

Methods & Procedures

Operational Cleaning

Prepared for:

The Cleaning Site

11 Barber Close

Oswestry

SY11 2UE

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DIRT DUST CONTROL – HARD FLOORS Ref. No. 1

1(A) Brush Sweep Floor

Purpose:	<p>Brush sweep floor is a dry method of removing dirt and debris from floors.</p> <p>It is necessary to remove spillages from the floor before carrying out this operation.</p>
Equipment/Supplies:	<p>Long handled soft or medium sweeping brush, dust pan and brush, general waste bag and Safety Signs.</p>
Procedures:	<p>Erect Safety Signs at entrance to work areas.</p> <p>Prepare area by moving aside light furniture and moveable equipment.</p> <p>Remove heavy debris by hand or dust pan and brush and place in waste bag.</p> <p>If there are stairs commence work at the top of the stairs.</p> <p>Brush treads, risers and landings to remove dirt, dust and small debris.</p> <p>Particular attention should be paid to corners where dirt collects.</p> <p>At the bottom of the stairs sweep dirt, dust and debris together using a hand brush and dust pan and empty into general waste bag.</p> <p>The same procedure applies to brush sweep floors, although it should be remembered to gather the dust, dirt and small debris at regular intervals where it becomes excessive.</p> <p>Replace in position all light furniture and moveable equipment. Once task is completed, remove Safety Signs.</p>
Care of equipment:	<p>Dust pan – empty and damp wipe/wash.</p> <p>Brushes – ensure that debris is removed by beating the brush on the ground outside and stand brush on its stale.</p> <p>Brush head – wash in a solution of neutral detergent.</p>

	Remove general waste bag to collection point or refuse container. Return equipment to store room and stow away correctly.
Additional information:	Health and Safety rules to be observed at all times.

SAMPLE

DIRT DUST CONTROL – HARD FLOORS Ref. No. 1

1(B) Dust Control Mopping

<p>Purpose:</p>	<p>To remove from floor surfaces – litter, surface dust/dirt, rubbish and fluff as a daily maintenance procedure.</p> <p>Leaving the floor clean and tidy dependant on the floor type, condition, finish and variations within rooms.</p> <p>This method and procedure should be used in preference to brush sweep.</p>
<p>Equipment/Supplies:</p>	<p>Dust control mop/scissor mop, dust control covers, dust pan and brush, general waste bag, vacuum cleaner and Safety Signs.</p>
<p>Procedures:</p>	<p><u>General floor areas</u></p> <p>Erect Safety Signs at entrance to work areas.</p> <p>Prepare area by moving aside light furniture and moveable equipment.</p> <p>Remove heavy debris by hand or dust pan and brush and place in waste bag.</p> <p>With pushing movement and avoiding taking mop off floor – work over floor area using a figure of eight movement collecting all loose dust and debris, bringing to the centre – place any debris in waste bag.</p> <p>Mop area once daily.</p> <p>Finally mop central area.</p> <p>Remove excess dust and fluff from mop head by using dust pan and brush.</p> <p>Dust suppression methods will be taken in computer suites.</p> <p>Replace in position all light furniture and moveable equipment.</p> <p>Once task has been completed remove Safety Signs.</p> <p><u>Corridors</u></p>

	<p>Push mop or scissor mop full length of corridor, starting adjacent to one wall.</p> <p>Return along corridor cleaning next section.</p> <p>Repeat until full length/width of corridor has been covered.</p>
Care of equipment:	<p>Remove excess dust and fluff from head using dust pan and brush.</p> <p>Vacuum to remove dust and fluff from mophead. Wash in hot water and neutral detergent. Rinse and leave to dry.</p> <p>Empty and clean dust pan and brush and vacuum.</p> <p>Remove general waste bag to collection point or refuse container.</p> <p>Return equipment to store room and stow away correctly.</p>
Additional information:	<p>Health and Safety rules to be observed at all times.</p> <p>Always check plugs and cables on electrical equipment before commencing and on completion of work.</p>

DIRT DUST CONTROL – HARD FLOORS Ref. No. 1

1(C) Vacuum Cleaning

<p>Purpose:</p>	<p>Vacuum cleaning is a dry method of cleaning which, when applied to surfaces removes particles of dirt and dust without dispersing them into the air. To maintain a clean and hygienic environment. This method to be used in computer rooms.</p>
<p>Equipment/Supplies:</p>	<p>Vacuum cleaner and attachment tools, dust pan and brush, general waste bag and Safety Signs.</p>
<p>Procedures:</p>	<p>Erect Safety Signs at entrance to work area.</p> <p>Prepare area by moving aside light furniture and moveable equipment.</p> <p>Check lead and plug on machine.</p> <p>Remove any litter or debris and place in a waste bag.</p> <p>Draw the vacuum cleaner over the surface giving particular attention to edges, corners and behind doors.</p> <p>If there are particles which can not be dislodged by the vacuum cleaner use the dust pan and brush to remove them. Continue this operation, working in straight lines until all areas are covered.</p> <p>Attention should be given to all accessible areas beneath furniture and equipment.</p> <p>Replace in position all light furniture and moveable equipment.</p> <p>Once task has been completed remove Safety Signs.</p>
<p>Care of equipment:</p>	<p>The vacuum cleaner should not be allowed to become over clogged with dirt. Clean the body and wheels with a damp cloth and when necessary empty the vacuum cleaner bag and replace.</p> <p>Remove filters, where applicable, and replace in accordance with the manufacturers instructions.</p>

	<p>Damp wipe/wash dust pan.</p> <p>Remove any particles of debris from the hand brush.</p> <p>Remove general waste bag to designated disposal point.</p> <p>Return equipment to store room and stow away correctly.</p>
Additional information:	<p>Health and Safety rules to be observed at all times.</p> <p>Always check plugs and cables on electrical equipment before commencing and on completion of work.</p>

WET/DAMP CLEANING – HARD FLOORS Ref. No. 2

2(A) Damp Mopping

Purpose:	Damp mopping is a method of damp cleaning using a cotton mop head, hot water and cleaning agent to the correct proportions or dilution rates to remove soil, dirt and dust. A satisfactorily damp mopped floor is left as dry as possible. It is without dirt, dust, soil marks, streaks or film and has a uniform appearance.
Equipment/Supplies:	Bucket with strainer or wringer dependant upon type of mop, cotton mop or cotton fantail mop, mop stale, abrasive pad, floor cloth, hot water with appropriate solution. I.e. neutral detergent for general areas or bactericidal detergent for use in food areas, toilets, changing rooms, foot baths and swimming pool surrounds. General waste bag, dust pan and brush and safety signs.
Procedures:	<p>Erect safety signs at entrance to work area.</p> <p>Prepare area by moving aside light furniture and moveable equipment. Remove debris by hand or with dust pan and brush and place in waste bag.</p> <p>Dip mop into bucket and squeeze out as much water as possible. Commence in corner away from the door. Wash the floor using a 'figure of eight' motion, covering an area 6' X 6' on each occasion before rinsing the mop. Continue until all of the floor has been covered.</p> <p>Wipe all splashes from skirting boards and doors with a floor cloth and remove stubborn marks with the abrasive pad.</p> <p>Replace in position all light furniture and moveable equipment. Once mopped area is dry, remove safety sign.</p>
Care of equipment:	<p>Buckets should be washed thoroughly, wiped dry and stored upside down.</p> <p>Mop head should be washed thoroughly in neutral detergent, rinsed and squeezed out until almost dry and left standing upright (head facing upwards).</p>

	<p>Abrasive pad should be washed thoroughly, rinsed and left to dry.</p> <p>Floor cloth should be washed thoroughly, rinsed and left to dry.</p> <p>Damp wipe/wash dust pan.</p> <p>Remove any particles of debris from the hand brush.</p> <p>Remove general waste bag to designated disposal point.</p> <p>Return equipment to store room and stow away correctly.</p> <p>Never leave a mop standing in a bucket.</p> <p>Never leave a bucket containing water between shifts.</p>
<p>Additional information:</p>	<p>Health and Safety rules to be observed at all times.</p> <p>In the interests of hygiene and the prevention of bacterial growth and infection, mopping equipment used for toilets, showers and changing rooms should not be used elsewhere.</p> <p>Water should be disposed of in a sluice or toilet all of which shall be cleaned after use.</p> <p>Equipment shall be colour coded to allow identification.</p>

WET/DAMP CLEANING – HARD FLOORS Ref. No. 2

2(B) Machine Damp Mop – Bonnet Mopping

<p>Purpose:</p>	<p>A damp cleaning method for hard floors to be used as an alternative to hand damp mopping to remove dust, dirt and debris by use of a high speed rotary machine and solution tank.</p> <p>When clean the floor should be in a uniform condition without dirt, dust, marks, film or streaks.</p>
<p>Equipment/Supplies:</p>	<p>High speed rotary machine, solution tank fitted to machine, bonnet mop, appropriate cleaning solution, spray bottle, floor cloth, general waste bag, dust pan and brush and safety signs.</p>
<p>Procedures:</p>	<p>Erect safety signs at entrance to work area.</p> <p>Prepare area by moving aside light furniture and moveable equipment. Remove debris by hand or with dust pan and brush and place in waste bag.</p> <p>Check lead and plug on machine. Attach bonnet mop to base of machine. Prepare sufficient cleaning solution as directed by manufacturers instructions and fill solution tank. Clean the floor by releasing enough solution to keep the floor damp. The bonnet mop should be reversed or changed when it becomes loaded with dirt to avoid transferring the dirt back onto the floor. Continue until all of the floor has been covered.</p> <p>Wipe all splashes from skirting boards and doors with a floor cloth and remove stubborn marks with the abrasive pad.</p> <p>Replace in position all light furniture and moveable equipment. Once mopped area is dry, remove safety sign.</p>
<p>Care of equipment:</p>	<p>High speed rotary machine – remove mop, damp wipe machine body, base plate, wheels and cable with a damp floor cloth.</p> <p>Spray bottle – empty any residue, wash out bottle, leave to dry.</p>

	<p>Floor cloth should be washed thoroughly, rinsed and left to dry.</p> <p>Damp wipe/wash dust pan.</p> <p>Remove any particles of debris from the hand brush.</p> <p>Remove general waste bag to designated disposal point.</p> <p>Return equipment to store room and stow away correctly.</p>
<p>Additional information:</p>	<p>Health and Safety rules to be observed at all times.</p> <p>Always check the cable and plug on machine before use.</p>

SAMPLE

2(C) Wet Scrub

<p>Purpose:</p>	<p>A damp cleaning method for hard floors to be used as an alternative to hand or bonnet mopping to remove dust, dirt and debris by use of a high speed rotary machine and solution tank.</p> <p>When clean the floor should be in a uniform condition without dirt, dust, marks, film or streaks.</p>
<p>Equipment/Supplies:</p>	<p>High speed rotary machine, solution tank fitted to machine, scrubbing brush or pad, wet suction machine, appropriate cleaning solution, mop and bucket, spray bottle, floor cloth, general waste bag, dust pan and brush and safety signs.</p>
<p>Procedures:</p>	<p>Erect safety signs at entrance to work area.</p> <p>Prepare area by moving aside light furniture and moveable equipment. Remove debris by hand or with dust pan and brush and place in waste bag.</p> <p>Check lead and plug on machine. Attach brush or pad to base of machine. Prepare sufficient cleaning solution as directed by manufacturers instructions and fill solution tank. Scrub the floor by releasing enough solution to keep the floor wet. The pad should be reversed or changed when it becomes loaded with dirt to avoid transferring the dirt back onto the floor. Continue until all of the floor has been covered.</p> <p>Pick up slurry periodically with wet suction machine. Rinse floor with clean water. Pick up again with wet suction machine. Damp mop the floor until floor is neutral. Leave to dry.</p> <p>Always work away from the main socket. This will prevent the machine running into the cable.</p> <p>Wipe all splashes from skirting boards and doors with a floor cloth and remove</p>

	<p>stubborn marks with the abrasive pad.</p> <p>Replace in position all light furniture and moveable equipment. Once mopped area is dry, remove safety sign.</p>
Care of equipment:	<p>High speed rotary machine – remove brush or pad, damp wipe machine body, base plate, wheels and cable with a damp floor cloth.</p> <p>Buckets should be washed thoroughly, wiped dry and stored upside down.</p> <p>Mop head should be washed thoroughly in neutral detergent, rinsed and squeezed out until almost dry and left standing upright (head facing upwards).</p> <p>Abrasive pad or brush should be washed thoroughly, rinsed and left to dry.</p> <p>Spray bottle – empty any residue, wash out bottle, leave to dry.</p> <p>Floor cloth should be washed thoroughly, rinsed and left to dry.</p> <p>Damp wipe/wash dust pan.</p> <p>Remove general waste bag to designated disposal point.</p> <p>Never leave a mop standing in a bucket.</p> <p>Never leave a bucket containing water between shifts.</p> <p>Return equipment to store room and stow away correctly.</p>
Additional information:	<p>Health and Safety rules to be observed at all times.</p> <p>Always check the cable and plug on machine before use.</p>

3 Spray Burnishing

<p>Purpose:</p>	<p>To maintain a clean and hygienic environment. Machine spray cleaning is a low moisture method of cleaning which uses a high speed rotary machine to buff floor surfaces and remove ingrained dirt and scuffs.</p> <p>When clean the floor should be in a uniform condition without dirt, dust, marks, film or streaks.</p>
<p>Equipment/Supplies:</p>	<p>High speed rotary machine with vacuum attachment, spray bottle ensuring fine spray of solution, spray cleaning floor pad, hand abrasive pad, chewing gum remover, general waste bag, bucket of hot water, floor cloth, dust pan and brush and safety signs.</p>
<p>Procedures:</p>	<p>Erect safety signs at entrance to work area.</p> <p>Prepare area by moving aside light furniture and moveable equipment. Remove debris by hand or with dust pan and brush and place in waste bag.</p> <p>Remove any chewing gum from the floor.</p> <p>Check lead and plug on machine. Attach brush or pad to base of machine. Prepare sufficient cleaning solution in spray bottle as directed by manufacturers instructions. Spray a fine mist onto an area approximately 6' X 6' at a time. Using the rotary machine buff the area until it is dry. The pad should be reversed or changed when it becomes loaded with dirt to avoid transferring the dirt back onto the floor. Continue until all of the floor has been covered.</p> <p>Always work away from the main socket. This will prevent the machine running into the cable.</p> <p>Remove stubborn marks with the abrasive pad.</p>

	<p>Replace in position all light furniture and moveable equipment. Once mopped area is dry, remove safety sign.</p>
Care of equipment:	<p>High speed rotary machine – remove pad, damp wipe machine body, base plate, wheels and cable with a damp floor cloth.</p> <p>Spray bottle – empty any residue, wash out bottle, leave to dry.</p> <p>Floor cloth should be washed thoroughly, rinsed and left to dry.</p> <p>Damp wipe/wash dust pan.</p> <p>Remove any particles of debris from the hand brush.</p> <p>Remove general waste bag to designated disposal point.</p> <p>Empty bucket, wash thoroughly, store upside down.</p> <p>Return equipment to store room and stow away correctly.</p>
Additional information:	<p>Health and Safety rules to be observed at all times.</p> <p>Always check the cable and plug on machine before use.</p> <p>In the interests of hygiene and the prevention of bacterial growth and infection, mopping equipment used for toilets, showers and changing rooms should not be used elsewhere.</p> <p>Water should be disposed of in a sluice or toilet all of which shall be cleaned after use.</p> <p>Equipment shall be colour coded to allow identification.</p>

DRY SUCTION CLEAN- SOFT FLOORS Ref. No. 4

4(A) Vacuum Cleaning

<p>Purpose:</p>	<p>Vacuum cleaning is a dry method of cleaning which, when applied to carpeted surfaces removes particles of dirt and dust without dispersing them into the air. To maintain a clean and hygienic environment.</p>
<p>Equipment/Supplies:</p>	<p>Vacuum cleaner and attachment tools, dust pan and brush, general waste bag and Safety Signs.</p>
<p>Procedures:</p>	<p>Erect Safety Signs at entrance to work area.</p> <p>Prepare area by moving aside light furniture and moveable equipment.</p> <p>Check lead and plug on machine.</p> <p>Remove any litter or debris and place in a waste bag.</p> <p>Draw the vacuum cleaner over the surface giving particular attention to edges, corners and behind doors.</p> <p>If there are particles which can not be dislodged by the vacuum cleaner use the dust pan and brush to remove them. Continue this operation, working in straight lines until all areas are covered.</p> <p>Attention should be given to all accessible areas beneath furniture and equipment.</p> <p>Replace in position all light furniture and moveable equipment.</p> <p>Once task has been completed remove Safety Signs.</p>
<p>Care of equipment:</p>	<p>The vacuum cleaner should not be allowed to become over clogged with dirt. Clean the body and wheels with a damp cloth and when necessary empty the vacuum cleaner bag and replace.</p> <p>Remove filters, where applicable, and replace in accordance with the</p>

	<p>manufacturers instructions.</p> <p>Damp wipe/wash dust pan.</p> <p>Remove any particles of debris from the hand brush.</p> <p>Remove general waste bag to designated disposal point.</p> <p>Return equipment to store room and stow away correctly.</p>
Additional information:	<p>Health and Safety rules to be observed at all times.</p> <p>Always check plugs and cables on electrical equipment before commencing and on completion of work.</p>

SAMPLE

REGULAR MAINTENANCE Ref. No. 4

4(B) Vacuum Clean Barrier Mats

Purpose:	<p>Barrier mats are designed to trap the maximum quantities of dust and dirt particles and moisture.</p> <p>The regular maintenance of barrier mats by vacuum cleaning removes the majority of day to day dirt, enabling the mat to continue to attract dirt and to provide a clean and effective barrier to the entry of soil, dirt and water.</p>
Equipment/Supplies:	Vacuum cleaner and attachment tools, bucket of hot water and solution of neutral detergent, floor cloth, dust pan and brush, general waste bag and Safety Signs.
Procedures:	<p>Erect Safety Signs at entrance to work area.</p> <p>Prepare area by moving aside light furniture and moveable equipment.</p> <p>Remove mat from matwell.</p> <p>Remove any litter or debris by hand or by using dust pan and brush from the mat and place in waste bag.</p> <p>In dry conditions use the vacuum cleaner to clean the back of the mat and then replace back into the matwell. In damp conditions damp wipe the reverse of the mat with the floor cloth and rinse in hot water to ensure that all particles of dirt and any surplus moisture is absorbed.</p> <p>If there are particles which can not be dislodged by the vacuum cleaner use the dust pan and brush to remove them. Replace in position all light furniture and moveable equipment.</p> <p>Once task has been completed remove Safety Signs.</p>
Care of equipment:	The vacuum cleaner should not be allowed to become over clogged with dirt. Clean the

	<p>body and wheels with a damp cloth and when necessary empty the vacuum cleaner bag and replace.</p> <p>Remove filters where applicable and replace as specified in the manufacturers instructions.</p> <p>Damp wipe/wash dust pan.</p> <p>Remove any particles of debris from the hand brush.</p> <p>Remove general waste bag to designated disposal point.</p> <p>Return equipment to store room and stow away correctly.</p>
Additional information:	<p>Health and Safety rules to be observed at all times.</p> <p>Always check plugs and cables on electrical equipment before commencing and on completion of work.</p>

REGULAR MAINTENANCE Ref. No. 4

4(C) Clean Matwells/Entrance Mats

Purpose:	The cleaning of matwells is designed to remove particles of dust, dirt or water which has been trapped beneath the barrier mat. The regular cleaning of the matwell is essential to prevent dust being airborne when the barrier matting is used to provide a clean and effective barrier to the entry of soil, dirt and water.
Equipment/Supplies:	Vacuum cleaner (preferably tub type) and attachment tools, bucket of hot water and solution of neutral detergent, floor cloth, dust pan and brush, general waste bag and Safety Signs.
Procedures:	<p>Erect Safety Signs at entrance to work area.</p> <p>Prepare area by moving aside light furniture and moveable equipment.</p> <p>Remove mat from matwell.</p> <p>Use the dust pan and brush to ensure that all traces of dirt and dust are removed from the corners of the matwell.</p> <p>In dry conditions use the vacuum cleaner to remove dust and dirt from the mat. If there are particles which can not be dislodged by the vacuum cleaner use the dust pan and brush to remove them.</p> <p>In damp conditions damp wipe the reverse of the mat with the floor cloth and rinse in hot water to ensure that all particles of dirt and any surplus moisture is absorbed.</p> <p>Using the vacuum cleaner and dust pan and brush, remove any dirt and dust particles from the floor area outside the matwell.</p> <p>Replace in position all light furniture and moveable equipment.</p> <p>Once task has been completed remove</p>

	<p>Safety Signs.</p>
Care of equipment:	<p>The vacuum cleaner should not be allowed to become over clogged with dirt. Clean the body and wheels with a damp cloth and when necessary empty the vacuum cleaner bag and replace.</p> <p>Remove filters where applicable and replace as specified in the manufacturers instructions.</p> <p>Damp wipe/wash dust pan.</p> <p>Remove any particles of debris from the hand brush.</p> <p>Empty and wash the bucket and leave in an upturned position.</p> <p>Wash floor cloth thoroughly in a neutral detergent solution, rinse and leave to dry.</p> <p>Remove general waste bag to designated disposal point.</p> <p>Return equipment to store room and stow away correctly.</p>
Additional information:	<p>Health and Safety rules to be observed at all times.</p> <p>Always check plugs and cables on electrical equipment before commencing and on completion of work.</p>

DAMP CLEAN Ref. No. 5

5(A) Furniture, Fixtures & Fittings

Purpose:	Damp dusting is a method of cleaning to remove particles of dust and marks from surface areas without dust being dispersed into the air.
Equipment/Supplies:	Bucket of hot water and solution of neutral detergent, dish/floor cloth, abrasive pad, rubber gloves and sanitising solution (for toilet and kitchen areas).
Procedures:	<p>Put on rubber gloves.</p> <p>Prepare solution of hot water and neutral detergent in accordance with manufacturers instructions. Dip the cloth into the solution and wring out until almost dry.</p> <p>Damp wipe surface(s).</p> <p>When the solution is cool, dirty or has lost its quality it should be emptied down a sluice or drain and replenished.</p>
Care of equipment:	<p>Bucket – empty in sluice drain, damp wipe and place in an upturned position.</p> <p>Wash cloth and gloves thoroughly in neutral detergent, rinse and leave to dry.</p> <p>Return equipment to store room and store away correctly.</p> <p>Water should not be left in bucket between cleaning operations.</p>
Additional information:	<p>Health and Safety rules to be observed at all times.</p> <p>Use steps for inaccessible areas.</p> <p>Germicidal agent to be used in toilets, showers, bathrooms and changing rooms.</p> <p>Use colour coded cloths to prevent cross-contamination.</p>

DAMP CLEAN Ref. No. 6

5(B) Low Level Surfaces

Purpose:	Damp dusting is a method of cleaning to remove particles of dust and marks from surface areas without dust being dispersed into the air.
Equipment/Supplies:	Bucket of hot water and solution of neutral detergent, dish/floor cloth, abrasive pad, rubber gloves and sanitising solution (for toilet and kitchen areas), radiator brush.
Procedures:	<p>Put on rubber gloves.</p> <p>Prepare solution of hot water and neutral detergent in accordance with manufacturers instructions. Dip the cloth into the solution and wring out until almost dry.</p> <p>Damp wipe surface(s).</p> <p>When the solution is cool, dirty or has lost its quality it should be emptied down a sluice or drain and replenished.</p>
Care of equipment:	<p>Bucket – empty in sluice drain, damp wipe and place in an upturned position.</p> <p>Wash cloth and gloves thoroughly in neutral detergent, rinse and leave to dry.</p> <p>Return equipment to store room and store away correctly.</p> <p>Water should not be left in bucket between cleaning operations.</p> <p>Low level surfaces – all wall surfaces below 3 metres including radiators, pipes, skirting boards, fire extinguishers, window sills and ledges etc.</p>
Additional information:	<p>Health and Safety rules to be observed at all times.</p> <p>Germicidal agent to be used in toilets, showers, bathrooms and changing rooms.</p> <p>Use colour coded cloths to prevent cross-contamination.</p>

DAMP CLEAN Ref. No. 7

5(C) High Level surfaces

Purpose:	Damp dusting is a method of cleaning to remove particles of dust and marks from surface areas without dust being dispersed into the air.
Equipment/Supplies:	Telescopic mop with head, dust pan and brush.
Procedures:	Damp dusting should be carried out as a final operation to make sure that any airborne dust which has been dispersed has settled and can be effectively removed by this operation. Use dust pan and brush to remove any dust/debris from floor surfaces arising from high dusting.
Care of equipment:	<p>Wash mop head in neutral detergent solution, rinse and wring out as dry as possible.</p> <p>Return equipment to store room and store away correctly.</p> <p>Water should not be left in bucket between cleaning operations.</p>
Additional information:	<p>Health and Safety rules to be observed at all times.</p> <p>Use steps for inaccessible areas.</p> <p>Germicidal agent to be used in toilets, showers, bathrooms and changing rooms.</p> <p>Use colour coded mop heads to prevent cross-contamination.</p>

EMPTYING Ref. No. 6

8 Waste Bins

Purpose:	To maintain clean and hygienic surroundings.
Equipment/Supplies:	General waste bag.
Procedures:	<p>Before emptying the bin into the general waste bag check to ensure that the bin does not contain cartons, containers or bottles where the liquid has spilled into the waste bin, therefore avoiding any unnecessary spillages onto the floor.</p> <p>Empty the bin into the general waste bag ensuring all refuse is removed and place the waste bin in its usual position.</p> <p>Secure waste bag and move to collection point or refuse area.</p>
Care of equipment:	Return any unused waste bags to store room and store away correctly.
Additional information:	Health and Safety rules to be observed at all times.

SANITISE Ref. No. 7

9 Waste Bins

Purpose:	To maintain clean and hygienic surroundings.
Equipment/Supplies:	General waste bag, bucket and hot water, appropriate solution of germicidal cleaning agent and floor cloth.
Procedures:	<p>Before emptying the bin into the general waste bag check to ensure that the bin does not contain cartons, containers or bottles where the liquid has spilled into the waste bin, therefore avoiding any unnecessary spillages onto the floor.</p> <p>Empty the bin into the general waste bag ensuring all refuse is removed.</p> <p>Dip floor cloth into hot water solution (diluted to manufacturers recommendations), squeeze surplus solution from the cloth and wipe waste bin inside and out. Ensure that it is reasonably dry.</p> <p>Place the waste bin in its usual position.</p> <p>Secure waste bag and move to collection point or refuse area.</p>
Care of equipment:	<p>Wash floor cloth thoroughly in neutral detergent solution and leave to dry.</p> <p>Wash bucket thoroughly in neutral detergent solution, store upside down and leave to dry.</p> <p>Return any unused waste bags and equipment to store room and store away correctly.</p>
Additional information:	Health and Safety rules to be observed at all times.

WALLS Ref. No. 8

10 Spot Wet Cleaning

Purpose:	Spot wet cleaning is a method of cleaning to obtain surfaces areas which are clear of finger marks, dirt, dust, grit, smears and rubbish with surfaces having a uniform appearance up to a height of 3 metres from floor level.
Equipment/Supplies:	Bucket of hot water and solution of neutral detergent, dish/floor cloth, abrasive pad, rubber gloves and germicidal agent (for toilet areas).
Procedures:	<p>Prepare area by moving away any moveable fittings that may be placed against the walls.</p> <p>Put on rubber gloves.</p> <p>Prepare solution of hot water and neutral detergent in accordance with manufacturers instructions. Dip the cloth into the solution and wring out as much as necessary.</p> <p>Wipe surfaces to be cleaned commencing at the lowest level of the wall and working upwards with horizontal movements, making sure that each horizontal stroke covers part of the previously cleaned area.</p> <p>The cloth must be returned to the cleaning solution at regular intervals to ensure the efficiency of the cloth is maintained.</p> <p>When the solution is cool, dirty or has lost its quality it should be emptied down a sluice or drain and replenished.</p> <p>The abrasive pad should be used to remove any stubborn marks.</p> <p>Rinse all surfaces commencing at the highest level working downwards with horizontal movements.</p> <p>Germicidal agent to be used in toilets,</p>

	<p>showers, bathrooms and changing rooms.</p> <p>Clean any excess water, stains, marks etc. from floors and from off skirting boards which may have arisen from floor cleaning.</p>
<p>Care of equipment:</p>	<p>Bucket – empty in sluice or drain, damp wipe and place in an upturned position. Solution or water should not be left in buckets between cleaning operations.</p> <p>Wash cloth, abrasive pad and gloves thoroughly in neutral detergent, rinse and leave to dry.</p> <p>Return equipment to store room and store away correctly.</p>
<p>Additional information:</p>	<p>Health and Safety rules to be observed at all times.</p> <p>Prepared walls and panels should be maintained using damp duster or static cloth to remove loose soiling/dust to achieve a smear-free surface. Wood panels should be given an application of polish using a soft cotton cloth and surface buffed to produce a deep even sheen.</p> <p>Use colour coded equipment to prevent cross contamination.</p>

SANITARY WARE & WATER FITTINGS Ref. No. 9(A)

11 Toilets; WC Bowls; Urinals; Wash Hand Basins; Sinks;

Purpose:	Minimise bacterial activity thereby maintaining a high standard of hygiene and appearance in the sanitary area(s).
Equipment/Supplies:	Toilet brush, bucket of hot water appropriate germicidal agent, cleaning cloths (correctly colour coded), abrasive pad, general waste bag, rubber gloves and safety signs.
Procedures:	<p>Erect safety signs.</p> <p>Prepare area by moving away any moveable fittings that may be placed against the walls.</p> <p>Put on rubber gloves.</p> <p>Flush toilet or turn off the urinal flush.</p> <p>Lower level of water in the toilet bowl by pumping out using toilet brush.</p> <p>Apply germicidal agent into bowl and under rim and on the face of the urinal wall and channel – leave for a few minutes to activate.</p> <p>Empty any waste bins into general waste bag.</p> <p>Damp wipe all surfaces, window sills, all dispensers, door/door handles, partitions and tiled areas.</p> <p>Clean hand basins thoroughly.</p> <p>Clean thoroughly all exterior surfaces and handles, the outside of the toilet bowl, both sides of the toilet seat and lid, hinges, pipes – use the abrasive pad for stubborn marks.</p> <p>Brush toilet bowl and urinal thoroughly – pay particular attention to the water line area within toilet bowl, under the rim, the</p>

	<p>channel of the urinal and gullies.</p> <p>Flush toilet, holding the brush under the water flow and turn on the urinal flush – shake off excess water and replace brush in holder. Rinse and dry off seat on both sides and the outside of bowl and/or urinal.</p> <p>Replenish toilet consumables.</p> <p>Damp mop floor surfaces.</p> <p>Remove general waste bag to refuse disposal point.</p> <p>Once the cleaning operation has been completed and floor surface is dry, remove safety signs.</p> <p>Note: Never use two cleaning agents in a toilet bowl or urinal at the same time as a reaction may occur emitting fumes which could be harmful.</p> <p>Never leave cleaning agents in toilet areas.</p>
<p>Care of equipment:</p>	<p>Bucket – empty in sluice or drain, damp wipe and place in an upturned position. Solution or water should not be left in buckets between cleaning operations.</p> <p>Wash cloth, abrasive pad and gloves thoroughly in neutral detergent, rinse and leave to dry.</p> <p>Return equipment to store room and store away correctly.</p>
<p>Additional information:</p>	<p>Health and Safety rules to be observed at all times.</p> <p>Use colour coded equipment to prevent cross contamination.</p>

SANITARY WARES Ref. No. 9(B)

12 (A) Showers/Shower Head, Cubicles and Base

Purpose:	To reduce bacterial activity, thereby maintaining a high standard of hygiene and appearance in these areas.
Equipment/Supplies:	Bucket of hot water and neutral detergent, appropriate bacterial agent colour coded cleaning cloths, abrasive pad, deck scrub, sink brush, rubber gloves and safety signs.
Procedures:	<p>Erect safety signs.</p> <p>Prepare area by moving away any moveable fittings that may be placed against the walls.</p> <p>Put on rubber gloves.</p> <p>Remove soap and other items from the shower.</p> <p>Clean thoroughly taps, chains, fittings, plug/plug hole, walls, shower head and pipework.</p> <p>Wash tile or wall surround to shower. Remove any stubborn marks to all surfaces using abrasive pad.</p> <p>Rinse all the above fixtures and fittings with clean water and damp wipe dry with a solution of bactericidal agent.</p> <p>Clean the shower base with a solution of bactericidal agent and the deck scrub – ensuring that crevices and corners are thoroughly cleaned.</p> <p>If shower curtains are fitted they need to be cleaned regularly with a solution of hot water and bactericidal agent. Wipe clean shower curtain rail. Damp mop floor</p>

	<p>surfaces.</p> <p>When cleaning operation has been completed remove safety signs.</p>
Care of equipment:	<p>Bucket – empty in sluice or drain, damp wipe and place in an upturned position. Solution or water should not be left in buckets between cleaning operations.</p> <p>Wash cloth, abrasive pad and gloves thoroughly in neutral detergent, rinse and leave to dry.</p> <p>Return equipment to store room and store away correctly.</p>
Additional information:	<p>Health and Safety rules to be observed at all times.</p> <p>Use colour coded equipment to prevent cross contamination.</p>

SANITARY WARES Ref. No. 9(C)

12 (C) Clean Sinks/Wash Hand Basins

Purpose:	To reduce bacterial activity, thereby maintaining a high standard of hygiene and appearance in these areas.
Equipment/Supplies:	Bucket of hot water and neutral detergent, appropriate bacterial agent colour coded cleaning cloths, abrasive pad, deck scrub, sink brush, rubber gloves and safety signs.
Procedures:	<p>Erect safety signs.</p> <p>Put on rubber gloves.</p> <p>Remove soap and other items from the sink.</p> <p>Apply germicidal cleaning agent to the inside of sink/bowl and leave to activate.</p> <p>Wet the cleaning cloth in cleaning solution and squeeze to a damp condition. Damp clean the exterior of the wash hand basin including pedestal, pipes, sink surround and taps. Pay particular attention to the underside of the sink/basin. Any stubborn marks should be removed using the abrasive pad.</p> <p>Rinse the cleaning cloth in hot water squeezing out any excess and dry wipe the area(s) as above.</p> <p>Using the abrasive pad clean thoroughly taps, chains, fittings, plug/plug hole, overflow outlet (if present).</p> <p>Rinse the cleaning cloth in hot water squeezing out any excess and thoroughly clean the inside of the sink. Rinse thoroughly, paying particular attention to the overflow outlet. Ensure that the sink is left free from deposits.</p> <p>Buff the sink and taps to a shine using a soft, dry cloth.</p>

	<p>Damp mop floor area.</p> <p>When cleaning operation has been completed remove safety signs.</p>
Care of equipment:	<p>Bucket – empty in sluice or drain, damp wipe and place in an upturned position. Solution or water should not be left in buckets between cleaning operations.</p> <p>Wash cloth, abrasive pad, sink brush and gloves thoroughly in neutral detergent, rinse and leave to dry.</p> <p>Return equipment to store room and store away correctly.</p>
Additional information:	<p>Health and Safety rules to be observed at all times.</p> <p>Use colour coded equipment to prevent cross contamination.</p>

Ref. No. 9(D)

12 (D) Replenishment of Consumables

Purpose:	Replenishment of consumables is carried out to maintain sufficient stocks of paper towels, toilet rolls, soaps and other items. The checking or top-up level for each item should be carried out on a daily basis or more frequently, as required.
Equipment/Supplies:	Soap (tablet or liquid), toilet rolls, paper towels, self seal bags, sanitary towels and general waste bag.
Procedures:	<p>Collect appropriate stock from the store before proceeding to the areas where supplies need to be replenished.</p> <p>Tablet soap – replace soap or leave additional bar if remainder is insufficient to last until next scheduled replacement. Discard any tablets of soap which are soggy, slimy or blackened, or too small that they can not be easily used. Place them in the general waste bag.</p> <p>Liquid soap – If the soap level is low, unlock the container and top up supply.</p> <p>Toilet rolls – Remove empty rolls/spools from dispenser and replace with a new roll. If the existing roll is unlikely to last replace with a new roll.</p> <p>Paper towels - If the level is low, unlock the container and top up supply.</p>
Care of equipment:	<p>Remove general waste bag to refuse disposal point.</p> <p>Return unused supplies to store room and store away correctly.</p>
Additional information:	Health and Safety rules to be observed at all times.