

## **Entryway Maintenance Program**

### **Entryway System Description**

The ABC School (School) utilizes a system of entryway mats and cleaning of exterior walkways in an effort to reduce the amount of particulates (such as dirt and pollen), and excess moisture (such as snow) entering the building via foot transfer. The primary objective of this entryway maintenance system is to prevent and limit the contamination of the building interior with these and other substances that may adversely impact air quality, health, building finishes and building systems. A system for maintaining the entryways has been developed for use at each of the building's high volume entrances, including the main lobby and the main employee entrances. To maintain maximum effectiveness of this system, all entryway mats and exterior walkways are to be maintained as scheduled below by maintenance personnel.

### **Entryway System Floor Mat Specifications**

- Must extend at least 12 feet in length from the doorway and be at least 3 feet wide;
- Constructed with at minimum 10% recycled content;
- Have a rubber backing such that the occurrence of slip is eliminated;
- Constructed with mold and mildew resistant materials.

### **Entryway System Maintenance Schedule**

- All high traffic entrances, their mats and adjacent exterior walkways are to be cleaned of all dirt, debris, and moisture manually as needed (if this frequency is greater than the schedule detailed below) or as scheduled below;
- All high traffic entrances and their mats are to be vacuumed daily;
- All entryway mats are to be cleaned with a carpet extractor monthly spring to fall, and biweekly in the winter.
- All exterior walkways which connect high-traffic entrances to exterior locations (such as parking lot, driveway and other entrances) must be swept clean of dirt and debris on a daily basis spring to fall.
- All exterior walkways which connect high-traffic entrances to exterior locations are to be shoveled, plowed, and/or swept clean of all snow, dirt, debris etc, as needed in the winter.
- All other exterior walkways will be swept clean of dirt and debris on a weekly basis spring to fall, and as needed in the winter. All non-high traffic entrances are to be cleaned weekly year round, or as needed (if greater frequency).

### **Entryway System Further Requirements**

- If a mat is damaged, or removed for any reason it must be reported to facilities manager and replaced within 24 hours;
- All complaints and suggestions regarding the system are to be directed to the facilities manager;
- The system is to be monitored quarterly, so that improvements to the operation of the system can be made as necessary.
- Non-high traffic areas will also be monitored to determine the need for an expansion of the system to these entrances as well.