



Spartan Chemical Company, Inc.

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Training Information

Market Segment:

Building Service Contractors, Education, Food Processing_Agricultural, General Manufacturing, Government, Healthcare, Lodging_Hospitality, Other, Retail

Title:

HOW TO CLEAN AN OFFICE

Check If Applicable: Rx Procedure None
 Cleancheck Procedure

Tools & Materials Needed:

- A. Clean cloths
- B. Trigger sprayer
- C. Dust mop
- D. Wet mop
- E. Two buckets with wringers or pump up sprayer and one bucket
- F. Vacuum cleaner
- G. Liners
- H. Gloves and goggles

Products:

- 1. Neutral cleaner disinfectant
- 2. Window cleaner
- 3. Dust mop/dust cloth treatment
- 4. Furniture polish

Procedures:

I. Purpose of Office Cleaning

- A. Maintain cleanliness of the office area
- B. Maintain high morale of employees

II. Daily Procedure for Office Cleaning

- A. Put on gloves and goggles.
- B. Dust furniture with a clean cloth treated with dust mop/dust cloth treatment. Polish as needed.
- C. Damp disinfect telephone, door knobs and file cabinets.
- D. Spot clean windows and sills with a glass cleaner.
- E. Empty ashtrays.

F. Empty wastebasket and replace liner.

G. Dust mop , then damp mop floor, or vacuum if carpeted.

III. Weekly Procedure for Office Cleaning

A. Vacuum cloth furniture.

IV. Monthly Procedure for Office Cleaning

A. Damp dust all high surfaces with a cleaner disinfectant and a clean cloth.

B. Wash windows.