

Proposed Adoption of Cleaning Standards for BC K-12 Sector

The Custodial Practice Pilot Project in consultation with sector based Working Groups & EFMA (Educational Facility Managers Assoc.) members, is recommending the adoption of the APPA Cleaning Standards and Custodial Staffing Guidelines for K-12 School Districts in BC.

APPA and its Purpose

APPA used to stand for the Association of Physical Plant Administrators in the late 1960's through to the early 1990's. Today, the Association is known as APPA: *Leadership in Educational Facilities*, and is most easily recognized and referred to simply as "APPA."

APPA is an international association that provides a gathering place for those engaged in the field of educational facilities management and dedicated to the ongoing evolution of its professionals into influential leaders in education.

APPA seeks to create positive impact in educational facilities on three important levels

APPA transforms individual facilities professionals into higher performing managers and leaders, which helps transform member institutions into more inviting and supportive learning environments. In turn, this elevates the recognition and value of educational facilities and their direct impact on the recruitment and retention of students, faculty and staff.

APPA's Standards and Codes Council

The APPA Standards and Codes Council was established on behalf of educational institutions (higher education, K-12, museums, and libraries, among others) to accomplish the following:

- Monitor standards and code activities among standards-setting organizations;
- Communicate and educate APPA member institutions on standards compliance issues; and
- Influence the development and creation of standards and codes, to ensure that the interests of educational institutions are realized within the standards-setting process.

Engaging the education sector in standards and codes activities requires a consensus-based process that is impartial and brings together a diverse range of stakeholders and subject matter experts. The APPA Standards and Codes Council establishes Working Groups to develop APPA standards and to make recommendations and propose changes to Codes and Standards established and maintained by other standards development organizations.

By engaging in standards activities, APPA plays an important role in representing the interests of colleges and universities, K-12 school systems and other learning institutions in the standards-setting process. Most standards development activities are "consensus based," which means that interested stakeholders need to have a seat at the table when standards are created or modified, to ensure that stakeholders' interests are met. Through this process, the APPA Custodial Guidelines and Cleaning Standards were developed and have been adopted by Educational Facilities throughout North America.

APPA's Custodial Staffing Guidelines

Initially published by APPA in 1992 and now in its second edition, Custodial Staffing Guidelines covers five levels of clean used to assess facility appearance. The guide includes information on such specialized facilities areas as dormitories, health care facilities, and more. Thirty-three room categories in all are covered by the APPA staffing guidelines.

The Custodial Staffing Guidelines are based upon the feedback of hundreds of individuals and institutions and have been in use for over two decades by an ever-increasing number of institutions to validate staffing requirements at institutions in higher education as well as K-12, and to justify the need for custodial budgets.

APPA's Standards for Cleaning

APPA's Five Levels of Clean

Level 1 Orderly Spotlessness

Floors and base board molding shine and/or are bright and clean; colours are fresh. There is no build-up in corners or along walls.

All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints. Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate. Waste containers only hold daily waste, are clean and odor free.

Level 2 Ordinary Tidiness

Floors and base board molding shine and/or are bright and clean. there is no build-up in corners or along walls, but there can be up to two days' worth of dust, dirt, stains, or streaks.

All vertical and horizontal surfaces are clean, but marks, dust, smudges, and fingerprints are noticeable upon close observation.

Washroom and shower fixtures and tile gleam and are odor-free. Supplies are adequate. Waste containers hold only daily waste, are clean and odour-free.

Level 3 Casual Inattention

Floors are swept or vacuumed clean, but upon close observation there can be stains. A build-up of dirt and/or floor finish in corners and along walls can be seen. There are dull spots and/or matted carpet in walking lanes. There are streaks or splashes on base board molding.

All vertical and horizontal surfaces have obvious dust, dirt, marks, smudges, and fingerprints. Waste containers hold only daily waste, are clean and odour-free.

Level 4 Moderate Dinginess

Floors are swept or vacuumed clean, but are dull, dingy, and stained. There is noticeable build-up or dirt and/or floor finish in corners and along walls.

There is a dull path and/or obviously matted carpet in walking lanes. Base molding is dull and dingy with streaks or splashes.

All vertical and horizontal surfaces have conspicuous dust, dirt, smudges, fingerprints, and marks. Light fixtures are dirty. Waste containers have old trash. They are stained and marked. Waste containers smell sour.

Level 5 Unkempt Neglect

Floors and carpets are dull, dirty, dingy, scuffed, and/or matted. There is conspicuous build-up of old dirt and/or floor finish in corners and along walls. Base board molding is dirty, stained, and streaked. Gum, stains, dirt, dust balls, and waste are broadcast.

All vertical and horizontal surfaces have major accumulations of dust, dirt, smudges, and fingerprints, all of which will be difficult to remove. Lack of attention is obvious.

Light fixtures are dirty with dust balls and flies. Waste containers are overflowing. They are stained and marked. Waste containers smell sour.

Cleaning Level Recommendations:

The Custodial Pilot Project Working Group believes that the above five standards are easy to recognize for both supervisors, building occupants and staff and would form a workable standard for objective building evaluation. The Project Working Group also agrees that there may be different levels of service requirements in any building based upon room type and usage.

For the BC K-12 sector, the following is recommended best practice:

1. For washroom and food service areas - **APPA Level 1** standard (orderly spotlessness) as these are critical areas to avoid cross contamination and spread of germs.
2. Educational classrooms and other general areas - **APPA Level 2** standard (orderly tidiness).