

MEMORANDUM

September 16, 2024

3%

TO: Ms. Madelyn Rodriguez, Principal
Dr. Carlos J. Finlay Elementary, #5061

FROM: Pedro Abreu, Director
Facilities Services Department of Plant Operations
District Inspections

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 ensure that a facility will not be unfairly reviewed.

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

CAPS Folders: 5

Number of Custodial Staff: 5 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.

PA/JA

PA:lwb/#2024-2025-Memo#50

Attachments

cc: Mr. Rafael A. Villalobos
Dr. Carlos Rios
Dr. Alexis L. Martinez
Mr. Ignacio Palacio
Mr. Pedro A. Abreu
Mr. Jesus Aleman
Audit File
RB, JM

School/Site Name: Dr. Carlos J. Finlay Elementary Loc#: 5061

Date: September 16, 2024 Region: (S)

ATTACHMENT

CLEANING AND SANITATION AUDIT
SCORING AND GRAPHIC PRESENTATION

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

CATEGORIES:

S = Satisfactory -

U = Unsatisfactory -



FACILITIES SCORED:

S = _____ 97%

U = _____ 3%

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.

