

TRAINING - DAILY OFFICE 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, Furniture 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 computer screens, furniture, lower-level shelving, baseboards.	
STEP 3: TOUCHPOINT DISINFECTING	DONE
Using E22 wipe down all high frequency touchpoints.	
Touchpoints include: Door handles, chair arms, telephone handsets, cabinet handles, desktop surfaces, light switches.	
STEP 4: SPOT CLEAN	DONE
Using E13 wipe down all table tops, desk tops, cabinet tops to remove coffee stains and other common spots.	
Using furniture polish apply to any wood conference tables to add a luster and remove streaks.	
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 5: VACUUM CARPET OR WET MOP FLOORS	DONE
Vacuum all carpet beginning at the far end of the office and finishing at the office door. Reposition all furniture.	
Vacuum all traffic lanes and hallways, move away from the extension cord to avoid running over it.	
Use a dust pan and broom to pick up all debris from the tile floor, a putty knife should be used to remove any gum.	
Using E51 spot clean any new carpet stains smaller than the size of a baseball.	
Using E32 wet mop the tile floor beginning at the far end of the room or area and finishing at the room door.	
STEP 6: FINISHING UP	DONE
Using E41 spray mist the office area to help eliminate any odors.	
Ensure all furniture is repositioned, office lights are off and doors are closed.	

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STEP 7: 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, office 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.).	