

# PROCEDURES OFFICE CLEANING

In a quality program, it's essential for all employees doing the same type of work to perform procedures in the same manner.

## Purpose

To keep offices, meeting rooms and hallways clean and odor-free while providing users with a pleasant working environment and projecting a positive image.

## Frequency

Perform all tasks daily.

## Supplies

- Janitor's cart with waste container
- Poly liners for trash cans
- Vacuum cleaner and spare bag
- Spray & Wipe Cleaners for water-safe surfaces:
  - **ZIP SPRAY** Ready-To-Use water-based solvents quickly cut soil & grease build-up with a deodorizing minty fragrance, or
  - **SQUIRT** Orange Citrus Ready-To-Spray cleans safely with natural citrus solvents, a great carpet spotter, or
  - **BRAWNY** Concentrate (dilutes 1:6) with detergents, surfactants & emulsifiers clean any hard surface, lemony-mint fragrance, (qt trigger spray bottle available)
- Glass Cleaners for mirrors, metals or plastics:
  - **CRYSTAL CLEAR** removes the toughest smears, smudges or spots; dilutable up to 4:1, (qt trigger spray bottle available), or
  - **SPARKLE BRIGHT** Concentrate (dilutes 19:1) economical all-purpose formula used extensively by contract cleaners, (qt trigger spray bottle available), or
  - **SPLASH** Ready-To-Use cleans and polishes right out of the bottle (qt trigger spray bottle available)
- **PROCLAIM** Cleaner & Polish in a trigger sprayer bottle
- MicroFiber Dust Cloths
- **Workhorse** wipers
- Gloves

## Safety Tips

- Wear gloves at all times.
- Be aware of traffic.
- Keep control of the vacuum cord so no one trips.
- Do not block doorways.

## Procedure

Using the same sequence of procedures each time gets the job done most efficiently, fastest and with the least effort.

1. Before starting the cleaning process, fill the janitor cart with cleaning supplies.
2. Keeping the janitor cart and supplies as near as possible, move from one work area to another performing each of the following steps:
  - empty waste cans into janitor's cart waste receptacle,
  - wipe waste cans clean and replace poly liner,
  - dust all horizontal surfaces and spot clean vertical surfaces, such as walls,
  - clean telephone and other desktop equipment, with Spray & Wipe Cleaner,
  - spray Spray & Wipe Cleaner onto wiper and wipe surfaces of furniture and chairs,
  - spray Glass Cleaner onto wiper and clean glass surfaces,
  - clean metal surfaces, such as water fountains & elevator doors, with **PROCLAIM** Cleaner & Polish
  - water spots can be removed from water fountains and stainless steel Bradley sinks with **PCQ** sprayed onto metal surface and wiped clean. Polish surface with **PROCLAIM** Cleaner & Polish to protect the metal surface from water spotting,
  - finally as the last step, vacuum floors and spot clean carpeting and mats.
3. After completing an area, check your work. Move on to the next area and repeat steps.

## Standards

- Waste cans should be emptied on schedule, clean and odor-free.
- Floors and carpets should be clean and spot-free.
- Walls, doors and windows should be free of fingerprints.
- Furniture, horizontal surfaces and desktop equipment should be dusted and clean.
- Metal surfaces should be polished to a high shine.

For more information, call us at **800.755.5458**.

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