

TRAINING - DAILY COMMON AREA CLEANING














STEP 1: GETTING READY TO CLEAN	DONE
Common Areas Include: Entrances, Lobbies, Vestibules, Hallways, Stairwells, Elevators.	
Load up your cleaning cart with all required equipment: Vacuum, pan & broom, mop bucket, high duster, microfiber towels.	
Load up your cleaning cart with all required chemicals: E13, E14, E22, E41, Stainless Polish, E32 in mop bucket.	
In larger areas plan your approach, create a routine that is productive and eliminates wasted motion.	
STEP 2: DUST CONTROL & REMOVAL	DONE
Using a Swiffer duster high dust all ceiling vents, window ledges, picture frames, furniture, television screens.	
Using a Swiffer duster low dust all furniture, lower-level shelving, baseboards, plants.	
STEP 3: TOUCHPOINT DISINFECTING	DONE
Using E22 wipe down all high frequency touchpoints.	
Touchpoints include: Door handles, railings, chair arms, elevator buttons, light switches.	
STEP 4: SPOT CLEAN & CLEAN GLASS DOORS	DONE
Using E13 wipe down all table tops, chairs, furniture to remove coffee stains and other common spots.	
Reposition all magazines and periodicals.	
Using E13 clean all glass doors inside and out. Buff dry with a clean microfiber towel.	
Using Stainless polish apply to any metal surfaces or panels in the Elevator.	
STEP 5: EMPTY TRASH CONTAINERS	DONE
Empty all trash receptacles, spray and wipe the interior and exterior with E22	
Replace the trash liner, tie the liner snug to prevent excessive overhang	
STEP 6: SWEEP & WET MOP FLOORS	DONE
Place wet floor signs at all entrances, use floor fans when available to help expedite drying.	
Roll up all floor mats and remove from the floor.	
Use a dust pan and broom to pick up all debris from the floor, and stairs. A putty knife should be used to remove any gum.	
Using E32 wet mop the tile floor beginning at the far end of the area and finishing at the area entrance.	
Using E32 wet mop the stair landings and steps, beginning at the top and working your way down to the bottom.	
After the floor has completely dried remove all wet floor signs and fans.	

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STEP 7: VACUUM ALL CARPET & FLOOR MATS	DONE
Vacuum all carpet in hallways, vestibules and elevators. Begin at the far end of the area and finish at the area entrance.	
Using E51 spot clean any new carpet stains smaller than the size of a baseball.	
Vacuum all floor mats and reposition in their original locations.	
STEP 8: FINISHING UP	DONE
Using E41 spray mist the area to help eliminate any odors.	
Refill any Hand Sanitizer and Disinfectant Wipe dispensers.	
STEP 9: INSPECT YOUR WORK	DONE
Take a final look at all steps to verify everything has been completed and looks satisfactory.	
Ensure all furniture is repositioned, lights are off and doors are closed.	
If cleaning another area, change your mop solution with fresh E32.	
Rinse mop bucket, refill spray bottles, hang up wet mop, remove dirty laundry and restock cart with supplies for tomorrow.	
Wash hands and arms carefully to avoid cross contamination, dispose of PPE.	

PRODUCT NAME - DESCRIPTION	APPLICATION	PACKAGING	GREEN SEAL	COVID
E13 Multi-purpose glass cleaner: for light spray and wipe general purpose cleaning and glass cleaning.				
E14 Muscle cleaner: for tough stains. Removes graffiti, ink, permanent marker, crayon, pencil, food soils, grease, etc.				
E22 One-step disinfectant: broad-spectrum disinfectant cleaner with deodorizer. EPA approved to kill SARS-Covid in one minute.				
E32 Floor cleaner: low foaming neutral pH floor cleaner. Superior cleaning ability will not attack floor finish.		 		
E41 Odor eliminator: formulated to eliminate odors at their source (urine, feces, food waste, etc.).	