

Kitchen

Daily Cleaning

Equipment and Materials

- Backpack Vacuum
- Mop and mop bucket
- Microfiber Cloth (Blue Glass Cleaner)
- Microfiber Cloth (Red and Green)
- Green and Gray Charging Buckets
- Dust Mop
- Scraper
- Lobby Broom and Dust Pan
- Microfiber Duster
- Auto Scrubber with a Red Pad
- Red Cleaning Pad
- Scrubbing Sponge
- Ladder
- Gloves

Chemicals

- Envirox 118 Fresh Light Duty Mix in a Green Spray Bottle
- Envirox 118 Fresh Heavy Duty Mix in a Red Spray Bottle
- Envirox 118 Fresh Light Duty Mix for the mop bucket
- Gum Remover
- Mineral Shock
- Citrus Disinfectant

Restock Supplies

- Soap
- Paper Towels
- Can Liners

Procedures and Practices of Daily Cleaning

1. Make sure to charge your microfiber clothes and mops in their respective buckets. The gray bucket should fill Envirox Fresh 118 Heavy Duty. Please place the green and red microfiber clothes folded and place them into the gray bucket. The green bucket should be filled with Envirox Fresh 118 Light Duty. Place the microfiber mops into the green. Reminder, put enough of the Envirox Fresh 118 to make sure the rags are damp. Turn the buckets upside down for 10 minutes to charge them.
2. Replace any burned out light bulbs (DO NOT GET ON A LADDER IF YOU ARE ALONE IN A BUILDING)
3. Put on your gloves
4. Spray the water fountain and/or sink with the Heavy Duty Envirox 118 Fresh. Let it sit for five minutes to disinfect. The surface needs to be wet for the full five minutes. Use a charged green microfiber clothes to wipe down the water fountain after it. If need be, clean the fountain with a scrubbing sponge. Use Mineral Shock remover to clean water fountains and/or sinks (once a month). Make sure to thoroughly rinse water fountain and/or sink so no chemical is left behind. We only clean the hand sinks and not the dish sinks.
5. Pick up all large trash items off the floor with the lobby broom and dust pan.
6. Use the microfiber duster to dust all flat surfaces (Once a week)
7. Clean all glass with Envirox 118 Fresh Light Duty Mix in a Green Spray Bottle and a blue microfiber glass cloth.
8. Empty the trash, recycle, and compost cans. Replace the liners at least once a week or every time there is food or liquid in the bag. Clean the outside of the trash can daily.
9. Spot clean the walls and chairs with Envirox 118 Fresh Light Duty Mix in a Green Spray Bottle and a scrubbing sponge and/or a green dry microfiber cloth.
10. Restock the paper towels and fill the soap dispenser if needed.
11. Vacuum all carpets or walk off mats
12. Take all kitchen mats up and spray them down on the loading dock. When the mats are dry, they need to be replaced.
13. Use the dust mop to sweep the tile. Use the auto scrubber to clean the tile floor if it is a large area filled with Envirox 118 Fresh Light Duty Mix. If you are short on time, please use a mop to spot mop the cafeteria. Use Envirox 118 Fresh Light Duty Mix for cleaning the floors. Our preferred method is to use the auto scrubber.
14. Use the mop with a microfiber mop head to clean the tile floor if it is a small area.
15. Clean all touch points with a charged green microfiber cloth. Disinfect all the touch points in the room with Citrus Disinfectant. Citrus Disinfectant needs to be on the surface for ten minutes. Make sure the surface is wet full 5 minutes. The main touch points would be door handles, light switches, water fountains push buttons, and faucet handles. After 5 minutes wipe off the Citrus Disinfectant

16. Report any repairs that are needed.

Deep Cleaning

Equipment and Materials

- Backpack or Upright Vacuum
- Microfiber Mop Head
- Microfiber Cloth (Blue Glass Cleaner)
- Microfiber Cloth (Red and Green)
- Green and Gray Charging Buckets
- Dust Mop
- Scraper
- Lobby Broom and Dust Pan
- Lamb's Wool Duster
- Floor Scrubber
- Floor Scrubber Pads Blue or Black
- Carpet Cleaning Machine
- A Sponge with a Green Scrub pad
- Doodle Bug
- Doodle Bug Pads White and Brown
- Ladder
- Scissor Lift

Chemicals

- Envirox 118 Fresh Light Duty Mix in a Green Spray Bottle
- Envirox 118 Fresh Heavy Duty Mix in a Red Spray Bottle
- Envirox 118 Fresh Light Duty Mix for the mop bucket
- Gum Remover
- Paint, Oil, and Grease Remover for Carpets
- Vectra Floor Finishing Wax
- SC Johnson Wax
- SC Johnson Floor Stripper
- Mineral Shock
- Citrus Disinfectant

Restock Supplies

- Soap
- Paper Towels
- Can Liners

Procedures and Practices of Deep Cleaning

1. Start by cleaning the lights covers and fixtures. Use a ladder or the scissor lift to reach the lights or ceiling tiles
2. Dust the heating vents and the ceiling tiles
3. Replace any damaged ceiling tiles if needed.
4. Dust the ceiling vents
5. Clean the walls with a sponge with green pad with Light Duty Envirox 118 Fresh Use a dry rag to wipe away excess water and dirt.
6. Empty the trash cans. Clean the inside and outside of the cans.
7. Spray the hand washing sinks with the Heavy Duty Envirox 118 and let set for five minutes to sanitize the areas.
8. Use the Hard Water/Soap Scum Remover and a sponge with a green scrub pad to clean the hand washing sinks
9. Spray all the plumbing fixtures with Heavy Duty Envirox 118 to clean the fixtures. Use a rag to remove excess water and to polish the fixtures.
10. Use Critical Care to disinfect touch points faucet handles, water fountains, door knobs or handles.
11. Restock the paper towels and fill the soap dispenser
12. Clean the furniture next with Light Duty Envirox 118 Fresh with a yellow sponge with a green scrub pad.
13. Vacuum the walk off mats.
14. Use any spotting agents such as oil grease and paint remover, and Procyon Stain and Spot remover to get out stains or spots
15. Clean the carpet using Procyon soap free carpet cleaner.
16. Turn on a carpet fan and leave it on overnight to dry the carpet
17. The tile floor needs to be deep cleaned yearly.
18. If the floor is vinyl or VCT, use Light Duty Envirox 118 to clean the floor with floor scrubber and a blue pad. Put on SC Johnson wax, coats of it using the plating technique.
19. Strip the wax every ten years all the way down to the Vinyl or VCT using a floor scrubber and black pad. Put on SC Johnson wax, 5 coats of it using a nylon mop.
20. If the floor is unfinished concrete floor, you need to use Joncrete Sealer/Finish. Scrub the unfinished concrete floor with a blue pad. Lay down 2 or 3 coats of Joncrete Sealer/Finish using a nylon mop.
21. The unfinished concrete floor needs to be stripped every seven years. Strip the floor using Bravo Stripper and lay down 4 coats of Joncrete Sealer/Finisher using a nylon mop.
22. If the floor is tile and grout use the Heavy Duty Envirox 118 to clean the floor
23. Note all repairs that are needed. Repair what you can and put in a work order for the repairs you cannot do.

