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**Janitorial Operational Procedure**
**Title: Entrance Cleaning**
EC1.001
**Replaces:**
**Review Date:** 1/19/05
**Effective Date:** 2005
**Reviewed By:** Daniel Mariano, Chief Janitor I

**ENTRANCE CLEANING**

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<tr>
<td>Cigarette Butt Scooper or Ashtray key</td>
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</table>

**Procedure**

1) Gather supplies  
2) Put on personal protective equipment  
3) Dispense window cleaner at proper dilution into pail  
4) Remove large debris/trash and place in trash bag  
5) Clean ashtrays using scooper or key depending on type of ashtray  
6) Sweep entrance and steps  
7) Pick up all swept up matter with dustpan and place in trash bag  
8) Wash entrance windows  
9) Wash dirty rags  
10) Clean and return all supplies used to their proper areas when finished  
11) Properly dispose of trash bag  
12) Dispose of gloves properly  
13) Wash hands thoroughly
SHOVELING SNOW

Supplies

Shovel
Salt used for Entrances

Personal Protective Equipment

Layered Clothing
Waterproof Boots
Hat
Winter Gloves
Safe Lifting Practices
Cold Weather Safety Practices
Ice Grippers

Procedure

1) Put on layered clothing, boots, hat, and gloves
2) Gather Supplies: Snow Shovel, Salt
3) Using shovel remove all snow away from entrances, stairs and ramps
4) Sprinkle salt on entrances, stairs, ramps, sidewalk to prevent slips and falls
5) Return shovel and salt to their proper areas
Janitorial Operational Procedure  
Title: Ashtray Cleaning  
EC3.001  
Replaces:  
Review Date: 2/18/05  
Effective Date: 2005  
Reviewed By: Daniel Mariano, Chief Janitor I

LOCKED ASHTRAY CLEANING

**Supplies**
- Key
- Small trash bag

**Personal Protective Equipment**
- Latex/vinyl gloves (optional)

**Procedure**

1) Put on personal protective equipment  
2) Gather supplies  
3) Insert key into lock at bottom of ashtray  
4) Slide cigarette butt container down until free of outer shell  
5) Empty container into trash bag  
6) Insert cigarette butt container into outer shell  
7) Slide cigarette butt container up until locked in place  
8) Tie trash bag  
9) Properly dispose of trash bag  
10) Dispose of gloves properly  
11) Wash hands thoroughly
STATIONARY ASHTRAY CLEANING

**Supplies**
- Cigarette butt scooper
- Small trash bag

**Personal Protective Equipment**
- Latex/vinyl gloves (optional)

**Procedure**

1. Put on personal protective equipment
2. Gather all supplies
3. Using cigarette butt scooper, remove all cigarette butts and debris from ashtray
4. Put cigarette butts and debris in small trash bag
5. Tie trash bag and dispose of properly
6. Return scooper to its proper place
7. Remove gloves and dispose of properly
8. Wash hands thoroughly
DUST MOPPING

**Supplies**
- Dust mop handle
- Dust mop rack
- Dust mop head
- Broom
- Dustpan

**Personal Protective Equipment**
- None Required

**Procedure**

1) Put on Personal Protective Equipment
2) Gather supplies
3) Open dust mop head
4) Slip dust mop head onto rack
5) While holding dust mop handle, squeeze clamp at the bottom of the handle and insert the rack
6) Place dust mop on hard floor (tile, wood, gym, etc) and push dust mop forward
7) Slightly lift and shake dust mop to remove excess dirt
8) Repeat steps 6 and 7 until the floor (including corners) is complete
9) When dust mop head gets dirty, remove and replace using steps 3-5
10) Sweep collected dirt into dust pan and discard properly
11) Place dirty dust mop in a bag and put in the area assigned for dust mop pick up
12) Return all equipment to its proper area
13) Wash hands thoroughly
MOPPING HARD FLOORS (TILE & WOOD)

**Supplies**
- Mop & handle
- Mop bucket & wringer
- Wet Floor Signs
- Floor Cleaning Chemical (at correct dilution)

**Personal Protective Equipment**
- Goggles/safety glasses (required for dispensing chemical)
- Good body mechanics
- Non-slip shoes
- Latex/vinyl gloves (optional)

**Procedure**

1) Put on personal protection equipment
2) Gather supplies
3) Place wet floor signs around area to be mopped
4) Fill mop bucket with appropriate floor cleaning chemical (at correct dilution)
5) Dip mop into bucket and wet thoroughly
6) Using wringer wring mop until damp
7) Place mop on floor and mop edges
8) Rinse mop and wring it out again
9) Place mop on floor and mopping in a figure eight thoroughly clean floor
10) Rinse mop thoroughly with clean water
11) Empty mop pail
12) Rinse mop pail thoroughly with clean water
13) Return supplies used to their proper areas
14) Dispose of gloves properly
15) Wash hands thoroughly
STRIPPING TILE FLOORS

Supplies

- Rags
- Water (Hot & Cold)
- Stripper (at correct dilution)
- Scraper and blades
- Floor Scrubber with Metal Brush
- Stripping Pads (optional)
- 3 mop heads
- 3 mop handles
- 3 mop buckets
- 2 mop wringers
- 1 wet vac
- 1 measuring cup if chemical dispensing system is not available
- Wet floor signs
- 2 Ground Fault Circuit Interrupters

Personal Protective Equipment

- Safety glasses/goggles – required for dispensing chemical
- Latex/vinyl gloves
- Non-slip shoes
- Long pants and shirt
- Safe Lifting Practices

Procedure

1) Put on Personal Protective Equipment
2) Gather supplies
3) Inspect equipment for any necessary repairs
4) Test GFCI
5) Fill 1 mop bucket with stripping solution (use the manufacturer’s recommended water temperature)
6) Fill 1 mop bucket (with wringer) with **hot** water
7) Fill 1 mop bucket (with wringer) with **cold** water
8) Remove any furniture
9) Cordon off area with wet floor signs
10) Plug machines into GFCI
11) Place rags against the bottom of any door that the floor is not being stripped to prevent stripping solution from entering that room
12) Apply stripping solution liberally to floor and allow to dwell 15 minutes
13) Scrape edges of floor with scraper and blade
14) If using pad, set scrubber on pad and then strip floor completely
15) Using wet vac, remove stripping solution from floor
16) Rinse floor with **hot** water
17) Rinse floor with **cold** water
18) Repeat steps 10 through 16 until floor is completely stripped
19) Allow floor to completely dry before applying finish
20) Thoroughly clean all equipment used (scrubber, brush, wet vac, pails, wringers, mop handles, etc)
21) Remove mop heads and dispose of them properly
22) Return all equipment used to their proper areas
23) Dispose of gloves properly
24) Wash hands thoroughly
Janitorial Operational Procedure

Title: Waxing Floors

WAXING FLOORS

Supplies

Wax
Wax mop head (cotton/rayon)
Mop handle
Mop wringer
Mop bucket
Wet wax signs
Rope/tape
Wet floor signs
Large plastic trash bags (1-2)

Personal Protective Equipment

Safety Glasses if dispensing from pail
Latex/vinyl gloves if desired
Safe Body Mechanics
Non-Slip shoes

Procedure

1) Put on personal protective equipment
2) Gather all supplies
3) Cordon off area to be waxed using wet floor signs, rope or tape
4) Place Wet Wax signs at all entrances to the floor that is to be waxed
5) Line the mop bucket with one large plastic trash bag
6) Fill the mop bucket with wax
7) Place the wringer in the mop bucket
8) Attach the mop head to the mop handle
9) Place mop in mop bucket and let the mop get thoroughly saturated
10) Wring out mop leaving only a small amount of wax in the mop
11) Starting about 12” from the edge of the floor edge place the mop on the floor and “edge” using a straight line.
12) After “edging” continue to mop the un-waxed areas of the floor using a figure 8 motion. Cover the floor with a thin, even coat of wax making sure not to miss any areas. Dip mop into wax and wring out as needed to accomplish this task.
13) Repeat steps 9-12 as needed until the first coat of wax is applied.
14) Allow wax to dry about 30 minutes.
15) For the second coat “edge” all the way to the outer edges of the floor getting up to the wall this time.
16) After “edging” the second time, mopping in the opposite direction as the first coat
repeat steps 9, 10, 12, and 13 until the floor is completely waxed.
17) Allow wax to dry about 30 minutes.
18) Repeat until the floor is waxed with the amount of coats needed (usually 2-5).
19) After the waxing is finished, if there is a lot left in the mop bucket and you will be
    using it soon, cover the mop bucket with the other large plastic bag so that it will
    not get contaminated.
20) If there is just a small amount of wax left in the mop bucket, dispose of the wax
    properly.
21) Remove the plastic bag lining the inside of the mop pail and dispose of it
    properly.
22) Rinse mop head, mop handle, and mop bucket thoroughly using hot water.
23) Remove mop head from mop handle and wash thoroughly or dispose of properly.
24) Remove gloves and dispose of properly.
25) Return all supplies/equipment used to their proper areas
26) Remove wet wax signs only after the floor is completely dry and able to be
    walked on.
27) Remove rope/tape that is used to cordon off the area.
28) Wash hands thoroughly.
BURNISHING

Supplies

- Floor Cleaner (at correct dilution)
- Burnishing Solution (at correct dilution)
- Burnishing Pads
- Mop
- Mop Pail & Wringer
- Dust Mop
- Broom
- Dust Pan
- Wet Floor Signs

Personal Protective Equipment

- Safety glasses/goggles (required for dispensing chemicals)
- Latex/vinyl gloves (optional)
- Dust mask (optional)
- Non-slip shoes

Procedure

1) Put on personal protective equipment
2) Gather supplies
3) Inspect equipment for any necessary repairs
4) Dust mop floor thoroughly
5) Sweep up and discard any debris and dirt from dust mopping
6) Place wet floors signs around area being burnished
7) Fill mop pail with floor cleaner (at correct dilution)
8) Thoroughly mop floor and let dry
9) Fill mop pail with burnishing solution (at correct dilution)
10) Mop floor with burnishing solution and let dry
11) Apply pad to burnisher
12) Make sure that pad pressure is in the middle (green) and **not in the red**
13) Burnish floor by slowly moving machine across floor in a straight line making sure to flip pad when worn
14) Dust mop floor after burnishing
15) Empty dust bag in burnisher
16) Remove pad if both sides of pad have been used.
17) Clean burnisher
18) Return all supplies/equipment used to their proper areas
19) Dispose of gloves properly
20) Wash hands thoroughly
VACUUMING

Supplies
Vacuum Cleaner
Appropriate vacuum bag (if needed)

Personal Protective Equipment
Ear Plugs (optional)
Mask (optional)
Latex/Vinyl Glove (optional)
Shoes
Safe Lifting Practices

Procedure
1) Put on Personal Protective Equipment
2) Gather supplies
3) Inspect vacuum for any necessary repairs
4) Check bag to see if it needs replacing
5) Remove any large debris from floor prior to vacuuming
6) Move any furniture necessary for cleaning of floor
7) Vacuum floor thoroughly
8) Clean vacuum when finished
9) Return supplies/equipment used to their proper areas
10) Dispose of gloves properly
11) Wash hands thoroughly
CARPET SHAMPOOING

Supplies:
- Measuring Cup
- Wet Floor Sign
- Pre-spray
- Extraction Rinse
- J-Fill
- Hot Water
- Pre-spray canister
- Defoamer
- Spot remover
- Spoon
- Rags
- Extractor and rotary shampooper or walk-behind shampooper
- Vacuum Cleaner
- Ground Fault Circuit Interrupters

Personal Protective Equipment
- Safety glasses/goggles (Required for dispensing chemicals)
- Latex or Vinyl Gloves (optional)
- Ear Plugs (optional)
- Safe Lifting Practices
- Good Body Mechanics

Procedure

1) Put on Personal Protective Equipment
2) Gather supplies
3) Inspect equipment for any necessary repairs
4) Test ground fault circuit interrupters
5) Move furniture as necessary to accomplish cleaning
6) Thoroughly vacuum floors
7) Set up wet floor signs
8) Connect J-fill to sink faucet
9) Fill rotary machine with carpet cleaner at correct dilution
10) Measure defoamer & pour into dirty fill tank of extractor
11) Fill clean fill tank of extractor with hot water
12) Fill pre-spray canister with pre-spray at correct dilution
13) Using spot remover spray stains
14) Using spoon work stain inward toward center of stain
15) Blot with clean dry rag
16) Repeat steps 13-15 until spot is removed
17) Spray pre-spray evenly on carpet and let dwell about five minutes
18) Plug GFCIs into outlets and then plug machines into GFCIs
19) Using rotary shampooer thoroughly clean carpet a small area at a time
20) Using extractor rinse carpet with clean water and extract shampoo from carpet
21) Repeat steps 5 through 15 until carpet shampooing is complete
22) Remove J-Fill from faucet
23) Remove excess water from rotary shampooer
24) Remove brush from rotary shampooer and rinse thoroughly
25) Wipe rotary machine clean
26) Drain extractor of dirty water and excess clean water
27) Rinse extractor, wand & hose
28) Place hoses & cover in back of extractor
29) Return all equipment/supplies used to their proper areas
30) Dispose of gloves properly
31) Wash hands thoroughly
CARPET EXTRACTION

**Supplies**
- Rags
- De-Foaming Solution
- Extraction Rinse
- Hot Water
- Measuring Cup or J-Fill
- Wet Floor Signs
- Pre-Spray
- Spot Remover (if necessary)
- Large Sprayer (needed for Pre-Spray)
- Ground Fault Circuit Interrupter
- Vacuum Cleaner
- Extractor
- Spoon

**Personal Protective Equipment**
- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves
- Good Body Mechanics

**Procedure**

1. Put on Personal Protective Equipment.
2. Gather Supplies.
3. Inspect machine including cord, hoses, and wand for any needed repairs.
4. Test Ground Fault Circuit Interrupter
5. Remove debris and thoroughly vacuum floor to be extracted.
6. Thoroughly spray spots with spot remover and work inward to remove spot. See the appropriate section of this manual for instructions on how to remove spots.
7. Pre-Spray floor and let dwell the appropriate amount of time.
8. Push machine handle (located in the front of the machine) used to empty recovery tank inward so that the water will stay in the tank.
9. Fill clean fill tank (located at top back of machine) with HOT water.
10. Measure appropriate amount of extraction rinse (use J-Fill or read label and use measuring cup) and put in clean fill tank.
11. Open recovery tank (dirty fill tank) lid located at the top of the machine.
12. Measure appropriate amount of de-foaming solution (read label) and put in recovery tank.
13. Put recovery tank lid on tight.
14. Connect recovery hose (larger one) to machine pushing hose to make sure it is on tight. The connector is located at the top front of the machine.
15. Connect chemical dispensing hose (smaller one) to machine connector located at bottom of front of machine. To do this, pull the larger (female) outer ring back and push male end into connector. Let female ring go. Tug gently to make sure hose is connected properly.
16. Connect recovery hose (larger one) to handle of wand.
17. Connect chemical dispensing hose to wand using the same method used to connect hose to the machine.
18. Plug machine into Ground Fault Circuit Interrupter. *Note: Be sure to test GFCI before using it. Please see the appropriate section in this manual for complete instructions on GFCI testing.
19. Turn the machine power switch and machine vacuum switch. Both switches are located at the bottom front of the machine.
20. Starting at one corner of the floor, place wand evenly on floor.
21. Squeeze lever on wand to dispense cleaning solution.
22. Move wand evenly over carpet to dispense cleaning solution working in 3’ sections.
23. Remove pressure from dispensing lever and remove excess water and solution from carpet by continuing to move wand evenly over carpet applying a slight amount of downward pressure to the wand.
24. Empty and refill machine as necessary to complete the task.
25. Repeat these steps until carpet is completely extracted.
27. Empty both tanks.
28. Rinse the recovery tank thoroughly removing all dirt and debris.
29. Rinse all hoses thoroughly.
30. Hang hoses to dry.
31. Wipe machine dry.
32. Return all supplies to their proper areas.
33. Remove Personal Protective Equipment.
34. Properly dispose of gloves.
35. Wash hands thoroughly.

* Note: Please see the section on Machine Care in this manual for complete instructions on how to properly care for the extractor.
SPRAY BUFFING FLOORS

Supplies

- Clean Dust Mop
- Dust Pan and Broom
- Floor Buffer with pad drive assembly
- Clean Floor Polish Pads
- Ground Fault Circuit Interrupter
- Clean mop bucket with wringer
- Wet mop handle
- Mop head
- Floor Cleaning Chemical (at correct dilution)
- Spray buff solution (at correct dilution)
- Spray bottle with trigger
- Wet Floor Signs

Personal Protective Equipment

- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves (optional)

Procedure

1) Put on Personal Protective Equipment
2) Gather supplies
3) Inspect Floor Buffer for any needed repairs including cord. Report any needed repairs to your supervisor immediately.
4) Inspect and test Ground Fault Circuit Interrupter. Report any problems to your supervisor immediately.
5) Dispense floor cleaning chemical (at correct dilution) into mop pail
6) Move any furniture out of area to be buffed. Get help to move furniture
7) Dust mop floor thoroughly
8) Sweep up any debris collected from dust mopping
9) Place wet floor signs around area to be buffed
10) Mop floor thoroughly and let dry
11) Put pads on machine
12) Place floor machine in position
13) Plug GFCI into outlet
14) Plug floor machine into GFCI
15) Spray the floor with the spray buff solution (at correct dilution)
16) Spread damp solution across the floor with the floor buffer
17) Work in areas approximately 4’x6’
18) Use a side to side motion; be careful to avoid bumping into walls and furniture
19) Allow a slight overlapping on each pass
20) Buff until the haze is gone and the floor area has a shine
21) Do not allow the floor pads to load up with solution. Turn them over or change them frequently.
22) Using a clean, oil free dust mop, dust mop floor again when finished buffing
23) Sweep up any debris collected from dust mopping
24) Remove wet floor signs
25) Return furniture and other items moved from area back to their proper positions
26) Immediately clean floor machine to remove any wax and debris that may have gotten on the machine during buffing
27) Wash all floor pads thoroughly and allow to dry
28) Return all supplies/equipment used to their proper areas
29) Dispose of gloves properly
30) Wash hands thoroughly
CARPET BONNET CLEANING

**Supplies**

- Rotary Floor Machine with Pad Holder
- Fan
- Ground Fault Circuit Interrupter (GFCI)
- Carpet Bonnets
- Carpet Spotter
- Bonnet Shampoo (at correct dilution)
- Measuring Cup
- Mop Bucket
- Wringer
- Hot Water
- Pressure Sprayer
- Clean Rags
- Wet Floor Signs
- Vacuum Cleaner
- Vacuum Cleaner Bag (if necessary)

**Personal Protective Equipment**

- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves (optional)

**Procedure**

1) Put on Personal Protective Equipment
2) Gather Supplies
3) Fill pressure sprayer with carpet bonnet cleaning solution (at correct dilution)
4) Fill mop bucket with Hot water
5) Place wringer on mop bucket
6) Inspect and test GFCI for any needed repairs. Report any problems to your supervisor immediately.
7) Inspect all machines for needed repairs. Report any problems to your supervisor immediately.
8) Remove furniture from area to be cleaned
9) Thoroughly vacuum area to be cleaned
10) Put Wet Floor Signs around area to be cleaned
11) Place floor machine in area to be cleaned
12) Attach pad holder to machine
13) Plug GFCI into outlet
14) Plug machine into GFCI
15) Spray carpet bonnet with bonnet cleaning shampoo (at correct dilution)
16) Spray 4’x 8’ section to be cleaned with carpet bonnet solution.
17) Place carpet bonnet under the pad holder on the floor machine
18) Spray exposed surface of the bonnet with the cleaning solution (at correct dilution)
19) Bonnet clean the area that has been sprayed.
20) Move the machine at a gradual, steady pace
21) Rinse the bonnet pad and wring out in clear water in mop bucket and wringer
22) Turn the carpet bonnet pad over
23) Repeat steps 16-21 until entire carpet is cleaned
24) Place fan at one end of carpet and turn on
25) Allow carpet to dry before replacing furniture
26) Empty all unclean solution from machines
27) Thoroughly wash all bonnets and hang to dry
28) Clean floor machine and cord
29) Return all supplies/equipment used to their proper areas
30) When floor is dry, return all furniture to their proper places
31) Wash all rags used
32) Dispose of gloves properly
33) Wash hands thoroughly
WALK BEHIND SHAMPOOER

Supplies

Walk Behind Shampooer
GFCI
Pre-Spray
Extraction Rinse
Defoamer
J-Fill
Large Pump Sprayer
Vacuum Cleaner
Wet Floor Signs
Measuring Cup

Personal Protective Equipment

Safety Glasses/Goggles (Required
for dispensing chemical)
Latex/Vinyl Gloves (optional)

Procedure

1) Put on Personal Protective Equipment
2) Gather supplies and equipment needed
3) Inspect all equipment (including cords and GFCI) for any needed repairs. If
   repairs are needed, contact your supervisor immediately.
4) Test GFCI
5) Connect J-Fill to water source
6) Connect J-Fill to extraction rinse container
7) Open Y-valve to J-Fill hose
8) Close Y-valve to Water hose
9) Lift recovery (top) tank off machine
10) Turn water on so that warm water will mix with chemical
11) Fill solution tank with extraction rinse/water dilution using J-Fill
12) Put recovery tank back on machine
13) Put correct amount of defoamer in recovery tank (read label)
14) Put cover back on recovery tank making sure that it is on tight
15) Using J-Fill fill large pump sprayer with extraction rinse
16) Shut off water supply
17) Close Y-valve to J-Fill hose
18) Squeeze trigger on J-Fill to remove any residual chemical/water mix
19) Open Y-valve to water hose
20) Thoroughly vacuum all areas to be shampooed
21) Place Wet Floor Signs around area to be shampooed
22) Pre-Spray area to be shampooed
23) Unwrap the Power cord
24) Plug the Walk-Behind Shampooer into GFCI
25) Turn the Master Switch ON (located on the bottom right side of the machine at the back by the power cord)
26) Turn the Brush Switch ON (located at the back of the machine directly under the solution drain and sight tube
27) Lower the handle by pressing on the handle release pedal located on the left side of the machine by the back tire
28) Turn the Brush Height Adjustment Knob (located at the middle back at the bottom of the machine) until the machine just begins to move backward. Do not set the brush too low as this will cause the circuit breaker to trip. If the circuit breaker does trip, wait 5 minutes for it to cool, then push the button to reset it.
29) Push down on the handle and move the machine (on its rear set of wheels) to its starting position
30) Pull the machine back slowly, dispensing solution as you go. Pick up all of the solution on each pass.
31) Watch the fluid entering the recovery tank. If there is a large amount of suds in the recovery tank, add a defoamer chemical to the recover tank. **CAUTION: EMPTY THE TANK BEFORE THE FLUID OR FOAM ENTERS THE RIGHT TUBE ON THE RECOVERY TANK COVER!!!**
32) When finished, turn the Master Switch and the Brush Switch OFF.
33) Unplug the Power Cord making sure it is wiped dry and wrap it around the handle
34) Empty the recovery tank
35) Rinse the recovery tank clean and wipe it dry
36) Empty the solution tank. To drain, pull the clear hose down and off the storage peg. When the tank is empty, put the hose back on the storage peg.
37) Remove any dirt from the filter screen in the solution tank
38) Put the recovery tank and its cover back on the machine
39) Push the handle to the forward, locked position so the brush housing raises clear of the floor. This will prevent the brush from taking a “set.”
40) Perform any required maintenance before storage. (If it needs repair, notify your supervisor and complete a work order form).
41) Store in a clean, dry place
42) Return all equipment/supplies used to their proper areas
43) Wash any rags used during the use of the machine
44) When floor is dry, return wet floor signs to their proper storage areas
45) Properly dispose of gloves
46) Wash hands thoroughly
Janitorial Operational Procedure
Title: General Room Cleaning
Replaces: GC1.001
Review Date: 1/19/05
Effective Date: 2005
Reviewed By: Daniel Mariano, Chief Janitor I

GENERAL ROOM CLEANING

Supplies
- Rags
- Pail
- General purpose cleaner (at correct dilution)
- Floor cleaning chemical (at correct dilution)
- Duster
- Broom, Dust mop & Dustpan for hard floors
- Mop, Pail & Wringer if needed for hard floors
- Vacuum for carpeted floors
- Appropriate Vacuum Bag (if needed)
- Glass Cleaner (at correct dilution)
- Dust Cloths
- Furniture Polish
- Trash bags
- Ladder
- Wet Floor Sign
- Appropriate Light Bulbs (if needed)

Personal Protective Equipment
- Safety glasses/goggles (required for dispensing chemicals)
- Latex/vinyl gloves
- Dust mask (optional)
- Safe Lifting Practices
- Good Body Mechanics
- Non-Slip shoes

Procedure
1) Put on Personal Protective Equipment
2) Gather supplies
3) Inspect equipment for any necessary repairs
4) Fill pail with general cleaner
5) Fill Mop Pail with floor cleaner (at correct dilution) if cleaning hard floors
6) Place Wet Floor Sign by door if floor is to be mopped
7) Move furniture as necessary to accomplish cleaning
8) Remove trash
9) Set up ladder making sure it is steady
10) Starting at ceiling level – clean light fixtures (replace bulbs if necessary)
11) Dust all high areas
12) Wash windows
13) Dust all furniture
14) Sweep or dust mop hard floors
15) Dispose of dirt and debris collected from sweeping or dust mopping
16) Mop hard floors
17) Vacuum Carpets
18) Empty mop pail and rinse mop
19) Replace vacuum bag if necessary
20) Return all supplies/equipment used to their proper areas
21) Wash rags
22) Dispose of gloves properly
23) Wash hands thoroughly
RESIDENCE HALL STUDENT ROOMS
(SUMMER CLEAN-UP)

**Supplies**

- Rags
- Pail
- Mop Pail
- Sponge Mop
- High Duster
- Broom
- Dustpan
- Dust Mop
- Ladder
- Screw Drivers (if necessary)
- Correct Light Bulb for Fixture
- General Purpose Cleaner (at correct dilution)
- Hammer (if necessary)
- Graffiti Remover
- Beartex Pad

**Personal Protective Equipment**

- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves
- Good Body Mechanics
- Safe Lifting Practices
- Good Ladder Safety

*Note: Instructions for washing windows and blinds, and stripping and waxing floors as well as Ladder Safety are found in the appropriate sections of this manual. These tasks are also associated with cleaning Residence Hall Student Rooms during Summer Clean-Up but may be completed using different crews. Please refer to the above listed instructions for a complete description of these tasks. The procedure listed below is what is generally completed by a Room Crew during Summer Clean-Up.*

**Procedure**

1. Put on Personal Protective Equipment
2. Gather Supplies
3. Fill pail with General Purpose Cleaner
4. Sweep/dust mop debris from room floor and closet floor
5. Set up ladder making sure that it is sturdy
6. Using High Duster, remove any cobwebs/dust from the upper parts of the room.
7. Wet rag with General Purpose Cleaner and wash top of closet including ceiling, walls, and shelf.
8. Repeat step 6 for the rest of the closet.
9. Remove any debris from trash can and wash thoroughly.
10. Dry trash can.
11. Put new liner in trash can and set in top of closet.
12. Wash all furniture including desks, pedestals, dressers, beds and mattresses.
13. Place furniture (desks, pedestals, and dressers) in closets if possible. Otherwise, remove the above listed furniture from the room in order to clean the floor.
14. Bunk beds if room is a double. **This is a two person task so get help!**
15. Set ladder up underneath the light.
16. Remove the light cover using a screw driver if necessary.
17. Inspect the fixture for any cracked wires. If there are cracked wires or the wires are brittle, let the janitor know immediately.
18. Replace the light bulb if necessary.
19. Using a dry rag, clean the fixture taking care not to touch any connections.
   Touching the connections with anything we will cause you to get “shocked.”
20. Wash the light cover.
21. Dry the light cover thoroughly.
22. Replace the light cover using a screw driver if necessary.
23. Remove mirror from wall.
24. Wash mirror and set on bed.
25. Remove graffiti from walls
26. Using a sponge mop wash all walls thoroughly removing nails and tape.
27. After washing walls, re-hang mirror.
28. Lower blinds. Refer to the section of this manual titled Blinds for complete instructions on this task.
29. Clean blinds
30. After cleaning the blinds, raise them back up fully.
31. Refer to the section of this manual titled Window Washing for complete instructions on this task.
32. Wipe any marks off walls caused by washing windows.
33. Scrub floor. Refer to the section of this manual titled Stripping Tile Floors for complete instructions on this task.
34. Wax floor (1 coat). Please refer to the section of this manual titled Waxing Floors for complete instructions on this task.
35. After the first coat of wax is dry, re-set the beds (one on each side of the room).
   **This is a two person task so get help!**
36. Re-set all furniture (desks, pedestals, dressers).
37. Wax floor (2\textsuperscript{nd} coat).
38. Return all supplies/equipment to their proper areas.
39. Empty and rinse any pails used.
40. Rinse and wring sponge mop.
41. Put all dirty rags in the proper area for washing.
42. Remove old mop heads and wash or discard as necessary.
43. Replace mop heads as necessary.
44. Dispose of gloves in proper area.
45. Wash hands thoroughly.
Janitorial Operational Procedure

Title: Trash Removal

Reviewed By: Daniel Mariano, Chief Janitor I

TRASH REMOVAL

Supplies

Large and small trash bags
Trash cart

Personal Protective Equipment

Latex/vinyl gloves
Non-Slip shoes
Safe Lifting Practices
Good Body Mechanics

Procedure

1) Put on Personal Protective Equipment
2) Gather supplies
3) Remove excess trash putting it into another trash bag
4) Pull trash bag from can using an upward motion
5) Put trash bag into trash cart
6) Place a clean bag in the can making sure to tie it so that it is snug in the can
7) Bring trash to dumpster
8) Lift trash bag and place in dumpster
9) Return extra supplies to their proper areas
10) Remove gloves and dispose of them properly
11) Wash hands thoroughly
TRASH CAN CLEANING

**Supplies**
- Disinfectant Cleaner
- Rags
- Beartex Pad
- Trash Bag (sized to fit can)
- Pail

**Personal Protective Equipment**
- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves

**Procedure**
1. Put on personal protective equipment.
2. Gather supplies
3. Fill pail with disinfectant chemical.
4. Remove all trash including any loose debris from can that is to be cleaned.
5. Rinse trash can and empty water from it.
6. Put some disinfectant into trash can.
7. Let disinfectant dwell the proper amount of time according to label.
8. Using a rag containing disinfectant, thoroughly wash the trash can inside and out using the beartex pad if necessary.
9. Empty the disinfectant from the trash can.
10. Rinse thoroughly.
11. Dry the trash can thoroughly.
12. Place a trash bag in can.
13. Empty excess disinfectant from pail.
15. Return all supplies to their proper areas.
16. Wash rags
17. Dispose of gloves in the proper area.
18. Wash hands thoroughly.
CLEANING CHALK BOARDS

**Supplies**
- Pail
- Water
- Rags
- Squeegee
- Chalk

**Personal Protective Equipment**
- None

**Procedure**

1) Gather all supplies
2) Fill pail with warm water
3) Remove chalk from chalk tray
4) Wet rag and wring out leaving rag semi-wet
5) Starting at top of chalk board and working left to right wash chalk board thoroughly
6) Squeegee excess water off chalkboard wiping squeegee frequently
7) Rinse rag and repeat steps 3 & 4 until slate is clean
8) Rinse rag and wring out thoroughly
9) Wash chalk tray
10) Dry chalk tray with clean rag
11) Repeat steps 8-10 until tray is clean
12) Replace chalk and add new chalk as needed
13) Wring out and put dirty rags in wash
14) Empty dirty water from pail
15) Rinse pail & squeegee thoroughly
16) Dry pail and squeegee
17) Wash dirty rags
18) Put all equipment in its proper area
19) Wash hands thoroughly
CLEANING WHITE CORK BOARDS

**Supplies**
- Rags
- Pail
- General Purpose Cleaner
- Beartex Pad
- Graffiti Remover

**Personal Protective Equipment**
- Safety glasses/goggles (required for dispensing chemical)
- Latex/vinyl gloves
- Good body mechanics

**Procedure**

1. Put on Personal Protective Equipment
2. Gather all supplies
3. Fill pail with general purpose cleaner at the proper dilution
4. Wet rag & wring excess water out
5. Wash top of board frame
6. Rinse rag and wring out
7. Wash board thoroughly including sides and bottom
8. If there is graffiti that is not coming off with regular washing, rinse board with plain water.
9. Apply graffiti remover according to manufacturer’s directions
10. Using a beartex pad, gently rub over graffiti until graffiti is removed
11. Rinse and wring out rag
12. Wash board thoroughly with plain water
13. Wring out dirty rags and put in wash
14. Empty pail
15. Rinse pail and dry
16. Put all equipment in its proper area
17. Discard beartex pad and gloves properly
18. Wash hands thoroughly
FURNITURE CLEANING

Supplies

- Rags
- Vacuum
- Ground Fault Circuit Interrupter (GFCI)
- Steel Toe Shoes Recommended
- Upholstery Extraction Machine
- Furniture Key
- Furniture/Carpet Shampoo (at correct dilution)
- Pail
- General Purpose Cleaner (at correct dilution)

Personal Protective Equipment

- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/vinyl gloves
- Good Body Mechanics

Procedure:

1) Put on Personal Protective Equipment
2) Gather Supplies
3) Inspect all equipment before using
4) Vacuum furniture
5) Remove cushions from furniture (use furniture key if necessary)
6) Shampoo cushions using upholstery extraction machine
7) Let cushions dry
8) Wash wood and metal parts of furniture thoroughly
9) After cushions are dry, return cushions to furniture (use furniture key if necessary)
10) Return equipment and supplies to their proper areas
11) Wash dirty rags
12) Remove latex/vinyl gloves and dispose of properly
13) Wash hands thoroughly
MOVING FURNITURE

Supplies

2 Wheel Cart

Personal Protective Equipment

Work Gloves (Optional)
Steel Toe Shoes Recommended
Good Body Mechanics

Procedure:

1) Put on Personal Protective Equipment
2) Gather Supplies
3) Place bottom of 2 wheel cart under flat surface of furniture to be moved.
4) Holding top of furniture on cart, lean 2 wheel cart back slightly
5) Move furniture to it’s proper place and set down
6) Remove bottom of 2 wheel cart from underneath the furniture
7) Return cart to it’s proper area
8) Remove personal protective equipment
9) Wash hands thoroughly
Janitorial Operational Procedure
Title: Light Fixtures
Replaces: GC9.001
Effective Date: 2005
Reviewed By: Daniel Mariano, Chief Janitor I

LIGHT FIXTURES

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Personal Protective Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rags</td>
<td>Safety Glasses/Goggles (required for dispensing chemical)</td>
</tr>
<tr>
<td>Ladder</td>
<td>Safe shoes</td>
</tr>
<tr>
<td>Screwdriver (if needed)</td>
<td>Latex/Vinyl Gloves</td>
</tr>
<tr>
<td>Pail</td>
<td>Good Body Mechanics</td>
</tr>
<tr>
<td>General Purpose Cleaner (at correct dilution)</td>
<td>Work Gloves</td>
</tr>
</tbody>
</table>

Procedure:

1) Put on Personal Protective Equipment
2) Gather supplies
3) Fill pail with General Purpose Cleaner (at correct dilution)
4) Set up ladder making sure that ladder is sturdy
5) Remove light fixture globes using screwdriver if necessary to remove screws holding globe in place
6) Put rag in pail filled with General Purpose Cleaner (at correct dilution)
7) Wet rag thoroughly
8) Wring excess water from rag
9) Wash light fixture and globe with rag
10) Put rag back in pail
11) Dry light fixture and globe
12) Secure globe back on light fixture using screwdriver if necessary to tighten any screws holding globe in place
13) Return ladder to its proper area
14) Empty chemical from pail
15) Rinse pail thoroughly
16) Return supplies/equipment used to their proper areas.
17) Wash rags
18) Dispose of gloves properly
19) Wash hands thoroughly
Janitorial Operational Procedure  
Title: Re-Lamping  
Review Date: 7/29/05  
Reviewed By: Daniel Mariano, Chief Janitor I  

RE-LAMPING  

Supplies  
Ladder  
Light Bulbs (appropriate wattage and size)  
Work Gloves  
Light Bulb Remover (for broken bulbs)  
Screwdriver (if needed)  
Rags  
General Purpose Cleaner (at correct dilution)  
Pail  

Personal Protective Equipment  
Safety Glasses/Goggles (Required for dispensing chemical)  
Safe, Non-Slip Shoes  
Latex/Vinyl Gloves  

Procedure:  
1) Put on Personal Protective Equipment  
2) Gather supplies  
3) Dispense chemical in pail at proper dilution rate  
4) Set up ladder making sure that it is sturdy  
5) Remove globe using screwdriver to remove screws if necessary  
6) Put rag in pail with general purpose cleaner  
7) Wet rag thoroughly then wring excess water out of rag  
8) Wash globe with wet rag  
9) Put rag back in pail  
10) Thoroughly dry globe and set it aside  
11) Remove latex/vinyl gloves if desired  
12) Put on work gloves (if desired) to remove hot bulbs  
13) Put new bulbs (at appropriate wattage and size) in fixture  
14) Replace globe making sure it is on securely (tightening screws if necessary)  
15) Return all supplies/equipment in their proper areas  
16) Wash rags  
17) Dispose of gloves properly  
18) Wash hands thoroughly
CLEANING MIRRORS

**Supplies**

- Window washing chemical (at correct dilution)
- Rags
- Spray bottle with trigger & proper label

**Personal Protective Equipment**

- Safety Glasses/goggles (required for dispensing chemical)
- Latex/vinyl gloves (optional)

**Procedure**

1. Put on Personal Protective Equipment
2. Gather all supplies
3. Dispense window cleaner (at correct dilution) into properly labeled bottle
4. Put trigger on bottle
5. Holding nozzle away from you, spray window washing chemical on mirror
6. Using a dry rag wipe mirror thoroughly until dry and streak free
7. Wipe top, bottom and sides of mirror to remove any dust and dirt
8. Return supplies/equipment used to their proper areas
9. Wash dirty rags
10. Wash hands thoroughly
GRAFFITI REMOVAL

**Supplies**
- Chemical Graffiti Remover
- Pail
- Rags
- Beartex Pad (if needed)
- Clean Rinse Water

**Personal Protective Equipment**
- Safety Glasses or Safety Goggles
  (required for dispensing chemical)
- Latex/Vinyl Gloves

**Procedure:**

1) Put on Personal Protective Equipment
2) Gather supplies
3) Spray chemical on spot (if using a liquid chemical, saturate rag), (if using vandal-off wipes, remove wipe from container)
4) Wipe spot until removed
5) If necessary, using a beartex pad, gently rub spot until graffiti is removed being careful not to remove paint.
6) Rinse with clean water
7) If using vandal-off wipes, properly dispose of wipe
8) Return supplies used to their proper areas
9) Wash rags
10) Remove and properly dispose of latex/vinyl gloves
11) Wash hands thoroughly
Janitorial Operational Procedure
Title: Blinds
Review Date: 3/24/05
Reviewed By: Daniel Mariano, Chief Janitor I

**BLINDS**

**Supplies**
- General Purpose Cleaner (at correct dilution)
- Pail
- Rags
- Ladder (if needed to reach)

**Personal Protective Equipment**
- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves (optional)

**Procedure**

1) Put on Personal Protective Equipment
2) Gather supplies
3) Fill pail with General Purpose Cleaner (at correct dilution)
4) Set up ladder if necessary
5) Lower blind
6) Using a dry rag dust the blind (first on one side and then turning the slat dust the other side)
7) Using a wet rag wash each slat and the tape that runs vertical on either side of the blind making sure to wash both sides of the slats and the tapes
8) When finished washing, leave slats open to air dry
9) Rinse pail thoroughly with clean water
10) Put ladder and supplies used in their proper places
11) Dispose of gloves properly
12) Wash hands thoroughly
WASHING WALLS

Supplies

- Rags
- Sponge Mop
- Mop Bucket
- General Purpose Cleaning Solution (at correct dilution)

Personal Protective Equipment

- Goggles/Safety Glasses (required for dispensing chemicals)
- Latex/vinyl gloves (optional)
- Safe Lifting Practices
- Good Body Mechanics
- Non-Slip Shoes

Procedure

1) Put on Personal Protective Equipment
2) Gather supplies
3) Fill mop bucket with general purpose cleaning solution (at correct dilution)
4) Move any furniture, pictures, etc. that may hinder your progress
5) Wet sponge mop and wring out
6) Starting at the bottom of the wall wash with upward strokes thoroughly cleaning wall
7) Rinse and wring sponge mop as necessary to accomplish cleaning
8) In areas where sponge mop is not practical, use a rag to clean the area
9) Re-set any moved furniture
10) Empty mop bucket and rinse well
11) Rinse sponge mop well and wring out
12) Return supplies to their proper areas
13) Wash rags
14) Dispose of gloves properly
15) Wash hands thoroughly
BASEBOARDS (RAG STYLE)

Supplies

- Pail
- Rags
- General Purpose Chemical (at correct dilution)

Personal Protective Equipment

- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves
- Non-Slip Shoes

Procedure:

1) Put on Personal Protective Equipment
2) Gather supplies
3) Fill pail with general purpose cleaner (at correct dilution)
4) Place rag in pail
5) Wet rag thoroughly
6) Wring excess water from rag
7) Place rag against baseboard
8) Using enough pressure to keep rag against baseboard move forward running rag along baseboard removing any dirt and debris
9) Rinse rag
10) Repeat steps 5-9 as necessary to complete the task
11) Empty chemical from pail
12) Rinse pail thoroughly
13) Return all supplies/equipment used to their proper places
14) Remove latex/vinyl gloves and dispose of properly
15) Wash hands thoroughly
BASEBOARDS (MOP STYLE)

**Supplies**
- Mop Pail and Wringer
- Mop
- Wet Floor Signs
- General Purpose Chemical (at correct dilution)

**Personal Protective Equipment**
- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves (optional)
- Non-Slip Shoes

**Procedure:**

16) Put on Personal Protective Equipment
17) Gather supplies
18) Fill mop pail with general purpose cleaner (at correct dilution)
19) Attach wringer to mop pail
20) Place mop in mop pail
21) Place wet floor signs in the appropriate area
22) Wring out mop
23) Place mop against baseboard
24) Using enough pressure to keep mop against baseboard walk forward running mop along baseboard.
25) Rinse mop
26) Repeat steps 7-10 as necessary to complete the task
27) Mop up excess water from the floor
28) Rinse mop with clean water
29) Wring mop out completely and hang to dry
30) Remove wringer from pail and rinse thoroughly
31) Empty mop pail and rinse thoroughly
32) When floor is completely dry, remove wet floor signs
33) Return all supplies/equipment to their proper places
19) Remove latex/vinyl gloves and dispose of properly
20) Wash hands thoroughly
DUSTING

Supplies
Dust Rags
Furniture Polish

Personal Protective Equipment
Latex/vinyl gloves (optional)

Procedure
1) Put on Personal Protective Equipment (if desired)
2) Gather Supplies
3) Facing can away from face, spray furniture polish onto dust rag or surface to be dusted
4) Using dust rag wipe furniture polish from area just sprayed
5) Wash or dispose of dust rag properly
6) Wash hands thoroughly
ELEVATORS AND TRACKS

**Supplies**

- Ladder
- Mop
- Mop Pail
- Wringer
- Rags
- Elevator Key
- Screwdriver
- Wet Floor Sign
- Scrub brush
- Pail
- Rags
- Broom
- Dust Pan
- Vacuum
- Chrome Cleaning Chemical
- General Purpose Cleaner (at correct dilution)
- Floor Cleaning Chemical (at correct dilution)
- Light Bulbs (appropriate size and wattage)

**Personal Protective Equipment**

- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves
- Non-Slip Shoes
- Safe Body Mechanics

**Procedure:**

1. Put on Personal Protective Equipment
2. Gather supplies
3. Inspect equipment (vacuum and ladder) before using
4. Fill pail with General Purpose Cleaner (at correct dilution)
5. Fill mop pail with Floor Cleaning Solution (at correct dilution)
6. Using elevator key shut off elevator
7. Sweep excess debris from floor of elevator
8. Set up ladder making sure it is sturdy
9) Remove light globe (use screwdriver if necessary to remove screws)
10) Wash and dry light globe
11) Clean light fixture as needed
12) Remove and replace light bulb if necessary
13) Replace globe
14) Saturate rag with General Purpose Cleaner
15) Wring excess fluid from rag
16) Wipe fan cover thoroughly
17) Saturate rag in General Purpose Cleaner
18) Wring excess fluid from rag
19) Starting at top wash elevator ceiling and walls thoroughly
20) Spray Chrome Cleaner onto a clean, dry rag
21) Wipe elevator walls from top to bottom with Chrome Cleaner
22) Vacuum elevator tracks thoroughly removing dirt and debris
23) Using General Purpose Cleaner saturate scrub brush
24) Scrub tracks with scrub brush
25) Remove excess water with dry rags
26) Using a wet rag wipe tracks thoroughly
27) Use a clean rag to dry tracks
28) Remove ladder and other tools from elevator
29) Thoroughly mop elevator floor paying attention to corners
30) Let floor dry thoroughly
31) Remove wet floor sign
32) Place elevator back in service using key
33) Empty pail and rinse thoroughly
34) Rinse mop thoroughly
35) Wring excess water from mop and hang mop to dry
36) Remove wringer from mop pail and rinse thoroughly
37) Empty mop pail and rinse thoroughly
38) Return all supplies/equipment used to their proper areas
39) Wash dirty rags
40) Properly dispose of gloves
41) Wash hands thoroughly
STAIRWELL CLEANING

**Supplies**

- Broom
- Dust pan
- Mop handle
- Mop head
- Wringer
- Floor Cleaning Solution (at proper dilution)
- 2 Mop pails
- Wet Floor Signs
- Pail
- Rags
- Ladder
- Window Washing Cleaner (at correct dilution)
- General Purpose Cleaner (at correct dilution)
- Properly labeled spray bottle with trigger
- Long handle duster
- Sponge mop handle
- Sponge mop refill
- Screwdriver

**Personal Protective Equipment**

- Safety glasses/goggles (required for dispensing chemical)
- Latex/vinyl gloves (optional)
- Non-Slip shoes
- Safe Ladder Practices
- Good Body Mechanics

**Procedure**

1) Put on Personal Protective Equipment
2) Gather all supplies
3) Fill properly labeled spray bottle with window washing cleaner (at correct dilution)
4) Fill mop pail with appropriate general purpose cleaner for floors (at correct dilution)
5) Attach mop head to mop handle and put in mop pail with floor cleaner in it
6) Fill second mop pail with appropriate general purpose cleaner (at correct dilution) for walls
7) Attach sponge mop refill to sponge mop handle and put in mop pail with general purpose cleaner for walls in it
8) Set up ladder
9) Using long handle duster, dust all high areas removing cobwebs and dust
10) Remove light cover
11) Wash and dry light cover
12) Change light bulb if necessary
13) Replace light cover
14) Remove ladder
15) Sweep stairs and landings from top to bottom
16) Put Wet Floor Signs in place
17) Wash walls starting at top of stairs and working down
18) Wash windows
19) Wash all railings
20) Mop all treads and landings from top to bottom using scrub brush first if necessary
21) Rinse all mops used with clean water
22) Empty and rinse all mop pails
23) Gather wet floors signs when floor is thoroughly dry
24) Return all equipment to their proper areas
25) Wash all rags used
26) Dispose of gloves properly
27) Wash hands thoroughly
**Janitorial Operational Procedure**

**Title:** Door Cleaning  
**Replaces:**  
**Review Date:** 10/18/2007  
**Effective Date:** 2007  
**Reviewed By:** Daniel Mariano, Chief Janitor I

### DOOR CLEANING

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Personal Protective Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pail</td>
<td>Safety glasses/goggles (required for dispensing chemical)</td>
</tr>
<tr>
<td>Rags</td>
<td>Latex/Vinyl Gloves</td>
</tr>
<tr>
<td>General Purpose Cleaner (at correct dilution)</td>
<td>Ladder</td>
</tr>
<tr>
<td>Window Washing Cleaner (at correct dilution)</td>
<td></td>
</tr>
<tr>
<td>Properly labeled spray bottles with trigger</td>
<td></td>
</tr>
<tr>
<td>Beartex pad (if necessary)</td>
<td></td>
</tr>
<tr>
<td>Disinfectant (at correct dilution)</td>
<td></td>
</tr>
</tbody>
</table>

### Procedure

1) Put on Personal Protective Equipment  
2) Gather all supplies  
3) Fill pail with general purpose cleaner (at correct dilution)  
4) Fill properly labeled spray bottle with trigger with window washing cleaner at correct dilution  
5) Fill properly labeled spray bottle with disinfectant at correct dilution  
6) Cordon off area to be cleaned so that no one can enter or exit door while you are on ladder  
7) Set up ladder if necessary to reach top of door  
8) Wet rag in general purpose cleaner  
9) Wring excess general purpose cleaner from rag  
10) Starting at top of door clean both sides of door thoroughly using beartex pad to remove any debris that is stuck to door  
11) Rinse and wring rag in general purpose cleaner as necessary to complete the task  
12) After both sides of door have been cleaned (including handle), wash top of door and frame thoroughly  
13) Wash sides of frame thoroughly  
14) Using disinfectant spray, thoroughly disinfect and wash door handles  
15) Using properly labeled spray bottle with window washing cleaner, wash both sides of any windows in door  
16) Make sure any spills from general purpose cleaner are wiped up  
17) Remove any barriers that cordoned off area to door  
18) Empty and rinse pail  
19) Return all supplies and equipment used to their proper areas
20) Wash all rags used
21) Dispose of gloves properly
22) Wash hands thoroughly
Janitorial Operational Procedure
Title: Desk Cleaning
Replaces: GC20.001
Review Date: 10/18/2007
Effective Date: 2007
Reviewed By: Daniel Mariano, Chief Janitor I

DESK CLEANING

Supplies
- Pail
- Rags
- Beartex Pad
- General Purpose Cleaner (at correct dilution)
- Graffiti Removal Cleaner (at correct dilution)
- Properly labeled spray bottle and trigger (if necessary)

Personal Protective Equipment
- Safety glasses/goggles (required for dispensing chemical)
- Latex/Vinyl gloves (optional)

Procedure
1) Put on Personal Protective Equipment
2) Gather all supplies
3) Fill pail with general purpose cleaner (at correct dilution)
4) Fill properly labeled spray bottle with graffiti removal cleaner (at correct dilution) if necessary. (Some graffiti removal cleaners are in can and some are wipes)
5) Remove all large debris from desk and place in trash can
6) Using general purpose cleaner (at correct dilution) wash desk thoroughly
7) If necessary, use graffiti removal cleaner and beartex pad to remove any graffiti from desk
8) Re-wash desk after using graffiti removal cleaner
9) Thoroughly dry desk
10) Repeat steps 5-9 until task is completed
11) Empty and rinse pail
12) Return all supplies/equipment used to their proper areas
13) Wash all rags used
14) Dispose of gloves properly
15) Wash hands thoroughly
COMMAND CENTER

Supplies

Y-Valve
Proper Tip
Chemical
M101 Key
Tip Guide
Proper Labels for Chemical to be dispensed
Pliers (if needed)

Personal Protective Equipment

Safety Glasses/Goggles (required)
Latex/Vinyl Gloves

Procedure

1. Put on Personal Protective Equipment
2. Gather supplies
3. Make sure all water is shut off.
4. Connect the Y-Valve to the sink faucet by placing the top of the Y-Valve on the faucet and turning right. The top of the Y-Valve is the end that is vertical. If the Y-Valve were placed on a table, it looks like a Y. Make sure the connection is tight so that water will not leak or spray from the top of the Y-Valve.
5. Hook the water hose to one end of the Y-Valve and turn right. Tighten the connection so that water will not leak or spray from the top of the hose connection.
6. Hook the command center hose to the Y-Valve at the last available connection. Make sure the connection is tight so that water will not leak or spray from the top of the connection.
7. Using the M101 Key, unlock the command center and lift the cover making sure it locks open and in the up position.
8. Pull the small tube that hooks the chemical bottle to the command center from the back of the dispensing unit for that particular chemical.
9. Using the tip guide, find the proper color tip for the chemical that is to be dispensed. The Tip Guide gives different colors depending on the chemical and whether it will be dispensed as bucket-fill or bottle-fill. Bucket-fill has the large, clear hose attached to it. The bottle-fill has just a small, gray hose coming from just underneath the command center.
10. Screw the proper tip into the space at the back of the dispensing unit for that particular chemical.
11. Place the proper label (small one) in the spot on the very back of the inner part of the machine.
12. Put the hose that you disconnected previously back on the machine over the tip that was just placed in the machine.
13. Remove the cover from the chemical jug and place the jug on the command center.
14. Screw the cover end of the hose that you just replaced onto the jug.
15. Push the jug into the proper slot in the command center.
16. Clean any spills that may have occurred during this process.
17. Gently push the cover of the command center up until it unlocks and is able to close.
18. Using the M101 Key, lock the command center cover.
19. Place the proper label (larger sized one) in the spot designated for the label located underneath the dispense button.
20. If there is a bucket-fill hose, place another smaller-sized label in the designated spot located on the hand-grip of the hose.
21. Look at the bottom of the command center.
22. There should be a small gray or clear hose attached to the bottom of the command center. Make sure this hose is placed in the sink. This hose is for any extra over-fill. If it is placed in the sink, the over-fill will go into the sink and not on the floor. If the command center is missing this hose, contact your supervisor and he/she will bring one to you.
23. Turn the small, black, plastic knob on the water hose to the off position. The off position occurs when the black knob is not in line with the direction of the hose.
24. Turn the small, black plastic knob on the command center hose to the on position. The on position occurs when the black knob is in line with the direction of the hose.
25. Turn the cold water on slowly looking for any leaks or drips. If there are leaks or drips, tighten the connection a little more.
26. Place the bucket or bottle to be filled under the proper hose and push the gray dispense button located above the label for the proper chemical and fill either bottle or bucket. When the command center is set up as a bucket fill directly from the factory, the dispense button will turn slightly clockwise and lock in place so that you do not have to continually depress it while filling the bucket.
27. When the bottle is full, release the pressure on the dispense button. When the bucket is full, turn the dispense button slightly counter clock-wise and release the pressure.
28. If filling a bucket, be sure to empty all the chemical from the hose before putting the hose back up on the hose rest.
29. On the Y-Valve connected to the command center hose, turn the small, black knob to the off position.
30. Turn off the water.
31. On the Y-Valve connected to the water hose, turn the small black knob to the on position. This will allow any excess water to drain from the hose and will release any pressure that may have built up in the hose.
32. Clean any spills that may have occurred during this time.
33. Remove personal protective equipment and place it in its proper spot.
34. Discard latex/vinyl gloves in the proper areas.
35. Return tip guide, pliers, and other supplies to their proper spots.
36. Wash hands thoroughly.
FLAT BED

Supplies

Flat Bed

Personal Protective Equipment

Safe Shoes
Work Gloves (optional)
Good Body Mechanics

Procedure:

1) Put on Personal Protective Equipment
2) Gather supplies
3) Evenly place objects to be moved on flat bed
4) Push flat bed to desired location
5) Remove objects from flat bed
6) Return flat bed to its proper area
7) Wash hands thoroughly
BURNISHER

Supplies

Burnisher
Burnishing Pad
Rags

Personal Protective Equipment

Dust Mask (if desired)

Procedure:

1) Put on Personal Protective Equipment
2) To move the machine, slightly tilt it backwards and push or pull it in the direction you wish to go.
3) Inspect burnisher for any repairs that are needed. Pay attention to the cord.
4) Lay burnisher down and remove pad holder
5) Place pad on burnisher
6) Replace pad holder and finger tighten only
7) Stand burnisher back up
8) Remove cover over dust bag
9) Empty dust bag of dirt and debris
10) Replace dust bag
11) Replace cover over dust bag
12) Unwind cord and plug cord into outlet
13) Lift bar on handle to adjust handle to comfortable height for operator
14) Look at the gauge located on the top of the machine’s pad cover. This gauge has a green and a red zone. The gauge tells how much pad pressure is being used. **This gauge must stay in the center of the green at all times.** There is a knob near this gauge that rotates and allows you to change the pad pressure. If necessary, turn the knob until the gauge shows the pad pressure in the center of the green zone.
15) Press metal safety knob and rotate hand-grips away from you to start machine
16) Re-Check the pad pressure gauge.
17) Slowly walk in a straight line. **Never** move the machine side to side. It is not designed to work that way and it will ruin the machine and the floor.
18) When you reach the end of the line that you are burnishing, slowly turn the machine around and walk back the other way slightly overlapping the last line burnished.
19) Continue steps 13-14 until floor is finished.
20) When finished burnishing, release the hand-grips to stop machine’s pad from rotating but continue to move the machine in a straight line until the pad has completely stopped. **Never** allow the machine to run in one spot without moving it. This will ruin the wax that is on the floor.
21) Periodically check the pad by following steps 19 and 3-6. If one side of the pad is worn, turn the pad over and use the other side. If both sides are worn, replace the pad before continuing to burnish.
22) Set handle to upright position
23) Unplug cord and wrap it properly on the machine’s cord holders
24) Lay burnisher on its back and remove the pad
25) Using a clean rag wipe the bottom of the machine to remove any dust, dirt, and old wax that may have collected during the burnishing process
26) Replace the pad
27) Stand machine up
28) Remove the cover over the dust bag
29) Remove the dust bag and empty by sliding the plastic piece that holds the bottom of the bag together. Empty the bag into the proper waste area
30) Using a clean rag wipe the entire area where the dust bag attaches to the machine
31) Replace the dust bag
32) Replace the cover over the dust bag
33) Using a clean rag wipe the entire outside of the machine to remove dust, dirt, and old wax that may have collected during the burnishing process.
34) Return all the equipment to the proper areas
35) Place rags in the proper area for washing
36) Remove Personal Protective Equipment
37) Wash hands thoroughly
AUTOSCRUBBER

**Supplies**
- Auto Scrubber
- Floor Cleaning Detergent (at correct dilution)
- Rags
- Pads or Brushes for Auto Scrubber
- Wet Floor Signs

**Personal Protective Equipment**
- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves

**Procedure:**

1) Put on Personal Protective Equipment
2) Gather Supplies
3) Dust mop floor and remove debris
4) Put wet floor signs out
5) Turn off charger to Auto Scrubber (some chargers do not have on/off buttons)
6) Unplug Auto Scrubber from charger
7) To move machine: turn on power button located on body of machine above or between hand grips
8) Make sure power gauge is in the green. If it is the red, do not operate machine as this will damage the batteries.
9) Turn hand grips toward you for reverse and away from you to move machine forward or (if equipped) hold the toggle switch in the proper position to move machine in reverse
10) Move Auto Scrubber to Command Center
11) Make sure all hoses are securely in place
12) Turn off main power switch on machine
13) Lift small door to solution tank located in front of machine
14) Using the proper floor care detergent, at the correct dilution, fill the Auto Scrubber clean fill tank. (There are lines on the clear hose located in the back of the machine that lets you know how much water is in the solution tank.
15) While tank is filling, remove lid to recovery tank located on top of the Auto Scrubber
16) Make sure the cylindrical shaped float shut off screen located inside the recovery tank is secure
17) Put the correct amount of defoaming solution in recovery tank to avoid excessive foam
18) Replace lid to recovery tank
19) Make sure drain hose plug is tight
20) When machine is full, shut off water and chemical and shut lid to solution tank
21) Remove and check squeegee for damage. To remove squeegee, lift squeegee, turn knobs located on top of center of assembly and gently pull squeegee toward you.
22) Replace squeegee and finger tighten securely in place
23) Turn on main power switch on machine
24) Raise brushes or pads. To do this, push the top half of the brush pressure switch and hold down until scrub head actuator turns off.
25) Shut off main machine power.
26) Unfasten black latch at front of machine and open skirt housing to allow access to brushes or pads
27) Firmly grasp brushes or pad holders and turn until mounting studs are in center of slots.
28) Lower brushes or pad holders and remove from under machine
29) Check brushes and pads for wear
30) If brushes are worn, replace them
31) If pads are worn, replace them by removing plastic centerlock ring from pad driver.
32) Remove pad.
33) Place new pad on driver and replace centerlock ring
34) Attach the brushes or pad drivers to motor hubs by aligning the mounting studs with the slots in the motor hub and give the brush or pad holder a quick turn toward the spring clip located on the motor hub. Be certain the spring clip locks into one of the studs.
35) Turn on main power switch on machine
36) Move machine into area to be cleaned
37) Lower squeegee by moving handle on console of machine
38) Lower brushes by holding bottom of pressure switch down
39) Set water level by moving handle indicating water
40) Turn on vacuum switch located on console
41) Turn hand grips slowly to move machine forward
42) Adjust the speed by the knob located on the right side of the machine near hand grips. It is best to move slowly until you are sure how to run the machine properly.
43) Once the machine begins to move, check the brush pressure. Make sure it is in the proper range for cleaning. **Never operate the brushes in the red zone. This will damage the floor and brush circuit breakers!**
44) Proceed cleaning the floor
45) Empty and change water as needed to complete cleaning
46) To stop machine just release the control grips
47) **Keep hands and feet away from rotating brushes or rotating pads!**
48) When cleaning is complete, shut off water by moving water handle to off position
49) Shut off vacuum switch
50) Lift squeegee
51) Bring machine to drain for cleaning
52) Gently pull clear hose indicating clean solution level and allow to drain completely into sink.
53) When solution tank is completely drained, rinse thoroughly
54) Replace hose making sure it is connected securely
55) Remove drain hose from its hook and place over sink
56) Remove recovery tank lid
57) Remove drain hose cover and allow dirty solution to drain into sink
58) Using a hose completely rinse out recovery tank making sure to remove any dirt and debris from machine. Leave recovery tank lid off
59) Replace drain hose leaving cover off to allow it to dry
60) Remove squeegee and rinse thoroughly making sure to remove any lint, dirt and debris from squeegee
61) Replace squeegee
62) Remove brushes or pads and rinse thoroughly
63) Replace brushes or pads
64) Wipe down outside of machine with clean rags to remove any dirt or debris that the machine may have picked up.
65) Move machine to charger
66) Lift recovery tank and hold up with lever located at top of machine
67) Shut main power off
68) Plug machine into charger
69) Turn charger on
70) When fully charged, turn charger off and remove charger plug from machine
71) Remove wet floor signs when floor is completely dry
72) Return all equipment to its proper area
73) Wash any rags used
74) Remove personal protective equipment
75) Remove gloves and dispose of properly
76) Wash hands thoroughly

**Note:** Battery water levels need to be checks periodically. Use distilled water to fill battery cells.
FLOOR SCRUBBER/BUFFER

Supplies

- Scrubber/Buffer
- Pads/Brushes for Scrubber/Buffer
- Rags
- GFCI

Personal Protective Equipment

- Safe Shoes
- Good Body Mechanics
- Safe Operating Procedures for Machinery

Procedure for Using The Machine

1. Inspect machine for damage paying close attention to the cord. Look for cuts in the cord or any exposed wires. If any damage is found, report it to your supervisor immediately.
2. Test GFCI
3. Lock the handle of the scrubber in the upright position. To unlock the handle, apply pressure to the top of the kick lever (located at the back bottom of the handle) and adjust handle to proper height. To lock handle, apply pressure to the bottom of the kick lever.
4. Tilt the scrubber back until it is resting on the handle and you can see the underside of the machine.
5. Attach the appropriate sized brush by lining up the slots over the 3 lugs of the drive plate. Turn the scrub brush counter clock-wise as far as it will go. *Note: To use a pad, attach the pad holder and pad the same way as if you were putting on the brush.
6. Stand the machine back up.
7. Adjust the handle height to where it is comfortable for you.
8. Plug the machine into a ground fault circuit interrupter. (Be sure to test the GFCI first).
9. To start the machine, squeeze the switch bar located under the handle grips. *Note: The machine will move to one side immediately. Be Prepared! It is best to hold the machine close to your hip so that you can control the movement of the machine better.
10. The machine moves side to side. Moving the handle slightly upward will make the machine move right. Moving the handle slightly downward will make the machine move left. *Note: The higher the handle is raised, the faster the
machine will move right. The lower the handle, the faster the machine will move left.
11. Keep the cord away from the brush or pad at all times.

*Note: When using pads, change them frequently as the pad loads up with residue.

Procedure For Care Of The Machine When Finished

1. Stop the machine
2. Put the handle in the upright position
3. Unplug the machine from the GFCI
4. Wipe the cord with a clean cloth removing any residue left from scrubbing/buffing the floor.
5. Wrap the cord properly
6. Lay the machine back on the handle until you can see the brush/pad underneath
7. Remove the brush/pad by turning the brush/pad holder clockwise.
8. Rinse the brush/pad holder thoroughly removing any debris left from the scrubbing/buffing the floor
9. Wipe the chassis completely including underneath and top of machine
10. Stand machine upright
11. Wipe handle clean
12. When the brush/pad holder dries, store near the machine. **NEVER** store the machine with the pad or brush attached to the bottom. This ruins the brush and pad holder preventing it from working to its proper capacity.
VACUUM CLEANER

Supplies
Vacuum Bag (if needed)
Rag

Personal Protective Equipment
Latex/Vinyl Gloves (optional)

Procedure

1) Put on Personal Protective Equipment
2) Gather supplies
3) Inspect vacuum for any needed repairs. This includes the cord, hoses, body and power head.
4) Release the cord from the vacuum and plug into a properly grounded electrical outlet.
5) Turn the main power switch on
6) Step on the pedal located at the bottom back of the machine and tilt the handle back. The green light on the base will come on to indicate that the brush motor is running. **Note: Foot pedal must be used to release base to operating position. Failure to do so could result in damage to the handle release mechanism.**
7) Turn the Height Adjustment Knob to adjust the height of the brush. If the red light comes on, slowly turn the knob in the opposite direction until the light goes off. If the red light stays on, the power head could be plugged. Turn off the machine and unplug the cord. Remove any debris from the brush. Plug the machine back in and repeat step 6.
8) If the “Bag Full” light comes on, check to see if the bag is full. To do this, push the bag housing latch and remove the back cover. If the bag is full, remove it and replace it with a new bag. If the light comes on before the bag is full or stays on after the bag has been replaced, there may be debris built up somewhere between the brush and the bag. Check all hoses to ensure they are free of debris.
9) When finished, unplug the power cord from the outlet and wrap it around the cord hooks.
10) Check to see if the bag is full. If it is, replace it.
11) Clean the bag housing if necessary
12) Clean or replace the vacuum inlet filter located at the bottom back of the machine every third time the bag is changed.
13) Clean or replace the Electrostat Exhaust Filter located at the bottom front of the machine every fifth time the bag is changed.
14) Remove any built-up carpet fibers or debris from the brush housing.
15) Using a rag, wipe the outer casing of the machine to remove dirt and dust.
16) Return all supplies/equipment to their proper areas
17) Wash hands thoroughly.
**ANSER MACHINE**

**Supplies**
- Carpet Cleaning Chemical (at correct dilution)
- Anser Machine
- Spot Removing Chemical (if needed)

**Personal Protective Equipment**
- Safety glasses/goggles (required for dispensing chemical)
- Latex/Vinyl gloves (optional)

**Procedure**

1) Put on Personal Protective Equipment
2) Gather all supplies and equipment
3) Inspect machine for any needed repairs
4) Unfasten two latches which hold recovery tank to solution tank.
5) Lift recovery tank off solution tank
6) Fill machine with hot water and carpet cleaning chemical (at correct dilution)
7) Place recovery tank onto the solution tank again and fasten the two latches
8) Plug power cord into a grounded power outlet
9) Connect hand tool hoses to anser machine. Make sure the coupler locks into the anser machine’s coupler
10) Pre-treat spots
11) Turn on machine. Switch is located on back panel of anser machine.
12) Place hand tool on spot and squeeze trigger while pulling back on hand tool.
13) When recovery tank level reaches “FULL LINE” label on tank, shut machine off and empty tank. **Note:** Do NOT continue to run anser machine after recovery tank level reaches “FULL LINE” label. Doing so will damage the vacuum motor!
14) When finished, turn off machine
15) Disconnect vacuum hose from recovery tank.
16) Unfasten latches and lift recovery tank off solution tank.
17) Drain recovery tank completely and flush it several times with clean water to remove all dirt left in tank.
18) Tip clean water tank upside down over a sink to drain any unused cleaning solution.
19) Flush tank with clean water to remove excess suds. This will prevent chemical buildup.
20) Return all equipment/supplies to their proper areas
21) Dispose of gloves properly
22) Wash hands thoroughly
J-FILL

Supplies

J-Fill
Chemical to be used
Water Supply
Bucket or Container to be filled

Personal Protective Equipment

Safety Glasses/Goggles (required for dispensing chemical)
Latex/Vinyl gloves (optional)

Procedure

1) Put on personal protective equipment
2) Gather supplies
3) Attach J-Fill to water supply
4) Remove cap from chemical jug
5) Attach J-Fill to chemical jug
6) Open Y-valve to J-Fill hose
7) Turn on water supply
8) Point sprayer into bucket
9) Squeeze lever to release chemical/water dilution mixture into bucket/container
10) When appropriate amount of chemical is in bucket, release lever
11) Turn water off
12) Close Y-valve going to J-Fill hose
13) Squeeze lever again to release any chemical left in hose
14) Remove J-Fill from chemical jug
15) Replace cap on chemical jug
16) Remove J-Fill from faucet
17) Properly dispose of gloves
18) Wash hands thoroughly
3M EASY SHINE FILL STATION

Supplies

- Mop bucket and wringer
- Wax
- Rags/paper towels

Personal Protective Equipment

- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl gloves (optional)

Procedure

1) Put on Personal Protective Equipment
2) Gather supplies
   Kit assembly:
   1) Remove bracket assembly and funnel assembly from carton
   2) Place funnel post and funnel on top of bracket assembly.
   3) Using the slotted bold provided, secure the funnel to the top of the post
   4) Attach the bottom of the post to the bracket

Mounting the Fill Station:
1) Mount the refill unit so that any spillage is contained in a common area. It can be mounted on a mop bucket, trash container or 5 gallon plastic bucket. To use this method loosen the thumbscrew clamps on the refill kit bracket, place over container edge and tighten clamps. To mount on a tabletop or flat surface, set the base of the unit in a flat pan on the surface. Spread the adjustable bracket out as wide as possible and tighten thumb screws. No clamping is necessary.

Using the Fill Station:
1) Remove backing from blank label and stick label to bag. Using a marker, record the date and other appropriate information concerning the contents of the pouch
2) Using a dual-spout, refillable pouch, slide the spout with red cap into the receiving slot of the refill unit
3) Remove the red cap from spout and place end of funnel into spout opening
4) Pour appropriate floor finish through the funnel until the finish reaches the fill line indicated on the pouch. **Note:** Do not overfill
5) Once the pouch is full, remove the funnel and allow it to rest in the yellow drip cup
6) Replace the red cap on the spout. **Note:** Make sure the cap is tightened all the way or leakage may occur
7) Remove the full pouch by sliding it from the filler slot
**Fill Station Clean-up**

1) Using a dry cloth or paper towel, wipe off funnel and bracket assembly thoroughly after use
2) Rinse refill unit with water and then wipe dry before long-term storage
3) Return all supplies/equipment used to their proper areas
4) Wash all rags used
5) Wash hands thoroughly
Janitorial Operational Procedure

MC10.001

Title: 3M Easy Shine Applicator System

Replaces:

Review Date: 10/18/2007

Effective Date: 2007

Reviewed By: Daniel Mariano, Chief Janitor I

3M EASY SHINE APPLICATOR SYSTEM

Supplies

3M Easy Shine Applicator System
3M Easy Shine Fill Station

Personal Protective Equipment

Safety Glasses/Goggles (required for dispensing chemical)
Latex/Vinyl Gloves (optional)

Procedure

1) Put on Personal Protective Equipment
2) Gather supplies
3) Remove handle, pad holder, microfiber pad and applicator tube from carton
4) Cut the wire tie holding the tube fitting to the handle. Be careful not to cut the tubing
5) Extend the handle by depressing the pushbutton locks simultaneously and pulling the handle sections in opposite directions until buttons lock into place. Use the alignment arrows on the handle to assist you
6) Attach the pad holder to the handle by placing the pad holder on a flat surface
7) Retract spring-loaded pin on end of handle. Position handle base between either sets of holes on the pad holder and release the tab to secure handle to base
8) Attach microfiber pad to the pad holder by placing pad underneath holder and pressing down
9) Unfold back pack and insert 1 gallon bag of finish into pack so that spout protrudes from opening
10) Remove the dust cap from the spout and connect the end of the applicator hose to the spout. Place pack on back and adjust straps for comfort.
11) Using the trigger at the top of the handle, dispense a 4” puddle of finish in your starting area.
12) Use a swirling motion to wet the pad evenly for first-time use
13) Dispense a line of finish in a U-shaped path, keeping the applicator 4” – 6” away from walls.
14) Feather the film right up to the walls as you return over the same path.
15) Fill the center area using uniform figure eight or straight line strokes
16) If the applicator becomes clogged, turn the handle upside down, pull the lever and pull on the dispense tube to break off any hardened finish.
17) If the dispense tube has to be replaced, turn the handle upside down, release the lever and pull the dispense tube out of the handle. Pull the old dispense tube off the elbow fitting and slide a new tube on. Reinsert the dispense tube into the handle by pulling the lever and threading the tube through the holes until it extends all the way through and the elbow fitting is tight against the handle.

18) When finished, remove applicator pad from holder. Rinse pad with water until all finish residue is removed. Allow pad to dry thoroughly before storage.

19) Rinse tool, delivery nozzle and hose end with clean water.

20) For long-term storage – Using a refillable bag filled with clean water, flush floor finish out of tubing assembly by dispensing the water using step 11.

21) Thoroughly clean all equipment used

22) Return all supplies/equipment used to their proper areas

23) Dispose of gloves properly

24) Wash hands thoroughly
LARGE PUMP SPRAYER FOR PRE-SPRAYING

Supplies

1) J-Fill
2) Pre-Spray
3) Water Supply
4) Sprayer

Personal Protective Equipment

1) Safety Glasses/Goggles (required for dispensing chemical)
2) Latex/Vinyl gloves (optional)

Procedure

1) Put on Personal Protective Equipment
2) Gather supplies
3) Remove sprayer cover
4) Hook J-Fill to water supply
5) Hook J-Fill to Pre-Spray jug
6) Open Y-valve to J-Fill hose
7) Turn on water supply
8) Squeeze lever to release chemical/water dilution into sprayer jug
9) Fill sprayer
10) Release lever when sprayer is full
11) Turn off water supply
12) Close Y-valve to J-Fill hose
13) Squeeze lever again to release any residual chemical into sprayer
14) Remove J-Fill hose from chemical jug
15) Replace cap on chemical jug
16) Remove J-Fill hose from water supply
17) Put cover on sprayer making sure it is tight
18) Holding nozzle of sprayer away from you (point it at the floor to be sprayed) grab handle on top of sprayer
19) Pump handle several times in order to build up pressure needed to spray chemical
20) Point hose toward floor are to be spayed and squeeze handle to release chemical
21) When finished, squeeze handle on want to release pressure from pump and properly dispose of any unused chemical
22) Thoroughly rinse out sprayer
23) Dry sprayer inside and out
24) Return all supplies and equipment used to their proper areas
25) Dispose of gloves properly
26) Wash hands thoroughly
JUNIOR PUMP-UP SPRAYER

Supplies
- Junior Pump-Up Sprayer
- Command Center
- Chemical to be used

Personal Protective Equipment
- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl gloves (optional)

Procedure
1) Put on Personal Protective Equipment
2) Gather supplies
3) Remove cap from Junior Pump-Up Sprayer
4) Open Y-valve to Command Center.
5) Close Y-valve to water hose
6) Turn on water supply
7) Place Junior Pump-Up Sprayer underneath hose for chemical to be dispensed
8) Push button on Command Center to release chemical to be dispensed
9) When Junior Pump-Up Sprayer is full, release button on Command Center to stop dispensing chemical
10) Place cap back on Junior Pump-Up Sprayer making sure that it is tight
11) Turn off water supply
12) Close Y-valve to Command Center
13) Open Y-valve to water hose to allow residual water to drain from hose
14) Grasping lever on top of Junior Pump-Up Sprayer, pump several times in order to build up pressure needed to spray chemical
15) Point Junior Pump-Up Sprayer at surface to be sprayed (always away from you and others)
16) Squeeze trigger on handle to release chemical
17) Repeat steps 14 through 16 as many times as needed to complete the task
18) Chemical may be left in Junior Pump-Up Sprayer if it is to be used within a day or two
19) Return all supplies used to their proper areas
20) Properly dispose of gloves
21) Wash hands thoroughly
BIOTRANSPORT FOAMER

**Supplies**
- BioTransport Foamer
- Appropriate Metering Tip
- Ecolyzer
- Garden Hose
- Hose adapter for sink

**Personal Protective Equipment**
- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves (optional)

**Procedure**

1) Put on Personal Protective Equipment
2) Gather supplies and equipment
3) Install the appropriate Metering Tip into the black hole at the bottom of the cap that screws onto the Ecolyzer jug by firmly pushing the tip into place
4) Install the pick-up tube assembly (1/4”x8” tube, ceramic weight, foot valve) by pushing the tube firmly over the Metering Tip until the tube is firmly in place at the bottom of the cap that screws onto the Ecolyzer jug
5) Remove the cap from the Ecolyzer jug
6) Thread the white mating cap of the BioTransport unit onto the Ecolyzer jug making sure it is sealed tight
7) Connect spray gun assembly to male quick connect of BioTransport Foamer. The quick connect is located under the handle of the BioTransport Foamer.
8) Connect a garden hose with ¾” male garden hose thread to the base of the spray gun handle
9) Turn on the water supply to the garden hose
10) Keeping BioTransport Foamer facing away from you and others apply a light layer of cleaning solution to the floor/wall
11) Agitate with grout brush or soft bristle broom
12) Disconnect spray gun assembly from male quick connect
13) Rinse surface
14) Squeegee to floor drain or mop floor
15) To disconnect, turn off water source
16) Release the quick connect to separate gun from the BioTransport Foamer
17) Return all supplies/equipment used to their proper areas
18) Properly dispose of latex/vinyl gloves
19) Wash hands thoroughly
ORBITAL CAR WAXER

Supplies

Orbital Car Waxer
Buffing Bonnet
Lead Cords
Ground Fault Circuit Interrupter (GFCI)

Personal Protective Equipment

Safety Glasses/Goggles
Work Gloves (optional)

Note: Since this machine is used in the cleaning of the Ice Arena Rink Inside windows please follow the instructions for Cleaning Inside Glass at Hockey Rink (WC2.001a).

Procedure

1) Put on Personal Protective Equipment
2) Gather supplies
3) Inspect Orbital Car Waxer prior to use. If repairs are needed, contact your supervisor immediately.
4) Inspect the Ground Fault Circuit Interrupter. If repairs are needed, contact your supervisor immediately.
5) Test the Ground Fault Circuit Interrupter. If the Ground Fault Circuit Interrupter test fails, contact your supervisor immediately.
6) Inspect the lead cord. If repairs are needed, contact your supervisor immediately.
7) Attach the buffing bonnet to the machine making sure the bonnet is centered.
8) Attach the lead cord to the Ground Fault Circuit Interrupter
9) Plug the Ground Fault Circuit Interrupter into the outlet
10) Plug the Orbital Car Waxer into the lead cord.
11) Turn the unit on and guide it over the windows in a figure 8 pattern.
12) When the bonnet gets full of dried wax, shake it out and turn it over to use the other side of the bonnet.
13) When finished, remove the bonnet and hand wash with soap and water.
14) Do not immerse the black foam pad in water.
15) When storing the Orbital Car Waxer, allow it to sit upside down. This will prevent the foam pad from compressing and taking a set.
16) Return all supplies/equipment used to their proper areas
17) Wash hands thoroughly
POOL CLEANING (WEEKLY)

**Supplies**  
Electric Pool Cleaning Machine

**Personal Protective Equipment**  
Non-Slip shoes

**Procedure**

1) Put on Personal Protective Equipment  
2) Gather supplies  
3) Drop machine into deep end of pool making sure it has enough rope to complete it’s task  
4) Plug machine into box and turn on  
5) After about two hours, pull machine out of pool at shallow end  
6) Turn off machine and unplug it  
7) Turn machine over so that bottom is facing you.  
8) Using a screwdriver, move the clips holding the bottom of the machine together so that the bottom of the machine comes apart. Remove the cloth filter and replace with a clean filter.  
9) Put bottom back on machine and move the clips holding the bottom of the machine so that it is held securely in place  
10) Wash dirty filter and let dry  
11) Return all equipment used to its proper area  
12) Wash hands thoroughly
POOL CLEANING (TOTAL)

**Supplies**
- Floor Buffers
- Spray Bottles
- Scrub Brushes
- Garden Hose
- Pool Cleaning Chemical
- Pump for dispensing chemical
- Extension cords
- Ladders
- Pump Sprayers
- GFCI

**Personal Protective Equipment**
- Safety/Chemical Splash Goggles (required)
- Chemical Resistant Gloves (required)
- Surge Protectors (required)

**Procedure**

1) Put on Personal Protective Equipment  
2) Gather all supplies  
3) Inspect all equipment paying attention to the cords  
4) Test GFCI  
5) Completely drain pool of water  
6) Dispense chemical into spray bottles  
7) Spray chemical in gutters of pool and let dwell for the amount of time listed in the manufacturer’s instructions  
8) Scrub gutters and rinse well  
9) Spray chemical on walls of pool and let dwell for the amount of time listed in the manufacturer’s instructions  
10) Scrub walls and rinse well  
11) Spray chemical on floor of pool and let dwell for the amount of time listed in manufacturer’s instructions  
12) Plug floor buffer into GFCI  
13) Using floor buffer scrub floor of pool and rinse well  
14) When finished, thoroughly clean all equipment  
15) Wash all chemical resistant gloves well and hang to dry  
16) Return all supplies and equipment used to their proper areas  
17) Wash hands thoroughly
POOL CLEANING (GUTTERS ONLY)

Supplies

Pool Cleaning Chemical
Spray Bottles
Scrub Brushes
Garden Hose
Pump for Pool Cleaning Chemical

Personal Protective Equipment

Chemical Splash Goggles (required)
Chemical Resistant Gloves
Non-Slip shoes

Procedure

1) Put on Personal Protective Equipment
2) Gather supplies
3) Drain pool 2 to 3 feet
4) Dispense pool cleaning chemical into spray bottles
5) Spray chemical on gutters and allow to dwell the recommended amount of time on the manufacturer’s instructions
6) Scrub gutters with scrub brush
7) Rinse gutters well
8) Return all equipment used to their proper areas
9) Wash chemical resistant gloves well and hang to dry
10) Wash hands thoroughly
**Title:** Restroom Cleaning  
**Supplies:**
- Broom
- Dustpan
- Mop
- Mop Bucket and Wringer
- Wet Floor Sign
- Rags
- Disinfectant (at correct dilution)
- Toilet bowl cleaner (at correct dilution)
- Johnny Mop
- Duster
- Glass Cleaner (at correct dilution)
- Soap
- Paper Towels
- Toilet Paper
- Sanibags
- Trash Bags (large and small)
- Ladder (if needed for high areas)

**Procedure:**

1. Put on Personal Protective Equipment
2. Gather all supplies
3. Put wet floor sign by entrance door
4. Dust all high areas (partition tops, lights, door tops, etc.)
5. Sweep floor
6. Spray disinfectant on all contact surfaces (sinks, toilets, etc.). Let disinfectant dwell at least ten minutes.
7. Remove all trash
8. Replace soap and paper products
9. Wash mirrors and door handles
10. Clean sinks
11. Clean toilets
12. Mop floor with disinfectant
13) Rinse mop thoroughly with clean water
14) Empty mop pail
15) Rinse mop pail thoroughly with clean water
16) Return all supplies/equipment used to their proper areas
17) Properly dispose of gloves
18) Wash hands thoroughly
SINK CLEANING

Supplies

- Disinfectant Cleaner (at correct dilution)
- Rags
- Properly labeled Spray Bottle
- Tooth Brush used for Cleaning

Personal Protective Equipment

- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves

Procedure:

1) Put on Personal Protective Equipment
2) Gather all supplies
3) Fill Properly Labeled spray bottle with disinfectant cleaner (at correct dilution)
4) Remove any large debris from sink and counter area
5) Holding spray bottle nozzle away from you, spray disinfectant on counter and sink including the faucet and handles thoroughly wetting area with disinfectant.
6) Let disinfectant dwell for the time specified on the manufacturer’s label. (This kills the bacteria.)
7) Using a cleaning tooth brush, scrub the faucet and handle areas as well as any other hard to reach areas thoroughly
8) Rinse the faucet and handle area thoroughly
9) Using a rag wipe the counter and sink area thoroughly
10) Wipe the bottom and sides of the sink paying attention to areas underneath where soap and debris collects and where the faucets connect under the sink
11) Rinse all areas of the sink and counter including the bottom and sides of the sink
12) Dry with a clean cloth to prevent water spots
13) Return all equipment back to its proper area
14) Wash dirty rags
15) Properly dispose of gloves
16) Wash hands thoroughly
Janitorial Operational Procedure

Title: Toilet Cleaning

Reviewed By: Daniel Mariano, Chief Janitor I

TOILET CLEANING

Supplies

- Rags
- Disinfectant (at correct dilution)
- Spray Bottle with proper Label
- Toilet Bowl Cleaner (chemical)
- Toilet Bowl Swabby/Brush
- Bathroom Cleaning Signs for doors

Personal Protective Equipment

- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves

Procedure

1. Put on Personal Protective Equipment
2. Gather supplies
3. Dispense disinfectant into properly labeled spray bottle
4. Put Bathroom Cleaning Signs on bathroom doors
5. Remove any loose debris from around the toilet
6. Lift toilet seat
7. Flush toilet
8. Using swabby (Johnny Mop) push water into trap until most of water is out of toilet
9. Following manufacturer’s instructions dispense toilet bowl chemical into toilet bowl making sure to get chemical under rim where hard water collects
10. Lower toilet seat
11. Using properly labeled spray bottle with nozzle pointed away from you and facing the toilet spray all outer areas of the toilet including the pipes, underneath the toilet, the seat and under the seat including the rim.
12. Let dwell 5 to 10 minutes
13. Using swabby/brush thoroughly clean inside the bowl including under the rim
14. Flush toilet
15. Using a clean, damp rag thoroughly wash all areas outside the toilet. These areas include the pipes, seat, under the seat, rim, outer bowl, and underneath.
16. Re-spray the disinfectant on the toilet and let air-dry
17. Wipe the outer part of the toilet including pipes, seat, under the seat, outer bowl and underneath with a clean dry rag to remove water spots
18. Remove bathroom cleaning signs from doors
19. Return all supplies/equipment to their proper areas
20. Wash dirty rags
21. Remove and properly dispose of gloves
22. Wash hands thoroughly
SHOWERS

Supplies

Rags
Pail
Disinfectant Cleaner
Hose
Hose Sprayer
Hose Adapter for Sink
Doodle Bug with Handle & Pad
Drain Cleaning Tool
Scrub Brush
Sponge Mop
Mop
Mop Pail
Wringer
Bathroom Being Cleaned Signs
Wet Floor Signs
Clean Shower Curtains

Personal Protective Equipment

Safety Glasses/Goggles (required)
Latex/Vinyl Gloves
Good Body Mechanics

Procedure:

1) Put on Personal Protective Equipment
2) Gather Supplies
3) Put Bathroom Being Cleaned sign on bathroom door
4) Put Wet Floor Sign in front of bathroom door
5) Fill pail with Disinfectant Cleaner
6) Remove the aerator from one of the sinks
7) Place the hose adapter into the sink where the aerator was just removed
8) Place the sprayer onto the hose
9) Hook the hose to the adapter that is in place in the sink
10) Turn the water to a warm setting (hot water will set off the fire alarms)
11) Remove shower curtains
12) Put sponge mop in pail with Disinfectant Cleaner
13) After saturating sponge mop with disinfectant, place Sponge Mop on shower walls and completely saturate the wall.
14) Let Disinfectant Cleaner dwell the recommended amount of time (read the label for dwell times)
15) After the dwell time has elapsed, re-wet the wall and scrub wall thoroughly from top to bottom with scrub brush or doodle bug making sure to clean the grout between the tiles
16) Repeat steps 4-7 until all shower walls have been cleaned
17) Using a rag and/or a scrub pad (beartex pad) wash the soap dish, faucet, and handles until all soap and debris have been removed
18) Repeat steps 4-7 on the ceiling of the shower
19) Remove drain cover from bottom of shower
20) Using Drain Cleaning Tool thoroughly scrape and remove any hair, dirt, or debris that is in the drain.
21) Properly discard any hair, dirt or debris in a trash can or trash bag
22) Saturate scrub brush in disinfectant
23) Scrub drain cover (both sides) making sure to remove any hair, dirt, or debris from the cover
24) Replace drain cover
25) Using sponge mop saturated with disinfectant cleaner thoroughly saturate the shower floor
26) Using the doodle bug or scrub brush thoroughly scrub the shower floor
27) Using the hose rinse the shower thoroughly with warm water. This includes ceiling, walls, and floor
28) If there is a changing area, use steps 4-7 to thoroughly clean the changing area (including benches)
29) Using the hose thoroughly rinse the changing area with warm water
30) Shut water off
31) Dry shower ceiling, walls, soap dish, faucet, and handles with a clean rag. This prevents streaking on the walls and water spots on the soap dish, faucet, and handles.
32) Replace shower curtains with clean or new ones
33) Drain hose completely
34) Remove the sprayer from the hose
35) Remove hose from sink hook-up
36) Mop up any water that may have gotten on the floor
37) Empty disinfectant from pail
38) Rinse pail thoroughly
39) Rinse sponge mop, mop, and doodle bug thoroughly
40) Wring both mops out thoroughly
41) Remove wringer from mop pail
42) Rinse wringer thoroughly
43) Empty mop pail
44) Rinse mop pail thoroughly
45) Return all supplies/equipment to their proper areas
46) Wash dirty rags
47) Properly discard gloves
48) Remove Bathroom Being Cleaned sign from bathroom door
49) After floor dries, remove Wet Floor Sign from in front of bathroom door
50) Wash hands thoroughly
Janitorial Operational Procedure

Title: Tub Cleaning

Review Date: 7/29/05

Reviewed By: Daniel Mariano, Chief Janitor I

RC5.001

Replaces:

Effective Date: 2005

TUB CLEANING

Supplies

Disinfectant Cleaner (at correct dilution)
Rags
Scrub Pad (Beartex)
Clean Tub Curtain
Bathroom Being Cleaned Sign
Mop
Mop Pail
Wringer
Wet Floor Sign
Pail

Personal Protective Equipment

Safety Glasses/Goggles (required for dispensing chemical)
Latex/Vinyl Gloves
Good Body Mechanics

Procedure:

1) Put on Personal Protective Equipment
2) Gather Supplies
3) Place Bathroom Being Cleaned Sign on door
4) Place Wet Floor Sign in front of door
5) Put Disinfectant Cleaner (at correct dilution) into pail
6) Fill mop pail with Disinfectant Cleaner (at correct dilution)
7) Remove tub curtain
8) Remove any water and debris from tub
9) Place rag into Disinfectant Cleaner
10) Thoroughly saturate all surfaces of tub
11) Let Disinfectant Cleaner dwell the proper amount of time (read the label)
12) Re-wet surfaces if necessary
13) Using scrub pad, scrub all surfaces of tub re-wetting scrub pad as necessary
14) Using rag thoroughly wash faucets and handles
15) Rinse tub thoroughly with warm water
16) Replace curtain with a clean one
17) Mop up any spilled water
18) Remove Bathroom Being Cleaned sign from door
19) Empty pail and rinse thoroughly
20) Rinse mop thoroughly
21) Wring excess water out of mop
22) Hang mop up to dry
23) Remove wringer from mop pail and rinse thoroughly
24) Empty mop pail and rinse thoroughly
25) Return all supplies/equipment used to their proper areas
26) Wash dirty rags
27) When floor is dry, remove Wet Floor Sign
28) Dispose of gloves properly
29) Wash hands thoroughly
CHROME

Supplies

- Rags
- Pail
- General Purpose Cleaner (at correct dilution)
- Chrome Cleaner

Personal Protective Equipment

- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves

Procedure:

1) Put on Personal Protective Equipment
2) Gather supplies
3) Fill pail with General Purpose Cleaner (at correct dilution)
4) Place rag in pail and saturate
5) Wring excess fluid from rag
6) Using rag, wash chrome thoroughly
7) Spray Chrome Cleaner onto a clean, dry rag
8) Using rag with Spray Chrome Cleaner wipe chrome thoroughly
9) Empty pail
10) Rinse pail thoroughly
11) Return all supplies/equipment to their proper areas
12) Wash dirty rags
13) Properly dispose of gloves
14) Wash hands thoroughly
CERAMIC & PORCELAIN

Supplies
- Rags
- Properly labeled Spray Bottle
- Disinfectant Cleaner (at correct dilution)
- Razor Blade Scraper and Blade (if needed)
- Tooth Brush (if needed)

Personal Protective Equipment
- Safety Glasses/Goggles (required for properly labeled Spray Bottle dispensing chemical)
- Latex/Vinyl Gloves

Procedure:
1) Put on Personal Protective Equipment
2) Gather supplies
3) Fill spray bottle with Disinfectant Cleaner (at correct dilution)
4) Spray ceramic/porcelain with disinfectant cleaner making sure to thoroughly wet the area being cleaned
5) Let disinfectant dwell the appropriate amount of time (read the label)
6) Re-wet surfaces if necessary
7) Using rag, clean ceramic and porcelain thoroughly
8) If hard water exists, use a razor blade scraper and carefully remove the hard water being sure not to scratch the surface
9) If there are tight areas (around sink handles and around the metal ring that goes around the drain hole), use the toothbrush to thoroughly clean.
10) Rinse ceramic/porcelain with clean warm water
11) Dry ceramic/porcelain with a clean rag
12) Return supplies to their proper areas
13) Wash dirty rags
14) Properly dispose of gloves
15) Wash hands thoroughly
REPLACING TOILET PAPER

**Supplies:**
- Toilet Paper Key
- Toilet Paper

**Personal Protective Equipment:**
- None

**Procedure:**
1) Gather supplies
2) Using toilet paper key unlock dispenser
3) Remove spent toilet paper roll and discard properly
4) Put new roll in dispenser
5) Shut dispenser
6) Tug very gently on dispenser door to make sure it is locked
7) Wash hands thoroughly
REPLACING SOAP

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Personal Protective Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soap</td>
<td>Latex/Vinyl Gloves (optional)</td>
</tr>
</tbody>
</table>

**Procedure:**

1) Put on Personal Protective Equipment
2) Gather Supplies
3) Push button located under the dispenser up to open dispenser door
4) Remove empty soap bag and dispose of properly
5) Place new soap bag on dispenser shelf
6) Gently pull rubber hose until it is aligned with the designated slot
7) Push plastic piece near end of hose into designated slot
8) While pushing button located underneath dispenser, lift lid and shut dispenser
9) Gently tug on lid to make sure dispenser is shut
10) Wash hands thoroughly
CLEANING WATER FOUNTAINS

Supplies:  
- Rag  
- Disinfectant Cleaner (at correct dilution)  
- Properly labeled spray bottle

Personal Protective Equipment:  
- Safety Glasses/Goggles (required for dispensing chemical)  
- Latex/Vinyl Gloves

Procedure:

1) Put on Personal Protective Equipment
2) Gather all supplies
3) Fill properly labeled spray bottle with disinfectant cleaner (at correct dilution)
4) Holding bottle so that spray nozzle is pointed away from you and toward the fountain, spray water fountain with disinfectant. This includes the “bowl,” the mouthpiece, the outside and underneath the fountain.
5) Let chemical dwell on fountain as per instructions on the bottle
6) Wash the inside and the outside of the fountain with a clean wet rag rinsing the fountain as you wipe it
7) Wipe dry with a clean rag
8) Wash dirty rags
9) Return supplies/equipment used to their proper areas
10) Properly dispose of gloves
11) Wash hands thoroughly
PAPER TOWELS

Supplies:  
1. Paper Towel Dispenser Key
2. Paper Towel Roll

Personal Protective Equipment:  
None

Procedure:

1) Gather supplies
2) Using Paper Towel Key unlock dispenser
3) Lift dispenser lid making sure it slides up enough to lock in open position
4) Remove spent paper towel roll and discard properly
5) Place new paper towel roll in dispenser making sure the ends are in properly
6) Thread the end of the roll through the dispenser
7) Lift the lid slightly to remove from the “locked open” position
8) Lower the lid to shut the dispenser
9) Gently push on lid to make sure it is locked
10) Wash hands thoroughly
Janitorial Operational Procedure

Title: Ladder Safety
Replaces: 
Review Date: 10/26/05
Effective Date: 2005
Reviewed By: Daniel Mariano, Chief Janitor I

LADDER SAFETY

Supplies

Ladder

Personal Protective Equipment

Good Ladder Safety Practices
Good Body Mechanics

Procedure

1. Gather Supplies.
2. Inspect the ladder for any defects. If any are found, take the ladder out of service immediately. Mark the ladder “OUT OF SERVICE,” put it in a secure area where no one has access to it and inform your supervisor immediately.
3. Cordon off area where ladder is to be used.
4. Set ladder on “feet” in area to be used making sure there is nothing to hinder your movement while on the ladder or any access to the ladder while you are working.
5. Be sure to keep the ladder away from all electrical wires or high voltage areas.
6. Push crossbars on ladder down to lock ladder legs open.
7. Make sure ladder is stable and all 4 legs are evenly on the ground.
8. If the ladder has a tray, pull the tray until it is all the way down.
9. Do not step any higher than the step recommended on the ladder label!
10. NEVER STAND ON THE VERY TOP OF THE LADDER!!! Failure to properly use the ladder could result in serious injury or death!
12. If there is an area that you cannot safely reach using the ladders available to you, notify your supervisor.
13. Return ladder to its proper area.
14. Wash hands thoroughly.
Janitorial Operational Procedure

Title: Ground Fault Circuit Interrupter

Review Date: 10/26/05

Effective Date: 2005

Reviewed By: Daniel Mariano, Chief Janitor I

GROUND FAULT CIRCUIT INTERRUPTER

Supplies

Ground Fault Circuit Interrupter
Lead Cord/Machine to be used

Personal Protective Equipment

Safe Shoes
Good Personal Safety Practices

*Note: Ground Fault Circuit Interrupters are meant for your safety. More often than not you will be using the GFCI when you are working with water and electrical equipment (stripping floors, shampooing, etc). Always use Good Personal Safety Practices when working around water and electricity!

Procedure

1. Gather supplies
2. Plug Ground Fault Circuit Interrupter into 120 vac power socket. (The outlet)
3. Press and release the re-set button.
4. Make sure the red band at the bottom of the re-set button is NOT showing.
5. Press the test button.
6. Make sure the red band at the bottom of the re-set button SHOWS.
7. Press and release the re-set button.
8. Make sure the red band is NOT showing.
9. Plug lead cord or machine into Ground Fault Circuit Interrupter.

*Note:

1) If the Ground Fault Circuit Interrupter does not trip when the test button is pressed or if it does not reset, do not use! Inform your supervisor immediately.
2) If the Ground Fault Circuit Interrupter tests properly but trips each time the machine cord is connected, the machine has a ground fault. DO NOT USE THE MACHINE! Inform your supervisor immediately.
Laying Tarps

Supplies
- Tape & Dispenser (Provided at Field House)
- Tarp Carts

Personal Protective Equipment
- Heavy Duty Work Gloves (optional)
- Good Body Mechanics Practices
- Non-Slip Safety Shoes (steel toe recommended)

Procedure

1) Put on Personal Protective Equipment
2) Gather Supplies
3) Cordon off area where work is to be completed (usually the gym is closed during these times).
4) Remove Tarp Cart from storage
5) Place Tarp Cart at spot where you wish to begin
6) Lift latch on side of tarp roll to release bar
7) Place one person at each end of tarp cart to hold cart steady
8) Place one person at each side of tarp and one in middle
9) Pull tarp from cart starting at top level
10) Place unrolled tarp in designated start area
11) Rotate cart so that tarps are pulled from cart evenly to prevent cart from tipping
12) Repeat steps 4-10 until all tarps are completely laid on floor
13) Tape seams using provided tape and dispenser
14) Clean tarps as necessary
15) Return all equipment used to their proper areas
16) Wash hands thoroughly
LIFTING TARPS (FIELDHOUSE GYM)

**Supplies**
- Empty Tarp Carts
- Special Drill used for Tarps

**Personal Protective Equipment**
- Good Body Mechanics Practices
- Safe Lifting Practices
- Heavy Duty Work Gloves
- Non-Slip Safety Shoes (steel toe recommended)

**Procedure**

1) Put on Personal Protective Equipment
2) Gather supplies
3) Clean tarps as necessary
4) Pull all tape from seams and dispose of properly
5) Place tarp cart where you wish to begin lifting tarps
6) Make sure latch is lifted at end of bar
7) Place one person at each end of tarp cart to keep cart steady
8) Starting at the bottom of the tarp cart wrap the end of the tarp around the bottom bar and secure with plastic clamps
9) Place at least one person on each side of tarp to guide tarp while rolling
10) Place drill into one end of bar
11) Operate drill so that tarp is slowly rolled onto bar being careful not to go too fast as bar may jump out of holder.
12) Tape rolled end of tarp to hold it in place
13) Rotate tarp cart in order to keep cart balanced so it won’t tip
14) Repeat steps 3-11 until all tarps are lifted
15) Roll tarp carts into storage
16) Return all equipment used to its proper area
17) Remove work gloves
18) Wash hands thoroughly
STATIONARY WINDOW WASHING

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Personal Protective Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rags</td>
<td>Goggles/Safety Glasses (required for dispensing chemical)</td>
</tr>
<tr>
<td>Pail</td>
<td>Latex/Vinyl Gloves (optional)</td>
</tr>
<tr>
<td>Window Brush</td>
<td>Safe Lifting Practices</td>
</tr>
<tr>
<td>Squeegee</td>
<td>Good Body Mechanics Practices</td>
</tr>
<tr>
<td>Window washing chemical</td>
<td></td>
</tr>
<tr>
<td>Scraper and blade</td>
<td></td>
</tr>
</tbody>
</table>

Procedure for Stationary windows

1) Put on Personal Protective Equipment  
2) Gather supplies  
3) Fill pail with window washing chemical (at the right dilution)  
4) Wash window using window brush  
5) Squeegee window wiping squeegee blade with each stroke  
6) Dry edges with clean rag  
7) Repeat steps 4-6 as necessary to complete the task  
8) Rinse equipment used thoroughly with clean water  
9) Put supplies in their proper places  
10) Dispose of gloves properly  
11) Wash hands thoroughly
DORMITORY WINDOW WASHING

Supplies

- Rags
- Pail
- Window Brush
- Squeegee
- Window washing chemical
- Scraper and blade
- Large Flathead Screwdriver

Personal Protective Equipment

- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves (optional)
- Non-Slip Shoes
- Good Body Mechanics

Procedure for Dormitory windows

1) Put on Personal Protective Equipment
2) Gather supplies
3) Fill pail with window washing chemical (at the right dilution)
4) Remove window from track (use large flathead screwdriver if necessary). This task takes two people so get help.
5) Wash window using window brush
6) Squeegee window wiping squeegee blade with each stroke
7) Dry edges with clean rag
8) Turn window over and repeat for other side
9) Repeat steps 4-7 as necessary to complete task
10) Rinse equipment thoroughly with clean water
11) Return supplies/equipment used to their proper areas
12) Dispose of gloves properly
13) Wash hands thoroughly
CLEANING INSIDE GLASS AT HOCKEY RINK

**Supplies**

- Glass cleaning chemical (Puck-Away)
- Rags
- Car wax buffer
- Ladder

**Personal Protective Equipment**

- Goggles/Safety Glasses (required for dispensing chemical)
- Latex/vinyl gloves
- Layered clothing
- Non-Slip shoes
- Safe Ladder Practices

**Procedure**

1) Put on Personal Protective Equipment  
2) Gather supplies  
3) Inspect buffer for damage  
4) Place ladder where you want to begin  
5) Spray Puck-Away (glass cleaning chemical) on glass  
6) Wipe window with a clean rag  
7) Dry edges with clean rag  
8) Buff with car buffer to remove all traces of chemical  
9) Repeat steps 5-8 around the **inside** of the rink until all glass has been cleaned  
10) Wash dirty rags  
11) Return equipment/supplies used to their proper areas  
12) Dispose of gloves properly  
13) Wash hands thoroughly
CLEANING OUTSIDE GLASS AT HOCKEY RINK

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Personal Protective Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glass Cleaner</td>
<td>Safety Glasses/Goggles (required for dispensing chemical)</td>
</tr>
<tr>
<td>Rags</td>
<td>Latex/vinyl gloves</td>
</tr>
<tr>
<td>Ladder</td>
<td>Layered Clothing</td>
</tr>
<tr>
<td>Mop Bucket/pail</td>
<td>Non-Slip shoes</td>
</tr>
<tr>
<td>Squeegee</td>
<td></td>
</tr>
<tr>
<td>Window Brush</td>
<td></td>
</tr>
</tbody>
</table>

**Procedure for Outside Glass**

1) Put on Personal Protective Equipment
2) Gather supplies
3) Fill pail with window washing cleaner (at right dilution)
4) Thoroughly wash glass using window brush
5) Squeegee glass wiping squeegee blade with each stroke
6) Wipe edges dry
7) Repeat steps 3-6 around the **outside** of the rink until all glass has been cleaned
8) Empty pail and rinse equipment thoroughly with clean water
9) Wash rags
10) Put supplies used in their proper places
11) Dispose of gloves properly
12) Wash hands thoroughly
Janitorial Operational Procedure
Title: Window Washing With Wand (Outside)
Review Date: 1/19/05
Effective Date: 2005
Reviewed By: Daniel Mariano, Chief Janitor I

WINDOW WASHING WITH WAND (OUTSIDE)

Supplies

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Personal Protective Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wand</td>
<td>Back Belt</td>
</tr>
<tr>
<td>Brush</td>
<td>Belt to hold Wand</td>
</tr>
<tr>
<td>Soap Tablets</td>
<td>Work Gloves</td>
</tr>
<tr>
<td>Hoses</td>
<td>Harness (if necessary)</td>
</tr>
<tr>
<td>1 Cross Water Key</td>
<td>Safety glasses due to chemical</td>
</tr>
<tr>
<td>1 Single Water Key</td>
<td></td>
</tr>
<tr>
<td>Needle nose Pliers</td>
<td></td>
</tr>
<tr>
<td>Screwdrivers (Phillips &amp; Flathead)</td>
<td></td>
</tr>
<tr>
<td>Rags (optional)</td>
<td></td>
</tr>
<tr>
<td>Scissor Lift (2 person lift for room &amp; switch off purposes)</td>
<td></td>
</tr>
<tr>
<td>Belt Holder for Wand</td>
<td></td>
</tr>
</tbody>
</table>

**Procedure**

1) Put on Personal Protective Equipment
2) Gather supplies
3) Inspect all equipment prior to use
4) Hook up hoses to water source
5) Hook up hoses to soap dispenser
6) Put in soap tablets following instruction on the label
7) Adjust wand to proper height
8) Insert wand into belt holder
9) Wash windows at same level before adjusting wand
10) Shut soap off
11) Pull wand away from window to rinse window
12) Repeat as needed until windows are completed
13) Lower wand
14) Turn water off
15) Unhook dispenser
16) Unhook hoses
17) Clean equipment properly
18) Return supplies/equipment used to their proper areas
19) Wash hands thoroughly
SCREEN CLEANING

Supplies:
- Pail
- General Purpose Cleaner (at correct dilution)
- Rags
- Scrub Brush
- Screwdriver (Flat Head or Phillips)

Personal Protective Equipment
- Safety Glasses/Goggles (required for dispensing chemical)
- Latex/Vinyl Gloves (if desired)

Procedure:
1) Put on Personal Protective Equipment
2) Gather all supplies
3) Fill pail with general purpose cleaner (at correct dilution)
4) Using the proper screwdriver loosen screws holding screen in place
5) Take screen out of window
6) Check to see if the screen is broken or in need of repair. If it is, set it aside and report it to the janitor and proceed to the next screen.
7) Take screen to sink in janitor’s closet
8) Rinse excess loose dirt from screen using hose
9) Wash the screen thoroughly with scrub brush using a general purpose cleaner (at correct dilution) making sure to clean the metal edges of the screen
10) Rinse the screen thoroughly
11) Dry with a rag
12) Replace screen in window and tighten screws
13) Continue cleaning screens using the above methods changing general purpose cleaner as it becomes dirty
14) Return all supplies/equipment used to their proper areas when finished
15) Wash dirty rags
16) Dispose of gloves properly
17) Wash hands thoroughly
This Procedures Manual was created for the Plattsburgh State University Janitorial Department by Shery Liberty with input from the cleaning staff. It is my sincere wish that it be used as a tool to enable you to complete the various tasks you are required to do properly and easily.