

# Daily Office Cleaning

## GETTING STARTED

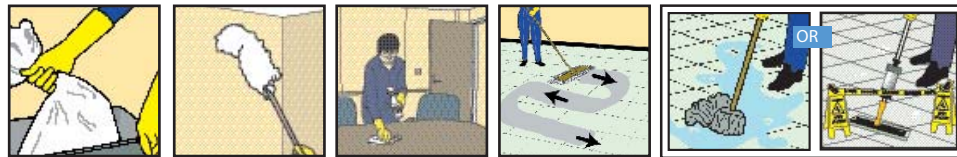


1. Punch In / Check In
2. Verify all supplies
3. Inspect all equipment
4. Put on PPE
5. Dispense cleaning solutions or mix cleaning solutions.

HINT#1: Do not over dilute or mix chemicals together.

HINT#2: Never cut open or force open controlled dispensing containers.

## COMMON AREAS



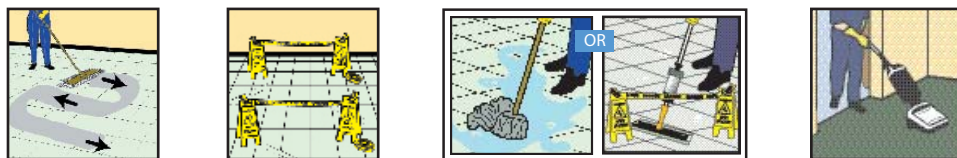
1. Remove trash and recyclables
2. Check and high dust
3. Wipe countertops, tables and other surfaces
4. Dust mop
5. Damp mop or use Pace™ 40 High Impact Floor Cleaning System

HINT: Always dust high to low

## ENTRYWAYS AND HALLWAYS



1. Vacuum mats
2. Clean entryway doors
3. Spot/damp clean surfaces
4. Empty trash and ash urns



5. Dust mop
6. Post wet floor signs
7. Damp mop or use Pace™ 40 High Impact Floor Cleaning System
8. Vacuum



9. Spot removal
10. Clean stairwells
11. Clean elevators
12. Inspect work

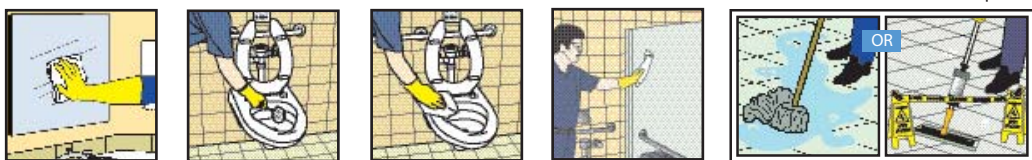
## RESTROOMS



1. Knock and announce service
2. Put service sign in front of door
3. Put on PPE
4. Check and/or fill dispensers
5. Empty trash



6. Sweep
7. Apply product to toilets/urinals
8. Apply product sinks/countertops
9. Disinfect frequently touched surfaces
10. Wipe sinks and countertops



11. Clean mirrors
12. Clean interior toilets and urinals
13. Wipe exterior toilets and urinals
14. Spot clean walls and partitions
15. Damp mop or use Pace™ 40 High Impact Floor Cleaning System



16. Quality check
17. Remove wet floor signs

HINT: Allow enough dwell time for disinfectant to work properly.

## OFFICES AND WORKSTATIONS



1. Put on PPE
2. Empty trash and recyclables
3. Dust
4. Spot clean



5. Vacuum visible soil
6. Spray on cloth
7. Clean door and light plate
8. Bring barrels to drop location

## END OF SHIFT



1. Clean and store equipment
2. Check supply closet
3. Stock cart
4. Empty all remaining trash



5. Remove PPE and wash hands
6. Inspect work
7. Communicate problem areas
8. Punch Out / Check Out

## "Do"s AND "DON'T"s

### "DO"S



1. Always wear proper work attire and ID badge

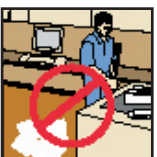


2. Report any injuries immediately

### "DON'T"S



1. Do not unplug or move computers



2. Do not move or pick-up papers / files even if on the floor



3. Do not water plants

## MISCELLANEOUS



**Johnson wax**  
PROFESSIONAL