



**MILWAUKEE
PUBLIC SCHOOLS**

Office of School Administration
Department of Facilities and Maintenance Services
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To: Principals
 From: Travis Luzney, Senior Director, Facilities and Maintenance Services
 Date: March 3, 2020
 RE: Daily Cleaning and Sanitizing Efforts

In response to the increased concern over the spread of the COVID-19 virus, the Department of Facilities and Maintenance Services has instructed all building engineers to review the nightly disinfecting protocol with all building service helpers in their buildings. An emphasis will be placed on sanitizing commonly touched surfaces throughout each building, including counters, tables, desks, chairs, doorknobs, panic bars, door surfaces, light switches, elevator call buttons, railings, pencil sharpeners, computer keyboards, and lavatory fixtures. To further minimize the potential spread of viruses to students and staff, efforts are under way to place centrally funded orders for hand sanitizer and disinfecting wipes for districtwide distribution and use.

Additionally, all building engineers have been instructed to complete an inventory check of all routine cleaning and operational supplies at each site and to facilitate placing an order immediately for any supplies that are running low. Please work with each of your building engineers to help expedite order entry and have these purchase requisitions approved ASAP.

The list of supplies found in the general supply catalog includes the following items:

<u>Item #</u>	<u>Description</u>
300-06	Cleaner Twist 'N Fill 3M 5H Quart Disinfectant 2 Liter
300-07	Cleaner Twist 'N Fill 3M 5L Quart Disinfectant 2 Liter
S-14179M	Gloves Nitrile Powder Free Disposable M
S-14179L	Gloves Nitrile Powder Free Disposable L
S-14179S	Gloves Nitrile Powder Free Disposable S
S-14179XL	Gloves Nitrile Powder Free Disposable XL
216-01	Soap Hand Signatry Foam Soap 8816-03SGY00DG (3 bottles per case)
1120-10	Bottle & Trigger Sprayer for 3M TNF #5 Disinfectant Cleaner 32 oz. (extra bottles)
1941	Sprayer 3 1/2 Gallon HD (compressed air sprayer)
4627 #6	RepairKt Chapin #6-6427 3 1/2 Gallon HD (compressed air sprayer)
SB1840A	Towel Paper Single Fold (16/250 ct. per case)
269100	Facial Tissue (30/100 ct. per case)
10957017	Odor Control Absorbent Omit Vomit
8210	Mask N95 Particulate Respirator – ONLY for when cleaning, not for general use
400-00	Cleaner – Restroom – Kaiblooeey Gallon – For the site with Kaivacs or Omni Flex units

Your help with these efforts is greatly appreciated.

Sincerely,

Travis R. Luzney, P.E.
 Senior Director, Facilities and Maintenance Services

Start. Stay. Succeed.
Comienza. Quédate. Triunfa.