



# GENERAL CLEANING



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**MAINTEX**









FACILITY SOLUTIONS

# General Cleaning

A properly cleaned facility positively impacts everyone who uses it including tenants, visitors and service providers. Thorough daily cleaning extends the life of property assets, improves appearance, and promotes health and wellness.








This training explains standard techniques, but every facility's needs are different. If you have questions, consult your supervisor or Maintex sales consultant.

To begin the process, gather the necessary supplies and place them in your janitor cart or maid's caddy. They may include:

Surface Dusting and Cleaning				Waste Collection	
					
<b>225559</b> Blue Microfiber Dusting Cloth	<b>228735</b> High Duster Wand	<b>252012</b> Lemon-Aid Furniture Polish	<b>179132</b> See-Thru RTU Glass Cleaner	<b>262775</b> Janitor Cart Trash Can Tool Caddy	Trash Can Liners

### Daily Floor Care

						
<b>268927</b> Wet Floor Sign	Telescopic Pole <b>228732</b> 36" Frame <b>228731</b> 36" Dust Mop <b>228724</b>	<b>2625904</b> Angle Broom	<b>263508</b> Lobby Dust Pan	<b>268807</b> Putty Knife	<b>107303</b> Backpack Vacuum	<b>164332</b> Oxy Citrus Cleaner
						
<b>263704</b> Carpet Spotting Brush	<b>116704</b> Reflect Floor Cleaner	<b>2701281</b> Measuring Cup	<b>210635</b> Cotton Wet Mop	<b>2627677</b> Rubbermaid WaveBrake Mopping System	<b>2629581</b> Fiberglass Mop Handle	<b>264Q900-88</b> Microfiber Mop Bucket
						
						<b>228708</b> Flat Wet Mop
						
						<b>228732</b> Telescopic Pole
						
						<b>228708</b> 18" Microfiber Frame

Common Areas				Sanitization	
					
<b>225558</b> Yellow Microfiber Cloth	<b>225559</b> Blue Microfiber Dusting Cloth	<b>225328</b> Scrubex Blue Cleaning Sponge	<b>164332</b> Oxy Citrus Cleaner	<b>257512</b> Sta-Brite Stainless Steel Cleaner	<b>146032</b> Turbo Kill RTU Cleaner/Disinfectant
					
					<b>2601571</b> Clorox Disinfectant Wipes

# Let's get started...

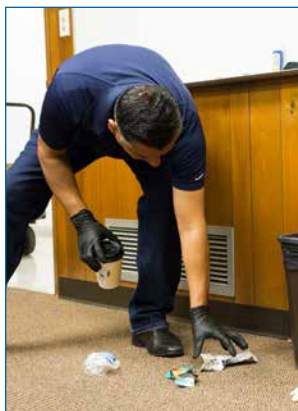


Always wear personal protective equipment when handling chemicals

Read the label instructions and review the SDS for products you will be using. All secondary containers must be properly labeled.

## Waste Collection

*If occupants are present, announce yourself and make sure cleaning will not cause any disruption.*



1

Pick up loose debris. Only dispose of boxes if they are marked as trash.

2

Empty all receptacles. Take the entire trash can to your cart. This ensures that bags do not leak on the floor. *TIP: Never compress trash with your hands or feet: there may be sharp objects that can cause injury.*



3

Keep trash and recycling separate and use the correct liners for each.



4

When the liner is soiled, replace it with a fresh new liner. *TIP: If a liner is oversized, tie it off to prevent it from slipping down into the container.*

# Surface Dusting and Cleaning

*Do not touch or move any personal belongings, including paperwork. Do not touch or clean computer equipment, as it can cause damage.*



- 1** Wipe all horizontal surfaces using a duster or microfiber cloth. Start with high surfaces and work your way down.



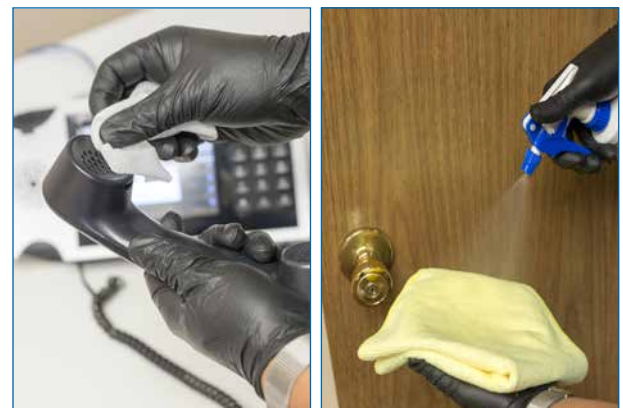
- 2** Polish furniture by spraying furniture polish onto a clean cloth and wiping down the furniture. Be careful to avoid getting furniture polish onto floors as it can be a slipping hazard.



- 3** Clean windows, mirrors, and glass partitions by spraying them with glass cleaner and then wiping with a clean microfiber cloth.



- 4** Remove marks and scuffs on walls and other hard surfaces using a microfiber cloth dampened with a general purpose cleaner.



- 5** After all other cleaning is complete, sanitize shared surfaces by wiping them with pre-moistened disinfectant wipes or Turbo Kill applied to a clean microfiber cloth.

# Daily Hard Floor Care

For carpet, follow the steps in the Maintex Daily Carpet Care training.



- 1 Place wet floor signs at the entrances.



- 2 Remove chairs and fixtures, pick up trash, then dust mop or sweep the floor.



- 3 Use a scraper to carefully remove any gum or sticky debris from the surface. Be careful to avoid gouging the floor.

*If you are using a traditional mop...*



- 1 Dilute neutral floor cleaner into a bucket and wringer with cold water according to label directions.



- 2 Immerse the mop in the cleaning solution and then lightly wring it out.



3

Mop the area using a figure-eight motion.



4

When your mop becomes dry, re-immersing it in the cleaning solution and lightly wring it out.



5

Replace the cleaning solution when it becomes dirty.



6

Make certain the floor is completely dry before removing Wet Floor signs.

*If you are using a microfiber mop system...*



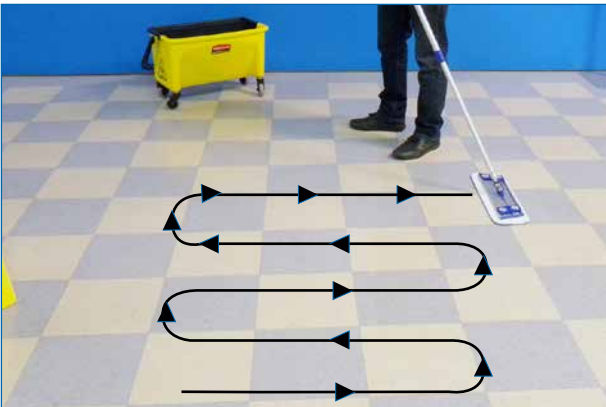
**1**

Dilute neutral floor cleaner into the solution bucket with cold water according to label directions. Place several mops into the solution to soak.



**2**

Remove one mop and attach it to the mop head.



**3**

Mop the area by walking in a straight line or using a figure-eight motion.



**4**

When your mop becomes soiled or starts to dry out, place it in the dirty bucket or a liner and replace it with a fresh mop from the solution bucket.

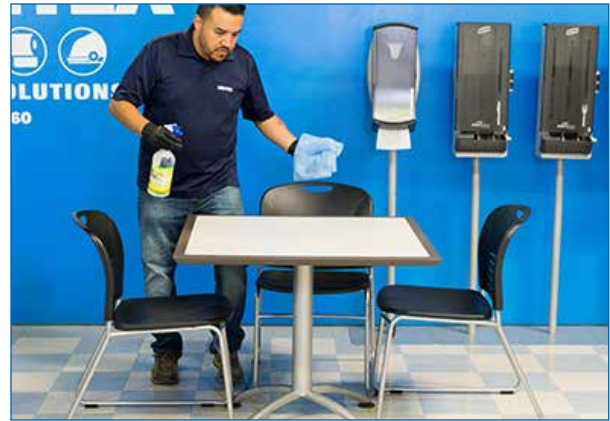


**5**

Make certain the floor is completely dry before removing Wet Floor signs.

# Break Rooms and Common Areas

First, perform normal surface dusting and daily floor care.



**1** Wipe countertops, tables, chairs and shelves with a clean microfiber cloth dampened with all-purpose cleaner.



**2** Wipe the interior of refrigerators



**3** Unplug and clean the inside of microwaves, toasters, and toaster ovens. Plug the appliances back in after you are finished.  
*TIP: Food splatter and spills left unaddressed becomes more difficult to clean over time.*



**4** Clean sinks and water fountains by wiping with a microfiber cloth or sponge moistened with all purpose cleaner.



**5** Spray stainless steel surfaces with oil-based stainless steel cleaner, then wipe with a microfiber cloth. Use a second cloth to polish the surface.



# Sanitize Additional Touch Points

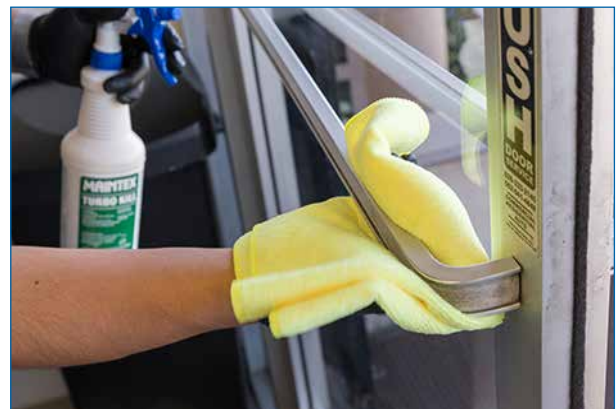
After you have finished all other cleaning, sanitize remaining touch points by wiping them with pre-moistened disinfectant wipes or Turbo Kill applied to a clean microfiber cloth. This might include:



**1** Door knobs



**2** Light switches



**3** Handrails and push bars



**4** Elevator buttons



**5** Water fountains

# Finishing Up



**1** If appropriate, turn off lights and lock doors.



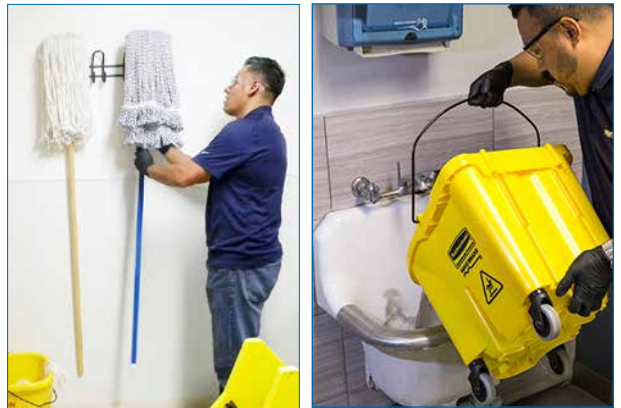
**2** Take collected waste to the designated collection point.



**3** Return your cart to the cleaning supply closet. Place cleaning tools in their designated locations.



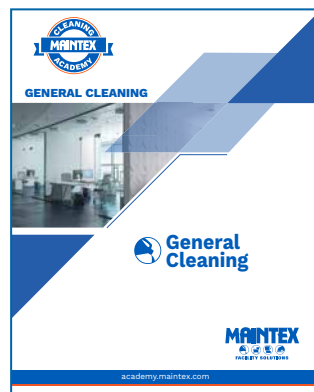
**4** Check and empty vacuum bags.



**5** Rinse used mops and hang them to dry, or place them in the laundry. Empty and rinse all buckets.



Also see these other informative **Maintex Maintenance Training Series** brochures



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