



CARE HOME AND RESIDENTIAL CLEANING

CLEANING INSTRUCTION CARDS



Name:

Cleaning Instruction Cards for Care & Residential Homes

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

All rights reserved. No part of this manual may be reproduced 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	17
Attention To Detail	18
Good Housekeeping Practices - What To Look For	20
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	34
Disinfecting a Surface	36
Descaling a Surface	38

Cleaning by Surface

Cleaning Toilets	40
Cleaning Sinks and Taps	42
Cleaning Showers	44
Cleaning Baths	46
Cleaning Ovens	48
Cleaning Microwave Ovens	50
Cleaning Dishwashers	52
Cleaning Refrigerators & Freezers	54
Cleaning Windows	56
Cleaning Small-Paned Windows & Mirrors	58
Cleaning Computers, Telephones & Appliances	60
Cleaning TV's, Monitors, Displays	62
Cleaning Computer Keyboards	64
Cleaning Mattresses (Wet & Dry)	66
Cleaning Sofas & Couches (Wet and Dry)	68

Cleaning by Area

Cleaning Bathrooms & Washrooms	70
Cleaning Bedrooms	72
Cleaning Living Rooms & Other General Rooms	74
Cleaning Kitchens	76

Infection Control

Chain of Infection	78
Principles of Colour-coding	83
Handling Dry and Wet Garbage (General)	84
Handling Hazardous Waste	85
Handling Bodily Fluid Waste	86
Handling sharps	87
Exposure to Blood or Blood-contaminated Substances	88
Hand Washing Guide	89
Personal Hygiene	90
Handling of Linen	91
Handling, Storage and Transporting Used and Contaminated Items	92

Health & Safety

General Site Safety	93
Be Safe! Your Guide To Preventing Slips	94
Safe use, Handling and Storage of Cleaning Products	95
When To Change The Solution	96
Guidelines for Safe Working Practice	97
Guidelines to Prevent Work-Related Injuries	99
Guidelines for Safe Manual Handling	101
Care & Cleaning of Cleaning Equipment	103
Visual Checks of Electrical Equipment	104
Electrically powered Equipment Safety Guidance	105
Good Practice Guidance for Lone Workers	106