



Cleaning Masterclass

Cleaning Information Cards

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Cleaning Information Cards - CIC

Cleaning Masterclass Cleaning Information Cards (CIC)

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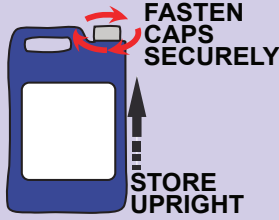
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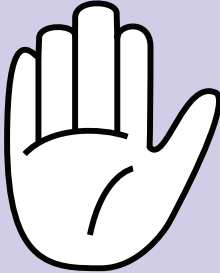
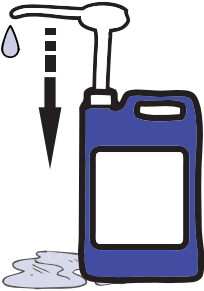

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Safe use, Handling and Storage of Your Cleaning Products

 <p>Always refer to the Safety Data Sheets, before starting work - it is a legal requirement</p>	 <p>Always use the right cleaning product for the right surface. If in doubt, ask a supervisor</p>
 <p>Always use the correct dilution ratio</p>	 <p>Always store the cleaning product containers in an upright position with the caps fastened properly</p>
 <p>Never mix cleaning products</p>	 <p>Always use the right PPE for the cleaning product, including when diluting the product</p>
 <p>NEVER USE NEAT</p> <p>Never use undiluted cleaning products, unless specifically indicated</p>	 <p>When using a spray bottle, always direct the spray away from people to avoid breathing in the spray.</p>

Safe use, Handling and Storage of Your Cleaning Products

 <p>Never store bleach-based products near acid-based or alkali-based products</p>	 <p>When diluting, always add the product to the water, never the other way round.</p>
 <p>Never pour large quantities (more than 5 litres) of neat cleaning product down the drains</p>	 <p>If the cleaning product comes in contact with skin or eyes, STOP and wash off immediately</p>
 <p>When diluting, avoid splashes and always clean up spills</p>	 <p>Always dispose of empty containers appropriately</p>
<p>Notes:</p>	

Bleach Safety



Damage to Surfaces

- ✗ Undiluted Bleach will quickly and permanently damage clothes and other fabrics
- ✗ Diluted Bleach can cause permanent damage with repeated use on fabrics
- ✗ Bleach can cause permanent damage to fixtures and fittings, like stainless steel, wood, laminates



Health and Safety

- ✗ Causes SEVERE burns to skin
- ✗ Cause SEVERE and permanent eye damage
- ✗ Will produce TOXIC Chlorine gas in contact with acids and other strong chemicals
- ✗ Bleach used in spray bottles can cause sudden lung irritation and breathing problems, leading to long-term permanent breathing problems



As a Disinfectant

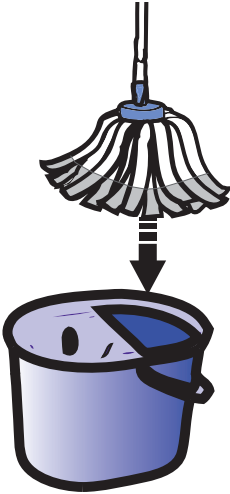
- ✗ Bleach reacts with dirt on surfaces to be disinfected reducing the available Chlorine to kill microorganisms - the surfaces must be clean before disinfecting
- ✗ Bleach has a relatively short shelf-life of up to 12 months if unopened, and significantly less if opened or stored in very warm conditions
- ✗ Bleach reacts with urine producing highly irritating and potentially dangerous Chloramines



How to Use a Mop and Bucket

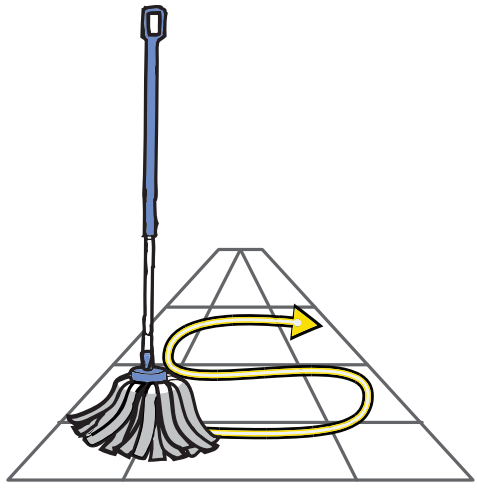
STEPS

1



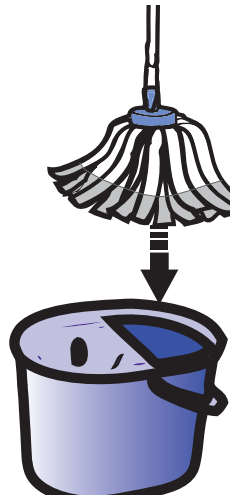
WET & WRING OUT

2



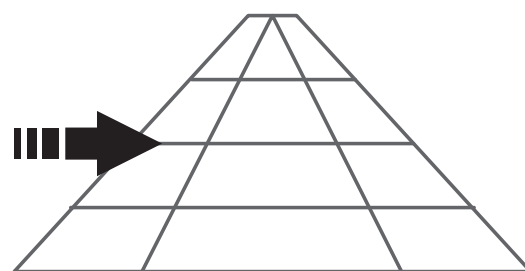
CLEAN FLOOR

3






CLEAN WATER & MOP

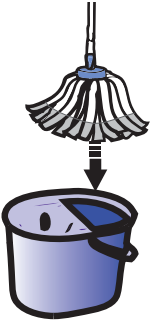
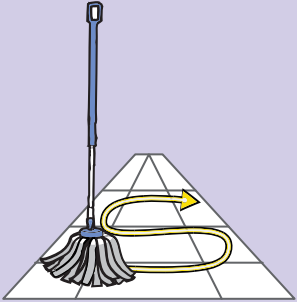
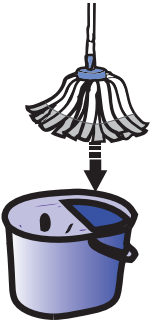
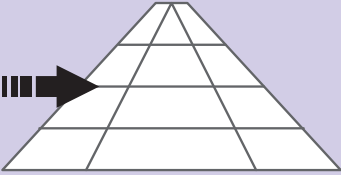
4



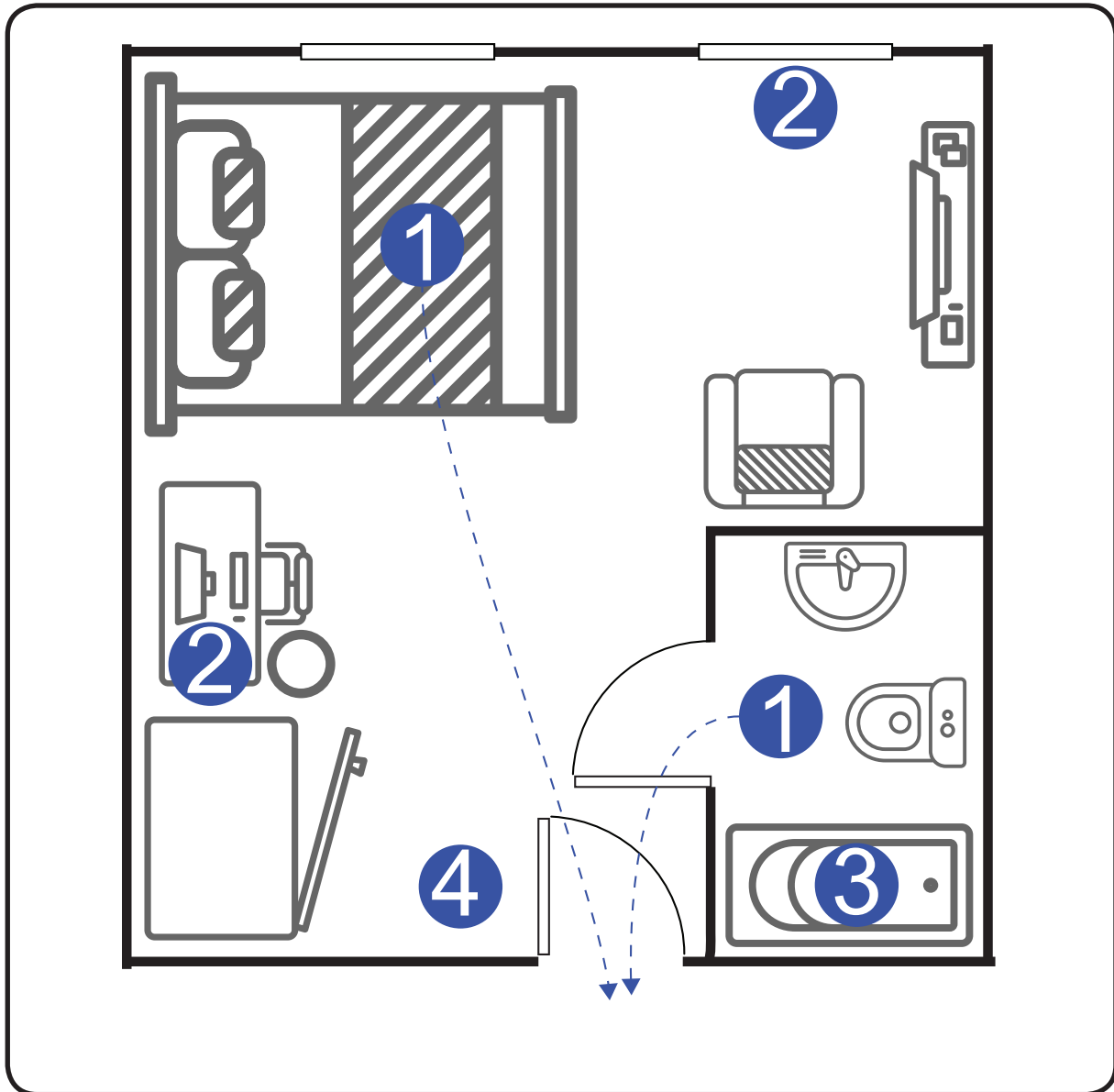
CONTINUE




PPE		EQUIPMENT	PRODUCT		COLOUR CODE		
Tick as appropriate		As appropriate	As appropriate		Tick as appropriate		
	<input type="checkbox"/>		Product	Dilution	RED	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>				GREEN	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>				BLUE	<input type="checkbox"/>	<input type="checkbox"/>
					YELLOW	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

What You Need To Know

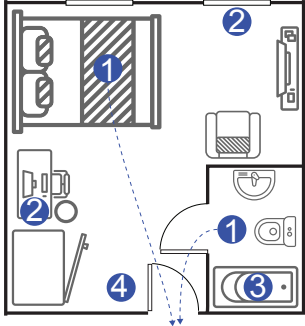
<p>1 Wet the mop and wring it out</p>		<ul style="list-style-type: none"> • Wear PPE • Always sweep floor first • The water in the bucket should always be clean, wringing out the mop keeps it from putting too much water on the floor
<p>2 Wipe over surface being cleaned</p>		<ul style="list-style-type: none"> • Work backwards so that you do not walk over an already cleaned surface • Work with a swirling movement for ease of working and do not push on the head of the mop • Work on as large an area of floor which you can most easily handle but avoid soaking the floor with puddles of water
<p>3 Wet the mop in the bucket again</p>		<ul style="list-style-type: none"> • This puts the dirt, the mop has picked up, into the bucket after a large area of floor has been mopped, check to see if the water needs changing
<p>4 Tidy up the floor area you have mopped and move to the next part to clean</p>		<ul style="list-style-type: none"> • You may need to rinse the area after mopping. • Do this by using clean water only. • This will remove traces of detergent mixed with dirt which stick to the mop and the floor. • A well rinsed clean surface will stay clean longer and not attract the dirt as quickly
<p>Notes:</p>		

Basic Hotel Room Cleaning STEPS



PPE		EQUIPMENT	PRODUCT		COLOUR CODE		
Tick as appropriate		As appropriate	As appropriate		Tick as appropriate		
	<input type="checkbox"/>		Product	Dilution	RED	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>				GREEN	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>				BLUE	<input type="checkbox"/>	<input type="checkbox"/>
					YELLOW	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>

What You Need To Know

<p>1 Look around and remove rubbish and linen</p>		<p>First steps before cleaning:</p> <ul style="list-style-type: none"> • Wear PPE • Look around and bag up the loose rubbish • Disinfect and clean up any hazardous waste (vomit, urine, faeces) • Strip the bed and remove all linens out of the room and place into the correct laundry bag • Remove the wet and soiled towels out of the room and place into the correct laundry bag
<p>2 Dust/wipe, working from top to bottom</p>		<p>Working from the top down:</p> <ul style="list-style-type: none"> • Dust/wipe down ceiling and wall fixtures to the ground • Dust/wipe down blinds/curtains and window sills • If there is no carpet, sweep the floor, include edges and corners and under the bed and any room furniture. Mop floor • Check the windows and mirrors for dirt, dust and fingerprints • Check ALL of the fixtures and fittings for cleanliness, damage and functionality
<p>3 Clean bath, shower, toilet and sink</p>		<ul style="list-style-type: none"> • Clean down the walls, fittings shower and clean the toilet. • Clean the floor after you have replaced the towels and soaps so that there are no footmarks on the wet floor.
<p>4 Final Inspection</p>		<ul style="list-style-type: none"> • Make the bed last of all. Turn the mattress at intervals and vacuum clean the mattress before remaking the bed every time, for hygiene and control of any bed bugs (vacuum all in corners and crevices around the frame and headboard) • The bed should look attractive and be properly made up. <p>Finishing the room:</p> <ul style="list-style-type: none"> • The room should be perfectly clean and laid out. Make sure the fixtures are clean and dry and dust free. • Check that electric fittings are working and in good repair and report any problems.

Notes: