



## Spartan Chemical Company, Inc.

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### Training Information

**Market Segment:**

Building Service Contractors, Education, Government, Healthcare, Lodging\_Hospitality, Other, Retail

**Title:**

**ELEVATOR CLEANING (HARD FLOOR)**

Check If Applicable:  Rx Procedure  None  
 Cleancheck Procedure

**Tools & Materials Needed:**

Goggles and gloves  
Cleaning Cart  
Mop Bucket & Wringer  
Neutral Cleaner  
Screen for Ash Trays  
Putty Knife  
Broom & Dust Pan  
Clean white cloths  
Spray bottle of disinfectant  
Wet Floor Signs

**Products:**

Stainless Steel Cleaner & Polish

**Procedures:**

1. Check all elevator lighting including up and down lights, floor number lights, punch pad lights, overhead lights. If any of these are not in working order, report this to your supervisor.
2. If exterior ash trays are used, empty ash trays or use a screen to remove cigarettes.
3. Turn off power to elevator and place Wet Floor Signs outside elevator.
4. Pick up loose debris in elevator.
5. Sweep the floor and pick up soil with dust pan. Remove gum or tar with putty knife.
6. Put on personal protective equipment.
7. Spray a white cloth until wet with disinfectant. Clean the floor punch pad using the wetted cloth. Clean and disinfect the hand rail. Clean and polish stainless steel.
8. Dip the mop in the neutral cleaner and wring out. Damp mop the floor.
9. Clean and polish the exterior of the elevator doors.
10. Spray clean and disinfect the ash tray.