

Standard Operating Procedure: CS003

Title: Ceramics Lab Cleaning

Updated: 07/17/2024

Background/Rationale:

- **Professional FM CUSTODIAL Staff:** No longer sweep floors with the sweeping compound (was similar to sawdust)
- **Professional FM CUSTODIAL Staff:** A HEPA filter backpack vacuum will be utilized in place of broom in restrooms; this is more efficient than sweeping and it reduces the amount of dust during cleaning activities
- **Professional FM CUSTODIAL Staff:** High impact areas will be Versa cleaned 2 times each week. By doing so, also reducing dust.
- **Ceramics Program Users:** Use 5 gallon buckets with lids around the high impact area to dispose of clay scraps that are no longer needed. Students will be instructed to ensure lids remain in place before and after disposing of scrap materials. By doing this it will make cleaning off the table top easier for students as they can simply wipe the table top into the buckets and put the lid back on. This will keep the clay contained and prevent it from drying out which, in turn, reduces the potential for dust. At the end of each day, the 5 gallon bucket will be dumped into the existing larger collection bin.

Cleaning & Training Steps:

- **Professional FM CUSTODIAL Staff:** Professional FM custodial staff will perform the following routine tasks on a weekly basis; other tasks may be planned on a more infrequent basis as needed:
 - Clean (HEPA vacuum) restrooms and restock supplies daily.
 - Versa clean teaching areas daily.
 - Versa clean rooms 101 and 107 twice per week.
 - Versa all other areas weekly. See linked reference "Ceramic Floor Cleaning Schedule" below.
- **Student FM CUSTODIAL Staff:** Student staff are hired and retained by Facilities Management (FM). The Art Department may recommend potential student hires for the Ceramics area. Student custodial staff are responsible for adhering to the FM custodial plan, and FM will approve timecards for payroll. Student assistants may work up to 20-hours/week while classes are in session.
- **Student FM CUSTODIAL Staff:** Students Custodians will perform the following tasks daily at both the Ceramics Lab and at the area of the Sculpture Lab dedicated to ceramic arts:
 - Properly clean all sinks throughout the teaching areas.

- Restock paper towels in the teaching areas.
- Wipe all table tops and countertops with a water-wet cloth rag.
- Assist Professional FM Custodian assigned to Ceramics as needed.
- **Ceramics Program Users:** These individuals (students/staff) will be responsible for the following:
 - Cleaning all tools following each use (i.e., wheel area, etc.,).
 - Properly cleaning up work areas following each use (i.e., cleaning table tops of scraps, etc.,).
 - Safely and properly store all materials with a focus on keeping areas neat and tidy.

PPE

- Dust Masks (N95 or KN95) are required anytime there is a potential for dust during all cleaning activities listed above.
- Respirators are not required for the cleaning tasks described herein (per Cal-OSHA). If individuals choose to wear respirators, they must complete a medical evaluation through local Occupational Health department. See FM admin for medical evaluation forms. In addition, the employee choosing to wear a respirator must sign a release form stating they are choosing to wear the respirator, and that they understand it is not required by any Campus, State, or Federal safety standards.

EH&S

- An in-person orientation regarding the proper use of PPE and rationale related to cleaning around silica dust will be available from EH&S on demand, as needed.

References

- [Ceramics Floor Cleaning Schedule](#)
- EH&S reference doc related to cleaning around silica dust in Ceramics