

Sparkle & Shine: **Basic Cleaning Policy**

We realize that these are guidelines and goals, but we live in reality. There are time-constraints and homes with more or less clutter, debris and piles of laundry. We encourage you to be comfortable with the Unicorn expectations, but we realize not all things are possible on every shift.

Each home will have a checklist and we hope that as you develop routines, become familiar with different families and learn as you go, you will be able to customize your cleaning to fit your personal style and the family you are working with.

Importance of Basic Cleaning:

Health:

- Reduces allergens and germs, preventing illness.

Safety:

- Minimizes slip hazards and maintains a safe environment.

Aesthetics:

- Keeps spaces visually appealing and inviting.

Essential Cleaning Supplies:

Basic Supplies:

- Cleaning Cloths:
 - Microfiber cloths, paper towels
- Brooms and Dustpans (Swiffer dry or duster or similar):
 - For sweeping floors and collecting debris
- Mops and Buckets (Swiffer wet or similar):
 - For wet cleaning floors
- Vacuum Cleaner:
 - For carpets and hard floors

Cleaning Products:

- All-Purpose Cleaner:
 - Suitable for most surfaces
- Glass Cleaner:
 - For streak-free windows and mirrors
- Disinfectant:
 - To kill germs on high-touch surfaces
- Floor Cleaner:

- Appropriate for the type of flooring in the area

Basic Cleaning Techniques:

Dusting:

- Tools:
 - Use microfiber cloths or dusters
 - Use furniture polish or similar, if requested

Technique:

- Start **high** and work **down** to avoid re-dusting areas. Dust surfaces like shelves, countertops, and electronics

Sweeping:

- Method:
 - Sweep debris into a dustpan, starting from one corner and working toward the exit
- Frequency:
 - Daily in high-traffic areas to prevent dirt buildup

Vacuuming:

- Frequency:
 - Regularly on carpets and rugs, depending on usage
- Technique:
 - Move in slow, overlapping passes to ensure thorough cleaning

Mopping:

- Preparation:
 - Fill the bucket with the appropriate floor cleaner diluted with water
- Technique:
 - Mop in a figure-eight pattern to avoid spreading dirt. Change the water frequently for best results

Spot Cleaning:

- Purpose:

- Address spills and stains promptly
- Method:
 - Use appropriate spot cleaners and blot rather than rub to lift Stains

Safety and Efficiency:

- Safety Precautions & Ventilation:
 - PPE: Wear gloves and masks if using strong chemicals.
 - Ensure good airflow when using cleaning products- open windows and turn on bathroom fans

Room-by-Room Cleaning:

Living Room:

- Declutter by removing anything that doesn't belong in the living room.
- Dust from top to bottom with damp microfiber cloths, including picture frames, shelves, and furniture.
- Vacuum or sweep the floor.
- Clean the windows and window treatments like blinds.
- Remove any loose cushions and vacuum them and the area beneath the cushions.
- Wipe the TV and other electronics with a clean, damp microfiber cloth.
- Use rubbing alcohol and a paper towel to disinfect remotes, game controllers, and similar small electronics.

Dining Room:

- Dust from the top down using a microfiber cloth, starting with the light fixture or ceiling fan.
- Clean the windows and blinds.
- Remove everything from the dining table and wipe it down with a damp microfiber cloth.
- Wipe down the legs or pedestals of the table.
- Damp-wipe the dining chairs from top to bottom, including between slats and other tight spots.
- Vacuum or sweep the floor.

Kitchen:

- Remove debris from the countertops and wash them with a damp

microfiber cloth and an all-purpose cleaner.

- Rinse the cloth well and wipe down the exterior and interior of cabinet doors and the cabinet pulls.
- Clean the exterior of your kitchen appliances, including the stovetop.
- Run a hot water cycle on your dishwasher with a cup of baking soda to freshen it.
- Scrub the inside and outside of the microwave and other small appliances.
- Clean the kitchen sink and pour baking soda down the drain to control odors.
- Sweep and mop the floors, working from the far corner to the door.

In-depth:

- Counters and Surfaces:
 - Wipe with an all-purpose cleaner.
- Sink:
 - Scrub with a disinfectant to remove food particles and bacteria.
- Floor:
 - Sweep and mop regularly.

Bathroom(s):

- Remove bath rugs, trashcans, and anything in the tub or shower.
- Clean the shower curtain by spraying the liner down rub as needed
- Use an all-purpose cleaner to spray down the shower walls, doors, and tub, then scrub them with a nylon scrubbing pad.
- Apply grout cleaner to the grout and let it sit for 20 minutes.
- Rinse the shower walls and tub.
- Use all-purpose cleaner to clean the vanity, sink, and faucet & rinse.
- Wipe down the mirror with a cloth and glass cleaner.
- Mop the floor with hot water and an all-purpose cleaner, and rinse off the residue.

In-depth:

- Toilet:
 - Clean with a toilet bowl cleaner and brush.
- Sinks and Taps:
 - Wipe with disinfectant to remove grime and soap scum.
- Mirrors:

- Clean with glass cleaner for a streak-free finish.

Bedroom(s):

- Pick up any clothing or other clutter from the floor.
- Strip the bed and sprinkle baking soda on the mattress, then vacuum and put on fresh bedding.
- Dust the tops of windows and doors, then work your way down, dusting all surfaces.
- Clean the windows with glass cleaner.
- Vacuum or sweep the bedroom floor.
- Bedding:
 - Change bed linens and make the bed.
- Dusting and Vacuuming:
 - Dust surfaces and vacuum the floor.

Laundry Room/Storage areas:

- Declutter by moving cleaning supplies into cabinets and removing laundry baskets and anything else on the floor.
- Damp-wipe the light fixture or ceiling fan, the ledges above doors and windows, and other surfaces, high to low.
- Use an all-purpose cleaner to wipe down the exterior of the washer and dryer.
- Wipe the laundry counter and cabinet doors with an all-purpose cleaner.
- Sweep and mop the floor.
- Wash any dirty laundry.

Troubleshooting Common Issues

Streaks on Glass:

- Solution: Use a clean, dry microfiber cloth or newspaper to buff.

Persistent Stains:

- Solution: Use a specific stain remover or a mixture of vinegar and baking soda.

Odours:

- Solution: Use baking soda to neutralize odors in carpets and upholstery.