



In House Cleaning Launch Stores

Congratulation to the five stores listed below for launching the In-house cleaning program.

The program will begin on February 1.

- District 1-#50 Newton, MA
- District 2-#70 Omaha, NE
- District 3-#67 Delafield, WI
- District 4-#61 Hillsboro, OR
- District 5-# 79 Frederick, MD

Hiring:

This position will be funded 21 hours per week for cleaning. Generally, it is 3 hours per day for 7 days. You may need to schedule this Associate a minimum of 4 hours for compliance in your state.

Multiple Associates should be considered for this position so requests for time off and vacations are covered. Any overflow of hours of 3 hours per day should be used for other tasks; backroom, markdowns, etc. Based on needs, consider a combination of early morning hours and closing hours.

- This position should be hired within the starting wage. The Associate is coded as a regular part time Associate.
- This position should be hired prior to the Feb. 1 start of the program.

Training:

It is strongly suggested that the cleaning Associate trains in a local TJ Maxx, Marshalls, Homegoods or Homesense store for one week (21 hours). Make sure the store selected for training is set up with the in-house cleaning program. Once the training store is determined, partner with the Sister division's DM/SM on the schedule for training the new Associate.

It is very important that the Associate is comfortable and knowledgeable on using the Auto Scrubber.



In House Cleaning Pilot Stores

Equipment:

The floor cleaning Betco auto scrubber will be supplied, as well as the following items:

- Backpack Vacuum & Tools
- Auto Scrubber pads (#9162)- 1 case
- Neutral Cleaner (#7418)- 2 cases
- Safe Scrub (#9200)- 2 cases
- Scrub Brush (# 9201)- 1 case

These items will arrive approximately 1 week prior to starting the program.

All other supplies should already be in store. Refer to supply list to ensure all items have been ordered via DDS that may not be in store.






Quarterly Cleaning (Contractor):









All stores will receive a quarterly overnight service. This includes floor cleaning, high dusting deep restroom sanitizing etc.

It will be scheduled through the Home office.

Supply List
For Cleaning Tasks









The following is a list of floor care items used to execute daily cleaning.





Description	Item #	Picture
Caution Sign	0926	
Caution Cone Pop-up	7025	
Dust Mop	7409	
Red Auto Scrubber Pad	9162	
Neutral Cleaner (green)	7418	

Wet Mop	0923	
Bucket with Ringer	0924	
Magic Monkey (absorbent)	7413	
Corn Broom	0931	
Backpack Vacuum	2070	
Wand Extension for Backpack Vacuum	2070A	
Micro-Filter Bags for Backpack Vac	2070B	
Upright Vacuum	2043A	

Carpet Spotter	7404	
Elements Cleaner (blue)	7417	
Elements Sprayer (empty)	9418	
Scrubber (glass)	7422	
Squeegee	7421	
Bucket	7424	
Can Liners	7340	
Can Liners	7341	
Can Liners	7342	
Goggles	1064	
Latex Gloves	31S-418	

Rubber Gloves	123013-1	
One Restroom Cleaner (orange)	7414	
One Sprayer (empty bottle)	9412	
Brush	0930	
Air Freshener Holder	74359	
Air Freshener Canister	74360	
Safe Scrub	9200	
Scrub Brush	9201	
Toilet Paper	7350	

Paper Towel	7351A	
Gojo Soap	030212-3	
Wax Bags	7361	
Toilet Seat Covers 7337	7337	
Urinal Cakes	0925	
Baby Changing Liners	72313-2	
Putty Knife	0929	
Econ Eyewash Solution	0148	
Dust Pan Plastic	0928	

Microfiber Cleaning Cloth	7099	
Disinfecting Wipes	33701/33702	
Sanitizer Plus	SANPLUS6	
Empty Spray Bottles	9418	
Hand Sanitizer- TJX 16.9 OZ-12	7745	No photo available
First Aid Kit (new stores)	31S-401	