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- Discover M-DCPS
- Calendars
- Committees
- Directories
- Schools
- School Board
- Superintendent
- Portal

Students

Parents

Employees

Community



Division of Safety and Emergency Management



- [DIOEM Home](#)
- [Safety & Emergency Mgmt.](#)
- [Staff](#)

### Briefings

- [Emergency Evacuation Drills](#)
- [Lockdown Procedure Code](#)

### Resources

- [Air Quality](#)
- [Biomedical Plan](#)
- [Emergency Preparedness](#)
- [Fire Safety Deficiencies](#)
- [Florida Dept. of Education](#)
- [Florida State Fire Marshal](#)
- [Health Inspections](#)
- [Homeland Security](#)
- [Hurricanes](#)
- [Material Safety Data Sheets](#)
- [NFPA](#)
- [Pandemic Flu](#)
- [Pest Control Manual](#)
- [Pest Control Request Form](#)

## Mr. John DiBenedetto, District Director

12525 NW 28 Avenue  
Miami, FL 33167  
305-995-4900 | 305-995-4924

*Welcome* to the Division of Safety and Emergency Management Web site.

The Division of Safety and Emergency Management staff is comprised of dedicated environmental and safety professionals. The Division of Safety and Emergency Management services include the following:

- Safety-to-Life Inspections
- Traffic Surveys
- Playground Inspections
- Hazardous Chemical Removal
- Pest Control Services
- Bio-Medical Removals
- Site Safety Consultations
- Emergency Management
- Asbestos Management
- Indoor Air Quality Assessments
- Life Safety System Inspections
- Fire Extinguisher Maintenance

If you would like additional information regarding the above services please call 305-995-4900 to be directed to the appropriate staff member. Additional information is also available on this Web site.

- Poison Prevention
- Safety-to-Life Inspections

M-DCPS : 1450 NE 2nd Ave. : Miami, FL 33132 : Phone: (305) 995-1000 (For Non Technical Questions Only) Copyright 2013

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# MEMORANDUM

October 8, 2013

**TO:** Ms. Rhonda Williams, Principal  
Barbara J. Hawkins Elementary, 3781

**FROM:** Pedro Abreu, Manager III  
Department of Plant Operations

**SUBJECT: CLEANING AND SANITATION AUDIT**

Pass  
with 5%  
deficiencies

The Annual Cleaning and Sanitation Audit was completed for your facility. The results are attached.

The audit criteria is based on established cleaning industry standards, work methods, training and published procedures. Expectations are measured by considerations for the impact of daily activity to insure that a facility will not be unfairly reviewed.

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

**Areas that need correction:**

1. Remove dust from all surfaces
2. Clean all closets, storage, mechanical areas
3. \_\_\_\_\_
4. \_\_\_\_\_

Performance capabilities on floors or surface materials containing asbestos were noted. Audit criteria were adjusted accordingly to minimize negative effects on measurement of custodial performance.

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.

Pedro A. Abreu PA

PA:yw/#1314-072

**Attachments**

cc: Ms. Valtena Brown  
Mr. James J. Dillard  
Ms. Vivian Santiestebanpardo  
Ms. Sally Alayon  
Audit File

**ATTACHMENT**






**CLEANING AND SANITATION AUDIT  
SCORING AND GRAPHIC PRESENTATION**

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

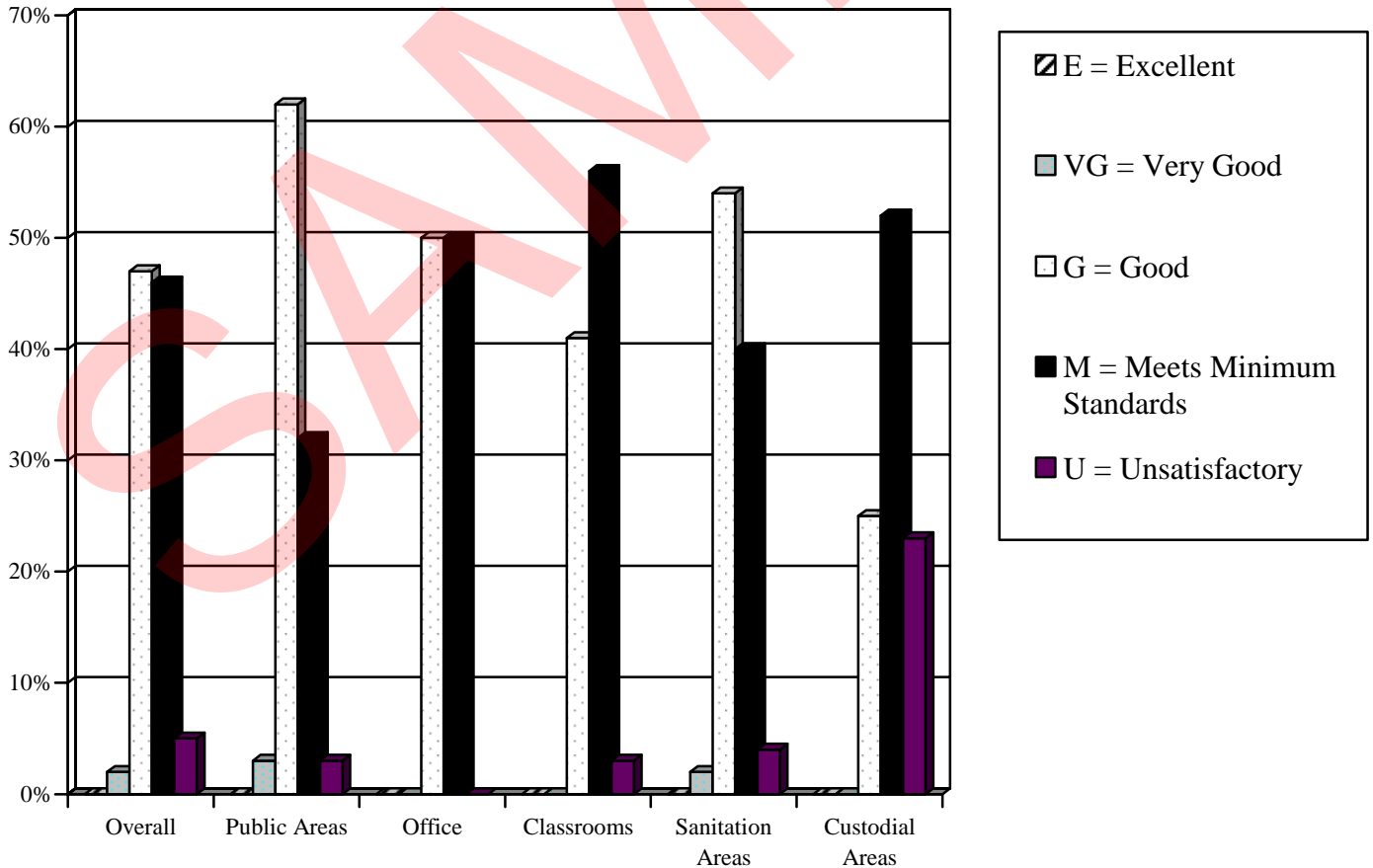
**CATEGORIES:**

- E = Excellent -
- VG = Very Good
- G = Good
- M = Meets Minimum Standards
- U = Unsatisfactory

**FACILITIES SCORED:**

-  E = 0%
-  VG = 2%
-  G = 47%
-  M = 46%
-  U = 5%

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.



**INSPECTION CATEGORY**

<b>PUBLIC AREAS</b>	CATEGORY <b>E</b>	CATEGORY <b>VG</b>	CATEGORY <b>G</b>	CATEGORY <b>M</b>	CATEGORY <b>U</b>	TOTALS	<b>E %</b>	<b>VG %</b>	<b>G%</b>	<b>M %</b>	<b>U %</b>
Auditorium/Cafetorium	<u>0</u>	<u>4</u>	<u>7</u>	<u>3</u>	<u>0</u>						
Corridors/Walkways	<u>0</u>	<u>0</u>	<u>58</u>	<u>17</u>	<u>5</u>						
Elevator/Stairs	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>						
Grounds/Teachers Lounge	<u>0</u>	<u>0</u>	<u>25</u>	<u>26</u>	<u>0</u>						
<b>Totals</b>	<b>0</b>	<b>4</b>	<b>90</b>	<b>46</b>	<b>5</b>	<b>145</b>	<b>0%</b>	<b>3%</b>	<b>62%</b>	<b>32%</b>	<b>3%</b>
<b>OFFICE</b>											
Administrative Unit	<u>0</u>	<u>0</u>	<u>27</u>	<u>27</u>	<u>0</u>						
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>27</b>	<b>0</b>	<b>54</b>	<b>0%</b>	<b>0%</b>	<b>50%</b>	<b>50%</b>	<b>0%</b>
<b>CLASSROOMS</b>											
Classrooms	<u>0</u>	<u>0</u>	<u>96</u>	<u>155</u>	<u>5</u>						
Lab Rooms	<u>0</u>	<u>0</u>	<u>18</u>	<u>4</u>	<u>2</u>						
Vocational Shops	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>						
Library	<u>0</u>	<u>0</u>	<u>8</u>	<u>8</u>	<u>0</u>						
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>122</b>	<b>167</b>	<b>7</b>	<b>296</b>	<b>0%</b>	<b>0%</b>	<b>41%</b>	<b>56%</b>	<b>3%</b>
<b>SANITATION AREAS</b>											
Kitchens	<u>0</u>	<u>5</u>	<u>10</u>	<u>3</u>	<u>0</u>						
Restrooms	<u>0</u>	<u>0</u>	<u>157</u>	<u>117</u>	<u>14</u>						
Cafeteria	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>						
Clinic	<u>0</u>	<u>0</u>	<u>10</u>	<u>2</u>	<u>0</u>						
Locker Rooms/Sports	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>						
Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>						
Gymnasium	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>						
Equipment /Weight Room	<u>0</u>	<u>0</u>	<u>1</u>	<u>10</u>	<u>0</u>						
Coach's Office											
<b>Totals</b>	<b>0</b>	<b>5</b>	<b>178</b>	<b>132</b>	<b>14</b>	<b>329</b>	<b>0%</b>	<b>2%</b>	<b>54%</b>	<b>40%</b>	<b>4%</b>
<b>CUSTODIAL AREAS</b>											
Custodial Closet	<u>0</u>	<u>0</u>	<u>13</u>	<u>25</u>	<u>4</u>						
Equipment/Supply Care	<u>0</u>	<u>0</u>	<u>5</u>	<u>3</u>	<u>0</u>						
Flammable Storage	<u>0</u>	<u>0</u>	<u>0</u>	<u>7</u>	<u>10</u>						
Electrical/Mechanical/Telephone	<u>0</u>	<u>0</u>	<u>10</u>	<u>24</u>	<u>13</u>						
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>59</b>	<b>27</b>	<b>114</b>	<b>0%</b>	<b>0%</b>	<b>25%</b>	<b>52%</b>	<b>23%</b>
<b>TOTALS</b>											
<b>Barbara Hawkins</b>						<b>E+VG+ G+M+U</b>	<b>% E</b>	<b>% VG</b>	<b>%G</b>	<b>% M</b>	<b>% U</b>
<b>Elementary, 3781 (N)</b>	<u><b>0</b></u>	<u><b>9</b></u>	<u><b>445</b></u>	<u><b>431</b></u>	<u><b>53</b></u>	<b>938</b>	<b>0%</b>	<b>2%</b>	<b>47%</b>	<b>46%</b>	<b>5%</b>

**E – Excellent VG – Very Good G – Good M – Meets Minimum Standards U – Unsatisfactory**