



## 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:**

#### LOBBIES AND VISITOR'S AREAS

Check If Applicable:  Rx Procedure  None  
 Cleancheck Procedure

**Tools & Materials Needed:**

- A. Dust pan and counter brush
- B. Clean cloths
- C. Bucket
- D. Trigger sprayers
- E. Vacuum cleaner
- F. Dust mop
- G. Wet mop
- H. Bucket with wringer
- I. Push Broom
- J. "Wet floor" signs
- K. Gloves and goggles

**Products:**

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

**Procedures:**

- I. Purpose of Cleaning Lobbies and Visitor's Areas
  - A. Daily -
    - 1. Overall appearance of the facility - first impression
    - 2. Prolong time between floor maintenance procedures
  - B. Weekly -
    - 1. Control spread of bacteria
- II. Daily Procedures for Cleaning Lobbies and Visitor's Areas
  - A. Sweep exterior sidewalks with push broom.

- B. Shake out exterior mats. Vacuum interior mats
  - C. Put on gloves and proper personal protection equipment.
  - D. Wash windows, doors and mirrors with glass cleaner.
  - E. Wash vinyl chairs with a cleaner disinfectant using a trigger sprayer and a clean cloth.
  - F. Dust mop floor using a treated mop. Pick up with dust pan and counter brush.
  - G. Place "Wet floor" signs.
  - H. Damp mop floor with a neutral disinfectant.
- III. Weekly Procedures for Cleaning Lobbies and Visitor's Areas
- A. Wear gloves and proper personal protection equipment.
  - B. Damp dust all high areas with cleaner disinfectant.
  - C. Dust all non-cloth furniture with a treated dust cloth.
  - D. Polish wood furniture with furniture polish.
  - E. Vacuum cloth furniture.