, ammonia, window cleaner, bowl cleaners, lime solvent, etc.

- ◆ ■ The school uses walk-off mats to trap dirt & moisture. *Locations:*

Entryways.

- The mats are cleaned according to manufacturer's directions.
- The mats are not cleaned according to manufacturer's directions.

- The school does not use walk-off mats to trap dirt & moisture.

- ◆ ■ This facility does not have a pool.

- This facility does have a pool.

The pool is maintained by: \_\_\_\_\_

Pool chemical include: \_\_\_\_\_

- ◆ Floor, ceiling and wall coverings include: *Please specify. . .*

Flooring Surface	Maintenance Schedule
Carpet	Shampooed: N/A Vacuumed: N/A
Tile Classrooms & halls	Swept: Daily Resurfaced: At least once per year, possibly more
Terrazzo Some of the halls	Swept: Daily Refinished: At least once per year, possibly more
Wood	Swept: N/A Refinished: N/A
Other: _____	Swept: Refinished:

Building Ceiling Types (i.e. dropped tile, spline, hard ceilings)	Building Wall Finishes (i.e. wallboard, plaster, block)
Dropped tile	Block, some plaster

**Mounds View Public Schools  
Building Information and Maintenance Schedule**



Building Name:	Pinewood Elementary
Building Custodians:	<i>Lead:</i> Butch Engstrom
	<i>Others:</i> Rodney Harris
	Jesse Larson

**General Building Information**

- ◆ This building has:
  - 1 Floor
  - 2 Floors
  - 3 Floors
  - 4 Floors
  
- ◆ This building is approximately 84,081 square feet.
  
- ◆ There are approximately 753 occupants in this building.
  
- ◆ The school was originally constructed in 1955 (*specific year*).
  
- ◆ There are 4 different additions in this building.  
Please list specific dates of addition(s): 1969, 1987, 1995, 2002.
  
- ◆  Portable classrooms are used at this location.  
 Portable classrooms are not used at this location.
  
- ◆  There are no cooling towers in this facility.  
 There are cooling towers at this facility.

*Maintenance schedule:*

Johnson Controls.

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- ◆  There are no tunnels in this building.  
 There are  *dirt* /  *concrete* tunnels in this building.
  
- ◆ The cleaning/building and grounds chemicals are stored: *Please specify . . .*  
Storage off boiler room
  
- ◆ Custodians are responsible for the safe use and handling of the cleaning/building and grounds chemicals.

- ◆ Cleaning/building and grounds chemicals include: *Please specify . . .*

Strippers, waxes.

- ◆ ■ The school uses walk-off mats to trap dirt & moisture. *Locations:*

Front lobby and all entryways.

- The mats are cleaned according to manufacturer's directions.
- The mats are not cleaned according to manufacturer's directions.
- The school does not use walk-off mats to trap dirt & moisture.

- ◆ ■ This facility does not have a pool.

- This facility does have a pool.

The pool is maintained by: \_\_\_\_\_

Pool chemical include: \_\_\_\_\_

- ◆ Floor, ceiling and wall coverings include: *Please specify. . .*

Flooring Surface	Maintenance Schedule
Carpet	Shampooed: N/A Vacuumed: N/A
Tile Classrooms & halls; Gym & Cafeteria	Swept: Daily Resurfaced: Summer only
Terrazzo	Swept: N/A Refinished: N/A
Wood	Swept: N/A Refinished: N/A
Other: _____	Swept: Refinished:

Building Ceiling Types (i.e. dropped tile, spline, hard ceilings)	Building Wall Finishes (i.e. wallboard, plaster, block)
Changed when needed	Summer only or as needed

**Mounds View Public Schools  
Building Information and Maintenance Schedule**



Building Name:	Snail Lake Elementary
Building Custodians:	<i>Lead:</i> Chris Paquette
	<i>Others:</i> Vern Stephany
	Theresa Peterson

**General Building Information**

- ◆ This building has:
  - 1 Floor
  - 2 Floors
  - 3 Floors
  - 4 Floors
  
- ◆ This building is approximately 79,382 square feet.
  
- ◆ There are approximately 550 occupants in this building.
  
- ◆ The school was originally constructed in 1952 (*specific year*).
  
- ◆ There are 4 different additions in this building.  
Please list specific dates of addition(s): 1965, 1968, 1987, 2003.
  
- ◆  Portable classrooms are used at this location.  
 Portable classrooms are not used at this location.
  
- ◆  There are no cooling towers in this facility.  
 There are cooling towers at this facility.

*Maintenance schedule:*

- 
- ◆  There are no tunnels in this building.  
 There are  dirt /  concrete tunnels in this building.
  
  - ◆ The cleaning/building and grounds chemicals are stored: *Please specify . . .*  
In west hallway closet 15A
  
  - ◆ All custodians are responsible for the safe use and handling of the cleaning/building and grounds chemicals.

- ◆ Cleaning/building and grounds chemicals include: *Please specify . . .*

Virex, Stride, GP Forward, Spitfire, glass cleaner.

- ◆ ■ The school uses walk-off mats to trap dirt & moisture. *Locations:*

All entryways.

- The mats are cleaned according to manufacturer's directions.
- The mats are not cleaned according to manufacturer's directions.
- The school does not use walk-off mats to trap dirt & moisture.

- ◆ ■ This facility does not have a pool.

- This facility does have a pool.

The pool is maintained by: \_\_\_\_\_

Pool chemical include: \_\_\_\_\_

- ◆ Floor, ceiling and wall coverings include: *Please specify. . .*

Flooring Surface	Maintenance Schedule
Carpet	Shampooed: N/A Vacuumed: N/A
Tile Classrooms & hallways	Swept: Daily Resurfaced: Summer, Christmas, Spring
Terrazzo Halls	Swept: Daily Refinished: Summer, Christmas, Spring
Wood	Swept: N/A Refinished: N/A
Other: _____	Swept: Refinished:

Building Ceiling Types (i.e. dropped tile, spline, hard ceilings)	Building Wall Finishes (i.e. wallboard, plaster, block)
Dropped tile	Sheetrock
	Block, Brick

**Mounds View Public Schools  
Building Information and Maintenance Schedule**



Building Name:	Sunnyside Elementary
Building Custodians:	<i>Lead:</i> Duane Fox
	<i>Others:</i> Kelly Tracy
	Shirley Kastner

**General Building Information**

- ◆ This building has:
  - 1 Floor
  - 2 Floors
  - 3 Floors
  - 4 Floors
  
- ◆ This building is approximately 74,620 square feet.
  
- ◆ There are approximately 530 occupants in this building.
  
- ◆ The school was originally constructed in 1950 (*specific year*).
  
- ◆ There are 6 different additions in this building.  
Please list specific dates of addition(s): 1950, 1953, 1964, 1968, 1993, 1996, 2003.
  
- ◆  Portable classrooms are used at this location.  
 Portable classrooms are not used at this location.
  
- ◆  There are no cooling towers in this facility.  
 There are cooling towers at this facility.

*Maintenance schedule:*

Johnson Controls

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- ◆  There are no tunnels in this building.  
 There are  *dirt* /  *concrete* tunnels in this building (one of each).
  
- ◆ The cleaning/building and grounds chemicals are stored: *Please specify . . .*  
  

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- ◆ Custodians are responsible for the safe use and handling of the cleaning/building and grounds chemicals.

- ◆ Cleaning/building and grounds chemicals include: *Please specify . . .*

Spartan wax, Bravo stripper, bowl cleaner (acid/no-acid), Stride soap, Extractor shampoo

- ◆ ■ The school uses walk-off mats to trap dirt & moisture. *Locations:*

Entry doors – front, sides, rear

- The mats are cleaned according to manufacturer's directions.
- The mats are not cleaned according to manufacturer's directions.
- The school does not use walk-off mats to trap dirt & moisture.

- ◆ ■ This facility does not have a pool.

- This facility does have a pool.

The pool is maintained by: \_\_\_\_\_

Pool chemical include: \_\_\_\_\_

- ◆ Floor, ceiling and wall coverings include: *Please specify. . .*

Flooring Surface	Maintenance Schedule
Carpet	Shampooed: Summer Vacuumed: 3 times a week
Tile VAT/VCT	Swept: Every other day Resurfaced: Summer
Terrazzo None	Swept: Refinished:
Wood None	Swept: Refinished:
Other: _____	Swept: Refinished:

Building Ceiling Types (i.e. dropped tile, spline, hard ceilings)	Building Wall Finishes (i.e. wallboard, plaster, block)
All dropped tile	Block, glazed

**Mounds View Public Schools  
Building Information and Maintenance Schedule**



Building Name:	Turtle Lake Elementary
Building Custodians:	<i>Lead:</i> Jim Fleischer
	<i>Others:</i> Karol Benson
	Rendy Hansen
	Tony Saldona

**General Building Information**

- ◆ This building has:
  - 1 Floor
  - 2 Floors
  - 3 Floors
  - 4 Floors
  
- ◆ This building is approximately 113,000 square feet.
  
- ◆ There are approximately 720 occupants in this building.
  
- ◆ The school was originally constructed in 1958 (*specific year*).
  
- ◆ There are 2 different additions in this building.  
Please list specific dates of addition(s): 1987, 2003.
  
- ◆  Portable classrooms are used at this location.  
 Portable classrooms are not used at this location.
  
- ◆  There are no cooling towers in this facility.  
 There are cooling towers at this facility.

*Maintenance schedule:*

Johnson Controls.

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- ◆  There are no tunnels in this building.  
 There are  *dirt* (plastic covered) /  *concrete* tunnels in this building.
  
- ◆ The cleaning/building and grounds chemicals are stored: *Please specify . . .*  
In boiler room, custodial office and custodial rooms
  
- ◆ Custodians are responsible for the safe use and handling of the cleaning/building and grounds chemicals.

- ◆ Cleaning/building and grounds chemicals include: *Please specify . . .*

See chemical list in hard copy of IAQ Management Plan.

- ◆  The school uses walk-off mats to trap dirt & moisture. *Locations:*

All entryways – vacuumed daily and extracted at least once per year.

- The mats are cleaned according to manufacturer's directions.
- The mats are not cleaned according to manufacturer's directions.
- The school does not use walk-off mats to trap dirt & moisture.

- ◆  This facility does not have a pool.

- This facility does have a pool.

The pool is maintained by: \_\_\_\_\_

Pool chemical include: \_\_\_\_\_

- ◆ Floor, ceiling and wall coverings include: *Please specify . . .*

Flooring Surface	Maintenance Schedule
Carpet All classrooms except Art & Science	Shampooed: Yearly, K-rooms more often as needed. Vacuumed: Daily
Tile Lavatories D101, 103 & 105 New Addition, IMC, B101, 104, 107, back hall (boiler), Office	Swept: Daily Resurfaced: Stripped yearly, additional coats Dec. & March
Terrazzo Entries to A & C Sections (5), A100 & hallway, all new restrooms (1985 add.)	Swept: Daily Refinished: Summer – no wax in lavatories
Wood Gym	Swept: Daily – before Comm. Ed. activities Refinished: Summer and Spring
Other: Ceramic tile – old gang lavs, kitchen, Special Ed. restrooms, staff lavs (4) and Locker Rooms	Swept: Daily Refinished: No wax on restroom floors or Kitchen

Building Ceiling Types (i.e. dropped tile, spline, hard ceilings)	Building Wall Finishes (i.e. wallboard, plaster, block)
Dropped tile, hard ceilings	Wallboard, block, neoslate

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## **Turtle Lake Chemical List**

3M Super 77 Adhesive  
Arsenal Bonnet Cleaner  
Arsenal Neutralizer  
Big D Water Soluble Deodorant – mint  
Clean Assist Defoamer II  
Continental Clean Slate\*  
Continental DR. Spot\*  
Continental Drysil 628\*  
Continental Once Over\*  
Continental Tile and Grout Cleaner\*  
Dalco Orange Force  
Ecolab Lime-A-Way  
Goo Gone\*  
Hillyard Absorbit  
Hillyard Stainless Steel Cleaner  
Hillyard Surefoam  
Johnson Conq-R-Dust  
Johnson Jon-Wood  
Johnson Virex 256  
Kimberly Clark Antimicrobial Hand Soap  
Laundry Bleach  
Laundry Detergent  
Midwest Chemical Aqueous Ammonia\*  
Ortho Weed-Be-Gone  
Quick and Clean Base Strip  
Quick and Clean Gum Go  
Quick and Clean Liquid Enzyme  
Ryco Gone  
Ryco Porcelain and Tile Cleaner  
Spartan Air Lift Lemon Scent  
Spartan Carpet Stain Remover  
Spartan Citro Shield Furniture Polish  
Spartan Consume  
Spartan Germicidal Bowl Cleaner  
Spartan Glass Cleaner  
Spartan Hornet Spray  
Spartan Prem Crawling Insect Killer  
SSS Cleanser  
State Chemical Destroy  
Strike Rate and Mouse Killer\*  
Toro Ant Killer  
Zep Vinyl Cleaner

\* - Discontinued item – just using it up

**Mounds View Public Schools  
Building Information and Maintenance Schedule**



Building Name:	Valentine Hills Elementary
Building Custodians:	<i>Lead:</i> Jerry Gjerdahl
	<i>Others:</i> Ron Bonn
	Mark Walker

**General Building Information**

- ◆ This building has:
  - 1 Floor
  - 2 Floors
  - 3 Floors
  - 4 Floors
  
- ◆ This building is approximately 77,342 square feet.
  
- ◆ There are approximately \_\_\_\_\_ occupants in this building.
  
- ◆ The school was originally constructed in 1968 (*specific year*).
  
- ◆ There are 3 different additions in this building.  
Please list specific dates of addition(s): 1987, 1993, 2001.
  
- ◆  Portable classrooms are used at this location.  
 Portable classrooms are not used at this location.
  
- ◆  There are no cooling towers in this facility.  
 There are cooling towers at this facility.

*Maintenance schedule:*

Johnson Controls

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- ◆  There are no tunnels in this building.  
 There are  *dirt* /  *concrete* tunnels in this building.
  
- ◆ The cleaning/building and grounds chemicals are stored: *Please specify . . .*  
  
\_\_\_\_\_
  
- ◆ Custodians are responsible for the safe use and handling of the cleaning/building and grounds chemicals.

- ◆ Cleaning/building and grounds chemicals include: *Please specify . . .*

Window cleaner, stripper, wax acumix, Virex bowl cleaner, Sheila Shine, Stride

- ◆ ■ The school uses walk-off mats to trap dirt & moisture. *Locations:*

Walk-off rugs

- The mats are cleaned according to manufacturer's directions.
- The mats are not cleaned according to manufacturer's directions.
- The school does not use walk-off mats to trap dirt & moisture.

- ◆ ■ This facility does not have a pool.

- This facility does have a pool.

The pool is maintained by: \_\_\_\_\_

Pool chemical include: \_\_\_\_\_

- ◆ Floor, ceiling and wall coverings include: *Please specify. . .*

Flooring Surface	Maintenance Schedule
Carpet	Shampooed: Once a year Vacuumed: Every night
Tile	Swept: Every night Resurfaced: Once a year
Terrazzo	Swept: Every night Refinished: Scrubbed every day
Wood	Swept: Refinished:
Other: Ceramic	Swept: Every night Refinished: Scrubbed 3 times a year

Building Ceiling Types (i.e. dropped tile, spline, hard ceilings)	Building Wall Finishes (i.e. wallboard, plaster, block)
	Plaster, block

- Hallways stripped once a year; scrubbed and recoated during winter break and spring break.
- Gyms stripped once a year; scrubbed and recoated during winter break and spring break.
- Bathrooms stripped once a year.
- Carpet extracted once a year.

**Mounds View Public Schools  
Building Information and Maintenance Schedule**



Building Name:	Chippewa Middle
Building Custodians:	<i>Lead:</i> Tom Leier
	<i>Others:</i> Rocky Engstrom (B-Lead)
	Steve Plessel
	Mike Leritz
	Bob Brady
	Marshall Beyer
	Jeff Novak

**General Building Information**

- ◆ This building has:
  - 1 Floor
  - 2 Floors
  - 3 Floors
  - 4 Floors
  
- ◆ This building is approximately 192,483 square feet.
  
- ◆ There are approximately 1,200 occupants in this building.
  
- ◆ The school was originally constructed in 1973 (*specific year*).
  
- ◆ There are 2 different additions in this building.  
Please list specific dates of addition(s): Science Section & New Gym (2003-2004).
  
- ◆  Portable classrooms are used at this location.  
 Portable classrooms are not used at this location.
  
- ◆  There are no cooling towers in this facility.  
 There are cooling towers at this facility.

*Maintenance schedule:*

Filter changed when needed.

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- ◆  There are no tunnels in this building.  
 There are  *dirt* /  *concrete* tunnels in this building.
  
- ◆ The cleaning/building and grounds chemicals are stored: *Please specify . . .*

Tool room next to custodian's office

---

◆     Custodians     are responsible for the safe use and handling of the cleaning/building and grounds chemicals.

◆ Cleaning/building and grounds chemicals include: *Please specify . . .*

    Bowl cleaner, soap, bleach, lime solvent, floor wax and stripper.    

◆ ■ The school uses walk-off mats to trap dirt & moisture. *Locations:*

    Northwest corner by Art, south side by New Gym and Office Area    

The mats are cleaned according to manufacturer's directions.

   ■ The mats are not cleaned according to manufacturer's directions. They are vacuumed daily.

The school does not use walk-off mats to trap dirt & moisture.

◆  This facility does not have a pool.

   ■ This facility does have a pool.

      The pool is maintained by:     Tom Leier and Rocky Engstrom    

      Pool chemical include:     Muriatic acid and chlorine tablets    

◆ Floor, ceiling and wall coverings include: *Please specify. . .*

Flooring Surface	Maintenance Schedule
Carpet	Shampooed: Every summer Vacuumed: Daily
Tile	Swept: Daily Resurfaced: Every summer
Terrazzo	Swept: N/A Refinished: N/A
Wood	Swept: N/A Refinished: N/A
Other:	Swept: N/A Refinished: N/A

Building Ceiling Types (i.e. dropped tile, spline, hard ceilings)	Building Wall Finishes (i.e. wallboard, plaster, block)
Dropped tile, tile changed when needed	Block and plaster
	Washed every summer

**Mounds View Public Schools  
Building Information and Maintenance Schedule**



Building Name:	Edgewood Middle School
Building Custodians:	<i>Lead:</i> Ed Cadwell
	<i>Others:</i> Kevin Pierce
	Linda Camel
	Joe Plaistad

**General Building Information**

- ◆ This building has:
  - 1 Floor
  - 2 Floors
  - 3 Floors
  - 4 Floors
  
- ◆ This building is approximately 133,066 square feet.
  
- ◆ There are approximately \_\_\_\_\_ occupants in this building.
  
- ◆ The school was originally constructed in 1957 (*specific year*).
  
- ◆ There are 4 different additions in this building.  
Please list specific dates of addition(s): 1966, 1981, 2003, 2004.
  
- ◆  Portable classrooms are used at this location.  
 Portable classrooms are not used at this location.
  
- ◆  There are no cooling towers in this facility.  
 There are cooling towers at this facility.

*Maintenance schedule:*

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- ◆  There are no tunnels in this building.  
 There are  *dirt* /  *concrete* tunnels in this building.
  
- ◆ The cleaning/building and grounds chemicals are stored: *Please specify . . .*

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- ◆     Custodians     are responsible for the safe use and handling of the cleaning/building and grounds chemicals.

- ◆ Cleaning/building and grounds chemicals include: *Please specify . . .*
- 

- ◆ ■ The school uses walk-off mats to trap dirt & moisture. *Locations:*
- 

- The mats are cleaned according to manufacturer's directions.  
 The mats are not cleaned according to manufacturer's directions. They are vacuumed daily.  
 The school does not use walk-off mats to trap dirt & moisture.

- ◆  This facility does not have a pool.

- ◆ ■ This facility does have a pool.

The pool is maintained by: Ed Cadwell

Pool chemical include: Gas chlorine, soda ash, and bicarbonate

- ◆ Floor, ceiling and wall coverings include: *Please specify. . .*

Flooring Surface	Maintenance Schedule
Carpet	Shampooed: Yearly Vacuumed: Every other day
Tile	Swept: Daily Resurfaced: Yearly or as needed
Terrazzo	Swept: N/A Refinished: N/A
Wood	Swept: Daily Refinished: Yearly
Other:	Swept: N/A Refinished: N/A

Building Ceiling Types (i.e. dropped tile, spline, hard ceilings)	Building Wall Finishes (i.e. wallboard, plaster, block)
Dropped tile, glue-on tile	Glaze block, painted block, plaster
	Sheetrock

**Mounds View Public Schools  
Building Information and Maintenance Schedule**



Building Name:	Highview Middle School
Building Custodians:	<i>Lead:</i> Mark Hanson
	<i>Others:</i> Marty Murphy
	Tom Triden
	Terry Wolff
	Greg Schwendemann

**General Building Information**

- ◆ This building has:
  - 1 Floor
  - 2 Floors
  - 3 Floors
  - 4 Floors
  
- ◆ This building is approximately 170,112 square feet.
  
- ◆ There are approximately 1,200 occupants in this building.
  
- ◆ The school was originally constructed in 1967-1968 (*specific year*).
  
- ◆ There are 2 different additions in this building.  
Please list specific dates of addition(s): 2001 and 2002.
  
- ◆  Portable classrooms are used at this location.  
 Portable classrooms are not used at this location.
  
- ◆  There are no cooling towers in this facility.  
 There are cooling towers at this facility.

*Maintenance schedule:*

Johnson Controls. Building custodians monitor water chemical levels.

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- ◆  There are no tunnels in this building.  
 There are  *dirt* /  *concrete* tunnels in this building.
  
- ◆ The cleaning/building and grounds chemicals are stored: *Please specify . . .*

C1 Custodial / 147 / 147A / 149 Boiler Room / G2 / C3 / C5 / M7 / C4 / M6

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- ◆ Custodians are responsible for the safe use and handling of the cleaning/building and grounds chemicals.

- ◆ Cleaning/building and grounds chemicals include: *Please specify . . .*

Check Material Safety Data Sheets – mostly Johnson and Dalco products)

- ◆ ■ The school uses walk-off mats to trap dirt & moisture. *Locations:*

Front entryways, gym entryways

- The mats are cleaned according to manufacturer's directions.
- The mats are not cleaned according to manufacturer's directions. They are vacuumed daily.
- The school does not use walk-off mats to trap dirt & moisture.

- ◆  This facility does not have a pool.

- This facility does have a pool.

The pool is maintained by: Daily maintained by Mark Hanson and Marty Murphy.  
Structural maintained by DSC.

Pool chemical include: Gas chlorine / granular / Dechlor / soda ash.

- ◆ Floor, ceiling and wall coverings include: *Please specify. . .*

Flooring Surface	Maintenance Schedule
Carpet	Shampooed: N/A Vacuumed: N/A
Tile Classrooms / hallways	Swept: Daily Resurfaced: Yearly
Terrazzo Hallways	Swept: Daily Refinished: Yearly
Wood Gyms	Swept: Daily Refinished: Contracted
Other:	Swept: N/A Refinished: N/A

Building Ceiling Types (i.e. dropped tile, spline, hard ceilings)	Building Wall Finishes (i.e. wallboard, plaster, block)
Dropped tile, spline, hard ceilings	Wallboard, plaster, block

**Mounds View Public Schools  
Building Information and Maintenance Schedule**



Building Name:	Irondale High School
Building Custodians:	<i>Lead:</i> Paul Henke
	<i>Others:</i> Steve Gunn-Smith
	Jim Stephany
	Larry Berqual
	Scott Hanson
	Keith Labuhn
	Mike Caliri
	Barb Bailey

**General Building Information**

- ◆ This building has:
  - 1 Floor
  - 2 Floors & Boiler Room
  - 3 Floors
  - 4 Floors
  
- ◆ This building is approximately 328,352 square feet.
  
- ◆ There are approximately 1,900 occupants in this building.
  
- ◆ The school was originally constructed in 1965 (*specific year*).
  
- ◆ There are 3 different additions in this building.  
Please list specific dates of addition(s): 1972, 1987, 1993, 1996, 2002, 2003.
  
- ◆  Portable classrooms are used at this location.  
 Portable classrooms are not used at this location.
  
- ◆  There are no cooling towers in this facility.  
 There are cooling towers at this facility.

*Maintenance schedule:*

Johnson Controls is maintaining cooling towers.

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- ◆  There are no tunnels in this building.  
 There are  dirt /  concrete tunnels in this building.

- ◆ The cleaning/building and grounds chemicals are stored: *Please specify . . .*

Break room and store room

- ◆ Everyone is responsible for the safe use and handling of the cleaning/building and grounds chemicals.

- ◆ Cleaning/building and grounds chemicals include: *Please specify . . .*

- ◆ ■ The school uses walk-off mats to trap dirt & moisture. *Locations:*

At all entrances

- The mats are cleaned according to manufacturer's directions.
- The mats are not cleaned according to manufacturer's directions. They are vacuumed daily.
- The school does not use walk-off mats to trap dirt & moisture.

- ◆  This facility does not have a pool.

- This facility does have a pool.

The pool is maintained by: Paul Henke, Larry Berqual

Pool chemical include: Sodium bicarbonate

- ◆ Floor, ceiling and wall coverings include: *Please specify. . .*

Flooring Surface	Maintenance Schedule
Carpet Very minimal	Shampooed: Summer Vacuumed: When needed
Tile Vinyl	Swept: Daily or every other day Resurfaced: Summer
Terrazzo Hallways	Swept: Daily Refinished: Summer
Wood Gyms	Swept: Daily Refinished: Summer
Other: Concrete	Swept: Every other day Refinished: Summer

Building Ceiling Types (i.e. dropped tile, spline, hard ceilings)	Building Wall Finishes (i.e. wallboard, plaster, block)
Dropped tile, hard ceilings	Wallboard, plaster, block

**Mounds View Public Schools  
Building Information and Maintenance Schedule**



Building Name:	Mounds View High School
Building Custodians:	<i>Lead:</i> Jerry Kunkel
	<i>Others:</i> Reggie Larson
	Jim Husby
	Paul Diekoff
	Tom Kleinendorst
	Jeff Myrum
	Steve Paquette

**General Building Information**

- ◆ This building has:
  - 1 Floor
  - 2 Floors
  - 3 Floors
  - 4 Floors
  
- ◆ This building is approximately 298,750 square feet.
  
- ◆ There are approximately 2,000 occupants in this building.
  
- ◆ The school was originally constructed in 1952 (*specific year*).
  
- ◆ There are 8 different additions in this building.  
Please list specific dates of addition(s): 1961, 1978, 1984, 1990, 1991, 2001, 2002, 2003.
  
- ◆  Portable classrooms are used at this location.  
 Portable classrooms are not used at this location.
  
- ◆  There are no cooling towers in this facility.  
 There are cooling towers at this facility.

*Maintenance schedule:*

Clean filter every other day.

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- ◆  There are no tunnels in this building.  
 There are  *dirt* /  *concrete* tunnels in this building.

- ◆ The cleaning/building and grounds chemicals are stored: *Please specify . . .*

Store Room M3

- ◆     Custodians     are responsible for the safe use and handling of the cleaning/building and grounds chemicals.

- ◆ Cleaning/building and grounds chemicals include: *Please specify . . .*

See chemical list in hard copy of IAQ Management Plan.

- ◆ ■ The school uses walk-off mats to trap dirt & moisture. *Locations:*

Commons – northeast and northwest entrances

- The mats are cleaned according to manufacturer's directions.
- The mats are not cleaned according to manufacturer's directions. They are vacuumed daily.
- The school does not use walk-off mats to trap dirt & moisture.

- ◆ ■ This facility does not have a pool.

- This facility does have a pool.

The pool is maintained by: \_\_\_\_\_

Pool chemical include: \_\_\_\_\_

- ◆ Floor, ceiling and wall coverings include: *Please specify. . .*

Flooring Surface	Maintenance Schedule
Carpet	Shampooed: Once a year Vacuumed: Daily
Tile	Swept: Daily Resurfaced: Once a year
Terrazzo	Swept: Daily Refinished: Once a year
Wood	Swept: Daily Refinished: Once a year
Other:	Swept: N/A Refinished: N/A

Building Ceiling Types (i.e. dropped tile, spline, hard ceilings)	Building Wall Finishes (i.e. wallboard, plaster, block)
Dropped tile, hard ceilings	Wallboard, plaster, block

