



## 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 WASH WINDOWS

Check If Applicable:  Rx Procedure  None  
 Cleancheck Procedure

**Tools & Materials Needed:**

- A. Window squeegee
- B. Clean cloths
- C. Window tool and bucket or Trigger sprayer

**Products:**

- 1. Window cleaner
- 2. Gloves and goggles

**Procedures:**

I. Purpose of Window Cleaning

- A. Clean windows add to the overall impression of cleanliness.
- B. More light comes in clean windows, improving the outlook of those inside the building.
- C. Windows need to be cleaned more often in colder weather.
  - 1. Condensation and temperature fluctuations encourage streaking and dust accumulation.
  - 2. Oils in exhaust and cooking deposit on the glass surface.

II. Procedure for Washing a Window

Put on gloves and goggles

- A. Open drapes and raise venetian blinds or shades.
- B. Remove tape or paint from glass surface.
- C. Clear window sill of obstructions.
- D. Clean window sills inside and out using glass cleaner and a clean cloth.
- E. Cover window with window cleaner solution using a trigger sprayer or window tool.
- F. Remove solution and dirt from window

1. Using squeegee
  - a. Move side to side or in a figure eight motion, or
  - b. Move from top to bottom of glass
  - c. Wipe off squeegee with clean cloth after each stroke.

2. Using a clean cloth
  - a. Wipe dry with a clean cloth.

- G. When finished, wipe off window sills with a clean cloth.
- H. Clean window frames with window cleaner and a clean cloth.
- I. When complete, close drapes and put blinds or shades in place.
- J. Clean and return tools and materials to storage area.