

Routine Cleaning

5-Step Standardized Cleaning Process



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1. High Dust



Clean in a clockwise pattern around the room from high to low.

2. Spot Clean/Remove Graffiti

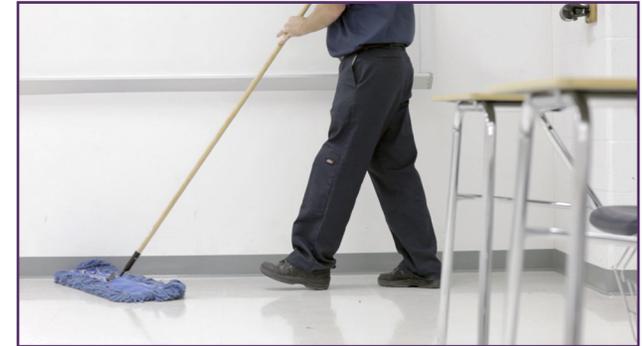


Spot clean all nonporous surfaces with a Buckeye All-Purpose Cleaner.

Clean glass, acrylic plastic and white dry-erase boards with a Buckeye Glass Cleaner.

Spray tough soils with a Buckeye Muscle Cleaner. Let it dwell 2-3 minutes. For stubborn stains, agitate the area and then wipe it clean with a paper towel.

3. Dust Mop or Sweep



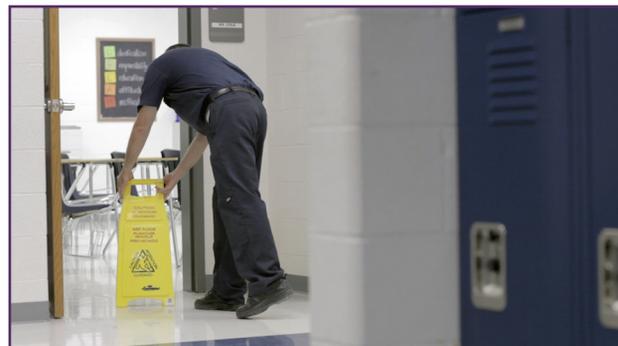
Scrape up items stuck to the floor with a putty knife, being careful not to gouge the floor.

4. Empty Trash



Do not push down on trash as there may be sharp objects in the trash bag.

5. Damp Mop



Post "Wet Floor" signs at the area entrance. Outline the area with a damp mop and fill in using a figure-8 technique.

Equipment Care

Clean and store equipment after completing Routine Cleaning procedures.

- Rinse mop heads and hang them to dry.
- Rinse buckets and wringers.
- Place dirty dust mop heads in a laundry bag.
- Treat new mop heads with a Buckeye Dust Mop Treatment.
- Wipe down all equipment including electrical cords.
- Check electrical cords for frayed or cracked wires or missing ground pins. Report any problems to your supervisor and do not use the equipment.
- If using an autoscrubber, empty the recovery tank, clean the squeegee blade, and inspect it for damage. Report any damaged or worn equipment to your supervisor.
- Refill or change out products when necessary, or inform your supervisor.