

# CUSTODIAL



# HANDBOOK

# **Custodial Procedures Guidelines**

## **IMPORTANCE OF THE CUSTODIAN'S JOB**

The Education of children in schools is a process that involves not only the teacher, but support staff whose services contribute directly or indirectly to their educational growth. We have our jobs because of children. We must make sure they are safe and secure while they are in our buildings and under our care. When our buildings are made clean and safe for children, all others who use or enter the building fall under this umbrella of safety.

In the course of the day-to-day work, it may seem that it is an endless job of cleaning rooms that will be dirty again tomorrow. As true as this may be, it should be remembered that how well you do your job can affect not only the health and safety of the children, but the morale and atmosphere of the entire school. Custodians are responsible primarily for cleaning the school building.

Buildings, equipment, and grounds are in your care. Operations and preventative maintenance includes security to prevent vandalism and theft. The community, teachers, and pupils take pride in a well kept attractive school and will help you keep it that way.

When Custodians and Maintenance personnel do their jobs correctly, they allow Teachers to teach, Administrators to deal with Parents and children and Food Service to properly feed children.

## **PUBLIC RELATIONS**

The principal or head teacher needs the assistance of professional custodians. The district realizes the importance of the custodian's position and appreciates the fact that a clean, well-kept, properly heated and ventilated building favorably affects the teachers in their teaching and the children in their learning.

You can gain good will for the school through efficiency and a friendly attitude toward pupils, teachers, and visitors. The public expects all district employees to be dependable, courteous and cheerful.

Custodians are a part of the school's team. As a team member, you are expected to support all staff in a manner which will reinforce their efforts in the performance of their duties. When it is necessary for custodians to go into a classroom during class time, please enter very quietly and do whatever is necessary with as little commotion as possible.

## **KNOW YOUR EQUIPMENT**

In maintaining a healthy, clean, germ-free environment, special emphasis must be placed on the condition of the chemicals and equipment we use.

- Know the equipment, tools and chemicals you are using.
- Keep the equipment and tools clean and in good working order.
- Know how to operate all equipment properly and safely.
- Always use safety measures when operating any equipment.

## **KNOW YOUR CHEMICALS**

- Always read manufacturer's labels before using any chemical.
- Never mix chemicals.
- Use chemicals in designated areas and for designated purposes only.
- Never use chemicals that have been sitting in storage for a long time or out of date.
- Always use the manufacturer's directions and dilution ratio.
- Always keep chemicals out of the reach of children.
- Never put chemicals in unmarked containers or containers that have different labels from that chemical.
- Always wash your hands after using any chemical.
- Always have proper ventilation.
- Always ask questions about the chemicals.

## **SAFETY**

Before a worker is trained to use a piece of equipment or chemical, he should be trained on safety measures. The majority of accidents are caused because of improper training and careless attitudes on the part of all toward accident-causing situations. Here are a few actual accidents that commonly take place in school, with suggested ways in which they could have been prevented:

1. Custodian falls from a ladder that slipped while putting in light bulbs and receives injury to shoulder. (Ladder should be well secured with rubber feet.)
2. Phosphoric acid splashes into eye of custodian while he/she is pouring solution into container. Eye is badly burned. (Should use proper safety equipment.)
3. Custodian received puncture wound when using screwdriver to repair dishwasher. (Should use proper size screwdriver.)
4. Custodian receives back injury from moving heavy object. (Get help, training)
5. Custodian slips and falls on wet floor or object and injures arm, elbow or wrist. (Wear nonskid shoes when working in wet area. Keep spills mopped up and keep objects picked up that should not be on the floor.)

**A good custodian must always be alert for health or accident hazards endangering children or adults. Hazards resulting from broken equipment or other unusual building conditions should be reported to the proper authority at once.**

**Some of the common hazards that may exist are listed below with suggested corrections:**

Dangerous Conditions	Suggested Correction
Broken furniture	Remove it from service.
Slippery floors	Remove cause (grease, water, etc.)
Nails	Remove or drive them in.
Broken window	Remove fragments with pliers, use cardboard to cover the hole, and ask the building principal or manager to send a work order to Service Center.
Obstructions in corridors	Remove keep hall and corridors or hallways clear. Do not leave equipment where it creates a hazard.
Moving heavy equipment	Use a dolly and secure assistance.
Broken glass & debris on lawn	Remove.
Entries and exits blocked	Remove obstacle.
Loose desks	Tighten bolts or screws.
Splintered floors, wall, desk, etc.	Remove splinters.
Bare or defective wiring	Turn off switch and report at once to Service Center.
Oily rags or paper	Place in fireproof containers.
Leaky gas connection	Report to Service Center at once.
Standing on chairs	Do not stand on furniture. Use step-ladder of proper size.

**Improper carrying and lifting cause many accidents. In custodial work we are constantly lifting, pushing, carrying. If not properly done, strained muscles will result.**

**Following are some tips:**

1. Get help for heavy loads.
2. Size up for weight and bulkiness.
3. Face load squarely with firm footing.
4. Lift slowly and evenly by straightening the legs.
5. Hold load close to the body.

**The ladder is probably the most abused piece of equipment. The blame cannot be placed on the ladder it is the user and condition of the equipment that is the real cause of accidents. Because ladders are involved in so many accidents, frequently of a serious nature, the following are safety tips concerning ladders:**

1. Select the right ladder for the job to be done.
2. When on a straight ladder, never work above the fourth rung from the top.
3. Never use a step ladder leaning against a wall.
4. Never use stepladders more than 20 feet long.
5. Never stand on top of a stepladder unless it has a guardrail.
6. Never use extension ladders beyond 60 feet.
7. Be sure that fixed ladders are attached firmly to the building.
8. Never place a ladder against a movable surface.
9. Always protect the person on a ladder.
10. Use rubber sole shoes when climbing a ladder.
11. Never carry tools in hands while going up or down ladder.
12. Never use two ladders spliced together.

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# HARD FLOOR, CORRIDOR, DUST MOP

Purpose: To remove litter, dust and light soil from the floors in preparation for wet mopping or automatic floor scrubbing. All inside sweeping should be accomplished by dust mopping or vacuuming in order to minimize or eliminate the potential of infectious germs via dust.

## Materials Required

1. Dust mop handle and head.
2. Broom
3. Dust pan and counter brush
4. Putty knife or razor blade scraper
5. Approved dust mop treatment in a properly labeled spray bottle.
6. Personal protective equipment as needed.

## Preparation

1. Wear appropriate personal protective equipment.
2. Pick up large debris and newspapers and dispose of properly.
3. Wipe up any liquid spills on the floor. You cannot dust mop a wet floor. Scrape up gum and caked-on soil from the surface.
4. Sweep loose any soil and litter from the corners and crevices to the center of the area. Attach a clean dust mop head to the dust mop handle.

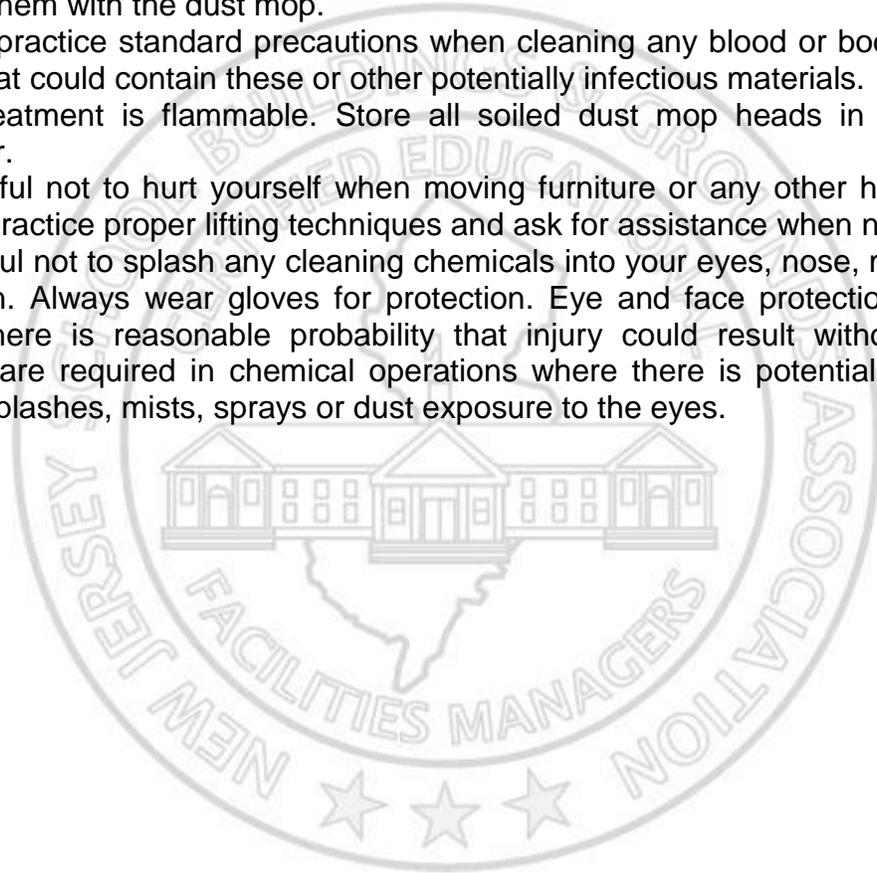
## Procedure

1. Dust mop the corridor
  - A. Starting at one end of the corridor, walk behind the dust mop pushing it in front of you. Do not lift the dust mop head from the floor once you have started. Use the swivel motion of the frame and wrist action to change direction.
  - B. Pivot the dust mop at the end of the area and return.
  - C. Move all carts and equipment, dust mop carefully underneath them, and replace them after passing.
  - D. Remove any gum or other sticky residue by gently prying it loose with the putty knife (be careful not to scratch the floor finish).
  - E. After dust mopping the entire area, gently sweep the pile of litter and dirt into the dustpan using the counter brush. Be careful not to stir up the dust. Dispose of the soil into an appropriate trash container. Never leave a pile of debris in the corner for later pick-up.
  - F. As the dust mop head becomes soiled brush it out with a gong brush. Retreat according to instructions on label (blue mop heads require no treatment). When the dust mop head becomes excessively soiled, replace it.
2. Clean up
  - A. Remove the soiled dust mop head, brush it out with a gong brush and bag it for laundry.
  - B. Return all equipment to the proper storage area.
  - C. Store all dust mops and brooms off the floor.
3. Notes

- A. During the winter months as sand is being tracked into the buildings the dust mop will need to be brushed out frequently
- B. Never leave the dust mop sitting on its head on finished floors or carpet. Mop treatment will damage these surfaces.

## **Safety**

1. Never stir up the dust in the room by shaking the dust mop. This can cause infectious germs to be spread and defeats the purpose of dusting.
2. Never leave the dust mop unattended - do not prop it up against the wall or furniture since it could easily fall causing an accident.
3. Be alert and watch for people stepping out of doorways into your path to avoid tripping them with the dust mop.
4. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious materials.
5. Mop treatment is flammable. Store all soiled dust mop heads in an approved container.
6. Be careful not to hurt yourself when moving furniture or any other heavy objects. Always practice proper lifting techniques and ask for assistance when necessary.
7. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.



# CARPET EXTRACTOR, CARE AND STORAGE

Purpose: To keep all equipment in clean and working condition.

## Materials Required

1. All purpose cleaner
2. Quart bottle with a toggle top (not a spray top)
3. Cleaning cloths
4. Gloves, goggles, and other appropriate personal protective equipment

## Preparation

1. Properly dispense the appropriate cleaning solution.

## Procedure for cleaning and storing the carpet extractor

1. Store the carpet extractor
  - A. Drain the recovery tank after each use and rinse. Store the unit with tanks in an open position to allow air flow and prevent mildew
  - B. Be sure to clean the screen filter.
  - C. If the unit has been used to clean a blood or body fluid spill, be sure to decontaminate the tank as required by OSHA as well as the exterior of the machine if splashing, etc. has occurred.
2. Clean up
  - A. Return all equipment to the appropriate area.

## Safety

1. Inspect the electrical cord and plug before and after each use; report any frayed or cut wires to your supervisor and do not plug in the unit if these conditions are present.
2. Use equipment only for the purpose for which it has been designed.
3. Always practice correct lifting techniques when lifting, pushing, pulling or moving equipment.
4. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material from equipment.
5. Always wear gloves, goggles and any other appropriate personal protective equipment when cleaning and repairing equipment.
6. When cleaning or decontaminating equipment, be careful not to get chemicals on any surface for which it is not intended in order to avoid damage.
7. Always store equipment properly and in a safe manner that does not present a hazard to yourself or others.

# CARPET, PRETREATMENT AND EXTRACTION CLEANING

Purpose: To thoroughly clean the carpet to a high level of appearance when spray or bonnet cleaning no longer restores the desired appearance, to remove heavy soil, and to protect the carpet.

## Materials Required

1. Extraction cleaner
2. Carpet Spotter
3. Carpet extractor
4. Pretreatment cleaner
5. Pump Sprayer
6. Wet floor signs
7. Large fan
8. Caution Tape
9. Hand scrub brush

## Preparation

1. Wear appropriate personal protective equipment.
2. Move all furniture out of the area.
3. Vacuum the area thoroughly.
4. Set up the wet floor signs.
5. Inspect the area for spots, stains or other foreign material. Remove before proceeding.
6. Properly dispense the pretreatment cleaner into the sprayer.
7. Properly dispense the extraction cleaner into the carpet extractor.

## Procedure

1. Pretreat the carpet
  - A. If areas of the carpet are heavily soiled or if traffic lanes are visible, spray them with pretreatment cleaner. Allow the cleaner to dwell on the surface for the amount of time recommended on the product label before using the extractor.
2. Clean the carpet
  - A. Move the carpet extractor in straight, overlapping passes. Dispense extraction cleaner onto the carpet except for the last twelve inches in each row.
  - B. After cleaning a row, move to the next row. Repeat this process until the entire area is clean.
  - C. In extremely soiled areas, you may need to make additional passes over the area.
  - D. Make a final pass over the carpet. Do not dispense extraction cleaner over the final pass - use the vacuum only.
3. Remove wet floor signs
  - A. Remove the wet floor signs or caution tape after carpet is dry.

4. Replace any furniture
  - A. Replace any furniture that you may have moved. If you must replace the furniture before the carpet is dry, place plastic under the legs.
5. Clean up
  - A. Rinse out the extractor with plain water.
  - B. Rinse out the sprayer with plain water.
  - C. After rinsing out the sprayer, fill the solution container with plain water. Prime the sprayer and spray clean water through the wand for one minute. Empty the remaining clean water from the sprayer.
  - D. Clean dirt and debris from the extractor's brushes and rinse them with plain water.
  - E. Raise brushes before storing the extractor.
  - F. Leave the covers off of the clean and pick up water tanks.
  - G. Inspect the plug, coil the cord properly and wipe the unit off with a clean, dry, cleaning cloth.

## **Safety**

1. Always check electrical equipment prior to use. (Refer to the procedure for care of electrical equipment.)
2. Avoid running over the electrical cord with the machine.
3. Always post caution signs appropriately.
4. Always unplug the machine prior to checking or working on it.
5. Be careful not to hurt yourself when moving furniture or other heavy objects. Always practice proper lifting techniques and ask for assistance when appropriate.
6. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.

# CARPET, SHAMPOO AND EXTRACTION CLEANING

Purpose: To remove heavy soiling and loosen ground-in soil so it is easier to extract; To thoroughly clean the carpet to a high level of appearance when spray or bonnet cleaning no longer restores the desired appearance, to remove heavy soil, and to protect the carpet.

## Materials Required

1. Carpet extractor
2. Carpet shampoo, stain remover, gum remover
3. Carpet cleaning brush
4. Rotary floor machine with a shampoo tank
5. Wet floor signs
6. Large fan or carpet fan

## Preparation

1. Wear appropriate personal protective equipment.
2. Move all furniture out of the area.
3. Vacuum the area thoroughly.
4. Set up the wet floor signs.
5. Inspect the area for spots, stains or other foreign material. Remove before proceeding.
6. Properly dispense the carpet shampoo into the shampoo tank of the rotary floor machine.
7. Properly dispense the extraction cleaner into the carpet extractor.

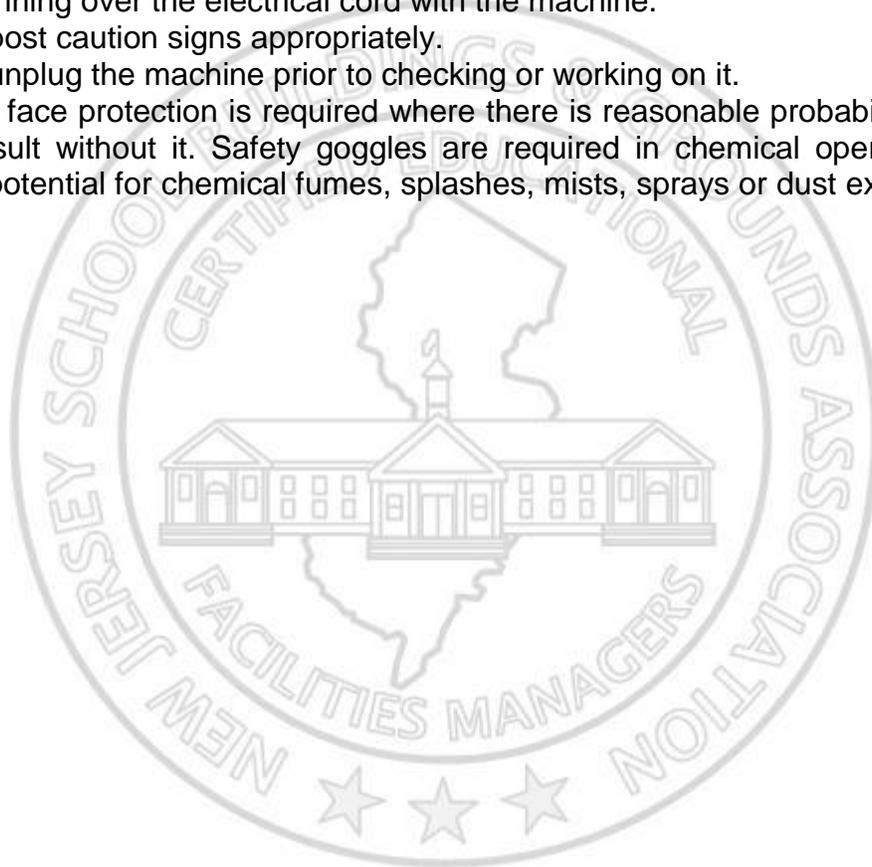
## Procedure

1. Shampoo the carpet
  - A. Move the rotary floor machine from side-to-side, using overlapping passes, while dispensing the shampoo solution from the tank.
2. Extraction clean the carpet
  - A. Move the carpet extractor in straight, overlapping passes. Dispense clear water onto the carpet except for the last twelve inches in each row.
  - B. After cleaning a row, move to the next row. Repeat this process until the entire area is clean.
  - C. In extremely soiled areas, you may need to make additional passes over the area.
  - D. Make a final pass over the carpet. Do not dispense extraction cleaner over the final pass - use the vacuum only.
  - E. Put fan on carpet for drying.
3. Remove the wet floor signs and fans
  - A. Remove the wet floor signs and fans after carpet is dry.

4. Replace any furniture
  - A. Replace any furniture that you may have moved. If you must replace the furniture before the carpet is dry, place plastic under the legs.
5. Clean up
  - A. Rinse out the shampoo tank on the rotary floor machine with plain water.
  - B. Rinse out the extractor with plain water.

## **Safety**

1. Always check electrical equipment prior to use. (Refer to the procedure for care of electrical equipment.)
2. Avoid running over the electrical cord with the machine.
3. Always post caution signs appropriately.
4. Always unplug the machine prior to checking or working on it.
5. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.



# CLASSROOM, CLEAN

Purpose: To provide a clean, attractive classroom environment that enhances the image of the facility.

## Materials Required

1. All purpose cleaner
2. Furniture Polish
3. Hand pail
4. Clean cloths
5. Long handled (fuzzy) duster
6. Dust mop handle and head
7. Clean mop with Scouring Pad attached
8. Mop bucket and wringer
9. Dust pan and counter brush
10. Aerosol gum remover
11. Putty knife or razor scraper
12. "Wet Floor" caution signs
13. Vacuum cleaner
14. Plastic liners for waste containers
15. Personal protective equipment as needed
16. 18" chalkboard dust mop or sponge/chamois eraser

## Preparation

1. Properly dispense the appropriate cleaning solution in the hand pail and mop bucket.
2. Take equipment to assigned area.
3. Wear the appropriate personal protective equipment.

## Procedure

1. Remove general waste
  - A. Close, twist, and tie a knot in the top of the plastic trash can liner while it is still in the container.
  - B. Use caution and look for protruding objects in the waste containers. NEVER reach into or push on the bag to compress the trash.
  - C. Place the bag of trash into the container on your cart or take it to the waste pick up site.
  - D. Wipe all surfaces of the waste container with cleaning solution and allow to air dry if needed.
  - E. Reline the container with an appropriate trash liner.
2. High dust
  - A. Using the long handled duster, high dust the tops of items on the walls that are at or above your shoulder height.

- B. Include items such as pictures, plaques, mirrors, bulletin boards, marker/chalk boards, tops of partitions, vents, tops of cabinets, coat racks, and window/door frames.
3. Clean Chalkboards
    - A. Use a sponge/chamois chalkboard eraser, or a hand mitt to clean the chalkboard. Do not clean the chalkboard if word "Save" or "Do Not Erase" is written on it.
    - B. Use the counter brush to sweep all chalk pieces and dust to one end of the chalk tray and into the dustpan.
  4. Clean White boards
    - A. Damp clean the White board using a cloth dampened in an approved cleaner or water. Be sure to damp wipe the marker tray. Do not wash the white board if word "Save" or "Do Not Erase" is written on it. If the marker is not easily removed, report this to your Facilitator.
    - B. Wipe out the white board tray with the damp cloth.
  5. Damp dust walls, tables and furniture
    - A. Dampen the cloth in the cleaning solution and wring out all excess solution to avoid drips.
    - B. Damp dust the door and wall features such as thermostats, light switches, ledges, and windowsills. Spot clean visible soil from doors, walls, windows and blinds as needed,
    - C. Using a cloth dampened in the cleaning solution, damp dust the furnishings/furniture such as tables, lights, bookcases, file cabinets, chairs, desk, coat racks, and lecture podiums.
    - D. Pay particular attention to the classroom chairs, tables, and desks assuring all surfaces of these items are cleaned as needed including.
    - E. NOTE: Do not disturb papers or personal items on top of the furniture in classrooms.
    - F. PERIODICALLY: Polish any wood furniture following the label directions.
  6. Clean the floor - hard surface
    - A. Remove any gum or sticky residue from the floor by gently prying it loose with the putty knife or razor scraper.
    - B. Dust mop the floor.
    - C. Use the brush and dustpan to pick up the soil.
    - D. Dispose of the soil into an appropriate container.
    - E. Post caution (wet floor) sign in doorway.
    - F. Dip the mop into the solution and wring out excess water.
    - G. Clean the edges of the floor.
    - H. In the open area of the floor, use a figure-eight motion and turn the mop over after every few strokes. Rinse and wring out the mop frequently. Change water as needed.
    - I. Be sure to mop underneath and behind furniture including waste containers.
    - J. Remove the wet floor sign after the floor is completely dry.

7. Clean the floor - carpeted
  - A. Pick up large debris.
  - B. Remove any gum from the carpet by freezing it with an aerosol gum remover and gently prying it loose with the putty knife.
  - C. Plug the vacuum into a wall outlet. Move to the far side of the room.
  - D. Vacuum back and forth using overlapping passes.
  - E. Be sure to vacuum underneath and behind furniture including waste containers.
  - F. Spot clean carpets as needed using recommended procedures.
  - G. PERIODICALLY: Vacuum the carpet edges. Follow your facilities standard of frequency for this procedure.
  
8. Clean up
  - A. Turn off lights.
  - B. Clean all equipment, Return all equipment and supplies to the appropriate area.
  - C. Let all soiled mop heads and cleaning cloths dry out then bag for laundry.
  - D. Remove your personal protective equipment and wash your hands.

### **Safety**

1. Always check electrical equipment prior to use. (Refer to the procedure for care of electrical equipment.)
2. Avoid running over the electrical cord with the vacuum cleaner; manage the cord so as to work away from the outlet rather than toward it.
3. Always post caution signs appropriately.
4. Be careful not to hurt yourself when moving furniture or other heavy objects. Always practice proper lifting techniques and ask for assistance when appropriate.
5. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
6. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.

# COMMODOES AND URINALS, CLEAN AND DESCALE

Purpose: To maintain a clean and attractive environment which reduces the likelihood of cross infection and enhances the image of the facility.

## Materials Required

1. Neutral disinfectant cleaner
2. Cleaning cloths
3. Bowl mop
4. Bowl cleaner
5. Scrubbing sponge
6. Gloves (and goggles if splashing is likely to occur)

## Preparation

1. Properly dispense the appropriate cleaning solution.

## Procedure

1. Clean and descale the commodes and urinals
  - A. Flush the commode or urinal and reduce the water level by pumping with the bowl mop.
  - B. Apply cleaner to the interior surfaces of the fixture.
  - C. Clean the inside of the fixture with the bowl mop paying particular attention to the underside of the flush rim (this prevents the accumulation of bacteria that can spread disease and create unpleasant odors).
  - D. Apply disinfectant cleaner to the ALL surfaces of the fixture.
  - E. Let the disinfectant dwell for the time listed on the product label. This contact time must be observed. The surface being disinfected needs to remain damp and saturated with product for the duration of this contact time.
  - F. If necessary, use a bowl cleaner to descale the flush rim. Squeeze the bowl cleaner onto the bowl mop, not into the bowl. Run the mop around the flush rim and then around the rest of the bowl. Flush immediately. The need for this step is dependent on water hardness in your area. An aggressive bowl mop may be a substitute for this step.
  - G. Dry the exterior, seat, and lid of the commode carefully.
  - H. Wipe up any spills.
2. Clean up
  - A. Let the soiled cleaning cloths dry out then bag for laundry.
  - B. If required, return the bowl cleaner to the supply closet at the end of the shift (it should only be on the cleaning cart when needed for the descaling procedure).

## Safety

1. Always use all cleaning chemical exactly as directed by the label following all recommended safety precautions.

2. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection.
3. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
4. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
5. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage - especially the bowl cleaner.



# DISPENSERS

## PAPER TOWEL, CLEAN AND REFILL

Purpose: To maintain an ample supply of dispensed items at all times for the convenience of patients, visitors and staff thus encouraging personal hygiene and, therefore, the reduction or elimination of cross infections.

### Materials Required

1. Packets or rolls of paper towels
2. Damp cloth
3. Dry cloth
4. All purpose cleaner
5. Spray bottle

### Preparation

1. Properly dispense the appropriate cleaning solution.

### Procedure

1. Clean and refill the paper towel dispensers
  - A. Open or unlock the dispenser. Be careful not to let it fall open as it can scratch the wall or hurt you.
  - B. Remove any paper towels and damp dust the inside of the unit in order to remove loose paper dust.
  - C. Replace paper towels and add as necessary in order to fill the unit. Be sure to place them folded side down, and interleave the bottom sheet with the top sheet of the existing pile or place the free end of the roll towels under the front roller of the dispenser and feed the towels through the rollers. Add as necessary in order to fill the unit. Do not overfill, as this will make it difficult to pull the towels out. Check to be sure the towels release easily.
  - D. Close and lock (where appropriate) the dispenser making sure it is secure and will not fall open and hurt someone.
  - E. Damp wipe the outside of the unit with the cleaning chemical and dry it completely.
  - F. Report any broken or malfunctioning units to maintenance or other appropriate person for repair.
2. Clean up
  - A. Let cloths dry and bag for laundry.
  - B. Return all equipment and extra product to proper storage.

### Safety

1. Be careful of sharp edges on dispensers - these can easily cut you. Report this condition to your Facilitator so that the edges can be filed down or the dispensers replaced.

2. Always be sure the dispensers are locked to prevent spilled product or injury.
3. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
4. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
5. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
6. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.

## **DISPENSERS, SOAP, CLEAN AND REFILL**

Purpose: To maintain an ample supply of dispensed items at all times for the convenience of patients, visitors and staff thus encouraging personal hygiene and, therefore, the reduction or elimination of cross infections.

### **Materials Required**

1. Liquid hand soap (appropriate for dispenser)
2. Damp cloth
3. Dry cloth
4. All purpose cleaner
5. Spray bottle

### **Preparation**

1. Properly dispense the appropriate cleaning solution.

### **Procedure**

1. Clean and refill the soap dispensers
  - A. Inspect soap dispensers to ensure that there is an adequate supply of soap and that they are not clogged.
  - B. If the soap is low, replace.
  - C. Clean the exterior of the dispenser with a damp cloth and the all-purpose cleaner and dry it completely.
  - D. Report any broken or malfunctioning units to maintenance or other appropriate person for replacement.
2. Clean up
  - A. Let all soiled cleaning cloths dry out then bag for laundering.
  - B. Return all equipment and extra product to proper storage.

## **Safety**

1. Be careful of sharp edges on dispensers - these can easily cut you. Report this condition to your supervisor so that the edges can be filed down or the dispensers replaced.
2. Always be sure the dispensers are locked to prevent spilled product or injury.
3. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
4. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
5. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
6. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.

## **DISPENSERS, TISSUE, CLEAN AND REFILL**

Purpose: To maintain an ample supply of dispensed items at all times for the convenience of patients, visitors and staff thus encouraging personal hygiene and, therefore, the reduction or elimination of cross infections.

### **Materials Required**

1. Tissue rolls
2. Damp cloth
3. Dry cloth
4. disinfectant cleaner
5. Spray bottle

### **Preparation**

1. Properly dispense the appropriate cleaning solution onto a damp cloth.

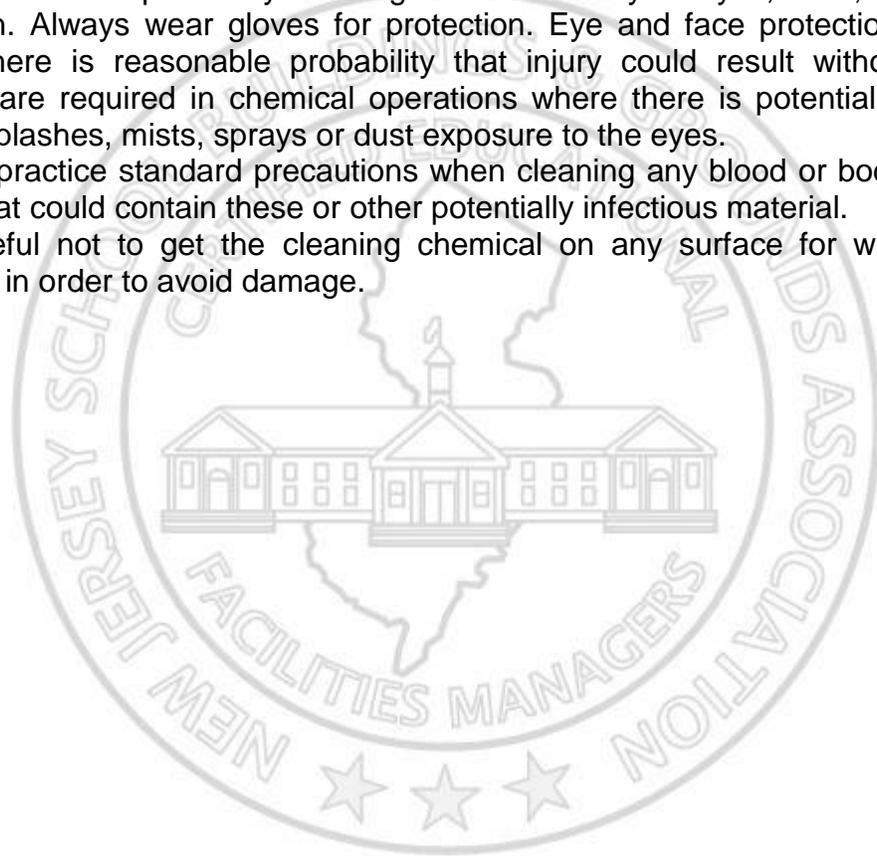
### **Procedure**

1. Unlock (open) the dispenser.
2. Remove the tissue rollers (spindles)
3. Damp wipe the inside of the unit to remove paper dust using the disinfectant cleaner.
4. Install the new roll of tissue
  - A. Install the new roll of tissue. Be sure to "start" the tissue by pulling the first sheet loose for the convenience of the customer.
5. Damp wipe the outside of the unit with the disinfectant cleaner and wipe dry
6. Report any broken or malfunctioning units to maintenance or other appropriate person for repair
7. Clean up

- A. Let all cleaning cloths dry out and bag for laundering.
- B. Return all equipment and extra product to proper storage.

## **Safety**

1. Be careful of sharp edges on dispensers - these can easily cut you. Report this condition to your supervisor so that the edges can be filed down or the dispensers replaced.
2. Always be sure the dispensers are locked (closed) to prevent spilled product or injury.
3. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
4. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
5. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
6. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.



# DRAPES AND BLINDS, DRY VACUUM

Purpose: To maintain drapes and blinds and to keep them free from dust and lint, thus creating a healthy and attractive environment.

## Materials Required

1. Vacuum cleaner with attachments
2. Step ladder
3. Caution sign

## Preparation

1. Post the caution sign.
2. Carefully set up the ladder, if needed, being sure to place it squarely on a level surface and lock it open before climbing onto it.

## Procedure

1. Vacuum the drapes and blinds
  - A. Using the correct attachment, carefully vacuum the drapes or blinds being careful not to extend your reach.
  - B. After completing a section, carefully climb down from the ladder and relocate it so that the next section is accessible.
  - C. Continue in this manner until the drapes or blinds have been completely vacuumed.
2. Clean up
  - A. Inspect the plug and coil the cord and wipe off the unit.
  - B. Check the bag and replace if necessary.
  - C. Store the vacuum in its assigned location.
  - D. Store the ladder and caution sign properly.

## Safety

1. Always take the time to position the ladder squarely on an even surface and lock it into the open position before attempting to climb it. NEVER stand on the top two steps of a ladder.
2. Always check electrical equipment prior to use (refer to the procedure for care of electrical equipment).
3. Avoid running over the electrical cord with the machine; manage the cord so as to work away from the outlet rather than toward it.
4. Always post caution signs appropriately.
5. Always unplug the machine prior to checking or working on it.

# DRINKING FOUNTAINS

Purpose: To keep all drinking fountains in a clean condition to prevent the spread of infection.

## Materials Required

1. Personal protective equipment as needed
2. Disinfectant Cleaner in a spray bottle. Descaler in a spray bottle
3. Lint-free cleaning cloths
4. Appropriate pad or sponge
5. Grout brush

## Preparation

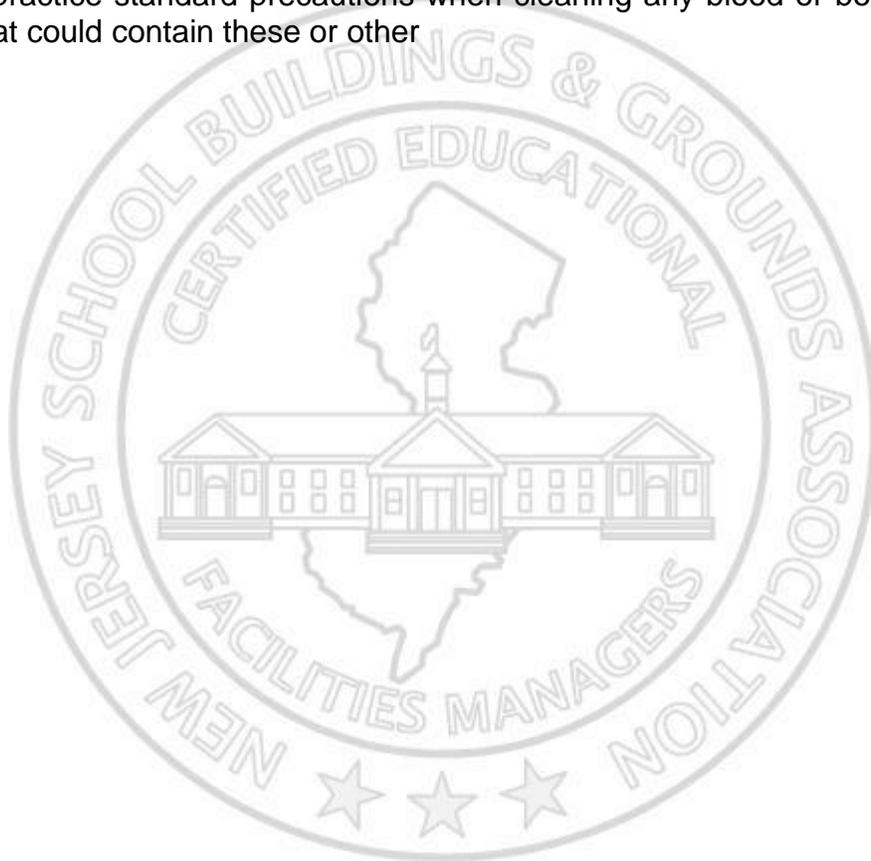
1. Wear appropriate personal protective equipment.
2. Properly dispense the appropriate cleaning solution into spray bottles.
3. Take equipment to assigned area.

## Procedure

1. Daily cleaning of drinking fountains.
  - A. Check the water flow
  - B. Spray some disinfectant cleaner solution on the inside surfaces of the mouthpiece and protective guard
  - C. Using the grout brush, scrub the inside and outside of the mouthpiece/protective guard
  - D. Rinse the mouthpiece and protective guard with water.
  - E. Damp wipe drinking fountain surfaces
2. Removing Lime Build-up on Drinking Fountains/Ice Machines
  - A. Spray descaler onto the bowl and back of the drinking fountain.
  - B. Use a clean, lint-free cloth saturated with the lime remover solution. Apply to the surfaces with the lime build-up. Let stand for the length of time recommended on the label.
  - C. Wring out all excess solution from the cloth. Wipe the surface clean with the cloth. If necessary, use the brush or hand pad to remove hard build-up.
  - D. Thoroughly rinse the surfaces with clean water.
  - E. Wipe dry with a clean, lint-free cloth.
  - F. Wipe up any chemical/water spills on the floor.
3. Clean up
  - A. Clean all equipment. Return all equipment and supplies to the appropriate area.
  - B. Let soiled cleaning cloths dry then bag for laundry.
  - C. Remove your personal protective equipment and wash your hands.

## Safety

1. Always use the cleaning chemical exactly as directed by the label and following all recommended safety precautions.
2. Be sure to wipe up any cleaning solution spills or water from the floor.
3. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.
4. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
5. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other



# ELEVATORS, CLEAN

Purpose: To maintain clean, attractive and safe elevators which enhance the image of the facility.

## Materials Required

1. Neutral Cleaner
2. Stainless Steel Cleaner
3. Clean mop
4. Dust mop handle and head
5. Dust pan and counter brush
6. Putty knife or razor blade scraper
7. Wet floor signs
8. Hand pail
9. Grout brush or vegetable brush
10. Cleaning cloths
11. Mop bucket and wringer
12. Vacuum cleaner or wet dry vacuum
13. Personal protective equipment as needed

## Preparation

1. Properly dispense the appropriate amount of cleaning solution into the hand pail and mop bucket.
2. Take equipment to assigned area.
3. Bring elevator to the floor.
4. Put the elevator out of order by turning off the switch or key if possible.
5. Wear the appropriate personal protective equipment.

## Procedure

1. Clean the floor - hard surface
  - A. Remove any gum or sticky residue from the floor by gently prying it loose with the putty knife or razor blade scraper. Take care not to scratch the floor.
  - B. Dust mop the floor.
  - C. Use the counter brush and dustpan to take up the soil.
  - D. Dispose of soil into appropriate container.
  - E. Post caution (wet floor) sign in doorway.
  - F. Dip the mop into the solution and wring out excess liquid. Avoid splashing water on the sides of the walls and in the elevator tracks.
  - G. Clean the edges of the floor.
  - H. In the open area of the floor, use a figure-eight motion and turn the mop over every few strokes. Rinse and wring out the mop frequently.
  - I. Remove the wet floor signs after the floor is completely dry.
  - J. Put elevator back in service.

2. Clean the floor - carpet
  - A. Plug the vacuum into the wall outlet. Move to the backside of the elevator.
  - B. Vacuum back and forth using overlapping passes.
  - C. Inspect the area for spots and stains and remove them.
  - D. Put elevator back in service.
3. Damp dust the door and features
  - A. Dip the cleaning cloth into the solution, wring it out and damp dust the inside of the doors, including the sides that slide since grease and dust accumulate there. Clean the railings, knobs and control panel, telephone and box, signage, and lights.
  - B. Use a vacuum with attachments to clean any vents so as not to set off the fire alarms.
  - C. Spot clean fingerprints and marks from the walls.
4. Clean the elevator tracks
  - A. Use a vacuum cleaner with attachments to vacuum the tracks of the elevator.
  - B. If soil is caked in the tracks, use a dry brush to loosen the dirt. If necessary, dampen the brush and scrub the tracks. Be sure not to let water run down into the elevator pit. Use a wet vac to pick up the solution.
  - C. Rinse and dry the tracks.
5. Polish all metal surfaces
  - A. Using the stainless steel cleaner and a clean cloth, polish all metal surfaces according to the label directions. Be sure not to leave an oily film on the surface.
6. Clean up
  - A. Clean all equipment and return it to the appropriate place.
  - B. Let soiled mop heads and cleaning cloths dry out and bag for laundry.
  - C. Remove personal protective equipment and wash your hands.

## **Safety**

1. Put the elevator out of order by turning off the switch or key.
2. Do not prop doors open with sticks, buckets, or any other device.
3. Do not let water run down into the elevator pit.
4. Do not put elevator back into service until the floor is dry.
5. Always post caution (wet floor) signs appropriately.
6. Never vacuum a wet carpet.
7. Avoid running over the electrical cord with the vacuum cleaner.
8. Be sure the elevator is out of service before vacuuming the floor.

# ENTRANCE MATS

## (CARPET), CLEAN

Purpose: To prolong the effective life of the entrance matting and to provide clean, attractive mats at entrances that enhances the image of the facility.

### Materials Required

1. Neutral Cleaner
2. Clean mop with Abrasive I land Pad attached
3. Broom
4. Dust pan and counter brush
5. Putty knife
6. "Wet Floor" caution signs
7. Mop bucket and wringer
8. Cleaning cloths
9. Hand pail
10. Upright vacuum cleaner
11. Extraction Cleaner
12. Pretreatment Cleaner
13. Carpet cleaning brush
14. Carpet extractor or pressure washer and wet vacuum
15. Personal protective equipment as needed

### Preparation

1. Properly dispense the cleaning solution in the mop bucket/hand pail.
2. Take equipment to assigned area.
3. Wear the appropriate personal protective equipment.

### Procedure

1. Vacuum mat daily
  - A. Use an upright dry vacuum adjusted to its most powerful setting. Flip one half of mat over and vacuum back side then flip over other half and do the same. Flip back and vacuum front of mat. Move nozzle slowly over matting to allow time for dirt to be picked up.
  - B. NOTE: Remove gum on the mat surface daily. On some types of matting, if the gum is removed on a daily basis while still "fresh" it pops up off the mat surface when pried up with a putty knife. Follow your facility's procedure for gum removal.
  - C. SPECIAL NOTE: For wet conditions, use an extractor or wet vacuum to remove as much water as possible from the mat.
2. Remove mats from area
  - A. Remove mats from area. Be sure to place the mats on a clean, dry surface.

3. Sweep dirt from floor
  - A. Sweep dirt from floor. Use the brush and dustpan to take up the soil. Never leave a pile of debris in a corner for later pick-up.
4. Periodic extract
  - A. NOTE: Complete the following at the frequency determined by your facility.
  - B. Remove loose dirt following step 1.
  - C. Leave mat in place or take mat to designated area for cleaning, depending on your facility.
  - D. Lay the mat on floor.
  - E. Wet surface of mat thoroughly with diluted solution of Carpet Pretreatment or Carpet Extraction Cleaner.
  - F. Extract the carpet at least two times following the procedures in the extraction section. If mat is heavily soiled, repeat complete procedure. Rinse carpet with clean water.
  - G. Allow the mat to dry.
  - H. If necessary, return the mat to the entranceway.
  - I. Wipe up any water spills from the floor.
5. Periodic cleaning - high pressure sprayer
  - A. Remove loose dirt following step 1.
  - B. Take mat to designated area for cleaning.
  - C. Hang the mat vertically avoiding sharp hooks.
  - D. Using a high-pressure washer, wash the mat thoroughly.
  - E. Rinse the mat using clean water.
  - F. Allow the mat to dry.
  - G. Return the mat to the entranceway.
  - H. Wipe up any spills from the floor.
6. Periodic cleaning - wet vacuum
  - A. Remove loose dirt following step 1.
  - B. Take mat to designated area for cleaning. Lay mat on floor.
  - C. Liberally apply the cleaning solution. Allow the solution to soak in the mat for a few minutes.
  - D. Wet vacuum excess water using a carpet wand or hand tool.
  - E. Rinse off with clean water.
  - F. Allow the mat to dry.
  - G. Return the mat to the entranceway.
7. Periodic cleaning of mat backing
  - A. Take mat to designated area for cleaning. Lay mat on floor face down.
  - B. Use a clean, lint-free cloth or mop dipped into the cleaning solution. Wring out excess solution to avoid drips.
  - C. Damp wipe or damp mop the back of the mat.
  - D. Allow the mat to dry.
  - E. Return the mat to the entranceway.

8. Clean Up
  - A. Clean all equipment. Return all equipment and supplies to the appropriate area.
  - B. Let all soiled mop heads and cleaning cloths dry out then bag for laundry.
  - C. Remove your personal protective equipment and wash your hands.

## **Safety**

1. Always check electrical equipment prior to use. (Refer to the procedure for care of electrical equipment.)
2. Be careful not to hurt yourself when moving the mats. Always practice proper lifting techniques and ask for assistance when appropriate.
3. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
4. Be sure to wipe up any cleaning solution spills or water from the floor.
5. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
6. Always use a wet vacuum on a wet carpet.
7. Avoid running over the electrical cord with the vacuum cleaner.
8. Always post caution (wet floor) signs appropriately.

## **ENTRANCE MATS (SCRAPER), CLEAN**

Purpose: To prolong the effective life of the matting and to provide clean, attractive mats that enhances the image of the facility.

### **Materials Required**

1. Neutral Cleaner
2. Clean mop
3. Broom
4. Dust pan and counter brush.
5. Putty knife
6. "Wet Floor" caution signs
7. Mop bucket and wringer
8. Cleaning cloths
9. Hand pail.
10. Upright vacuum cleaner
11. Extraction Cleaner
12. Carpet extractor or pressure washer and wet vacuum
13. Personal protective equipment as needed

### **Preparation**

1. Properly dispense the cleaning solution in the mop bucket.
2. Take equipment to assigned area.

3. Wear the appropriate personal protective equipment.

## Procedure

1. Remove loose dirt
  - A. Turn mat over and shake it vigorously to remove loose dirt.
  - B. If mat has a backing, vacuum the top surface of the mat.
  - C. If the mat is unbacked, as needed, flush both sides of the mat with warm water to remove any remaining dirt. Allow mat to dry flat before placing it back into service.
  - D. Return the mat to the appropriate area.
2. Remove mats from area
  - A. Remove mats from area. Be sure to place the mats on a clean, dry surface.
3. Sweep dirt from floor
  - A. Sweep dirt from floor. Use the counter brush and dustpan to take up the soil. Never leave a pile of debris in a corner for later pick-up.
4. Periodic cleaning - scraper mat
  - A. NOTE: Complete the following at the frequency determined by your facility.
  - B. Remove loose dirt following step 1.
  - C. Take mat to designated area for cleaning such as a custodial closet.
  - D. Hang the mat vertically avoiding sharp hooks.
  - E. Flush out embedded dirt using a high-pressure washer and neutral cleaner. Spray mat with a side-to-side motion, working from top to bottom.
  - F. Rinse with hot water.
  - G. Lay the mat flat to dry. For backed matting, lay face down.
  - H. Return the mat to the appropriate area.
5. Periodic cleaning - scrub brush
  - A. Remove loose dirt following step 1.
  - B. Take mat to designated area for cleaning. Lay mat on floor.
  - C. If mat is unbacked, scrub the mat with a brush and neutral cleaner.
  - D. Rinse mat by hosing or flushing thoroughly with hot water.
  - E. If backed, extract or wet vacuum excess water using a carpet wand or hand tool.
  - F. Allow the mat to dry.
  - G. Return the mat to the appropriate area.
6. OR For backed matting
  - A. Remove loose dirt following step 1.
  - B. Leave mat in place or take mat to designated area for cleaning, depending on your facility.
  - C. Extract the carpet with warm water using a hand tool or carpet wand.
  - D. Allow the mat to dry.
  - E. If need be, return the mat to the appropriate area.
  - F. Wipe up any water spills from the floor.

7. Periodic cleaning of mat backing
  - A. Take mat to designated area for cleaning. Lay mat on floor, coil side down.
  - B. Use a clean, lint-free cloth dampened in the cleaning solution. Wring out all excess solution to avoid drips.
  
8. Periodic cleaning - mop method
  - A. Use the mop dipped into the cleaning solution. Wring out excess solution to avoid drips.
  - B. Damp wipe or damp mop the back of the mat.
  - C. Allow the mat to dry.
  - D. Allow the mat to dry.
  
9. Clean up
  - A. Clean all equipment. Return all equipment and supplies to the appropriate area.
  - B. Let all soiled mop heads and cleaning cloths dry out then bag for laundry.
  - C. Remove your personal protective equipment and wash your hands.

## **Safety**

1. Always check electrical equipment prior to use. (Refer to the procedure for care of electrical equipment.)
2. Be careful not to hurt yourself when moving the mats. Always practice proper lifting techniques and ask for assistance when appropriate.
3. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
4. Be sure to wipe up any cleaning solution spills or water from the floor.
5. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
6. Always use a wet vacuum on a wet carpet. Never vacuum a wet carpet with a dry vacuum.
7. Avoid running over the electrical cord with the vacuum cleaner.
8. Always post caution (wet floor) signs appropriately.

# FLOOR MACHINE BRUSHES AND PADS, CARE AND STORAGE

Purpose: To keep all equipment in clean and working condition.

## Materials Required

1. All-purpose cleaner
2. Hand pail
3. Cleaning cloths
4. Gloves, goggles, and other appropriate personal protective equipment

## Preparation

1. Properly dispense the appropriate cleaning solution.

## Procedure

1. Store the floor machine brushes and pads
  - A. Never turn on the floor machine until the brush is locked into place.
  - B. Do not allow the brush to stand on the bristles; hang it or lay it flat on its back.
  - C. Comb the bristles regularly to remove foreign matter and to eliminate tangling.
  - D. Never use a brush, which has a loose or broken adapter plate.
  - E. Be sure to use the proper brush for the job to be performed.
  - F. Wash brushes in all purpose cleaner, rinse and allow to dry
  - G. Wash pads in floor sink with all-purpose cleaner after each use and place on a flat surface or hang to dry.
  - H. Always follow OSHA guidelines when working with blood or body fluids.
2. Clean up
  - A. Return all equipment to the appropriate area.

## Safety

1. Use equipment only for the purpose for which it has been designed.
2. Always practice correct lifting techniques when lifting, pushing, pulling or moving equipment.
3. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material from equipment.
4. When cleaning or decontaminating equipment, be careful not to get chemicals on any surface for which it is not intended in order to avoid damage.
5. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.

6. Always store equipment properly and in a safe manner that does not present a hazard to yourself or others.
7. Inspect the electrical cord and plug before and after each use; report any frayed or cut wires to your supervisor and do not plug in the unit if these conditions are present.



## **FURNITURE, CLOTH UPHOLSTERY, CLEAN**

Purpose: To provide a safe, clean and attractive environment for patients, visitors, and staff

## Materials Required

1. Vacuum cleaner and attachments
2. Carpet extractor with upholstery attachments
3. Electric fan
4. Carpet Spotter
5. Hand pail
6. Clean, lint-free cleaning cloths
7. Wet Chair sign
8. Drop cloth

## Preparation

1. Properly dispense the appropriate cleaning solution.
2. If necessary, relocate the furniture to a utility area for cleaning, otherwise, place a drop cloth underneath to protect the flooring.
3. Vacuum the furniture thoroughly.

## Procedure

1. Clean the cloth upholstery furniture
  - A. Add an approved cleaning chemical (always check the manufacturer's recommendations) to the extraction equipment water tank in the dilution recommended on the product's label. It is also sometimes appropriate to clean upholstery using only clean water. Ask your Facilitator for specific instructions.
  - B. Pre-treat any heavily soiled spots or stains with the carpet spotter.
  - C. Extract the upholstery following recommended procedures for use of the machine being sure to remove as much water as physically possible. Do not over wet the fabric.
  - D. When feasible, place a fan so that it blows directly onto the furniture to speed up the drying process.
  - E. After the upholstery is completely dry, vacuum it again in order to improve the fabric's appearance.
  - F. Return any furniture that was moved to its original position.
  - G. Post "wet chair" signs as appropriate.
2. Clean Up
  - A. Rinse out the extraction machine and store properly.
  - B. Return chemicals to their proper storage location.
  - C. Return the fan to its proper storage location.
  - D. Let any soiled cloths dry out then bag for laundry.

## Safety

1. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.

2. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
3. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
4. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.
5. Be careful not to hurt yourself when moving furniture or other heavy objects. Always practice proper lifting techniques and ask for assistance when appropriate.



## **UPHOLSTERED FURNITURE, DRY VACUUM**

Purpose: To maintain upholstered furniture and keep it free from dust and lint, thus creating a healthy and attractive environment.

## Materials Required

1. Vacuum cleaner with attachments

## Preparation

1. Take vacuum to the area where the furniture to be cleaned is located.

## Procedure

1. Dry vacuum the upholstered furniture
  - A. Using the upholstery tool (or other appropriate attachment), carefully vacuum all surfaces of the furniture; remove and vacuum underneath all cushions.
  - B. Return the furniture to its proper position.
2. Clean up
  - A. Inspect the plug and coil the cord and wipe off the unit.
  - B. Check the bag and replace if necessary.
  - C. Store the vacuum in its assigned location.

## Safety

1. Always check electrical equipment prior to use. (Refer to the procedure for care of electrical equipment.)
2. Avoid running over the electrical cord with the machine; manage the cord so as to work away from the outlet rather than toward it.
3. Always unplug the machine prior to checking or working on it.

## FURNITURE, VINYL, WASH

Purpose: To provide a safe, clean, and attractive environment for patients, visitors, and staff.

## Materials Required

1. Vacuum cleaner and attachments
2. All-purpose cleaner
3. Clean water
4. Two hand pails
5. Clean, lint-free cleaning cloths
6. Cleansing Sponge

## Preparation

1. Properly dispense the appropriate cleaning solution.
2. If necessary, relocate the furniture to a utility **area** for cleaning.
3. Vacuum the furniture thoroughly, if necessary.

## Procedure

1. Clean the vinyl furniture
  - A. Routine daily maintenance should consist of dry dusting with a soft, clean cloth.
  - B. Using a clean cloth dampened in the cleaning solution, rub the furniture firmly to loosen the soil. Use up and down, then side-to-side strokes until the entire surface area is covered. Use the sponge as required for more cleaning action.
  - C. Use a second clean cloth dampened in the cleaning solution to remove the loosened soil.
  - D. Rinse the furniture with a third clean cloth that has been dampened in clean water.
  - E. Finally, rub the surface dry with a fourth clean, dry cloth.
  - F. Return any furniture that was moved to its original position.
2. Clean up
  - A. Rinse, dry and store the hand pails.
  - B. Let soiled cloths dry out then bag for laundering.

## Safety

1. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
2. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
3. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
4. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.
5. Be careful not to hurt yourself when moving furniture or other heavy objects. Always practice proper lifting techniques and ask for assistance when appropriate.

## FURNITURE, WOOD, CLEAN

Purpose: To provide a safe, clean, and attractive environment for patients, visitors, and staff.

If the upholstered furniture is located in a clinical area and infection control practices dictate that it be disinfected, or if it has been soiled by a spill containing blood, body fluid or other potentially infectious material, it may become necessary to decontaminate it in the specific manner set forth by OSHA Bloodborne Pathogens Standard.

### **Materials Required**

1. All purpose cleaner
2. Clean water
3. Two hand pails
4. Clean, lint-free cleaning cloths
5. Approved polishing product

### **Preparation**

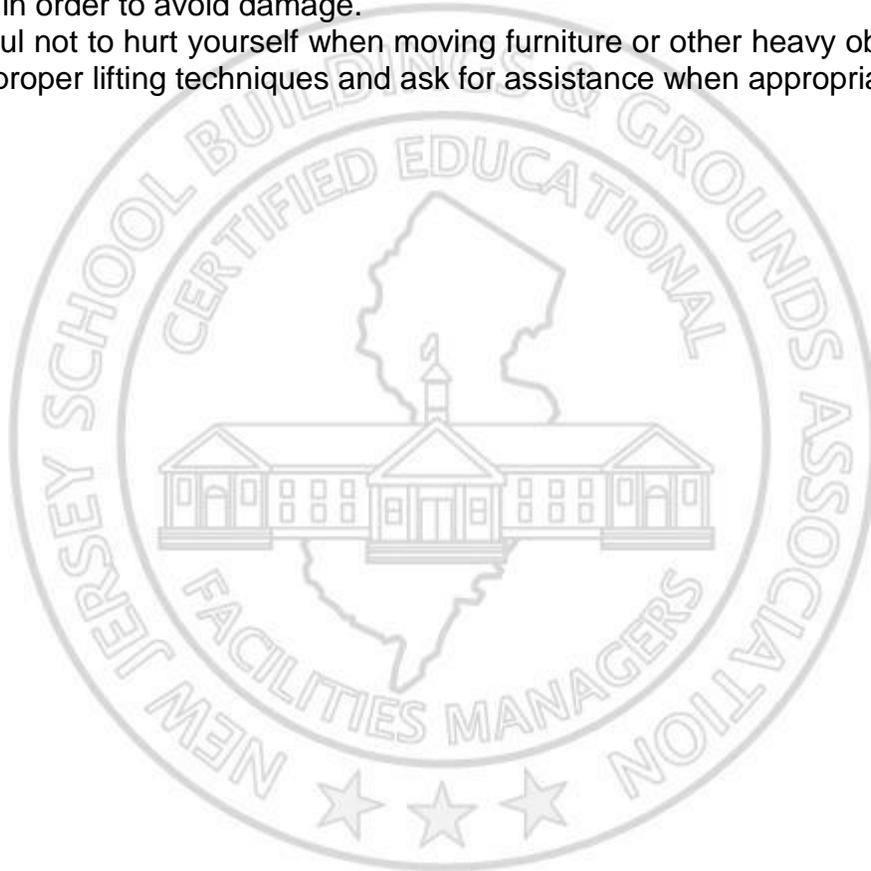
1. Properly dispense the appropriate cleaning solution.
2. If necessary, relocate the furniture to a utility area for cleaning.

### **Procedure**

1. Clean the wood furniture
  - A. Using a clean cloth dampened in the cleaning solution, rub the furniture firmly to loosen the soil. Use up and down, then side-to-side strokes until the entire surface area is covered.
  - B. Use a second clean cloth dampened in the cleaning solution to remove the loosened soil.
  - C. Rinse the furniture with a third clean cloth that has been dampened in clean water.
  - D. Finally, rub the surface dry with a fourth clean, dry cloth.
2. Polish
  - A. Spray a small amount of polish onto a clean, lint-free cloth that has been folded neatly into squares.
  - B. Using even strokes, cover the entire surface of the wood being sure to rub the polish into the surface.
  - C. Allow the product to soak into the wood for a few minutes.
  - D. Using a second, clean cloth buff any remaining polish from the surface of the wood. Repeat this procedure using clean cloths as necessary until all excess polish has been completely removed since any left could cause staining of clothes.
  - E. Return any furniture that was moved to its original position.
3. Clean up
  - A. Rinse, dry and store the hand pails.
  - B. Return chemicals to their proper storage location.
  - C. Let cloths dry and bag for laundry.

## **Safety**

1. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
2. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
3. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
4. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.
5. Be careful not to hurt yourself when moving furniture or other heavy objects. Always practice proper lifting techniques and ask for assistance when appropriate.



## **GENERAL WASTE, COLLECTION AND DISPOSAL**

Purpose: To remove litter and trash from the facility in a safe and efficient manner.

## Materials Required

1. Cleaning cloth or paper towels
2. Disinfectant cleaner
3. Spray bottle or hand pail
4. Plastic trash can liners
5. Housekeeping or trash cart

## Preparation

1. Properly dispense the appropriate cleaning solution.

## Procedure

1. Remove the general waste
  - A. Close, twist and tie a knot in the top of the plastic trash can liner while it is still in the container. Remove the bag and check the interior of the container for visible soil. NEVER reach into or push on the bag to compress the trash.
  - B. Carry the bag away from your body to avoid a needle stick or contaminating your uniform.
  - C. Deposit the bag of trash into the container on the housekeeping cart, a rolling trash barrel, or other appropriate container. NEVER use your hands to push bags of trash down into a container to make room for more.
  - D. When the container is full of bags, deposit them in the appropriate dumpster. Again, remember to NEVER press on the bags of trash with your hands.
2. Disinfect the container
  - A. Using a cleaning cloth dampened with disinfectant cleaner, wipe all visible soil from the interior and exterior of the container. Then, using another cloth dampened in disinfectant cleaner, wipe over the areas again. Let the container air dry for maximum disinfectant benefit.
3. Reline the trash container
  - A. Reline the trash container with the appropriate plastic bag.
4. Clean up
  - A. Return the trash container to the proper storage area.
  - B. Let all soiled cleaning cloths dry out then bag for laundering.

## Safety

1. Be careful not to allow any liquids to drip from the bags of trash onto the floor. Clean up any leakage promptly so that it will not cause someone to slip and fall.
2. NEVER push on a bag of trash with your hands - even if you are wearing gloves. Even though sharp objects such as needles are not supposed to be put into trashcans, mistakes happen - you could get stuck with an infectious needle.
3. Never put broken glass into a trash container or bag. Dispose of it in an approved, safe manner.
4. Wear gloves when handling trash bags if desired.

5. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
6. Be careful not to hurt yourself when moving heavy objects. Always practice proper lifting techniques and ask for assistance when appropriate.



## **GLASS, SPRAY AND WIPE, CLEAN**

### **Materials Required**

1. Glass cleaner
2. Trigger spray bottle
3. Lint-free cleaning cloth
4. Paper towels
5. Step ladder

6. Caution sign

## Preparation

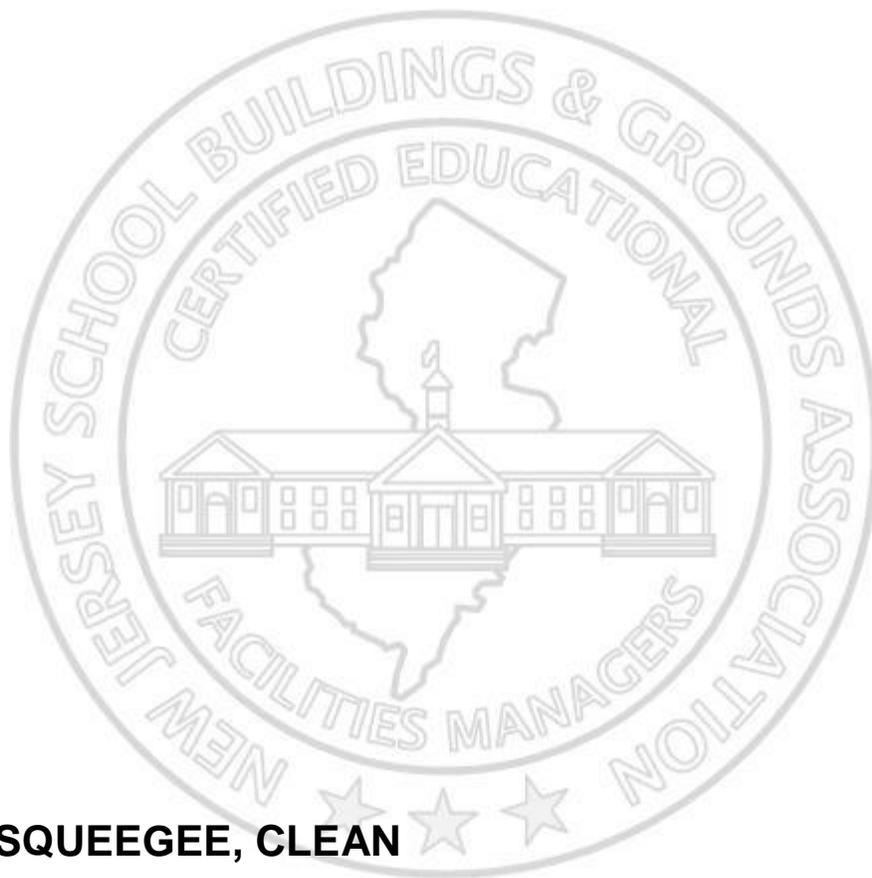
1. Properly dispense the appropriate cleaning solution.
2. Carefully set up the ladder, if needed, being sure to place it squarely on a level surface and lock it open before climbing onto it. Post the caution sign.

## Procedure

1. Clean the glass
  - A. Lightly mist the entire surface with the glass cleaner.
  - B. Using paper towels or a clean, lint free cloth, wipe the entire surface. Repeat as necessary to remove all soil.
  - C. Using paper towels or a dry cloth, wipe the surface until it is dry in order to prevent spotting.
2. Clean up
  - A. Return all products to the cart or to other proper storage.
  - B. Store the ladder and caution sign properly.
  - C. Let the soiled cleaning cloths dry out then bag for laundering.

## Safety

1. Always take the time to position the ladder squarely on an even surface and lock it into the open position before attempting to climb it. NEVER stand on the top step of a ladder.
2. If the picture or mirror has not been secured to the wall at all four corners, be sure to hold it steady with one hand while wiping it so that it is not accidentally knocked off the wall.
3. Always post caution signs appropriately.
4. Always **use** the cleaning chemical exactly as directed by the label following all recommended safety precautions.
5. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
6. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
7. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.



## **GLASS, SQUEEGEE, CLEAN**

### **Materials That Can Be Used**

1. Glass cleaner
2. Trigger spray bottle
3. Hand pail
4. Window squeegee - 8" or 18"
5. Scrubbing sponge
6. Lint-free cleaning cloth
7. Paper towels
8. Step ladder
9. Caution sign

10. Hose, if needed
11. Pressure washer, if needed

## **Preparation**

1. Properly dispense the appropriate cleaning solution.
2. Carefully set up the ladder, if needed, being sure to place it squarely on a level surface and lock it open before climbing onto it. Post the caution sign.

## **Procedure**

1. Clean the glass
  - A. Wet the entire surface with the glass cleaner.
  - B. Scrub the entire surface of the glass.
  - C. Starting at the top of the glass, remove the water from the surface with the squeegee.
  - D. Continue with overlapping strokes of the squeegee until all of the water has been removed from the surface of the glass. Wipe the squeegee dry between each stroke.
  - E. Using paper towels or a clean, lint free cloth, wipe the entire surface. Pay special attention to edges and corners of the glass. Repeat as necessary to remove all soil.
  - F. Using paper towels or a dry cloth, wipe the surface until it is dry in order to prevent spotting.
2. Clean up
  - A. Return all products to the cart or to other proper storage.
  - B. Store the ladder and caution sign properly.
  - C. Let the soiled cleaning cloths dry out then bag for laundering.

## **Safety**

1. Always take the time to position the ladder squarely on an even surface and lock it into the open position before attempting to climb it. NEVER stand on the top step of a ladder.
2. Always post caution signs appropriately.
3. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
4. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
5. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
6. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.
7. If the glass is chipped or broken, turn in a maintenance request or notify your Facilitator.



## **HARD FLOOR, REPAIR (BURNISH, MOP AND BUCKET)**

Purpose: To protect and beautify the floor, to maintain uniform slip resistance, and to make the floor easier to maintain.

### **Materials Required**

1. Burnisher
2. Mild hand pad
3. Mop bucket and wringer
4. Clean mop head
5. Floor conditioner/restorer
6. Dust mop handle and head
7. Dustpan and counter brush
8. Wet floor signs

## Preparation

1. Wear appropriate personal protective equipment.
2. Properly dispense the floor conditioner/restorer in the mop bucket.
3. Attach the appropriate burnishing pad on the burnisher.
4. Dust mop the area to be restored.

## Procedure

1. Damp mop the floor
  - A. Damp mop the floor with the mop and bucket.
2. Remove stubborn soil
  - A. Use the non-abrasive hand pad to remove stubborn soil.
  - B. Use razor blade scraper to remove gum, if needed.
3. Rinse and wring out
  - A. Rinse and wring out the mop frequently.
  - B. Allow the floor to dry completely.
4. Remove wet floor signs
5. Burnish the floor
  - A. Burnish the floor in a straight-line motion.
  - B. If the surface is heavily damaged, you may have to spray buff or scrub and recoat the floor before burnishing.
  - C. For stubborn marks, use the non-abrasive hand pad to remove the mark.
6. Dust mop the area
  - A. After burnishing, dust mop the floor to pick up any residue.
  - B. Use the counter brush and dust pan to pick up the soil and dispose of it in the appropriate container.
7. Clean up
  - A. Empty and rinse out the mop bucket and wringer.
  - B. Rinse and wring out the mop head. If it is soiled, let it dry out then bag it for the laundry.
  - C. Return all supplies and equipment to the appropriate area.
  - D. Remove the soiled dust mop head and prepare it for laundry if needed.

## Safety

1. Always post caution (wet floor) signs appropriately.
2. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.



## **HARD FLOOR, SPRAY BUFFING**

Purpose: To maintain the floor's appearance and cleanliness by polishing the floor to a high sheen and by repairing surface scratches.

### **Materials Required**

1. Spray buff solution
2. Neutral Cleaner
3. Trigger spray bottle
4. Blue or red buffer pads
5. Single disc floor machine with drive pad assembly
6. Clean dust mop head
7. Dust mop handle and frame.
8. Clean mop with Abrasive Hand Pad attached
9. Mop bucket and wringer
10. Dust pan and counter brush

11. Putty knife or razor blade scraper
12. Wet floor signs
13. Personal protective equipment as needed

## Preparation

1. Wear the appropriate personal protective equipment.
2. Fill trigger spray bottle with spray buffing solution
3. Mount the drive pad assembly on the floor machine. Place the appropriate floor pad on the assembly.
4. Take equipment to assigned area.

## Procedure

1. Prepare the floor
  - A. Remove any gum or sticky residue from the floor by gently prying it loose with the putty knife or razor scraper.
  - B. Dust mop the floor.
  - C. Use the counter brush and dust pan to pick up the soil.
  - D. Dispose of the soil into an appropriate container.
  - E. Post caution (wet floor) signs.
  - F. Damp or wet mop the floor using the appropriate cleaning solution following the procedure for wet or damp mopping hard floors.
2. Buff the floor
  - A. Buff the area to be recovered. Be sure to overlap strokes and watch for streaks or unbuffered areas.
  - B. Apply spray buff solution only to areas that are soiled, scuffed or black marked.
  - C. Continue to buff area until the floor recovers to a dry, shiny appearance.
  - D. Heel the floor machine to remove stubborn marks. Re-spray stubborn marks as needed.
  - E. Turn over the pad when the first side becomes loaded. Continue buffing. When the second side becomes loaded, replace with a clean pad. Place used pads into a plastic liner to keep moist for easier pad cleaning when the job is done.
3. Dust mop the floor
  - A. Upon completion of buffing the area, dust mop the floor to pick up any residue left by spray buffing.
  - B. Use the counter brush and dust pan to pick up the soil and dispose in the appropriate container.
  - C. Remove wet floor signs.
4. Clean up
  - A. Wash pads in floor sink with hot water and a stiff brush and place on flat surface or hang to dry.
  - B. Remove drive pad assembly from floor machine.
  - C. Clean all equipment. Return all equipment to the appropriate area.

- D. Brush out all dust mop heads and allow wet mop heads to dry then bag for laundry.
- E. Remove personal protective equipment and wash your hands.

## **Safety**

1. Always check electrical equipment prior to use (refer to procedure for care of electrical equipment).
2. Avoid running over the electrical cord. Work away from the outlet rather than toward it.
3. Adjust the handle height to a waist high position.
4. Keep your back straight and knees slightly bent.
5. Rest the machine handle against your hip.
6. Remember "RR-LL" - Raise right, lower left.
7. As you are working backwards always be aware of what is behind you.
8. When cleaning or decontaminating equipment, be careful not to get cleaning chemicals on any surfaces for which it is not intended in order to avoid damage.
9. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.
10. Always store equipment properly and in a safe manner that does not present a hazard to yourself or others.

## **HARD FLOOR, STRIPPING (ROTARY MACHINE)**

### **Materials Required**

1. Rotary floor machine
2. Stripping Pads
3. Stripper
4. Plain water
5. Two mop buckets and wringers
6. Dust mop handle and head
7. Clean wet mop head
8. Utility tape
9. Hand scraper
10. Wet-vacuum

### **Preparation**

1. Wear appropriate personal protective equipment.
2. Properly dispense the stripping solution into the mop bucket. Dispense plain water into the second mop bucket.
3. Set up the wet floor signs.
4. Tape off the area to be finished.
5. Apply baseboard cleaner to all edges, corners, and baseboards.

## Procedure

### 1. Apply stripping solution

- A. Apply stripping solution to the complete floor area including the edges and corners.
- B. Keep the floor wet with the stripping solution while you continue with the next steps.

### 2. Clean the edges, corners, and baseboards

- A. Use the 3M Doodlebug Pad to clean all edges, corners, and baseboards. Use a scraper to get into the corners.

### 3. Scrub the floor

- A. Scrub the floor with the rotary machine using a side-to-side motion and overlapping strokes. When you are finished scrubbing the floor, use the wet-vacuum.

### 4. Rinse the floor

- A. Rinse the floor, edges, corners and baseboards, with plain water. Rinse and ring out the mop frequently. Change the rinse water frequently. Allow the floor to dry thoroughly. inspect the floor for remaining floor finish that was not removed. Strip the area a second time, if necessary.

### 5. Dust mop the floor

- A. Dust mop the floor to pick up any residue left by spray buffing.
- B. Use the counter brush and dustpan to take up the soil.

### 6. Clean up

- A. Return all equipment to the appropriate area.
- B. Clean the floor pads as soon as possible to ensure good performance and extend the life of the pads. Empty and rinse mop buckets and wringers.
- C. Bag soiled mop heads for the laundry.

## Safety

1. Always check electrical equipment prior to use (refer to the procedure for care of electrical equipment).
2. Avoid running over the electrical cord with the machine; manage the cord so as to work away from the outlet rather than toward it.
3. Always post caution signs appropriately.
4. Always unplug the machine prior to checking or working on it.
5. Always remember to wear rubber footwear or anti-slip shoes.
6. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.

## **HARD FLOOR, ASBESTOS, STRIPPING (ROTARY MACHINE)**

### **Materials Required**

1. Rotary floor machine
2. Stripping Pads – (Brown or less abrasive pads)
3. Stripper
4. Plain water
5. Three mop buckets and wringers
6. Dust mop handle and head
7. Clean wet mop heads
8. Utility tape
9. Hand scraper
10. Wet-vacuum

### **Preparation**

1. Wear appropriate personal protective equipment.
2. Properly dispense the stripping solution into one mop bucket. Dispense plain water into the other two mop buckets.
3. Set up the wet floor signs.
4. Tape off the area to be stripped.
5. Apply baseboard cleaner to all edges, corners, and baseboards.

## Procedure

### 1. Apply stripping solution

- A. Apply stripping solution to the complete floor area including the edges and corners.
- B. Keep the floor wet with the stripping solution while you continue with the next steps.

### 2. Clean the edges, corners, and baseboards

- A. Use the 3M Doodlebug Pad to clean all edges, corners, and baseboards. Use a scraper to get into the corners.

### 3. Scrub the floor

- A. Scrub the floor with the rotary machine using a side-to-side motion and overlapping strokes. Work from the dry area into the stripping solution.
- B. Keep the floor wet at all times when working on asbestos flooring.
- C. When you are finished scrubbing the floor, use the wet-vacuum to pick up the slurry.

### 4. Rinse the floor

- A. Rinse the floor, edges, corners and baseboards, with plain water. Rinse and ring out the mop frequently. Change the rinse water frequently. Allow the floor to dry thoroughly. (Inspect the floor for remaining floor finish that was not removed. Strip the area a second time, if necessary.)
- B. Use the third bucket of clear water and rinse the floor a final time.

### 5. Dust mop the floor

- A. Dust mop the floor to pick up any residue left.
- B. Use the counter brush and dustpan to take up the soil.

### 6. Clean up

- A. Return all equipment to the appropriate area.
- B. Clean the floor pads as soon as possible to ensure good performance and extend the life of

- the pads. Empty and rinse mop buckets and wringers.
- C. Bag soiled mop heads for the laundry.

## **Safety**

1. Never dry buff and asbestos floor.
2. Spray buff an asbestos floor only if there is enough finish present so the pad cannot contact the asbestos containing materials.
3. Never use black stripping pads or sanding screens on asbestos flooring.
4. Always check electrical equipment prior to use (refer to the procedure for care of electrical equipment).
5. Avoid running over the electrical cord with the machine; manage the cord so as to work away from the outlet rather than toward it.
6. Always post caution signs appropriately.
7. Always unplug the machine prior to checking or working on it.
8. Always remember to wear rubber footwear or anti-slip shoes
9. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.

## **HARD FLOOR, WET/DAMP MOP, CLEAN/DISINFECT**

Purpose: To protect and beautify the floor, to maintain uniform slip resistance, and to make the floor easier to maintain.

### **Materials Required**

1. Neutral cleaner or disinfectant cleaner (depending on the area)
2. Mop bucket and wringer
3. Clean mop
4. Wet floor signs

### **Preparation**

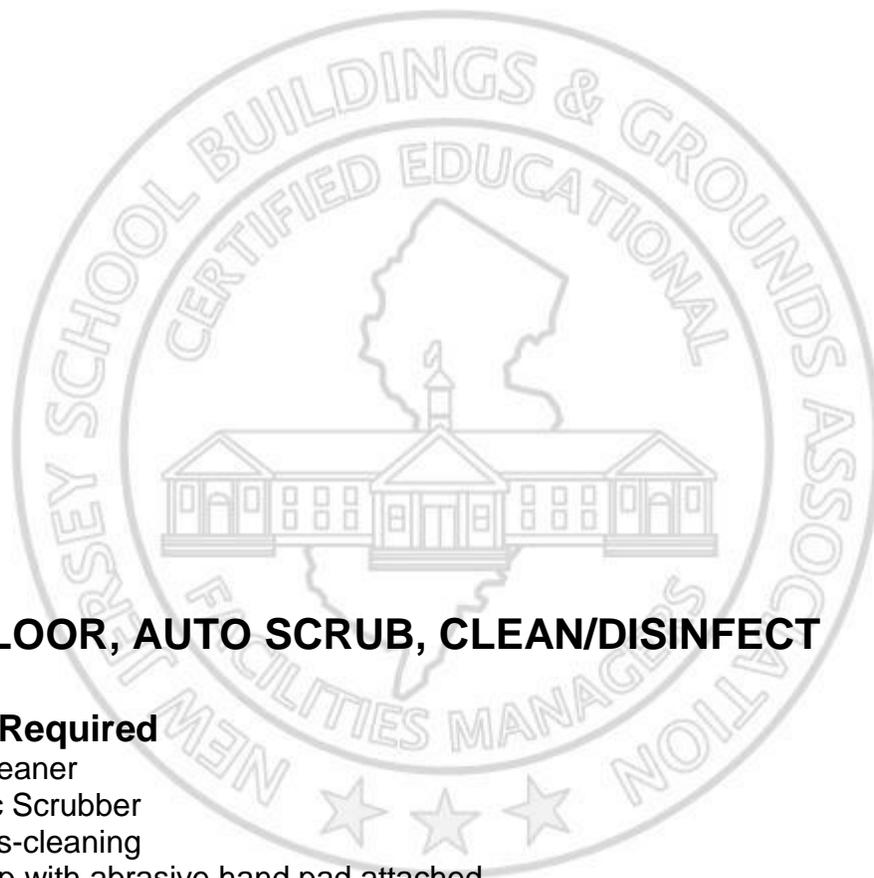
1. Wear appropriate personal protective equipment.
2. Properly dispense the appropriate cleaning solution into the mop bucket so it is half-full.
3. Set up the wet floor signs.

## Procedure

1. Mop the floor
  - A. Wet the mop in the solution and wring out the excess solution.
  - B. Clean the edges of the floor and the baseboards first.
  - C. In the open area of the floor, use a figure-eight motion and turn the mop over after every few strokes. Rinse and wring out the mop frequently.
  - D. In heavily soiled areas, change the cleaning solution frequently.
2. For disinfecting
  - A. If you are cleaning a health care facility or if you are disinfecting the floor with a disinfectant cleaner, perform the two following additional steps.
  - B. Use enough disinfectant solution to keep the floor wet while the disinfectant cleaner works.
  - C. Change the disinfectant solution as soon as you see that it is soiled or as directed by your facility.
3. Remove wet floor signs
  - A. Remove the wet floor signs after the floor is completely dry.
4. Clean up
  - A. Empty the mop bucket.
  - B. Rinse the mop bucket and wringer.
  - C. Rinse and wring out the mop and hang it up to dry. If the mop is visibly soiled, bag it and send it to the laundry.

## Safety

1. Always post caution signs appropriately.
2. Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.



## **HARD FLOOR, AUTO SCRUB, CLEAN/DISINFECT**

### **Materials Required**

- 1] Neutral cleaner
- 2] Automatic Scrubber
- 3] Floor pads-cleaning
- 4] Clean mop with abrasive hand pad attached.
- 5] Wet floor signs

### **Preparation**

- 1] Wear appropriate personal protective equipment.
- 2] Properly dispense the appropriate cleaning solution into the mop bucket and the automatic scrubber.
- 3] Set up the wet floor signs.

### **Procedure**

1] Scrub the floor

A] Scrub the floor with the automatic scrubber with the cleaning pads "down", the squeegee "down", the vacuum "on", and the solution feed "on".

2] Clean the floor edges

A] After cleaning the floor with the automatic scrubber, use the mop and bucket to clean the floor edges and corners. Pick up any solution "trails" left by the machine.

3] Remove stubborn marks

A] Use the abrasive hand pad to remove stubborn marks.

4] For disinfecting

A] If you are cleaning a health care facility or if you are disinfecting the floor with a disinfectant cleaner, allow the floor to air dry so the disinfectant has time to work.

5] Remove wet floor signs

A] Remove the wet floor signs after the floor is completely dry.

6] Clean up

A] Empty and rinse the automatic scrubber.

B] Empty the mop bucket.

C] Rinse the mop bucket and wringer.

D] Rinse and wring out the mop and hang it up to dry. If the mop is visibly soiled, bag it and send it to the laundry.

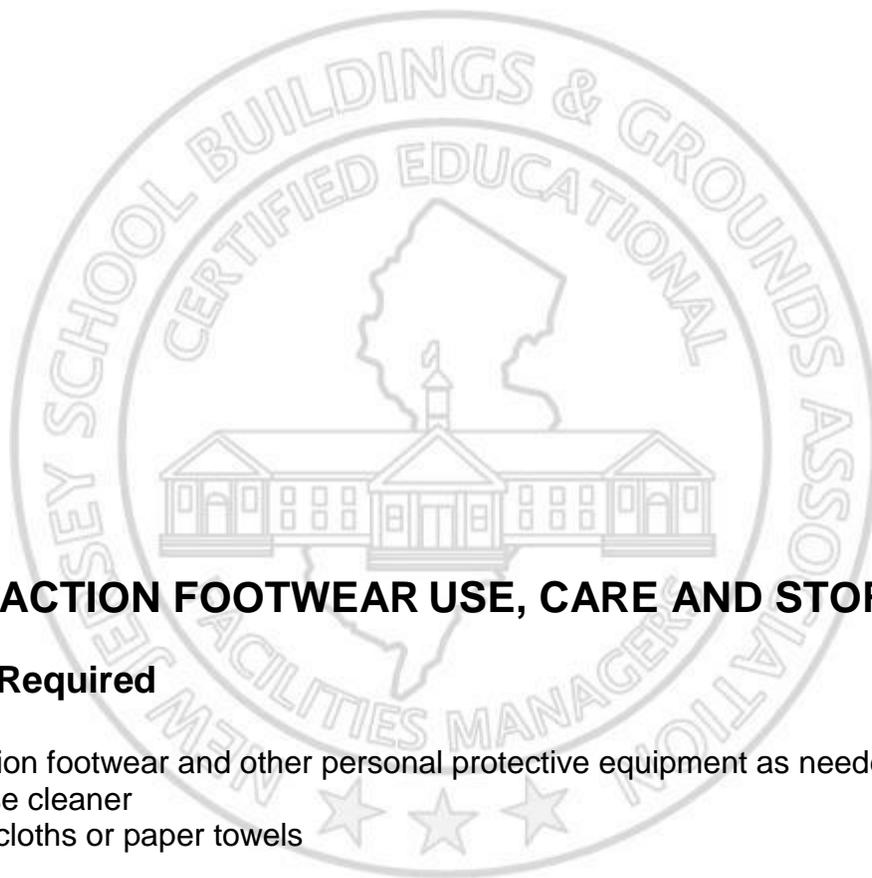
## Safety

1] Always post caution signs appropriately.

2] Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is

reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust

exposure to the eyes.



## **HIGH TRACTION FOOTWEAR USE, CARE AND STORAGE**

### **Materials Required**

- 1] High traction footwear and other personal protective equipment as needed
- 2] All purpose cleaner
- 3] Cleaning cloths or paper towels

### **Preparation**

- 1] Wear appropriate personal protective equipment such as face mask/goggles/gloves.
- 2] Properly dispense the appropriate cleaning solution.

### **Procedure**

#### **1] Using the high traction footwear.**

A. Wear your high traction footwear when performing any job activity that would be

considered a slip-fall risk hazard, such as, but not limited to, wet scrubbing and stripping floors.

- B. Put on your high traction footwear at the location you intend to use it, prior to applying any solution or water to the floor surface.
- C. Make sure your high traction footwear fits properly. The fit should be snug over your regular shoes. Your foot should not slip inside the footwear. If your high traction footwear does not fit properly; contact your Facilitator for exchange.
- D. Remove your high traction footwear before leaving the location where you used it. Make sure you are in an area of dried floor before removing your high traction footwear. Put on approved gloves, remove the high traction footwear, and place them into a small plastic trash bag and take them to your custodial closet.

### **1] Clean the high traction footwear**

- A. While wearing the gloves, wash the outside of the high traction footwear with the all purpose cleaner. Wash the high traction material on the bottom of the high traction footwear under running water using all purpose cleaner. Rinse well and wipe dry with a clean, dry cloth or paper towel.
- B. Store high traction footwear on a flat, clean, dry surface.
- C. NOTE: Be careful not to tear your high traction footwear on sharp objects. Damaged high traction footwear should be disposed of in the appropriate waste receptacle and replaced with a new pair.

### **2] Clean up**

- A] Clean all equipment. Return all equipment and supplies to the appropriate area.
- B] Let all cleaning cloths dry out then bag for laundry.
- C] Wash your hands.

### **Safety**

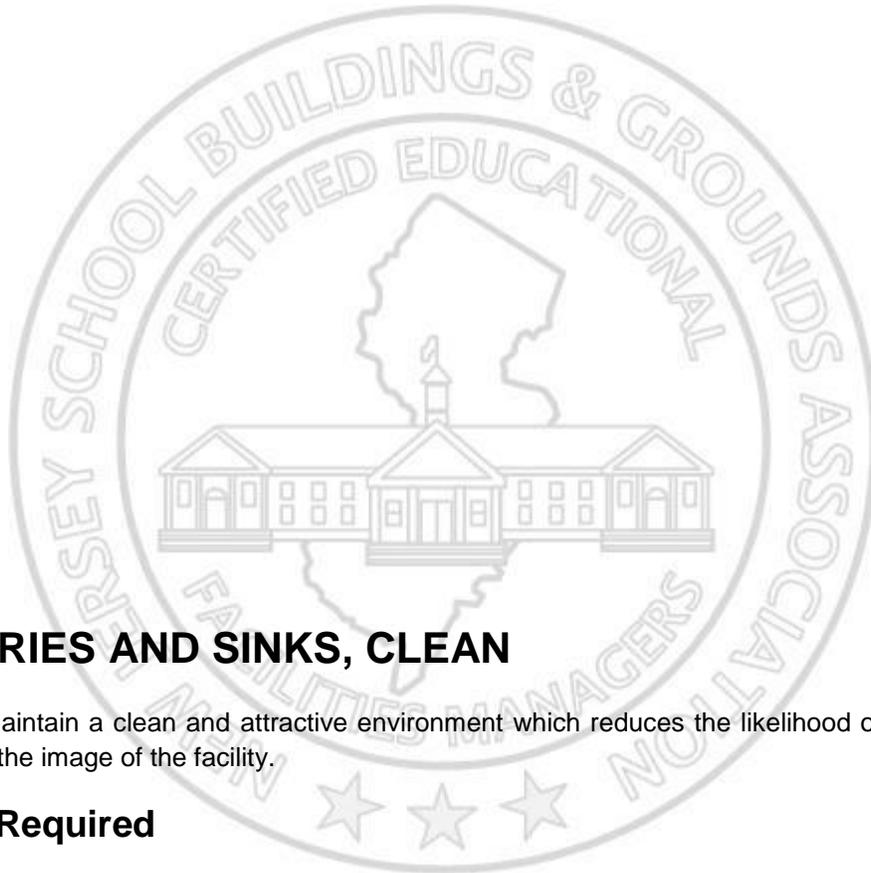
- 1] Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
- 2] Always practice standard precautions when handling high traction footwear soiled with blood or body fluids.
- 3] Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust

exposure to the eyes.

3] **NOTE: If the high traction footwear are soiled with blood or body fluids, follow your facility's procedure on disinfecting them.**

4] Never use high traction footwear, which are torn or leaking.

5] Failure to follow safety processes, protocols and/or practices may result in discipline.



## **LAVATORIES AND SINKS, CLEAN**

Purpose: To maintain a clean and attractive environment which reduces the likelihood of cross infection and enhances the image of the facility.

### **Materials Required**

1. Neutral disinfectant cleaner
2. Cleaning cloths or Paper Towels
3. Scrubbing sponge
4. Gloves (and goggles if splashing is likely to occur)

### **Preparation**

1. Properly dispense the appropriate cleaning solution.

## Procedure

### 1. Clean the sinks and lavatories

- A. Apply disinfectant cleaner to the ALL surfaces of the fixture.
- B. Let the disinfectant dwell for the time listed on the product label. This contact time must be observed. The surface being disinfected needs to remain damp and saturated with product for the duration of this contact time.
- C. Using a clean cloth that has been dampened with the disinfectant cleaner, clean the inside of the lavatory, the exterior surface, all metal handles and faucets.  
Wipe down the plumbing underneath the fixture as well.
- D. Wipe all metal fitting dry to avoid spotting.
- E. Use an abrasive hand pad with the bathroom cleaner to remove stains. Be sure to follow the manufacturer's recommendations for stain removal, especially on specialty surfaces.
- F. Rinse the lavatory and dry with a clean cloth.

### 2. Clean up

- A. Bag the soiled cleaning cloths for daily laundering.
- B. Dispose of soiled paper towels properly.
- C. Return all chemicals and equipment to proper storage locations.

## Safety

1. Always use all cleaning chemicals exactly as directed by the label. Follow all recommended safety precautions.
2. Be careful not to splash any cleaning chemicals into your eyes, nose, and mouth or onto your skin. Always wear gloves and also wear a mask or goggles if necessary for protection - especially if there is a danger that chemicals could splash into your face and eyes.

3. Always practice standard precautions when cleaning any blood or body fluid spills, or soil that could contain these or other potentially infectious material.
4. Be careful not to get the cleaning chemical on any surface for which it is not intended in order to avoid damage.
5. Be sure to check underneath the lavatory and around the plumbing for sharp edges that could cut your hand - proceed with caution.

## **LOCKER ROOM, CLEAN**

### **Materials Required**

1. Personal protective equipment as needed
2. Neutral disinfectant cleaner
3. Bowl cleaner
4. Glass cleaner
5. Shower cleaner
6. Hand pail
7. Lint-free cleaning cloths
8. Paper towels
9. Scrubbing sponge
10. Long handled duster
11. Plastic liners for waste containers
12. Hand soap refills
13. Bowl mop or brush
14. Dust mop handle and head.
15. Clean mop head
16. Mop bucket and wringer
17. Dust pan and small brush



18. Putty knife
19. Stepladder
20. Wet floor signs
21. Vacuum cleaner
- 22.

## **Preparation**

1. Wear appropriate personal protective equipment.
2. Properly dispense the appropriate amount of cleaning solution into the hand pail and mop bucket.
3. Take equipment to assigned area.

## **Procedure**

### **Remove general waste**

1. Close, twist, and tie a knot in the top of the plastic trash can liner while it is still in the container.
2. Use caution and look for protruding objects in the waste containers. NEVER reach into or push on the bag to compress the trash.
3. Place the bag of trash into the container on your cart or take it to the waste pick up site. NEVER carry a bag of trash against any part of your body.
4. Wipe all surfaces of the waste container with cleaning solution and allow to air dry.
5. Reline the container with an appropriate trash liner.

### **High dust**

1. Using the long handled duster, high dust the tops of items on the walls that are at or above your shoulder height.
2. Include items such as pictures, plaques, mirrors, bulletin boards, tops of partitions, vents, tops of cabinets, coat racks and window/door frames.

### **Damp dust**

1. Begin dusting at the room entrance and work around the room. Damp dust the top of an object first and work down to avoid soiling surfaces you have just cleaned.
2. Fold the cloth into a series of squares to provide a number of potential cleaning surfaces. A wadded cloth does not clean as efficiently.
3. Dampen the cloth in the cleaning solution and wring out all excess solution to avoid drips.
4. Damp dust the door and wall features such as thermostat, light switches, ledges, windowsills, and writing boards, including the marker holder.
5. Spot clean visible soil from doors, walls, windows, blinds.
6. Damp dust the furnishings/furniture such as tables, lights, bookcases, file cabinets, chairs, telephones, desks, coat racks, lecture podiums, televisions and

magazine racks.

7. NOTE: Do not disturb papers, or personal items on top of the furniture in offices.

#### **Begin cleaning the toilets and urinals**

1. Clean and descale the commodes and urinals
  - A. Flush the commode or urinal and reduce the water level by pumping with the bowl mop.
  - B. Apply cleaner to the interior surfaces of the fixture.
  - C. Clean the inside of the fixture with the bowl mop paying particular attention to the underside of the flush rim (this prevents the accumulation of bacteria that can spread disease and create unpleasant odors).
  - D. Apply disinfectant cleaner to the ALL surfaces of the fixture.
  - E. Let the disinfectant dwell for the time listed on the product label. This contact time must be observed. The surface being disinfected needs to remain damp and saturated with product for the duration of this contact time.
  - F. If necessary, use a bowl cleaner to descale the flush rim. Squeeze the bowl cleaner onto the bowl mop, not into the bowl. Run the mop around the flush rim and then around the rest of the bowl. Flush immediately. The need for this step is dependent on water hardness in your area. An aggressive bowl mop may be a substitute for this step.
  - G. Dry the exterior, seat, and lid of the commode carefully.
  - H. Wipe up any spills.

#### **Inspect the soap dispenser to ensure that there is an adequate supply of soap**

1. If soap dispenser is a disposable unit and the soap level is low, replace the unit.
2. If soap dispenser is a reusable unit, follow your facility procedure for opening, cleaning, and filling the dispenser.
3. Be sure to wash and dry the inside of the dispenser before adding fresh soap.
4. Clean the exterior of the dispenser with a damp cloth and cleaning solution.

#### **Inspect the paper towel dispenser to ensure that there are adequate towels**

1. Open the paper towel dispenser. Be careful not to let it fall open as it can scratch the wall or hurt you.
2. To remove loose paper dust, remove any paper towels and clean the inside of the dispenser using a damp cloth and cleaning solution.
3. Replace paper towels. For folded paper towels, be sure to place them folded side down and interleave the bottom of the new sheet with the top of the existing sheets.
4. Add towels as necessary in order to fill the unit. Do not overfill, as this will make it difficult to pull the towels out. Check to be sure the towels release easily.
5. Close and lock the dispenser making sure it is secure and will not fall open and hurt someone.
6. Clean the outside of the dispenser with a damp cloth and cleaning solution.
7. Report any broken or malfunctioning units to maintenance or other appropriate people for repairs.

### **Clean the mirror**

1. Clean the mirror. For a small or relatively clean mirror spray a small amount of glass cleaner on a cloth.
2. Wipe clean the mirror with the dampened cloth.
3. Turn the cloth to a dry section and wipe the mirror dry. The mirror must be wiped dry to prevent streaks.
4. For large or dirty mirrors, spray glass cleaner directly on the glass.
5. Use glass cleaner sparingly.
6. Wipe the mirror clean and streak free. Use a clean cloth to dry the mirror.

### **Clean the sink**

1. Apply disinfectant cleaner to the ALL surfaces of the fixture.
2. Let the disinfectant dwell for the time listed on the product label.
3. This contact time must be observed. The surface being disinfected needs to remain damp and saturated with product for the duration of this contact time.
4. Using a clean cloth that has been dampened with the disinfectant cleaner, clean the inside of the lavatory, the exterior surface, all metal handles and faucets.
5. Wipe down the plumbing underneath the fixture as well.
6. Wipe all metal fitting dry to avoid spotting.
7. Use a scrubbing sponge with the bathroom cleaner to remove stains. Be sure to follow the manufacturer's recommendations for stain removal, especially on specialty surfaces.
8. Rinse the lavatory and dry with a clean cloth.

### **Spot clean the walls**

1. Apply disinfectant cleaner to a clean cloth and wipe frequently touched areas, such as stall door locks, light switches, and door handles. Let air dry.

### **Clean the showers**

1. Apply shower cleaner to the shower walls, doors, soap dish, faucets, and shower posts and heads with a hose end sprayer.
2. Apply disinfectant to the shower walls, doors, soap dish, faucets, and shower posts and heads with a hose end sprayer.
3. Use the scrubbing sponge, if necessary, to remove soap scum, especially from the walls and floors of a tiled shower stall and from doors. If the unit is fiberglass, be sure to follow the manufacturer's recommendations regarding both general cleaning and stain removal.
4. Rinse thoroughly using the shower spray if possible.
5. Dry all surfaces carefully to prevent slips and falls.
6. Clean all chrome handles and fittings and dry with a clean, dry cloth or paper

towels to prevent spotting.

### **Clean the floor - hard surface**

1. Inspect the floor for debris and wet spots. Dry all wet spots. You cannot dust mop a wet floor.
2. Remove any gum or sticky residue from the floor by gently prying it loose with the putty knife. Take care not to scratch the floor.
3. Dust mop the floor.
4. Use the brush and dustpan to take up the soil.
5. Dispose of soil into appropriate container.
6. Post caution sign in doorway.
7. Dip the mop into the solution and wring out excess liquid.
8. Clean the edges of the floor.
9. In the open area of the floor, use a figure-eight motion and turn the mop over every few strokes. Rinse and wring out the mop frequently.
10. Be sure to mop under and behind furniture including waste containers.
11. Remove the wet floor signs after the floor is completely dry.

### **Clean the floor – carpet**

1. Plug the vacuum into the wall outlet.
2. Avoid running over the electrical cord with the vacuum cleaner; manage the cord so as to work away from the outlet rather than toward it.
3. Vacuum back and forth using overlapping passes.
4. Be sure to vacuum under and behind all furniture including waste containers.
5. Inspect the area for spots and stains and remove them.
6. PERIODICALLY: Vacuum the carpet edges.

### **Clean up**

1. Clean all equipment and return it to the appropriate place.

### **Safety**

1. Always check electrical equipment prior to use (refer to procedure for care of electrical equipment).
2. Always post caution signs appropriately.
3. Be careful not to hurt yourself when moving any furniture or other heavy objects. Always practice proper lifting techniques and ask for assistance when appropriate.
4. Always use the cleaning chemical exactly as directed by the label following all recommended safety precautions.
5. Always take the time to position the ladder squarely on an even surface and lock it into an open position before attempting to climb it. NEVER stand on the top

- step of a ladder.
6. Always practice standard precautions when handling articles soiled with blood or body fluids.

## **LOUNGES, LOBBIES, WAITING ROOMS, CLEAN**

Purpose: To provide clean, orderly and attractive public areas for patients, visitors, and staff that enhance the image of the facility.

### **Materials Required**

- Personal protective equipment as needed
- Neutral Cleaner
- Furniture polish
- Hand pail
- Clean cloths
- Long handled duster
- Vacuum cleaner
- Dust mop head and handle
- Clean mop
- Mop bucket and wringer
- Dust pan and counter brush
- Putty knife
- Wet floor signs
- Plastic liners for waste containers
- Gloves

### **Preparation**

- Wear the necessary personal protective equipment.
- Properly dispense the appropriate cleaning solution into the hand pail and mop bucket.

- Take equipment to assigned area.

## Procedure

- Remove general waste
  - Close, twist, and tie a knot in the top of the plastic trash can liner while it is still in the container.
  - Use caution and look for protruding objects in the waste containers. NEVER reach into or push on the bag to compress the trash.
  - Place the bag of trash into the container on your cart or take it to the waste pick up site. NEVER carry a bag of trash against any part of your body.
  - Wipe all surfaces of the waste container with cleaning solution and allow to air dry.
  - Reline the container with an appropriate trash liner.
- High dust
  - Using the long handled duster, high dust the tops of items on the walls that are at or above your shoulder height.
  - Include items such as pictures, plaques, mirrors, bulletin boards, tops of partitions, vents, tops of cabinets, coat racks and window/door frames.
- Damp dust
  - Fold the cloth into a series of squares to provide a number of potential cleaning surfaces. A wadded cloth does not clean as efficiently. B. Dampen the cloth with the all-purpose cleaner and wring out all excess solution to avoid drips.
  - Begin damp dusting at the room entrance and work around the room. It is usually best to damp dust the top of an object first and work down to avoid soiling surfaces you have just damp dusted. You may need to dampen the cloth and work particularly hard on stubborn soil.
  - Damp dust the door and wall features such as thermostat, light switches, ledges, windowsills, and tops of writing boards, including the marker holder.
  - Spot clean visible soil from doors, walls, windows, and blinds.
  - Damp dust the furnishings/furniture such as tables, lights, bookcases, file cabinets, chairs, telephones, desks, coat racks, lecture podiums, televisions and magazine racks.
  - If streaking occurs, re-wet the surface and wipe with a clean, dry cloth.
  - Never shake the cloth. This can scatter the dust and germs. When it becomes too soiled to continue, simply refold it so a clean surface is available or send it to the laundry.
  - PERIODICALLY: Polish any wood furniture following the label directions.
- Clean the floor - hard surface

- Remove any gum or sticky residue from the floor by gently prying it loose with the putty knife. Take care not to scratch the floor.
- Dust mop the floor.
- Use the counter brush and dustpan to take up the soil. Dispose of soil into appropriate container.
- Post caution (wet floor) sign in doorway.
- Wet the mop in the solution and wring out the excess solution.
- Clean the edges of the floor and the baseboards first.
- In the open area of the floor, use a figure-eight motion and turn the mop over every few strokes. Rinse and wring out the mop frequently.
- In heavily soiled areas, change the cleaning solution frequently.
- Be sure to mop under and behind furniture including waste containers.
- Remove the wet floor signs after the floor is completely dry.
- 5. Clean the floor - carpet
  - Plug the vacuum into the wall outlet. Begin vacuuming nearest the outlet. Avoid running over the electrical cord with the vacuum cleaner; manage the cord so as to work away from the outlet rather than toward it.
  - Vacuum back and forth using overlapping passes.
  - Be sure to vacuum under and behind all furniture including waste containers.
  - Inspect the area for spots and stains and remove them.
  - PERIODICALLY: Vacuum the carpet edges.
- Replace any furniture
  - Replace any furniture that you moved.
- Clean up
  - Turn off all lights and the television, if required.
  - Clean all equipment. Return all equipment and supplies to the appropriate area.
  - Bag soiled mop heads and cleaning cloths for daily laundry.
  - Remove your personal protective equipment and wash your hands.
- **Safety**
  - Always check electrical equipment prior to use (refer to procedure for care of electrical equipment).
  - Avoid running over the electrical cord with the machine; manage the cord so as to work away from the outlet rather than toward it.
  - Always post caution signs appropriately.
  - Never vacuum wet carpet.
  - Be careful not to hurt yourself when moving any furniture or other heavy objects. Always practice proper lifting techniques and ask for assistance when appropriate.
  - Be careful not to splash any cleaning chemicals into your eyes, nose, mouth or onto your skin. Always wear gloves for protection. Eye and face protection is required where there is reasonable probability that injury could result

without it. Safety goggles are required in chemical operations where there is potential for chemical fumes, splashes, mists, sprays or dust exposure to the eyes.

