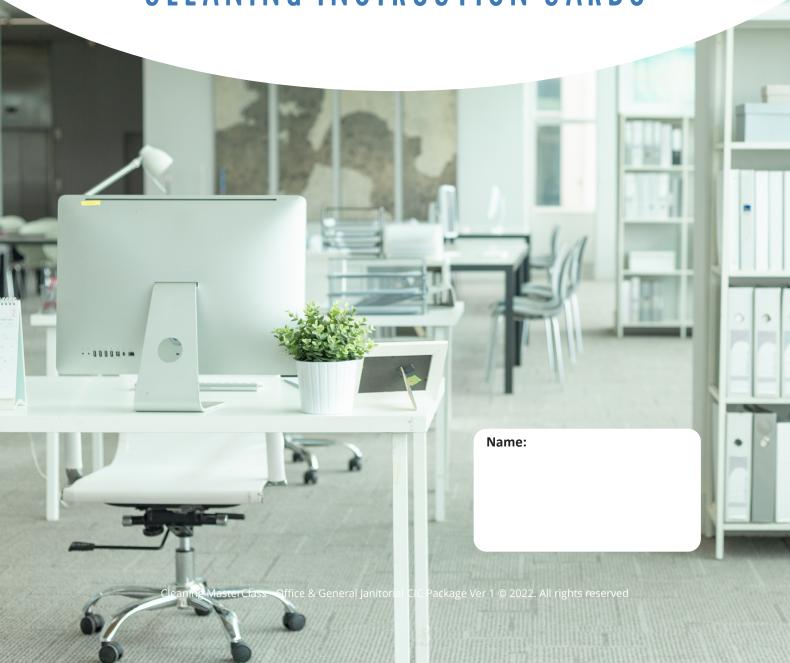


OFFICE AND GENERAL JANITORIAL CLEANING

CLEANING INSTRUCTION CARDS





Cleaning Instruction Cards for Office & General Janitorial

Copyright @ 2022 Green's Global Trading Ltd t/a Cleaning Masterclass

All rights reserved. No part of this manual may be resold in any form by any electronic or mechanical means including photocopying, recording, or information storage and retrieval without permission in writing from the author.

Website: www.cleaningmasterclass.com

Email: info@cleaningmasterclass.com

Disclaimer

The author, publishers and all other persons engaged in the production of this manual including affiliates, will not accept liability for any loss of income in connection with reliance on the information thus provided. The contents are provided for general information, concurrent with generally accepted practice, but it is for the user of the contents to apply the information at their own discretion No warranty is given as to the accuracy of the information provided, except those warranties which are required to be provided under applicable laws of the country of purchase

The author, publisher and all persons associated with the production of this handbook would advise that in cases of doubt or dispute that the user obtain professional advice.



CONTENTS

Introduction	
Important Information	4
Essential Cleaning Principles	
Impact of Cleaning	6
Stages of Cleaning	13
Cleaning Standards	
Attention To Detail	
Good Housekeeping Practices - What To Look For	
Good Housekeeping Practices - 6's	22
Essential Cleaning Techniques	
Wet Cleaning	24
Damp Cleaning	26
4-Sides of a Cloth	28
Mopping Technique	29
Wet Mopping	30
Damp Mopping	32
Vacuum Cleaning	
Disinfecting a Surface	
Descaling a Surface	38
Cleaning by Surface	
Cleaning Toilets	40
Cleaning Urinals	42
Cleaning Sinks and Taps	44
Cleaning Microwave Ovens	46
Cleaning Dishwashers	48
Cleaning Windows	50
Cleaning Small-Paned Windows & Mirrors	52
Cleaning Computers, Telephones & Appliances	54
Cleaning TV's, Monitors, Displays	56
Cleaning Computer Keyboards	58
Removing Chewing Gum	
Removing Graffiti	62
Floor Cleaning	
Floor Cleaning Workflow	64
Corridor Cleaning Workflow	
Floor Cleaning & Buffing Pads	
Machine Floor Buffing	

Machine Floor Scrubbing	70
Floor Scrubber-Drier	
Floor Seal Stripping	
Applying Floor Seal	
Cleaning Laminated & Wooden Floors	
Carpet Cleaning (Wet Extraction)	80
Cleaning Stairs	82
Cleaning by Specific Areas	
Cleaning Bathrooms	84
Deep Cleaning Offices	86
Cleaning General Rooms	88
Cleaning Kitchens	90
11 11 0 0 0	
Health & Safety	
General Site Safety	
3e Safe! Your Guide To Preventing Slips	
Guidelines for Safe Working Practice	94
Guidelines to Prevent Work-Related Injuries	
Guidelines for Safe Manual Handling	
Care & Cleaning of Cleaning Equipment	
Orinciples of Colour-coding	
Visual Checks of Electrical Equipment	
Electrically powered Equipment Safety Guidance	
Hand Washing Guide	
Oersonal Hygiene	
Good Practice Guidance for Lone Workers	
Oersonal Protective Equipment	108
Handling Dry and Wet Garbage (General)	
Safe use, Handling and Storage of Cleaning Products	
When To Change The Solution	
How To Dilute Cleaning Products	
Oilution Table	119