

TRAINING - DAILY BREAKROOM CLEANING














STEP 1: GETTING READY TO CLEAN	DONE
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, Soap Pads, 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, cabinets.	
Using a Swiffer duster low dust all table bases, furniture, baseboards.	
STEP 3: TOUCHPOINT DISINFECTING	DONE
Using E22 wipe down all high frequency touchpoints.	
Touchpoints include: Door handles, chairs, vending machine buttons, cabinet handles, water dispensers, light switches, refrigerator handles, microwave handles, sink faucets.	
STEP 4: REPLACE ALL DISPOSABLE ITEMS	DONE
Disposables may include: Paper towels, coffee cups, utensils, napkins, hand soap, hand sanitizer.	
STEP 5: SPOT CLEAN	DONE
Using E13 wipe down all table tops, chairs, cabinet doors and countertops to remove food stains and other common spots.	
Using E13 wipe down the exterior of all refrigerators. E14 may be used for tougher stains.	
Using E14 or a Soap pad, clean the stainless sink basin to remove food and tough coffee stains.	
Using E13 clean the interior and exterior of all microwaves. Tough build up may need to be scrubbed with dish soap and sponge.	
Using E13 wipe down the exterior of all remaining appliances including water machines, coffee machines, ice machines.	
STEP 6: 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 7: VACUUM FLOOR MATS	DONE
Vacuum all floor mats, roll up mat to prepare for tile floor cleaning.	

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STEP 8: CLEAN THE FLOOR	DONE
Place wet floor signs at all entrances, use floor fans when available to help expedite drying.	
Use a dust mop to sweep the tile floor, followed by a pan and broom to pick up all debris.	
Use a putty knife and E14 to remove any gum or stickers from the floor.	
Using E32 wet mop the tile floor beginning at the far end of the breakroom and finishing at the breakroom entrance.	
After the floor has completely dried remove all wet floor signs and fans.	
Reposition all chairs and floor mats from STEP 7.	
STEP 9: FINISHING UP	DONE
Using E41 spray mist the breakroom area to help eliminate any odors.	
Ensure all furniture is repositioned, lights are off and doors are closed.	
STEP 10: 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.).	