

DAILY OFFICE CLEANING

Tools Needed

- Cleaning Cloths and Paper Towels
- Swiffer Sweeper and Swiffer Cloths
- Wastebasket Liners

Products Needed

Spic and Span
Disinfecting
All-Purpose
Spray and Glass
Cleaner® (3-in-1)



Swiffer®
Sweeper
& Dusting
Cloths



FREQUENCY OF CLEANING: These steps should be taken as needed throughout the day and every evening..

PREPARATION FOR THIS TASK: Collect all tools, equipment and products required. Review MSDS, product labels and caution statements. Choose appropriate safety equipment.

SPECIAL DIRECTIONS FOR THIS TASK: If sensitivity to cleaning solutions is a concern, wear disposable gloves.



STEP 1

- Inspect for special cleaning needs or any maintenance problems that need to be reported.
- Clean carpet spots or stains following the Spot, Stain, Gum Removal Procedure.



STEP 2

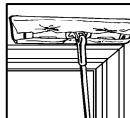
- Empty wastebasket into the trash bin. Return to its original location.
- Pick up and throw away other trash in area. If in doubt, don't throw it away.

NOTE: Use extra caution when handling trash as it may contain broken glass or liquids. If liner is dirty or wet, replace with a new liner. Keep 1 or 2 spare liners in bottom of wastebasket.

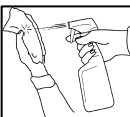


STEP 3

- Using a Swiffer cloth, wipe file cabinets, paper or supply counters and electronic equipment.
- For hard to reach areas, attach Swiffer cloth to Swiffer Sweeper.



NOTE: Use a Swiffer cloth on surfaces where liquid cleaners shouldn't be used and on hard to reach areas.

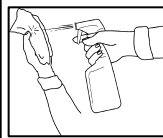


STEP 4

- Spray Spic & Span 3-1 onto clean cloth or paper towel.
- Wipe desk tops, office counters, phone and phone receiver until dry and streak free.
- Clean under items that can be easily moved and return to original location.
- Spray Spic & Span 3-1 onto clean cloth or clean paper towel as often as needed.
- Discard paper towel when finished.

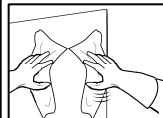


NOTE: Use Spic & Span 3-1 on water resistant surfaces. Do not spray Spic & Span 3-1 directly on desktop surfaces.



STEP 5

- Spray Spic & Span 3-1 onto clean cloth or paper towel.
- Spread Spic & Span 3-1 to a thin film on glass, mirrors, picture frames & other shiny surfaces.
- Allow to air dry.
- Spray Spic & Span 3-1 onto clean cloth or paper towel as often as needed.
- Discard paper towel when finished.

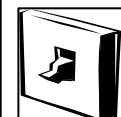


NOTE: Do not spray Spic & Span 3-1 directly on surfaces (spray onto cloth or towel). Do not buff surface dry.



STEP 6

- Vacuum carpeted areas following the Vacuum Procedure.
- Mop hard surface floors following the Damp Mop Procedure or Disinfecting Damp Mop Procedure.



STEP 7

- Inspect area to make sure all cleaning tasks have been performed.
- Be sure all items have been returned to original location.
- Turn out lights and lock-up.
- Repeat Step 6 through Step 7 for hallways and common areas.

