

MEMORANDUM

February 5, 2026

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.

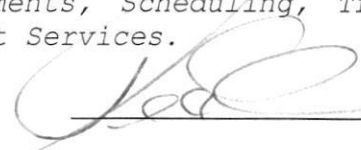
Analysis information from the audit inspection revealed the following areas of significant interest:

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/#2025-2026 Memo#286

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
JB,AS,PP

INSPECTION CATEGORY

PUBLIC AREAS	CATEGORY		TOTALS	S%	U%
	S	U			
Auditorium	0	0			
Corridors/Walkways	92	6			
Elevator/Stairs	44	0			
Grounds/Teachers Lounge	228	10			
Totals	364	16	380	96%	4%
OFFICE					
Administrative Unit	117	0			
Totals	117	0	117	100%	0%
CLASSROOMS					
Classrooms	622	35			
Lab Rooms	13	2			
Vocational Shops	0	0			
Library	19	0			
Totals	654	37	691	95%	5%
SANITATION AREAS					
Kitchens	20	1			
Restrooms	811	15			
Cafetorium/Cafeteria	17	0			
Clinic	16	0			
Locker Rooms/Dressing Room	12	0			
Gymnasium	0	0			
Exercise/Wrestling/Weight Room	0	0			
Coach's Office	11	2			
Custodial Closet	132	2			
Totals	1019	20	1039	98%	2%
STORAGE AREAS					
Equipment/Supply Care	12	0			
Flammable Storage	575	22			
Electrical/Mechanical/Telephone	203	1			
Totals	790	23	813	97%	3%
TOTALS	2944	96	3040	97%	3%

School/Site Name: Dr. Carlos J. Finlay Elementary

Loc#: 5061

Date: February 5, 2026

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 -



S = 97%

U = Unsatisfactory -



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.

