



SANTA ANA
COLLEGE

CLEANING STANDARDS - Floor Care

When college is not in session - Floors are scheduled to be cleaned annually either during Intercession or during Summer.

When college is in session - If stains are observed by the custodial staff, a form is filled out and submitted to the Custodial Supervisor. The room is placed on a list for the Leads to clean when absences are down.

If an instructor puts in a work order for the cleaning of a stain, it is put on the list for the Leads to take care as explained above.

NOTE: With the budget cuts, not all the floors are able to be cleaned annually so staff will work on them when the college is in session according to the above procedure.