TITLE SLIDE: Chapel Cleaning: Public Areas

SLIDE 2: Woodwork
Always work from the top of the room downward to prevent re-soiling of previously cleaned surfaces.

Use an extension duster to reach high and low surfaces. Use a dusting cloth or mitt on mid-level surfaces. This will save strain on your body from bending low or stretching high.

Polish woodwork as required.

SLIDE 3: Spot Clean
Spot clean Vertical and Horizontal Surfaces. Remove spots and stray marks from walls, door facings, doorframes and other surfaces. (Use disinfectant to clean any door handles, light switches, and other “hot-spots”).

SLIDE 4: Spot Clean Glass
Spot clean glass, including entry windows, door glass, display case glass, glass tabletops and any other glass in the room. Lightly spray glass cleaner on fingerprints and smudges. Wipe to remove the spot and to dry the surface streak-free.

SLIDE 5: Vacuum Upholstery
Vacuum upholstery if applicable. Vacuum any furniture upholstered with fabric found in the area.

SLIDE 6: Spot Clean Upholstery
Spot clean upholstery. Test cleaner on the underside of the chair to ensure colorfastness. Spray spots lightly. Blot spots to remove; work from the outside of the spot towards the center to prevent spreading.

SLIDE 7: Carpet
Spot clean carpet. Use a freezing aerosol gum remover to remove fresh gum. Use a liquid gum dissolver to remove older gum.

On smaller spots (3” across or less) apply carpet spot remover to spills and other carpet spots until the surface is damp, not wet. Fold a clean, dry cloth into an 8-sided cloth, place over the spot, place a heavy weight on the cloth and go do something else for 20 to 30 minutes. When you return, remove the weight, turn the cloth over to a dry side, and step on the pad with your toe once or twice. This will remove 95% of all fresh spills and spots.

Use machine-spotting techniques to remove larger spots.

Vacuum carpeting, avoiding any previously spotted areas that remain damp.
SLIDE 8: **Dust Mop Floor**

Dust mop floor. Use a previously treated or microfiber dust mop to remove dust and debris from the area. Dust mop under furniture and along the edges of the room, paying particular attention to the corners, working from the inside of the corner outward to move soil away from, not into the corner. Dust mopping into the corner can pack the soil into the corner and create a “rounded” corner. Use a putty knife if necessary to remove soil and move it out where the dust mop can pick it up.

SLIDE 9: **Damp Mop Floor**

Damp mop floor. Place “Wet Floor” signs appropriately. Using a standard damp mop and mop bucket, or microfiber damp mopping pads, begin mopping at the far corner finishing at the door. Rinse mop or change pads as needed. Leave signs in place until floor has dried.

SLIDE 10: **Think Safe – Be Safe**

Don’t forget to wear the appropriate personal protective equipment and to practice common precautions, such as not compacting trash with your hands.

Think safety, work safely, and wash your hands frequently.

SLIDE 11: **Thank you for using Hillyard Power Modules™**

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