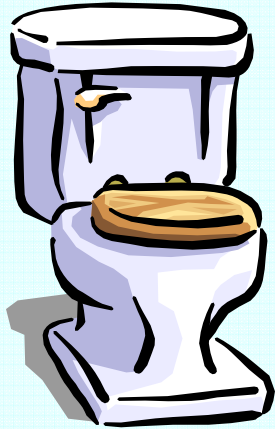
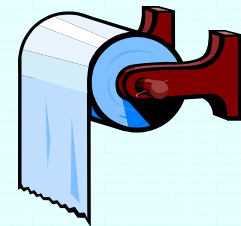


US Cleaning Professional's Janitorial Techniques training



Restroom Service

Approved Chemicals & Safety Equipment
Restocking Supplies
Mirror & Chrome Cleaning
Sink & Countertop cleaning
Toilet & Urinal Cleaning
Wall & Floor Cleaning
Trash Service





US Cleaning Professional's Approved Chemicals and safety equipment

Daily Cleaning

- "Window Clean +" or #2
- "Non-Acid Restroom Cleaner" or #19
- Crème Clean Cleanser
- HCL 145 Bowl Cleaner

Weekly Deep Cleaning

- "Window Clean +" or #2
- "Restroom Cleaner" or #5
- Crème Clean Cleanser
- HCL 145 Bowl Cleaner

Safety Equipment and Policies

- ***Protective gloves*** must be worn at all times when cleaning restrooms.
- Protective eye goggles should be worn when working with chemical that may splash into eyes.
- Use only chemicals that have been approved by US Cleaning Professionals.
- Each job site must have a MSDS book stored in the janitor's or storage closet.

Please notify your supervisor if you have any questions or do not have a MSDS book for your job.

Restocking Supplies



■ **Restroom Supplies**

- Paper Hand Towels for dispenser
- Toilet Paper for dispenser
- Hand Soap for Pump or Dispenser
- Sanitizers and Deodorizers for Dispenser

There are many types of dispensers, please make sure that you understand how to refill each type of dispenser. If you have questions, please ask your supervisor.

One of the **most important** things to remember in cleaning your office is to make sure that all of the restroom supplies are fully stocked.

It does not matter how you clean the rest of the office, if you forget supplies, you will receive complaints!

Mirrors & Chrome Cleaning



■ Shiny Surfaces

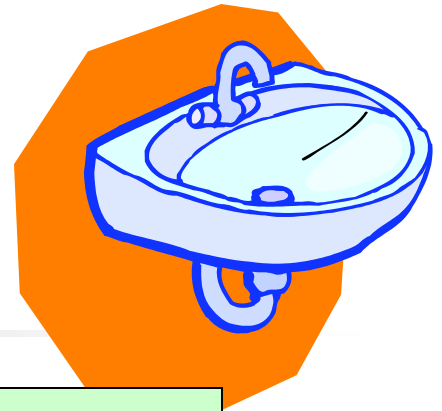
- Mirrors
- Paper towel dispensers
- Water faucets & handles
- Hand Railings

■ Cleaning Tools

- Paper towels (NO rags!)
- "Window Clean + #2"
- "Re-juv-nal #16"

- Mirrors, chrome and shiny metal surfaces should be wiped clean with "Window clean + #2" or "Re-juv-nal #16" and a **clean paper towel**. No surface should ever have streaks, water spots or dirt.
- If faucets and handles have a hard water or soap scum build up you must clean in 2 steps:
 1. First; Scrub clean with "Restroom Cleaner #5" and a scrub pad. Rinse thoroughly with water.
 2. Second; Spray all surfaces with approved "Window clean + #2" and wipe clean with a paper towel

Sink & Countertop Cleaning



■ Surfaces

- Sink & metal drains
- Countertops & backsplashes
- Exposed pipes under sink

■ Cleaning Supplies

- Clean rag or paper towels
- Crème Cleanser & scrub pad
- "Non Acid Restroom Cleaner #19"

Sink & Countertop surfaces are cleaned in 3 steps:

1. Apply "Crème Cleanser" inside of sink and scrub with a wet pad to remove dirt, soap scum, and rings around drain.
2. Thoroughly rinse with water all areas of sink with water.
3. Spray clean rag completely with "Non-Acid Restroom Cleaner #19".
 - a. Wipe back splash & lip, then all countertop surfaces including details around rim of sink.
 - b. Wipe clean inside of sink and all porcelain surfaces of sink.
 - c. If there is exposed pipes or surfaces on side or bottom of sink, spray rag and wipe all surfaces thoroughly.

Toilet & Urinal Cleaning



■ Surfaces

- Toilets
- Urinals

■ Cleaning Supplies

- Clean rag or paper towels
- "HCL 145" & brush
- "Non-Acid Restroom Cleaner #19"

Each Toilet & Urinal surface are to be cleaned in these areas:

1. Apply "HCL 145" inside of each bowl and scrub with a brush under the rim, inside of the bowl, and under the water line. After cleaning flush toilet and urinal to remove chemical.
2. Spray thoroughly all sides of toilet & urinal with "Non-Acid Restroom cleaner #19".
 - A. Then, wipe clean top and sides of toilet tank.
 - B. Wipe clean top and bottom of lid and seat.
 - C. Wipe clean Lip and top of bowl including behind the hinge of the toilet seat.
 - D. Wipe clean All sides and base of the bowl including the area where the toilet is sitting on the floor.

Restroom Wall & Floor Cleaning



■ Surfaces

- Walls, Stalls
- Doors, Handles
- Baseboards, Heat registers
- Floors

■ Cleaning Supplies

- Clean rag or paper towels
- "Non-Acid Restroom Cleaner #19"
- "Super Shine-All #8"

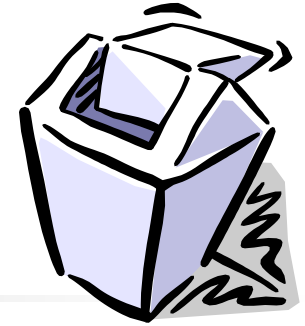
All areas of walls, doors, stalls, and all other vertical surface areas:

- ✓ Spray rag with "non-Acid Restroom Cleaner" and wipe dirty spots on walls and doors.
- ✓ Thoroughly wipe clean the areas around door handles, light switches and under towel dispensers the restrooms.
- ✓ Thoroughly wipe clean ***all surfaces*** next to toilets and urinals to remove urine that has splashed on them.

All areas of floors:

- ✓ Sweep trash from floor and then ***THOROUGHLY*** mop with "Super Shine-All #8".
- ✓ Pay special attention to detail areas around and behind the toilets and urinals, behind stall walls and in all the corners and edges.

Trash Service



■ Areas

- Feminine Hygiene trash
- Regular Trash

■ Supplies

- Small paper liners
- Plastic Trash liners

Feminine Hygiene trash:

- ✓ The correct size liners should be placed inside of the feminine hygiene receptacle with the liner open at the top. All cans and receptacles should be wiped clean with appropriate cleaner.

Regular Trash:

- ✓ The correct size liner should be placed inside of the trash receptacle with the liner tied or secured at the top. The base of the trash liner should be pushed down to allow the liner to fill up correctly.



Questionnaire

- 1) What is one of the most important things to remember when cleaning a restroom?
- 2) What kind of chemical should be used while you are cleaning?
- 3) What must be worn at all times when cleaning restrooms?
- 4) Should you use rags or paper towels when wiping clean mirrors and chrome surfaces?
- 5) What surfaces areas of the walls or doors should always be cleaned?



Answers for Manager

- 1) Restock all Supplies! Hand towels, toilet tissue and hand soap.

- 2) Approved Hillyard Cleaners ONLY!
 - 1) Window Clean + #2
 - 2) Non-Acid Restroom Cleaner #19
 - 3) Restroom Cleaner #5
 - 4) Re-juv-nal Disinfectant #16
 - 5) HCL 145 Bowl Cleaner
 - 6) Crème Cleanser

- 3) Protective Gloves

- 4) Paper towels. Do not use rags because they will leave residue or streaks.

- 5) Behind toilets and urinals, around door handles and under towel dispensers