

# MEMORANDUM

February 01, 2022

2%

**TO:** Ms. Susana Suarez, Principal  
Village Green Elementary, #5641

**FROM:** Dr. Alexis L. Martinez, Administrative Director  
District Inspections, Operations and Emergency  
Management

**SUBJECT: CLEANING AND SANITATION AUDIT**

As part of the State Mandate (**F.S.1013.12(3)**), enclosed you will find the Cleaning and Sanitation Audit part of the annual Fire Safety, Casualty and Sanitation Inspections.

The audit criteria are based on National established cleaning industry standards, work methods, training and published procedures. Expectations are measured by considerations for the impact of daily activity to insure that a facility will not be unfairly reviewed.

Analysis information from the audit inspection revealed the following areas of significant interest:

**CAPS Folders:   3**

**Number of Custodial Staff:   3   Workman's Comp Cases:   0**

**For Areas that need correction: REVIEW EACH SHEET**

If you have any questions, please contact me at 305-835-1050. We can assist you with Job Assignments, Scheduling, Training, and other Specialized Custodial Support Services.

\_\_\_\_\_  
ALM

ALM:lwb/#2021-2022-Memo#248

Attachments

cc: Dr. John Pace  
Region Superintendent  
Region Director  
Region Liaison  
Mr. Ignacio Palacio  
Audit File  
JB,MN

School/Site Name: Village Green Elementary Loc#: 5641

Date: February 01, 2022 Region: (S)

ATTACHMENT

CLEANING AND SANITATION AUDIT  
SCORING AND GRAPHIC PRESENTATION

Scoring is based on visual inspection with results expressed by three grade categories:

CATEGORIES:

FACILITIES SCORED:

S = Excellent -



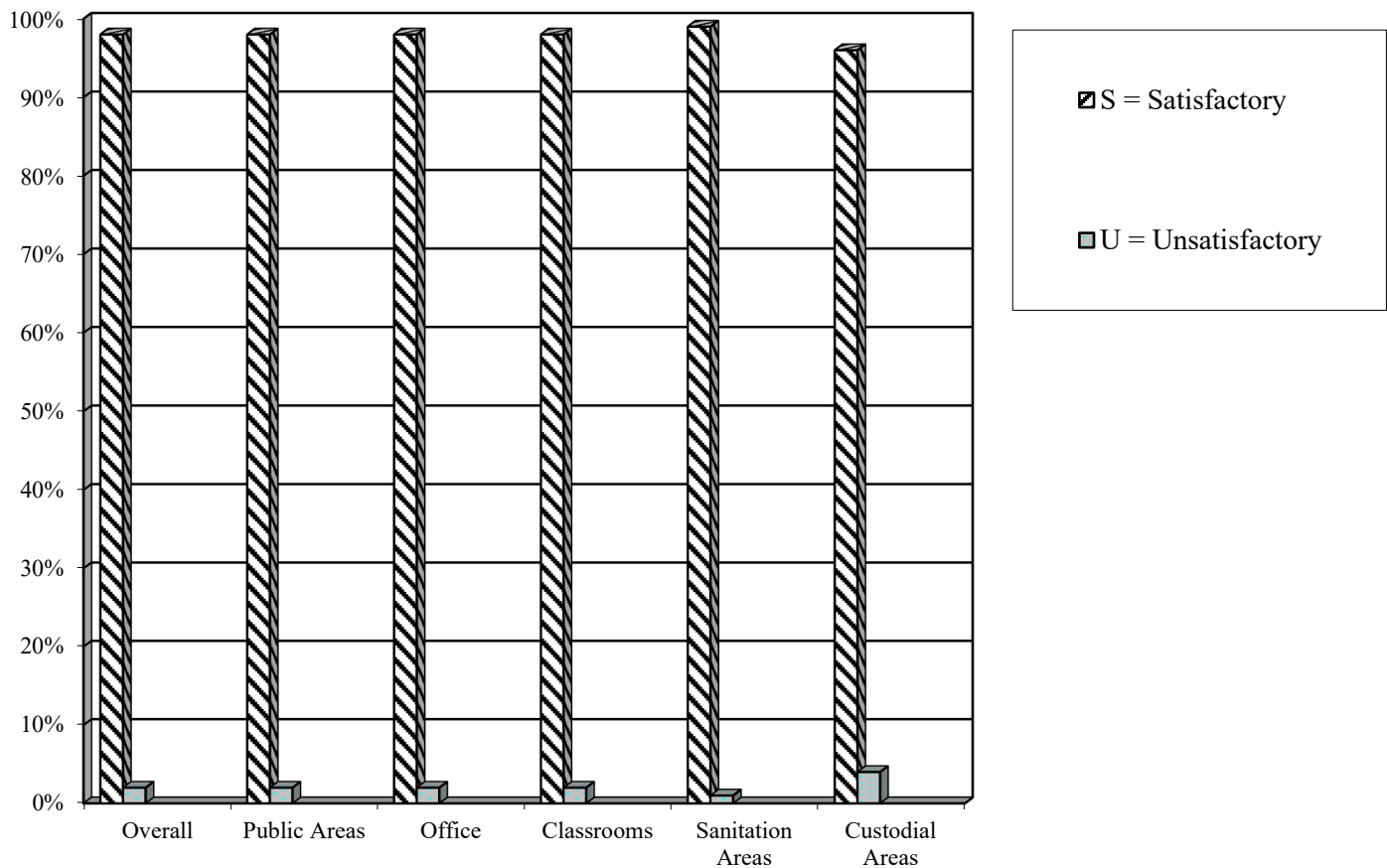
S = \_\_\_\_\_ 98%

U = Unsatisfactory -



U = \_\_\_\_\_ 2%

The scored results are presented graphically to indicate the relative cleanliness and sanitation level of key areas of the facility environment. This method fairly pinpoints acceptable quality standards and obvious deficiencies in the cleaning services program. The custodial staff's responsibility is to provide a safe and sanitary environment for the education process. Analysis of individual cleaning assignment areas will measure the custodian's performance.



**INSPECTION CATEGORY**

<b>PUBLIC AREAS</b>	<b>CATEGORY</b>	<b>CATEGORY</b>	<b>TOTALS</b>	<b>S%</b>	<b>U%</b>
	<b>S</b>	<b>U</b>			
Auditorium/Cafetorium	21	0			
Corridors/Walkways	56	0			
Elevator/Stairs	0	0			
Grounds/Teachers Lounge	56	3			
<b>Totals</b>	<b>133</b>	<b>3</b>	<b>136</b>	<b>98%</b>	<b>2%</b>
<b>OFFICE</b>					
Administrative Unit	107	2			
<b>Totals</b>	<b>107</b>	<b>2</b>	<b>109</b>	<b>98%</b>	<b>2%</b>
<b>CLASSROOMS</b>					
Classrooms	429	6			
Lab Rooms	40	4			
Vocational Shops	0	0			
Library	20	1			
<b>Totals</b>	<b>489</b>	<b>11</b>	<b>500</b>	<b>98%</b>	<b>2%</b>
<b>SANITATION AREAS</b>					
Kitchens	20	0			
Restrooms	383	3			
Cafeteria	0	0			
Clinic	26	0			
Locker Rooms/Sport Equipment	0	0			
Gymnasium	0	0			
Equipment/Weight Room	0	0			
Coach's Office	12	0			
Custodial Closet	99	2			
<b>Totals</b>	<b>540</b>	<b>5</b>	<b>545</b>	<b>99%</b>	<b>1%</b>
<b>STORAGE AREAS</b>					
Equipment/Supply Care	29	0			
Flammable Storage	9	2			
Electrical/Mechanical/Telephone	57	2			
<b>Totals</b>	<b>95</b>	<b>4</b>	<b>99</b>	<b>96%</b>	<b>4%</b>
<b>TOTALS</b>	<b>1364</b>	<b>25</b>	<b>1389</b>	<b>98%</b>	<b>2%</b>