



SAFE CLEANING INSTRUCTIONS

Induction and Training Guide for Cleaning

This manual is the property of: _____

Emergency: Nearest Hospital: _____

Nearest Medical Facility: _____

First Aid Box Located: _____

First Aider: _____

Supervisor: _____ Contact: _____

Area Manager: _____ Contact: _____

GOLDEN BROWN CLEANING SERVICES
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GENERAL CLEANING TASKS

EMPTYING WASTE PAPER CONTAINERS AND CLEANING

ASHTRAYS

Operation must be carried out in a systematic manner

Starting at fixed point (eg. entrance to floor or room) and moving to the left, but working clockwise towards the right.

Contents of ashtrays are to be emptied into waste paper containers, taking great care to ensure there is no hot or smouldering ash or unextinguished cigarettes.

Ashtrays to be wiped clean with a damp cloth.

Contents of waste paper containers to be emptied into larger waste containers and removed to central waste collection point.

Liners should be used in waste paper containers. Liners to be removed and replaced as directed by Supervisor or as required.

Where liners are not used the inside of the waste paper container to be cleaned thoroughly and where necessary, washed.

Care to be taken to ensure no hot ashes or unextinguished cigarettes placed in waste paper containers.

Do not put hands inside waste containers or push waste down.

Remove broken glass and sharp objects from waste paper containers, wrap and place in more solid containers.

Cloth to be washed periodically.

OH&S

Check ashtrays for heat and fire before touching.

Do not put your hand into waste paper basket. Beware of needle stick injuries.

GENERAL CLEANING TASKS

DUSTING

Trainee to be shown all surfaces to be cleaned.

Vertical surfaces are to be cleaned first.

On vertical surfaces, dusting must be done from top to bottom, using smooth, even strokes.

The duster must not be flicked

A useful tip when using feather or woollen dusters is to wrap a dry cloth, or oil impregnated chux around them to trap the dust.

Dusting starts at the nearest point, eg. entrance to room and is carried out progressively to the furthestmost point.

When dusting horizontal surfaces start with the highest furniture tops and work down to the lowest furniture surfaces.

Entire area must be dusted. However, papers and computer should not be removed from desk tops, dust around them. Any items moved must be replaced as found.

Equipment to be checked before and after use and any damage or unsafe condition to be reported to Supervisor.

Do not stand on chairs, etc.

Equipment to be returned to storage space.

Dusters and dust cloths must be cleaned after use.

OH&S

Do not stand on chairs to dust. Either use ladders in a safe manner, or dust only those areas you can reach.

GENERAL CLEANING TASKS

SWEEPING

All large items of litter (cigarette packets, waste paper) to be picked up and placed in waste bin.

Correct broom to be selected for the particular surface.

Sweeping must be carried out in a straight line using overlapping strokes and pushing the broom away from you, not towards you.

Sweep under furniture. Light items of furniture can be moved and replaced after sweeping has been done. Hand brush and dustpan to be used for large items and for under desks - sweep the dirt into the dust pan.

When sweeping large areas collect the dirt in a dust pan several times and empty into waste bin.

Dry brooms must be used on dry surfaces.

Sweep one room at a time and do NOT take dirt from room to room.

Equipment to be checked before and after use and any damage or unsafe condition to be reported to Supervisor.

Do NOT leave broom lying on the floor.

Wipe dustpan and waste containers.

OH&S

Beware or correct lifting and sweeping techniques to protect your back. If in doubt, ask your Supervisor.

Put equipment away after use, remember to be considerate to others.

GENERAL CLEANING TASKS

DRY MOPPING

Do not mop on wet, damp or sticky floors.

Mop must NOT be lifted off floor once operations is commenced.

Mop should always be pushed in a FORWARD direction.

Equipment to be checked before and after use and any damage or unsafe condition to be reported to Supervisor.

Check that mop handle is smooth.

Do NOT leave mop lying on the floor.

Mop to be put away after use.

OH&S

Mops are easy to use if used correctly.

A mop is for sliding across the floor, not for lifting. Check with the Supervisor if in doubt.

GENERAL CLEANING TASKS

DAMP MOPPING

Floor surfaces to be cleaned to be shown to trainee.

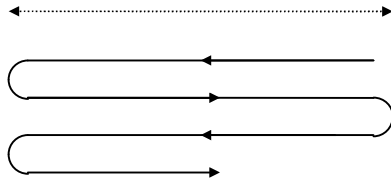
Danger/Warning Signs to be placed as required.

Detergent solution to be prepared, as per instructions, in one of the wringer buckets.

Clean water to be placed in second bucket.

Sections to be mopped in 2 metre wide sections as follows:

2 meters



Mop to be swirled around in bucket containing detergent solution.
Mop to be wrung as dry as possible, using a twisting & pulling motion.
Mop in accordance with diagram as above.
Mop to be dipped and wrung as required in accordance with instructions.
Use second mop as often as necessary to pick up all soil and detergent solution.
Solution should not be allowed to become too dirty. Change if required.
Equipment to be checked before and after use and any damage or unsafe condition to be reported to Supervisor
Do NOT leave mop lying on the floor.

GENERAL CLEANING TASKS

DAMP MOPPING (Continued)

Stand the mop upright in a corner when not in use.
Use as little water as possible.
Safety rules for handling chemicals must be observed.
Water/Solution must be emptied into approved drain as instructed.

OH&S

Make sure warning signs are used and are effective.
Do not walk over damp areas yourself.
Leave surfaces as dry as possible.

GENERAL CLEANING TASKS

WET MOPPING

Mop to be wrung out lightly when applying detergent solution.
Use damp mop techniques to rinse floors with clean water.
Soaps should not be used.
Check that mop handle is smooth.
Stand the mop upright in a corner when not in use.
Equipment to be checked before and after use and any damage or unsafe condition to be reported to Supervisor
Do NOT leave mop lying on the floor.
Solution must not be allowed to become too dirty.
Water/Solution must be emptied into approved drain as instructed.

OH&S

Detergents create slippery surfaces.
Use effective signage.
Keep off wet surfaces yourself.

GENERAL CLEANING TASKS

SPOT MOPPING

Spot cleaning of spillage's to be done as soon as possible after spillage has occurred. Most liquids will not stain if attended to before they dry.
Mop up the bulk of the spillage.
Germicides or detergent solution to be used in accordance with manufacturers instructions.
Mop or wipe with cleaning solution, taking care not to spread soil any further.
Always work from the outside of soil or spillage towards the centre.
Leave area as dry as possible.
Spots and marks on fabrics should NOT be cleaned by above method, but reported to Supervisor.
Equipment to be checked before and after use and any damage or unsafe condition to be reported to Supervisor.
Check that mop handle is smooth.
Do NOT leave mop lying on the floor, but stand upright in a corner when not in use.
Do NOT use abrasive cleaners.
Warning signs to be placed, if applicable.
Keep methylated spirits in sealed containers and use with caution.
Do NOT use naked flame near methylated spirits.
Use chemicals in accordance with manufacturers directions or as directed by your Supervisor.

OH&S

Leave equipment in a safe area and safe condition.
Use signage effectively.

GENERAL CLEANING TASKS

SPOT CLEANING

Spots and marks to be cleaned from doors, walls, glass during daily cleaning.
Detergent solution to be mixed in accordance with manufacturer's directions.
Wipe spots or marks with detergent solution, taking care not to spread spot or mark inwards.
Work from outside of spot or mark inwards.
Leave area which has been cleaned as dry as possible.
Spots and marks on fabrics or furnishings should be reported to Supervisor before treatment.
Equipment to be checked before and after use and any damage or unsafe condition to be reported to Supervisor.

Do NOT use abrasive cleaner.
Observe all safety rules relating to use and handling of chemicals.
Do NOT use naked flame near methylated spirits.
Use chemicals only in accordance with manufacturer's directions or as directed by your Supervisor.

OH&S

When mixing solvents, follow manufacturers instructions; use protective gloves etc, as per MSDS.

GENERAL CLEANING TASKS

TOILET CLEANING

Wash urinals with disinfectant, paying particular attention to base and edges.
Rinse urinals with clean water.
Wash all parts of toilets with disinfectant including stern, seat, lid inside and outside of bowl.
Brush well inside the toilet bowl using disinfectant solution, paying particular attention to under the rim and the bend below the water level.
Thoroughly rinse toilet brush in disinfectant solution.
Clean hand basins with disinfectant solution, removing any scum or soils around taps and fitting.
Remove any stains from basins.
Rinse basins with clean water and buff dry.
Clean mirrors with damp sponge and wipe dry.
Spot clean walls, doors, partitions as required.
Wipe window sills and remove all dust.
Wipe door handles, toilet flushing mechanisms and all plumbing or other fittings with disinfectant solution.
Replenish toilet paper, towels, etc.
Empty waster paper bin and sanitary towel disposal units.
Mop floor.
Wear rubber gloves
Wash mops in detergent solution after use.

GENERAL CLEANING TASKS

TOILET CLEANING (Continued)

Wash brushes, buckets and cloths in disinfectant solution
Wash mops in detergent solution after use.
Wash brushes, buckets and cloths in disinfectant solution.
Danger signs to be used where applicable.

OH&S

Beware of syringes; use rubber gloves. Do not pick up a syringe. Inform your Supervisor and follow the procedure in the OH&S Manual.

Use signs to indicate toilet cleaning in progress.

Leave the floor as dry as possible.

GENERAL CLEANING TASKS

STAIR CLEANING

Place "Danger Signs" if applicable.
Commence sweeping at top of stairs and work downwards.
Sweep from outside edge to wall and then down to next step.
Use hand brush to remove dust and soil form edges of stairs.
Wipe banister rails with damp sponge cloth.
If mopping is specified or required use a damp mop using as little water as possible.
Equipment to be checked before and after use and any damage or unsafe condition to be reported to supervisor.
Do NOT leave ANY equipment on the stairs.
Check that broom handle is smooth.
Do NOT leave broom lying on the floor.
Accidents on stairs are a major safety hazard. Take great care at all times.

OH&S

Follow these instructions carefully.

Use necessary signage.

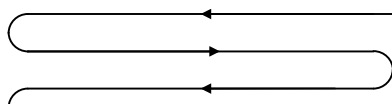
Keep equipment to a minimum.

Where possible, work in pairs.

GENERAL CLEANING TASKS

GLASS CLEANING

Place protective covers on floors in carpeted areas.
Use window scraper to remove paint spots.
Apply washing solution to cloth - do not apply too much - dampen cloth only.
Using a side to side motion, wipe total glass area to be cleaned.
Wipe glass with a clean, dry cloth making sure no streaks or marks are left.
Mop up any spillage's, when squeegee is used.
Wash glass from top to bottom.
Apply squeegee at 60 degree angle and wipe as illustrated:



Wipe edge of squeegee blade with clean cloth after each stroke.
Use cloth to clean and dry bottom ledge.
Mop up any spillage's.
Clean treated glass surfaces in accordance with instructions supplied by manufacturers or suppliers of treated glass
Check ladders before use.
Make sure ladder is resting on firm surface.

GENERAL CLEANING TASKS

GLASS CLEANING (Continued)

Make sure ladder is secure before mounting.
Do not climb onto window ledges or unsecured objects, such as chairs, boxes etc.
Safety equipment (harnesses, etc) must always be used for external window cleaning.

OH&S

External window cleaning is a specialist job. If you have not had the training, do not proceed. Inform your Supervisor.

If cleaning windows, make sure that ladders are used correctly and that all necessary safety harnesses, etc, are being used.

GENERAL CLEANING TASKS

CARE OF CLEANERS ROOM

All equipment, etc., to be removed from room.
Room to be dusted from top to bottom.
Room to be swept and vacuumed.
Floor to be wet mopped.
All shelves and fittings to be sponged with disinfectant solution.
Where sinks are installed, drains have to be washed with appropriate cleaning material and rinsed.
All equipment and other items to be returned to room. As each item is returned it must be checked for wear and tear, any damage or defect noted and reported to Supervisor, stock of chemicals and other items recorded and replacement ordered as required to maintain stock levels or replace worn or damaged items.
In storing equipment care should be taken to ensure driving heads and brushes are not still attached to machines and that mops and brooms are stored in an upright position.
All chemicals to be stored safely and correctly.
All toxic and hazardous chemicals to be stored in a safe and secure position. Poisons must be stored under Supervision.
All electrical power leads to be checked for fraying or exposed wires.
All switches and power points to be checked.
Safety Notices to be prominently displayed. (ABSA can supply appropriate safety notices).

OH&S

Check electrical equipment for wear or damage.

Store equipment and chemicals correctly or they will create a hazard.

Do not lift heavy objectives above your head.

CARPETED FLOORS

CARPET SPOTTING

Spots and spillage's should be attended to as soon as possible after they occur. The longer the delay the harder it will be to remove them.
Inspect carpet before vacuuming and spot clean if necessary.
Pick up large items by hand.
Use hand brush to pick up dry, loose soils.
Use scraper to remove thick or sticky soils and wipe up residue with a dry or moistened cloth.
For liquid spills blot up as much as possible with absorbent material and then wipe with nominated cloth.
Always use the simplest methods first. Most spills can be removed with water or a mixture of shampoo and water.
Always work in a circular motion, starting outside the stain and working inwards.
After removing spot or stain, sponge the area with clean water and blot as dry as possible with absorbent material.
Brush the carpet pile in the same direction as the rest of the carpet.
Cover the damp area with a piece of furniture.
When the origin of the stain or spillage is known, consult list of recommended materials to be used for the particular liquid or substance concerned.
Stubborn stains should be reported to the Supervisor.
Care should be taken when attempting to remove stains which require chemical treatment to avoid causing further damage or bleaching of carpet.

OH&S

Gloves must always be worn when using chemicals.

CARPETED FLOORS

VACUUM CLEANING - PROGRAMMED

Pick up large and sharp items of litter (eg. pins, paper clips).
Inspect areas to be vacuumed for spots and stains and treat in accordance with carpet spotting instructions.
Make sure machine is switched off before plugging into power point and power switch is off.
Make sure machine is fitted strictly in accordance with manufactures instructions.
Using wand, vacuum traffic areas and other areas where visible soil is present.
Switch machine off before disconnecting from the power point and power switch is off.
Machine to be checked before and after use and any damage reported to Supervisor.
Machine must always be fitted in accordance with manufactures instructions.
Turn vacuum cleaner off if there are any burning smells or unusual noises and report to Supervisor.
Empty bag after use, the more dust in the bag, the less effective the machine, the harder the job.

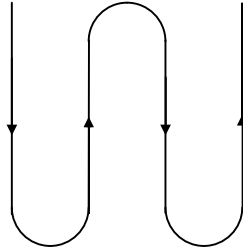
OH&S

Check electrical safety of equipment prior to use.
Power leads to be checked for fraying or exposed wires, any defect to be reported to Supervisor.
Power leads to be kept behind machine at all times to prevent machine from cutting or damaging lead.
Do NOT remove plug by jerking or tugging power lead.

CARPETED FLOORS

VACUUM CLEANING - FULL

Pick up large and sharp items of litter (eg. pins, paper clips)
Inspect carpets for spots and stains and treat in accordance with carpet spotting instructions.
Make sure machine is switched off before plugging into power point and power switch is off.
When using an upright vacuum cleaner brush dust from corners inwards before vacuuming.
Attach the appropriate attachment and commence vacuuming in the pattern indicated overlapping previous works.



Take care not to hit walls, furnishing and fittings.
Use small brush to get dust from hard to clean corners or under furniture.
Use soft brush attachment for curtains and upholstery.
Switch machine off before disconnecting from the power point and ensure power is off.
Do NOT remove plug by jerking or tugging power lead.
Power leads to be checked for fraying or exposed wires, any defect to be reported to Supervisor.
Power leads to be kept behind machine at all times to prevent machine from cutting or damaging lead.

CARPETED FLOORS

VACUUM CLEANING - FULL (Continued)

Empty bag after use, the more dust in the bag, the less effective the machine, the harder the job.

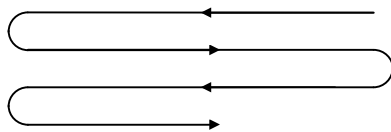
OH&S

Machine to be checked before and after use and any damage reported to Supervisor.
Turn vacuum cleaner off if there are burning smells or unusual noises and report to Supervisor.

HARD FLOORS

DUST MOPPING

Only clean, dry mops are to be used.
Dust mopping must NOT be carried out on wet, damp or sticky floors.
Mop to be placed firmly on the floor and pushed forward following the pattern as indicated. Mop must NOT be lifted from floor until mopping completed. Mop should NOT be pushed back and forwards like a broom, but used in one continuous movement.



When mopping is finished mop to be held over waste bin and dirt to be shaken or brushed off.
Equipment to be checked before and after use and any damage or unsafe condition to be reported to Supervisor.
Check that mop handle is smooth.
Do NOT leave mop lying on the floor. When not in use it should be placed in an upright position the mop head uppermost or stored in the Cleaners Room.
Fringes must always be tied on securely.

OH&S

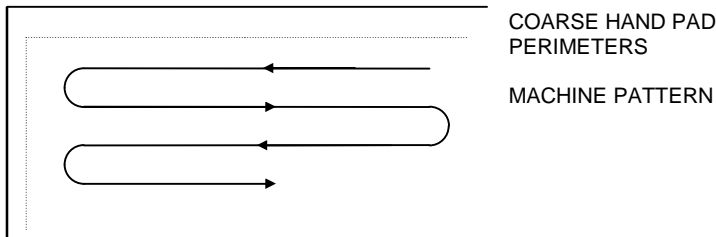
Take note of any back stretching that may occur. This is unnecessary. Check the method of mopping with your Supervisor if you feel you are straining your back.

HARD FLOORS

STRIPPING SYNTHETIC POLISHES

It is preferable for stripping to be carried out on a dry day as this helps to ensure quicker drying.
Mix stripping solution in accordance with manufactures instructions (never exceed instructions as this may cause damage to floor).
Apply stripping solution evenly over an area of no more than 10 square metres using large mop. (Care to be taken, not to splash stripper on walls, furnishings or fittings).
Wait 5 minutes for solution to act.
Strip close to walls, edges, furnishings and fittings with coarse hand pad.
Mop up sludge with same mop as used for applying stripping solution, or use wet-dry vacuum cleaner.
Rinse the area twice with clean mop and water, changing water frequently as it becomes dirty.

Repeat above operations until entire area has been stripped.
Use machine, as indicated, to dry burnish area to give uniform appearance.



Dust mop before applying first sealer.

HARD FLOORS

STRIPPING SYNTHETIC POLISHES (Continued)

Equipment to be checked before and after use and any damage to be reported to Supervisor.

Check that mop handle is smooth.

Do NOT leave mop lying on the floor.

Stand the mop upright in a corner when not in use.

Danger signs to be used where applicable.

Do NOT use rubber soled shoes as these are slippery on wet surfaces.

Equipment to be checked before and after use and any damage reported to Supervisor. Special attention to be paid to power leads and machines.

Ensure room is well ventilated.

OH&S

Be aware of dangers of slipping when working.

Always use signage.

Power leads to be checked for fraying or exposed wires, and any defect to be reported to Supervisor.

Power leads to be kept behind machine at all times to prevent machine from cutting or damaging lead.

Watch your back for straining. If you feel your back straining, tell your Supervisor.

HARD FLOORS

APPLYING SYNTHETIC POLISHES

Danger signs to be posted (if applicable).

All furnishings and fittings to be removed.

All doors and windows to be opened.

Check to make sure floor has been properly stripped and burnished.

Do NOT apply polish to a dirty floor.

Remove all surface dust with dust mop.

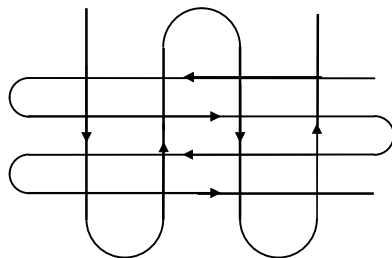
Use sealer polish in accordance with manufacturers.

A thin, even, layer of polish to be laid around the perimeter of the area to be treated.

First coat of polish to be applied in parallel overlapping strokes as indicated, covering entire area. Thin even coats should be applied.

Allow polish to dry. Use fans to assist drying process if drying is taking too long a time.

Second coat of polish to be laid at right angles to first coat as indicated:



When completely dry, buff with a fine pad or soft brush. Do NOT buff floors which are not completely dry.

HARD FLOORS

APPLYING SYNTHETIC POLISHES (Continued)

Dust mop the area.

Repeat buffing and dry mopping until desired finish has been achieved.

OH&S

Equipment to be checked before and after use and any damage or unsafe condition to be reported to Supervisor.

Ensure room is well ventilated.

Do NOT smoke or allow naked flame or sparks.

Power leads to be checked for fraying or exposed wires, any defect to be reported to Supervisor.

Power leads to be kept behind machine at all times to prevent machine from cutting or damaging lead.

HARD FLOORS

STRIPPING SOLVENT WAX

It is preferable for stripping to be carried out on a dry day as this helps to ensure quicker drying.

Stripper solution to be made up in wringer bucket in accordance with manufacturers instructions (never to exceed instructions as this may cause damage to floor).

Stripping solution to be applied sparingly over an area of no more than 10 square metres using large mop. Take care not to splash stripper on walls, furnishings or fittings.

Wait 5 minutes for solution to act.

Polishing machine to be passed slowly over area to which solution has been applied. Be advised against over-machining as this can damage original seal on wooden floors.

Check pad or brush, change to a clean one as and when necessary.

Continue operation until area to be stripped has the desired appearance.

Strip edges and corners manually using coarse hand pad.

Remove stripping solution using mop or wet-dry vacuum cleaner.

Rinse twice with clean mop and water. Change water frequently as it becomes dirty.

Equipment to be checked before and after use and any damage or unsafe condition to be reported to Supervisor.

Check that mop handle is smooth.

Do NOT leave mop lying on the floor.

Stand the mop upright in a corner when not in use.

Danger signs to be used where applicable.

HARD FLOORS

STRIPPING SOLVENT WAX (Continued)

OH&S

Power leads to be checked for fraying or exposed wires, any defect to be reported to Supervisor.

Power leads to be kept behind machine at all times to prevent machine from cutting or damaging lead.

Ensure room is well ventilated.

Be aware of back care techniques.

HARD FLOORS

APPLYING SOLVENT WAX

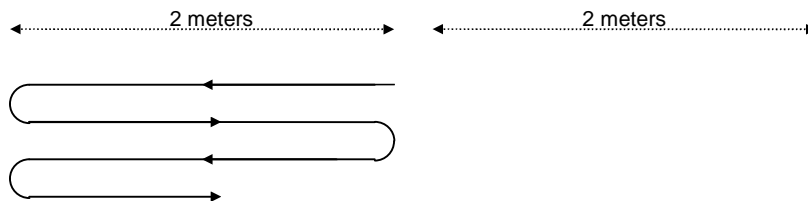
Danger signs to be posted (if applicable).

All furnishings and fittings to be removed.

All doors and windows to be opened.

A thin, even, layer of wax to be laid around the perimeter of the area to be treated.

First coat of wax to be applied in parallel overlapping strokes in sections 2 metres wide, as indicated:



Allow wax to dry. Use fans to assist drying process if drying is taking too long a time.

Second coat of wax to be applied at right angles to first coat as directed:

HARD FLOORS

APPLYING SOLVENT WAX (Continued)

When completely dry, buff thoroughly to ensure slip-free surface. Do NOT buff until completely dry.

Equipment to be checked before and after use and any damage or unsafe condition to be reported to Supervisor.

Ensure room is well ventilated.

Do NOT smoke or allow naked flame or sparks.

Do NOT attempt to heat wax.

Power leads to be checked for fraying or exposed wires, any defect to be reported to Supervisor.

Power leads to be kept behind machine at all times to prevent machine from cutting or damaging lead.

Equipment to be checked before and after use and any damage reported to Supervisor.

OH&S

Be aware of back care techniques.

Make sure signage is in place.

HARD FLOORS

SPRAY BUFFING

Floor to be inspected, and spillage's to be spot mopped, chewing gum or other hard solid matter to be removed with scraper.

Brush of buffing pad to be fixed to machine.

Buffing of floor surface to be commenced. A fine mist of spray buff solution should be sprayed keeping the machine operating at an even speed to avoid burning floors, on soiled areas. Do NOT use too much solution as this produces dull surfaces and places strain on the machine.

Soils which cannot be removed by the above operation, should be treated with coarse pad and area then re-sprayed and buffed.

Do NOT machine or spray close to edge of room.

Change soiled brushes or pads as required to avoid dirtying floor surfaces.

Dust mop after buffing.

Equipment to be checked before and after use and any damage or unsafe condition to be reported to Supervisor.

OH&S

Ensure room is well ventilated.

Do NOT smoke or allow naked flame or sparks.

Danger signs indicating "Slippery Floors" to be used when applicable.

Power leads to be checked for fraying or exposed wires, any defect to be reported to Supervisor.

Power leads to be kept behind machine at all times to prevent machine from cutting or damaging lead.

HARD FLOORS

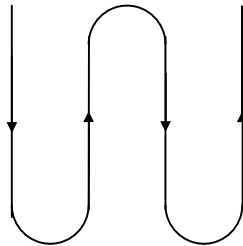
FLOOR SCRUBBING

Place Danger Signs if applicable.

When using Automatic-Scrubbing Machines, these are to be used in accordance with the manufacturers instructions.

When using Tank Model Scrubbing Machines, detergent is to be made up in accordance with manufacturers instructions.

Detergent is to be allowed on the floor only in sufficient quantities to generate an even foam. Scrub in the pattern indicated below:



When using normal scrubbing machine, without tank:-

Mix detergent in wringer bucket,

Apply liberally by mop to areas as above 10-15 sqm,

Scrub by machine in pattern indicated above.

Hand clean edges as required.

Rinse floor from a second wringer bucket, using a clean mop and clean water, do not use too much water.

Pick up solution by wet vacuuming or mop. When using mop change water frequently.

Mop as dry as possible.

HARD FLOORS

FLOOR SCRUBBING (Continued)

When hand scrubbing is to be carried out detergent should be liberally applied over an area of about 4-5 metres. Deck scrubber to be used to thoroughly scrub the wet area. Soiled detergent to be picked up with mop. Rinsing to be carried out with mop and clean water. Do not use too much water.

OH&S

Equipment to be checked before and after use and any damage or unsafe condition to be reported to Supervisor.

Mops should NOT be left on floor when not in use, they must be placed in an upright position with mop head uppermost or stored in Cleaners Room.

Extension leads must NOT be used in any circumstances.

Danger signs to be used where applicable.

Power leads to be checked for fraying or exposed wires, any defect to be reported to Supervisor.

Power leads to be kept behind machine at all times to prevent machine from cutting or damaging lead.

Solution must be kept away from power points and electrical switches.

MISCELLANEOUS

WALL WASHING

Place protective covers alongside wall.

Remove or cover furniture.

Wash wall upwards, one section at a time.

Wipe around electrical fittings.

Wipe over ledges, window sills and fittings.

Do NOT splash detergent on curtains, furnishings or floors. Mop up any spillage's.

Equipment to be checked and after use any damage or unsafe condition to be reported to Supervisor.

Exercise care when wiping around electrical fittings and ensure switch is off.

OH&S

Use only a safe and secured ladder in a proper manner.

Be careful when reaching or stretching that you do not strain/sprain yourself.

REMOVING GRAFFITI

Read carefully safety instructions prior to use.

Pour graffiti remover into spray bottle. Apply spray onto appropriate spot, pause, allow for chemical to work in, then wipe with a cloth.

Repeat procedure if required.

Rinse out cloth in clean water.

Cloth to be hung out to dry.

OH&S

Follow MSDS instructions for use and dilutions of solvents.

MISCELLANEOUS

CURTAIN CLEANING

Check condition of curtains before vacuuming.

Vacuum or Dust Mop top of pelmet. When using mops ensure the mop is clean and dry.

Vacuum or Dust Mop all the curtain from top to bottom. When vacuuming take special care with fine curtains to ensure they are not sucked into vacuum cleaner and damaged.

Refer require dry cleaning or laundering.

Check mop handle is smooth.

Mop to be left in an upright position when not in use.

OH&S

Equipment to be checked before and after use and any damage or unsafe condition reported to Supervisor.

MISCELLANEOUS

VENETIAN BLIND CLEANING (IN-SITU)

Vacuum or damp mop pelmet and upper ledges.

Vacuum or dust mop both sides of blind.

Open blind and wash 5 or 6 slats with damp sponge, using detergent solution to dampen sponge.

Wash behind tapes.

Rinse slats with damp sponge using clean water.

NOTE: Different sponge to be used for drying blinds.

Dry slats with clean dry sponge.

NOTE: Different sponge to be used for drying blinds.

Repeat above operations until all slats have been cleared.

OH&S

Use detergent solution in accordance with manufactures instructions or as directed by Supervisor.

Use only a safe and secure ladder in the proper manner.

MISCELLANEOUS

VENETIAN BLIND CLEANING

Take down the venetian blind.

Place blind across the rack

Spray blind with detergent solution.

Leave for a few minutes.

Do NOT allow blind to dry.

Brush off hard to remove dirt or soil.

Hose off detergent solution with clean water.

Dry each slat with clean dry cloth.

Wipe behind tapes.

Replace blinds correctly

Blinds to be removed and replaced by two persons

Use detergent solution in accordance with manufactures.

OH&S

Make sure ladder is on firm foundation, correctly positioned and well secured and in safe condition.

Do not create excessive reaching.

MISCELLANEOUS

SHOWER ROOMS

Wash showers with cleaning solution.

Rinse cubicles with clean water.

Clean hand basins with disinfectant solution, removing any scum and soils around taps and fittings.

Remove any stains from basin.

Rinse with clean water and buff dry.

Clean mirrors with damp sponge and wipe dry.

Spot clean walls, doors as required.

Wipe sills and ledges and remove all dust.

Mop floor.

Check that mop handle is smooth.

Do NOT leave mop lying on the floor, but stand upright in corner when not in use.

Wear Rubber Gloves.

Leave floor dry.

Wash mops in detergent solution after use.

Wash brushes, buckets and cloths in disinfectant solution.

Danger signs to be used where applicable.

OH&S

Be aware of the likelihood of syringes.

Keep area as dry as possible during cleaning as slipping may occur.

MISCELLANEOUS

KITCHEN / TEA ROOMS

Clean and wipe stainless steel and laminex surfaces.

Empty and clean bins, provide new liners as required.

Spot clean and dust cupboards.

Spot clean marks from walls and doors.

Sweep floors with soft brush and pick up rubbish with dust pan and brush.

Mop floor with detergent solution rinse with clean water.

Check that mop handle is smooth.

Do NOT leave mop lying on the floor, but stand upright in corner when not in use.

Leave floor dry.

Wash mops in detergent solution after use.

Wash brushes, buckets and cloths in disinfectant solution.

Danger signs to be used where applicable.

OH&S

Wear rubber gloves.

Be aware of sharp objects on benches, etc.

CARE OF CLEANING EQUIPMENT

GENERAL

Store all equipment in a dry condition.

All equipment to be returned to Cleaners Room and stored correctly in accordance with instructions.

All equipment must be wiped with damp cloth.

Equipment should be checked for wear and tear.
Machinery and equipment to be stored in accordance with supervisor's instructions.
Sponges should be rinsed with clean water.
Brushes, pads and mop head to be hung up to dry.
Clean spray bottles and rinse nozzle.
Tanks must be flushed clean and left open to dry.
Cleaners Room to be left clean and tidy at all times.

BROOMS

Brush broom head to remove dirt and dust
Broom must be stored upright, head up, not on bristles.
When dirty, brooms should be washed in germicidal solution.

CLOTHS/DUSTERS

Cloths should be washed periodically and hung out to dry.

CARE OF CLEANING EQUIPMENT

BUCKETS

Rinse bucket in clean water.
Buckets should be stored upside down in Cleaners Room.

MOPS

Remove any loose mop strands.
Mops should be rinsed and hung to dry.
Remove fringes and hand wash in warm germicidal solution. Rinse.
Do not machine wash or dry.
To be stored upright, head on top.

VACUUM CLEANER

Empty bag after use.
Wipe machine with damp cloth and then dry.
Clean brushes after use.
Store correctly in Cleaners Room.

BUFFING MACHINE

Brushes, pads to be removed from machine.
Brushes, pads to be cleaned when soiled.

OH&S

Always check electrical cords and general safety of electrical equipment before use.