

Conference Room Cleaning

Cleaning Procedures

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Routine Cleaning Tasks

1. Empty trash / spray interior / spot clean exterior / reline
2. Dust using dusting cloth or extension duster
3. Disinfect sinks and counters / drinking fountains - (10 min. dwell time)
4. Erase chalkboards / whiteboards, as instructed / clean tray
5. Spot clean vertical and horizontal surfaces
6. Spot clean glass
7. Straighten desks / tables / chairs
8. Spot clean desks / tables / chairs
9. Spot clean carpet and walk-off mats
10. Vacuum carpet and walk-off mats
11. Dust mop floor
12. Damp mop floor

*Work in circuits not circles; beginning at your cart, working through the area (combining tasks so you're doing more than one thing at a time / having everything you need when and where you need it), and finishing at your cart. The direction of the circuit, i.e. right to left, or left to right, isn't important, the objective is to establish a routine so nothing is missed. In the long run, it can be effective to reverse directions occasionally to obtain a different perspective.*

Routine Cleaning Procedures

A. First Circuit



1. **Apply Disinfectant:** Before emptying the trash, apply disinfectant cleaner to any drinking fountains, sinks, counters and dispensers. Apply enough disinfectant cleaner so it will remain wet on the surface for 10 minutes. Check dispensers, open any needing refill as a reminder.



2. **Empty Trash:** If there is only paper in the trash can, empty it. If there are liquids, food or other items that have soiled the liner, change it. If the liner leaked, empty the liquid, spray the inside and wipe dry or if necessary, rinse the inside of the trash can and allow it to air-dry before relining. Wipe down the exterior of the trash can to remove spots or stray marks. If the liner must be tied to fit snugly, tuck the tail under for a neat appearance.



**Pick Up Debris:** Use your Lobby Set to pick up debris that is too large, too heavy or would otherwise be inappropriate to pick up with your vacuum cleaner such as stones, large pieces of paper, soda cans, pencils, pens, etc.

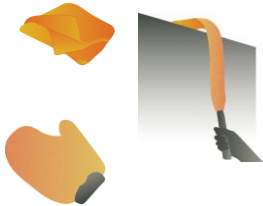
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Routine Cleaning Procedures

A. First Circuit (continued)



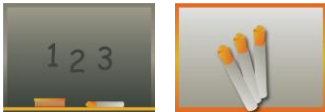
3. **Dust:** Always work from the top of the room downward to prevent re-soiling of previously cleaned surfaces.

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.



4. **Disinfect:** By now ten minutes have passed. Re-spray the drinking fountains, sinks, and counters as necessary to have enough liquid to clean the surfaces, and wipe until clean and free of streaks and water spots. Apply a surface treatment to stainless steel surfaces as applicable.

B. Second Circuit



5. **Erase:** chalkboards and/or whiteboards as instructed and clean the tray using a dry cloth, catching the chalk or marker dust from the tray with an un-emptied trash can.



6. **Spot clean Vertical and Horizontal Surfaces:** Remove spots and stray marks from walls, window frames, door facings, door frames, shelves, display cases, cabinets, counters, and other surfaces. (Use disinfectant to clean door handles, light switches and other "hot-spots").



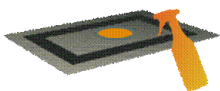
7. **Spot clean glass,** including entry windows, door glass, display case glass, glass tabletops and any other glass in the room. Lightly spray glass cleaner on fingerprints and smudges. Wipe to remove the spot and to dry the surface streak-free.



8. **Straighten desks, tables and chairs:** Place all furniture in its designated locations. Furniture often moves during the course of a day's activity and should be repositioned and realigned so the space looks fresh again in the morning.

9. **Spot clean desks, tables and chairs:** Lightly spray cleaner on fingerprints, smudges, or other marks, and wipe to remove the spot and to dry the surface streak-free.

C. Third Circuit



10. **Spot clean carpet and walk-off mats:** Use a freezing aerosol gum remover to remove fresh gum. Use a liquid gum dissolver to remove older gum. To remove spills and spots, use one of the following methods:

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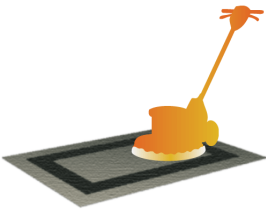
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Routine Cleaning Procedures

C. Third Circuit (continued)



a) 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.



b) For larger spots, apply carpet spotter to the soil, agitate by tapping with a carpet spotting brush or scraping with a bone scraper. Blot the spot by hand with a clean, dry cloth, working from the outside in. Do not rub or scrub spots.

c) For larger spots, after applying carpet spotter to the soil and allowing 5 minutes contact time, quickly go over the soiled area with a standard speed floor machine (a buffer) and a dry quick-dry bonnet to remove the surface soil. Don't scrub the soil into the carpet, just quickly absorb the soil. Turn the bonnet over to dry.



d) Large, heavy spills may require the repeated use of an extractor over the course of several days to completely remove all foreign material from the carpet.



e) Remove spots on upholstery when spot cleaning carpet. Use the hand spotting method. Always test upholstery for color fastness before spot cleaning. Test by using a white cloth, moistened with the cleaning solution, and one finger – rub an inconspicuous area (the back or underside) vigorously for 20 to 30 seconds. If the upholstery color transfers to the cloth, do not use the product to clean the upholstery.

11. **Vacuum carpeting and walk-off mats** avoiding any previously spotted areas that remain damp.



12. **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.



**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.