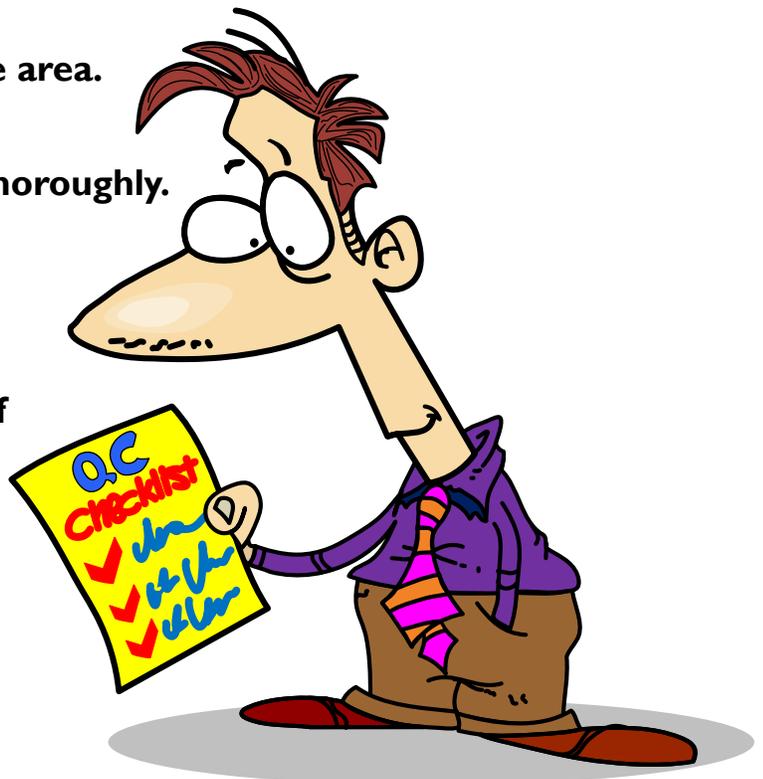


# OPERATIONS DEPARTMENT CARPET CLEANING CHECKLIST



- Choose the area to be cleaned.
- Remove all of the furniture from the area.
- Vacuum the area thoroughly.
- Spot treat any stains.
- Place wet floor signs around the area.
- Plug in the machine and begin cleaning the carpet.
- Use the smaller cleaner to clean in corners and under desks, shelves.
- Place floor dryer on the area.
- Allow the area to dry thoroughly.
- Replace the furniture.
- Perform a final check of carpets cleaned.



# OPERATIONS DEPARTMENT CLASSROOM CLEANING CHECKLIST



- Identify the rooms to be cleaned.
- Dust mop (or vacuum carpet as needed) the entire area.
- Wear rubber gloves.
- Dust the room.
- Spray surface cleaner on desk tops and wipe clean.
- Clean the boards.
- Empty garbage and recycling cans.
- Place wet floor signs around the area.
- Mop the floor and/or treat stains on carpets.
- Allow floors to dry.
- Perform a final check of the room.
- Check windows, turn off lights and lock door.



# OPERATIONS DEPARTMENT CUSTODIAL CLOSET CHECKLIST



- Remove all items or from the floor.
- Sweep the floor thoroughly and mop as needed.
- Clean sinks and drains.
- Sort products.
- Sort and arrange equipment.
- Wrap up lose cords.
- Place items neatly back into closet.
- Perform a final check of the closet.



# OPERATIONS DEPARTMENT GLASS CLEANING CHECKLIST



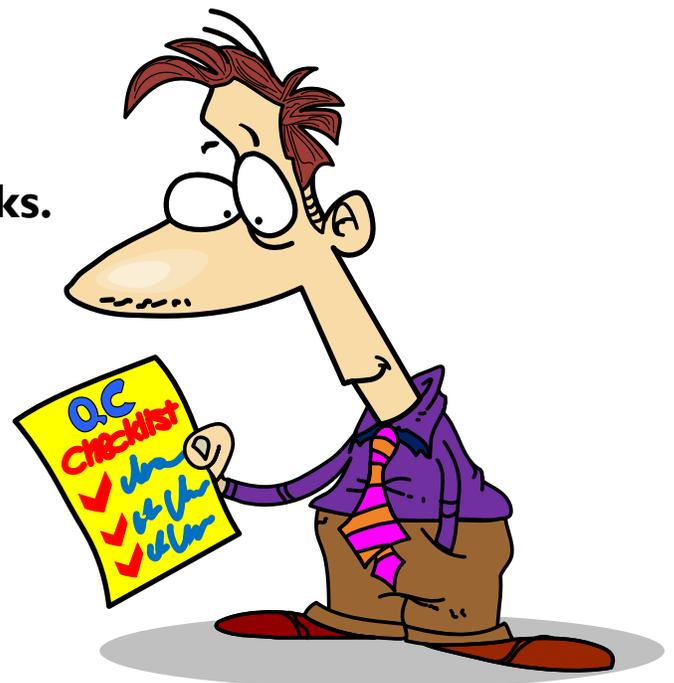
- Gather materials**
- Identify surfaces to be cleaned.**
- Spray cleaner on surface or cloth and use a circular motion to clean both sides of the surface.**
- Use a razor blade to remove adhesives from the surface.**
- Look at the surface from several angles to make sure all blemishes have been removed.**



# OPERATIONS DEPARTMENT LIGHTS CLEANING CHECKLIST



- Identify bulbs that need to be replaced.
- Use a ladder to reach the fixture.
- Open the light cover.
- Carefully remove the bulb.
- Use the old bulb to find a replacement.
- Use the feather duster or portable vacuum to remove dust.
- DO NOT USE OILED RAGS.**
- Place the new bulb in the fixture.
- Replace the cover.
- Make sure the  
Replacement bulb works.
- Dispose of old bulbs  
properly.



# OPERATIONS DEPARTMENT

## BATHROOM CLEANING CHECKLIST

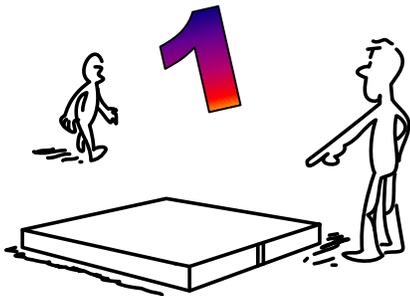


- Gather the items needed and wear gloves.
- Place wet floor signs outside the door.
- Dry mop the rest room.
- Use the brush and bucket to apply clean water to *all fixtures*.
- Spray disinfectant on all fixtures and let stand 5 to 10 minutes.
- Reapply disinfectant and wipe clean.
- Apply glass cleaner to mirrors and chrome, wipe clean.
- Check and replenish toilet paper, paper towels and soap containers.
- Empty garbage and feminine napkin canisters.
- Apply liquid toilet bowl cleaner, let stand and scrub.
- Wet mop the entire rest room.
- Let floors dry thoroughly.
- Spray aerosol disinfectant air freshener.
- Return tools and supplies to cart.
- Perform final Quality check and put room back in service.

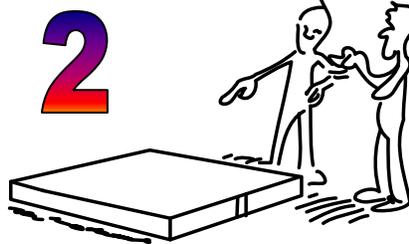


# PROTECT YOUR BACK!

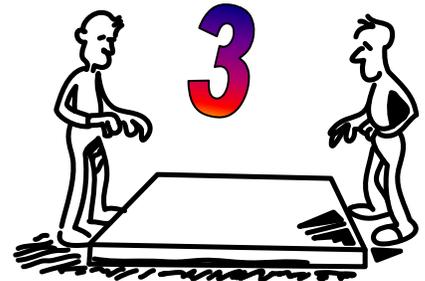
## Ask for help!



Find someone about your size and weight to help you.



One of you should be the leader who gives directions. Plan the lift together.

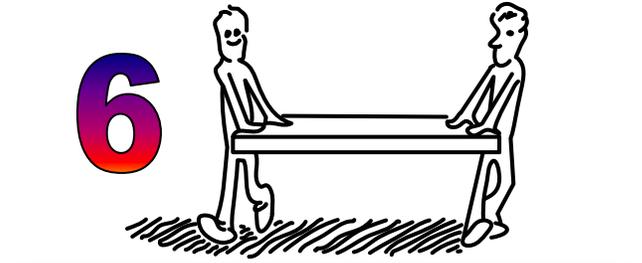


Stand close to the load with your feet apart.

Bend your knees and hold the load firmly with both hands.



Keep your backs straight, lift by straightening your legs.



**WALK TOGETHER**  
With the leader giving directions (for example, "Move your end to the right.")



# BE SMART - WORK SMART!

# PROTECT YOUR BACK!

## Lift it safely.



Exerting too much force on your back may cause injury. If your job is physical in nature, you might face injury if you frequently lift or move heavy objects. Frequency or repetition refers to the number of times you perform a certain movement. Overly repetitious tasks can lead to muscle fatigue or injury, particularly if they involve stretching to the limit of your range of motion.



**1 PLAN THE LIFT:** If the load is too heavy, get help or think about another way to move the object.



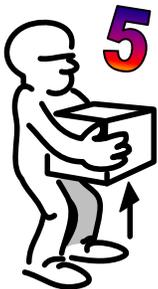
**2 STAND CLOSE TO THE OBJECT:** If possible, put one foot beside the object and one foot behind it, this gives you balance and stability.



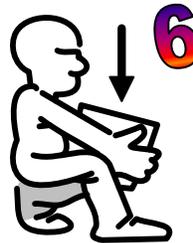
**3 BEND YOUR KNEES:** and hold the load firmly with both hands (not just your fingers or it might slip)



**4 RAISE YOUR HEAD AND PULL YOUR CHIN IN** to keep your back straight.



**5 LIFT THE LOAD** to your waist slowly by straightening your legs. **USE YOUR LEG MUSCLES TO LIFT.** Lift smoothly and slowly keeping your back straight.



**6 TO PUT THE LOAD DOWN, BEND YOUR KNEES. KEEP YOUR BACK STRAIGHT.**

Posture refers to your position when sitting, standing or performing a task. If, for instance, you spend most of your time in front of a computer, you may experience occasional aches and pains from sitting still for extended periods. On average, your body can tolerate being in one position for about 20 minutes before you feel the need to adjust. Stress plays a part also. Pressures at work or at home can increase your stress level and lead to muscle tension and tightness, which may in turn lead to back pain.

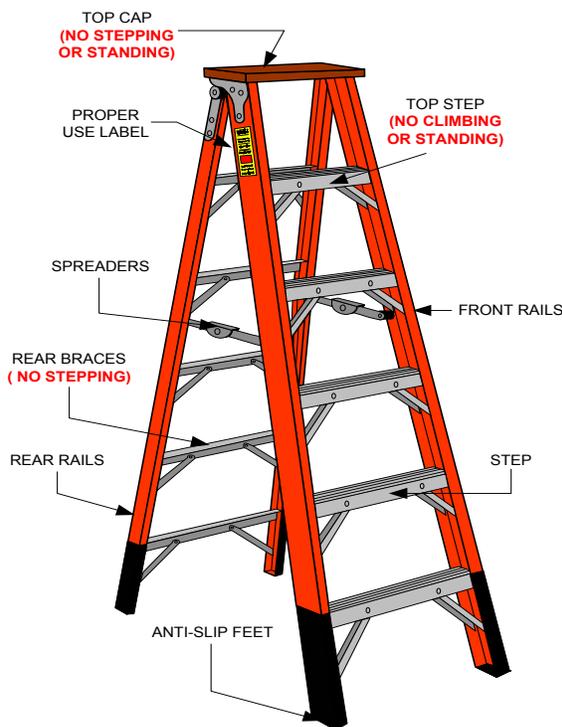
# BE SMART - WORK SMART!

# OPERATIONS DEPARTMENT LADDER SAFETY



Each year, over 30,000 people are injured by falls involving ladders. Most of these accidents occur because people ignore the basic rules of ladder safety! All employees should be trained in ladder safety prior to an employee using one. All employees should know how to select the right ladder, inspect it, transport it, set it up, climb and descend it, perform work while on it, and store it safely. Below are some general rules to follow.

**CHOOSE THE RIGHT LADDER FOR THE JOB!** There are many types of ladders available. They all have specific uses, make sure the one you choose will serve your purpose. Fiberglass ladders or ladders with fiberglass side-rails should be used at all times. Aluminum ladders can conduct electricity and wooden ladders tend to be heavy and present a potential for back injury.



## **NEVER LEAN A STEP LADDER AGAINST A WALL**

**CHOOSE THE RIGHT SIZE LADDER!** The length of the ladder you choose depends on what it is intended for. See what you have to reach most often and choose a length that will allow you to go that high without standing on the top two steps.

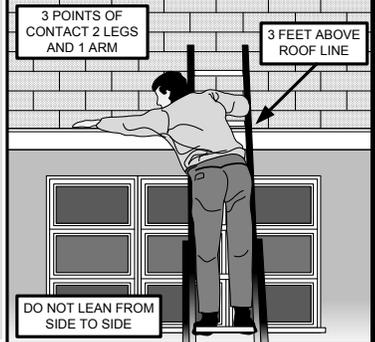
**TRANSPORTING A LADDER** If you are carrying a ladder by yourself, keep the front of a ladder high enough to clear someone's head should they suddenly come around a

**INSPECT LADDERS BEFORE USING!** Ladders get old and can develop problems. It is important they be carefully checked before each use. Look for loose rungs, steps, rails or braces. Check all fasteners that hold ladders together. With a stepladder, make sure that the spreaders can be locked in place. Check the safety feet or cleats for wear (smoothness). Never use a ladder that has defects. Defective ladders should be repaired immediately or tagged "Out-of-Service."

## **USE YOUR HEAD!**

Always have one hand available to hold on with and never over-reach to either side. A good rule of thumb is to keep your belt buckle within the side rails. Pay attention to the labels on the ladder and do not climb above what is indicated.

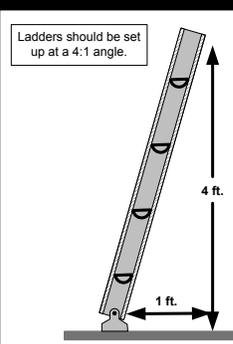
## **LADDER SAFETY STEPS**



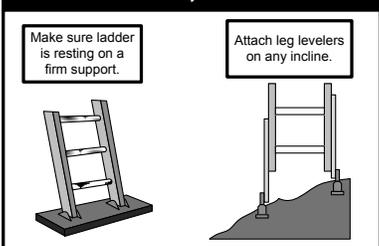
**CLIMB & DESCEND WITH CARE** Face the ladder when climbing or descending and maintain three points of contact at all times. Do not carry materials up or down. Use a tool belt or have someone hand things to you.

## **STRAIGHT LADDERS MUST BE POSITIONED USING A 4 TO 1 SLOPE.**

### **SETTING UP A LADDER**



### **ESTABLISH FIRM, LEVEL FOOTING**



# WORK SAFE

**PLACE THE LADDER PROPERLY!** No matter how good the condition of a ladder, accidents can occur if it is not used properly. Ladders need to be set on a solid, level base that is clear of materials or clutter. If placed near a