

St. Mary's County Public Schools
Division of Supporting Services
Department of Operations

Cleanliness Inspection Process

The best way to understand the condition of a facility is to walk the facility. Site inspections help us to not only understand where we are, but helps to guide us to where we want to be. Variables that include all aspects of the functions (construction, maintenance, operations, site administrator's support, and building management) of the schools contribute to the school's presentation.

In an effort to improve on the cleanliness and the presentation of the school, the Division of Supporting Services performs monthly inspections of the schools. The inspections are used to provide a snapshot of the schools cleanliness and are tools to help monitor the progress of the schools, compare like schools to each other, to understand in what areas the school is doing well, and what areas are in need of improvement.

The results of the inspections are forwarded to site administrators and building managers for review at the end of each month. To be as objective as possible only the most tangible, very visible conditions are considered, to include but are not limited to, floor cleanliness and gloss, carpet stains, wall scuffs, dust, grime, trash, and obvious dirt. Odors and safety are also considered. The intent of these criteria is an attempt to have absolute agreement of the condition noted at the time of the inspection. Each report includes an inspection form/worksheet, a summary and detail comments.

- Specific areas of the school are inspected each month with various categories rated for cleanliness within each area.
- A range using zero as the lowest possible rating, and three as the highest possible rating is used. The range is noted as follows: 0 (no effort), 1 (poor), 2 (fair) and 3 (good).
- Areas routinely inspected include classrooms, hall floors, walls, cove base, carpet, restrooms, classrooms, media center, gymnasiums, cafeteria, boiler room and grounds.
- Because of the time it would take to inspect an entire school, only a sampling of three classrooms, hallways, walls, cove base and restrooms are inspected each month. The ratings for these areas are averaged together with the average becoming part of the final rating.
- All media centers, gymnasiums, cafeterias, boiler rooms and grounds are inspected each month with these individual ratings added together to also become part of the final rating.
- Because we do not have the time to inspect every area of the school but want to rate as many areas as possible, additional random areas (anything) can be inspected. Any areas noted that are rated as less than good (3) will receive a rating of from 0 to 2. This number is subtracted from 3 to reveal the total minus points for that area.
- The averaged and individual ratings are combined, while minus points are subtracted to reveal a final rating. The highest rating any school can receive is 99.