

Office Cleaning Procedure

Tools Needed: • Cleaning cloth/paper towels • Wastebasket liners • Dusting wand • Floor cleaning equipment and supplies (Dust mop, broom & dust pan, damp mop or vacuum) • Squeegee	Products Needed: • Window cleaner • Vinegar water • Buckeye Sanitizer
FREQUENCY OF CLEANING: Daily, or more often if needed. PREPARATION: Inspect for any damaged areas or safety problems and report to supervisor. Collect all tools, equipment, and products required. Ensure all equipment is in good condition. Review SDS, product labels, and caution statements. Use appropriate PPE (gloves). Use Buckeye Hydrogen Peroxide cleaner as directed, for carpets. SPECIAL DIRECTIONS FOR TASK: Remember to clean top to bottom. Move furniture using proper body mechanics. All food items must be in hard plastic containers. Make sure office(s) and windows are locked when completed if evening.	
STEP 1: Inspect for special cleaning needs or any maintenance items that need to be reported to the supervisor, such as pest, or rodent infestation. Clean carpet stains with cloth and Buckeye Hydrogen Peroxide, as directed. STEP 2: Pick up all trash in the area and empty wastebaskets into trash bag. Replace liner if dirty. Note: Use caution when handling trash as it may contain broken glass or liquids. Keep extra liners in the bottom of the wastebasket. Do not place trash bag on carpeted area. STEP 3: Weekly using a dusting wand clean vents, cobwebs, ceilings, lights, and window sills. STEP 4: Monthly clean windows with cloth, paper towels, or squeegee and vinegar water. STEP 5: Using a cloth or swifter dust off counters, file cabinets, chairs, and desks, computers, phones/electronics cleaning under items that can be moved easily. Sanitizing spray can be used for phones, keyboards, doors, and light switches.	NOTE: SPRAY ON CLEAN CLOTH OR PAPER TOWEL, NOT DIRECTLY ON ITEMS! STEP 6: Place "CAUTION" signs in area for floor cleaning. STEP 7: Dust mop or vacuum under chair mats. Use appropriate floor cleaning equipment and supplies. Follow Carpet or Damp Mop Procedure. Start at farthest area from door in working in 10' sections. STEP 8: If floor is wet use dry mop to pick up excess moisture in the same method as above. Dump water down floor drain, mop sink, or toilet. Clean mop heads. Put away all equipment and supplies in storage area. STEP 9: Remove CAUTION sign only when surface is completely dry. STEP 10: Inspect area. Return all items to original spot. Lock file cabinets. Turn off lights. Close blinds. Lock all doors and windows if evening.