

PRE-OPENING DAILY IN-HOUSE CLEANING

1. Sweep Main Aisle Using Dust Mop

- / Ensure the dust mop heads are clean and ready for use.
- / Sweep area scheduled for cleaning (see “Floor Care Chart”).
- / Sweep the Front End, raceways and any other areas in need of service.
- / Remove stickers, gum, etc. with putty knife.
- / Gather all swept debris and dispose of properly.

2. Wash Racetracks / Front End Using Auto Scrubber











- / Put out caution signs (and leave until floors are dried).
- / Ensure clean red pad is on scrubber.
- / Ensure water / Neutral Cleaner is fresh (and change as needed while in use).
- / Scrub scheduled areas of Sales Floor (see “Floor Care Chart”).
- / Empty dirty water tank, rinse tank and clear filter.
- / Plug into charger when done using scrubber.

3. Spot Mop Areas of Floor Not Scheduled for Cleaning

- / Put out caution signs (and leave until floors are dried).
- / Use mop labeled “Sales Floor Only.”
- / SAFELY remove any broken glass before mopping, discard the mop head after use as it will not be good for regular mopping afterwards.
- / Ensure mop head is clean.
- / Prep mop buckets with proper cleaning chemicals and refresh as needed (1oz green Neutral Cleaner).
- / Mop areas, not scheduled for cleaning, that are dirty (see “Floor Care Chart”).

4. Check / Clean Restrooms (see “Restroom Cleaning”)

5. Clean / Sanitize the Associate Lounge and Offices

EQUIPMENT NEEDED									
									
Caution Sign #0926	Caution Cone Pop-up #7025	Dust Mop #7049	Red Auto-scrubber Pad #9162	Neutral Cleaner #7418	Daily Floor Care Chart	Wet Mop #0923	Bucket with ringer #0924	Magic Monkey #7413	Rubber Gloves #7697- 7700

Post in Custodial Closet in plastic sleeve

12/2020

OTHER DAILY IN-HOUSE CLEANING AS NEEDED

- 1.** Dust Mop Sales Floor
 - / Ensure the dust mop heads are clean and ready for use
 - / Sweep the areas in need of service
 - / Gather all swept debris and dispose of properly
- 2.** Spot Mop
 - / Put out caution signs (and leave until floors are dried)
 - / Use mop labeled “Sales Floor Only”
 - / Ensure mop head is clean
 - / Prep mop buckets with proper cleaning chemicals (1oz green Neutral Cleaner)
 - / Spot mop areas that need cleaning (see “Floor Care Chart” for schedule)
- 3.** Clean Spills
 - / Put out caution signs until dry / clean
 - / Apply Magic Monkey to spill
 - / Wait for spill to dry
 - / Sweep up Magic Monkey / spill
- 4.** Check / Clean Restroom Often (see “Restroom Cleaning”)
- 5.** Dust overhead valances, signage, shelves, and fixtures.

OTHER WEEKLY IN-HOUSE CLEANING

1. Wash Windows
 - / Prep mop buckets with proper cleaning chemicals (.5 oz Elements glass cleaner and water on 1 side, water only on the other side).
 - / Wash windows with scrubber and water only.
 - / Wash windows with scrubber and mixed solution.
 - / Squeegee the window dry using one attached to duster pole.
2. Check cleaning supplies in Custodial Closet and replenish using monthly DDS cycle.
3. Use corn broom on edges of the sales floor to remove debris.

EQUIPMENT NEEDED

											
Caution Sign #0926	Caution Cone Pop-up #7025	Dust Mop #7049	Neutral Cleaner #7418	Daily Floor Care Chart	Wet Mop #0923	Bucket with ringer #0924	Magic Monkey #7413	Elements Cleaner #7417	Scrubber #7422	Squeegee #7424	Bucket #7424


Corn Broom #0931

Post in Custodial Closet in plastic sleeve

DAILY RESTROOM IN-HOUSE CLEANING

- / Wash mirror using blue Elements cleaner.
- / Clean counters using orange ONE Restroom cleaner.
- / Clean sinks using orange ONE Restroom cleaner.
- / Clean faucets using orange ONE Restroom cleaner.
- / Clean toilets and urinals (handles, seats, bowls and underside) using orange ONE Restroom cleaner.
- / Spot clean walls, partitions, trash can, doors and mounted dispensers as needed using orange ONE Restroom cleaner.
- / Refill air fresheners (every 60-90 days), toilet paper, seat covers, urinal cakes, wax bags and soap dispensers as needed. Refill paper towels.
- / Mop the floors thoroughly using:
 - Step 1: "Restroom Only" labeled wet mop and the Safe Scrub cleaner.
 - Step 2: "Restroom Only" labeled wet mop and the orange ONE Restroom cleaner.
- / Empty trash and replace with a fresh liner.

WEEKLY RESTROOM IN-HOUSE CLEANING

- / Scour the floor and grout lines with scrub brush. If able soak brush in Safe Scrub for 15 minutes.
- / Clean wall tile underneath the hand dryers and soap dispensers using the same process used to clean the floor.

MONTHLY RESTROOM IN-HOUSE CLEANING

- / Full cleaning of partitions, walls, and ceilings.
- / Deep clean any areas with hard water / lime issues.
- / Scour grout lines using Safe Scrub and scrub brush.

RESTROOM IN-HOUSE CLEANING EQUIPMENT

EQUIPMENT NEEDED									
									
Caution Sign #0926	Caution Cone Pop-up #7025	Goggles #1064	Rubber Gloves #7697- 7700	One Cleaner #7414	One Sprayer #09412	Brush #0930	Air Freshener Holder #74359	Air Freshener Canister #74360	Wet Mop #0923 Bucket w/ ringer #0924
									
Safe Scrub #9200	Scrub Brush #9201	Toilet Paper #7350	Paper Towel #7351A	Can Liners #7340 #7341 #7342	Gojo Soap #030212-3	Wax Bags #7361	Toilet Seat Covers #7337	Urinal Cakes #0925	Baby Changing Table Liners #72313-2



CLOSING DAILY IN-HOUSE CLEANING

1. Vacuum
 - / Vacuum under gondolas with backpack vacuum.
 - / Vacuum walk off mats.
 - / Vacuum vestibule.
 - / Address any stains.
 - / Remove walk off mats after closing.
 - / Once a month, vacuum overhead vents with backpack vacuum.
2. Check / Clean Restrooms (see "Restroom Cleaning")
3. Empty Trash
 - / Remove trash from all containers.
 - / Replace with a fresh liner bag.
4. Clean Mirrors
 - / Clean store mirrors using blue Elements cleaner
5. Spot Clean Doors / Windows / Vestibule
 - / Spot clean front doors using blue Element cleaner.
 - / Spot clean vestibule glass using blue Element cleaner.
6. Cart Corral
 - / Remove carts and place in an area not designated for floor cleaning the next day.
 - / Sweep cart corral area.
 - / Leave empty to allow scrubbing and buffing in the AM.

EQUIPMENT NEEDED								
								
Backpack Vac #2070	Upright Vac #2043A	Carpet Spotter #7404	Elements Cleaner #7417	Elements Sprayer #9418	Scrubber #7422	Squeegee #7421	Bucket #7424	Can Liners #7430 #7431 #7432



IN-HOUSE CLEANING GUIDELINES

TIPS

- / Change dust mop heads often. A dirty mop head will grind dirt into the floor rather than away from it.
 - / Carry a putty knife (# 0929) while sweeping to remove stickers and gum.
 - / Change wet mop head often. A dirty mop will cause floors to be dirty. Refresh mop water often.
 - / Remove and rinse red Auto-scrubber pads regularly to prolong pad life.
 - / Only use white power outlets, never use orange outlets.
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CUSTODIAL CLOSET

- / Door must be shut and unlocked at all times.
 - / SDS yellow binder must be in rack, visible and accessible at all times.
 - / Spray bottles must be labeled to match the chemical inside.
 - / Eyewash tanks must be accessible at all times and maintained every 90 days. Empty, rinse and refill station with water using Encon (#0148) eyewash solution.
 - / Plumbed eyewash stations must be accessible at all times and clean with flaps down.
 - / Keep room neat and organized.
 - / Refer to Custodial Smart for setup and inventory.
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EQUIPMENT AND MAINTENANCE ISSUES

- / See the Contact List in Summit for equipment and / or maintenance issues.

