

“ATTACHMENT B”



“Go Green”

**Green Cleaning
Policy and Intent**

Policy & Intent:	Pages 2 – 8
Performance Standards	Pages 9 – 14
Standard Operating Procedures:	
Office Spaces	Pages 15 – 21
Schools & Universities	Pages 22 – 28
Floor Care	Pages 29 – 31



PURPOSE

Provide our customers a standard for environmentally responsible and effective cleaning and janitorial maintenance.

The intent of this program is to minimize exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particle contaminants which may adversely impact air quality, health, building finishes and systems, and the environment, and to balance needs with the cost and quality of the services to provide a sustainable approach to cleaning and janitorial maintenance.

To accomplish this objective, CBM has developed its procedures with the following minimum points of coverage:

SCOPE

The scope of this document covers all normal cleaning activities undertaken in the course of managing a suburban facility. The scope includes the following:

- Entryway Systems Maintenance
- Sustainable Housekeeping Systems including Chemicals and Equipment
- Use of Concentrates from Dispensing Equipment
- Hard Floor Maintenance
- Carpet Maintenance
- Cleaning Chemicals and Products
- Training

The mechanism will be applied to all areas in the building where CBM controls the cleaning and janitorial maintenance activities.

REQUIREMENTS

1. CBM will provide careful and considerate management of its cleaning and janitorial maintenance service to reduce overall risk and provide a safe and effective work environment, while minimizing our impact on the environment.
2. CBM operations will meet local regulatory requirements at a minimum.
3. Green cleaning requires ownership, management and occupant participation and cooperation. The principals herein should be applied to other facility management where ever appropriate. However, this policy and intent specifically addresses Green Cleaning.
4. Standard Operation Procedures (SOPs) for cleaning in the attached “Go Green” Performance Standard shall be followed. These SOPs address how effective cleaning will be consistently applied, managed and audited as well as how these SOPs protect vulnerable building occupants.
5. Work with owners, management and occupants to promote hand hygiene that include to the extent practical: hands free lavatory soap dispensers and faucets, hands free hand dryers and towel dispensers and hands free bathrooms doors as well as providing hand sanitizers at appropriate locations throughout the building.
6. Have in place guidelines for the safe handling and storage of cleaning chemicals used in the building including plans for handling hazardous spills.



7. Have in place a system for gathering building occupants feed back on cleaning.
8. Periodic custodial effectiveness audits will be conducted for the building following our Quality Control Inspection, which was developed using the *APPA Leadership in Education Facilities "Custodial Staffing Guidelines"*. The objective is for all CBM buildings to score 3 or less using this evaluation process. Copies will be provided to customers.
9. Annually CBM executives will meet with building manager to conduct a review of the cleaning program for the building and identify opportunities for improvement. This review will include chemical use listing, safety/incident review, cleaning purchasing and performance achievements and building occupant feedback.
10. Standards, product registration, and cleaning practices are constantly evolving. CBM will keep abreast of developments and strive for continual improvement in performance and environmental achievement.
11. The CBM Green Cleaning policy is defined by CBM's "Go Green" program.

REFERENCES

U.S. Green Building Council, "LEED for Existing Buildings Reference Guide", 2003. Green Seal's Product Certification standards and list:

[Industrial & Institutional Cleaners \(GD-37\)](#)
[Cleaning/Degreasing Agents \(GS-34\)](#)
[Green Facilities Operation and Maintenance Criteria \(GS-39\)](#)
[Industrial & Institutional Floor – Care Product \(GS-40\)](#)
[Tissue Paper \(GS-01\)](#)
[Paper Towels and Paper Napkins \(GS-09\)](#)
<http://www.greenseal.org/>

THE CBM "GO GREEN" PROGRAM

The purpose and intent of the "Go Green" Program is to minimize exposure of building occupants and maintenance personnel to potentially hazardous chemicals and contaminants which may adversely impact indoor air quality health, building finishes and systems, and to minimize the impact of the janitorial maintenance program on the environment. Additionally, it is intended to reduce the risk of both occupants and employees from injury and/or health problems. Cleaning methods set forth on our performance standards emphasizes the removal of indoor pollutants and maintaining a safe and healthy environment while minimizing the amount of product used and the amount of waste that is created. Product includes general purpose cleaners, bathroom cleaners, glass cleaners, carpet cleaners, disinfectants, floor care products, hand soaps, papers supplies for cleaning and paper supplies for bathrooms. Products that do not contain environmental contaminants help reduce the ecological impact of cleaning products that are flushed into the water system. Green cleaning is one aspect in building maintenance that can reduce VOC as well as bacteria and fungi.



The promotion of a high quality indoor environment through the CBM “Go Green” program will have positive beneficial effects on occupant/employee health and productivity, life-cycle building maintenance cost, and overall environment.

ENTRYWAY SYSTEMS MAINTENANCE

Reasons for Effective Entryway Maintenance

Properly installed and maintained entryways systems will greatly reduce the amount of foreign matter tracked into the building, reduce the risk of slip/falls inside the building, and protect the building flooring systems from excessive wear and tear, thereby reducing interior maintenance requirements. ***CBM can source these products on your behalf.***

Requirements

Provide entryway systems (grills grates or mats) for all regularly used entrances to the building to prevent dirt, sand, dust, pollen and other particles from being tracked into the building at all times. LEED-EBOM requires at least 10 feet of mats must be provided inside each regularly used entrance..

A plan for keeping these entryways systems maintained and clean must be developed and maintained that includes:

1. Specifications of the mat systems and application including adjustments for when water is prevalent.
2. A schedule for the daily and periodic deep cleaning of the entryways system and mats.
3. A log shall be maintained to document that the systems have been effectively maintained.
4. These logs and reports shall be reviewed at least quarterly by the CBM area manger.

Sustainable Housekeeping Systems including Chemicals and Equipment

Housekeeping included floor care, restrooms care, and general cleaning. ‘Sustainable housekeeping’ encompasses more than the concept of minimizing exposure of personnel to potentially hazardous chemicals. Sustainable building housekeeping includes environmental performance, including product selection, installation, operation, long-term maintenance, and eventual disposal.

Requirements:

Environmental and safety aspects of sustainable housekeeping are defined as follows:

- Use of the proper disposal methods for all housekeeping wastes, including floor care stripping wastes as per local regulatory requirements.
- Determine necessary cleaning staffing levels needed to deliver effective cleaning for the building and maintain these staffing levels.
- Provide cleaning personnel with training on the hazards and appropriate approaches to the use, disposal and recycling of housekeeping chemicals, dispensing equipment, and packaging. Training for each manager and the staff shall occur on a routine/scheduled basis. A training plan for the cleaning staff covering these topics shall be in place that

specifies the types and amount of training the staff is to receive each year. A training log shall be maintained to document that the training plan is being followed.

- Supplier's Material Safety Data Sheets and Technical Bulletins for all housekeeping chemicals shall be onsite. The supplier of cleaning products shall provide full disclosure of ingredients on Material Safety Data Sheets.
- Chemical suppliers shall provide training material on the hazards and proper use of housekeeping chemical for workers will be provided.

The intent of the above requirements is to have a facility disclosure policy that is responsive to the needs of health and safety personnel.

Certified cleaning products such as those certified by Green Seal or Environmental Choice or so otherwise deemed acceptable under USGBC LEED guidelines shall be used.

- A log should be kept that details all housekeeping chemicals used or stored on the premises (stored products include those that are no longer used, but still in the building).

Whenever possible, chemical concentrates dispensed from closed dilutions systems will be used as alternatives to open dilution systems, non-concentrated products or aerosols.

Maintenance of Hard Surface Flooring

Resilient tile and hard flooring coating systems, including floor finish and restoration products will also meet Green Seal or Environmental Choice certifications or otherwise designated product by USGBC LEED program.

A floor maintenance plan and log shall be kept which details the number of coats of floor finish being applied as the base coat and top coats, along with relevant maintenance/ restoration practices and the dates of these activities, the duration between stripping and recoat cycles shall be documented.

Powered Cleaning Equipment

A log shall be kept for all powered housekeeping equipment. The log shall include the date of purchase and all repair and maintenance activities.

Powered cleaning equipment shall meet these requirements:

- Vacuum Cleaners are certified by Carpet and Rug Institute "Green Label" Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA.
- Carpet extraction equipment used for restorative deep cleaning is certified by the Carpet and Rug Institute's "Seal of Approval" Testing Program for deep-cleaning extractors.
- Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishes, is equipped with vacuums, guards and/or other devices for capturing fine particulates and operates with a sound level of less than 70dBA
- Propane-powered floor equipment has high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the California Air Resource Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90dBA.

- Automated scrubbing machines shall be equipped with variable-speed feed pumps to optimize the use of cleaning fluids.
- Battery-powered equipment shall be equipped with environmentally preferable gel batteries.
- Whenever appropriate, **micro fiber technology** shall be used to reduce cleaning chemicals consumptions and prolong life of disposable scrubbing pads.
- Powered equipment will be ergonomically designed to minimize vibration, noise and user fatigue.
- Equipment shall have rubber bumpers to reduce potential damage to building surfaces.

Use of Concentrates and Dispensing Equipment

Benefits

Use of chemical concentrates has several positive environmental benefits:

- Significantly lower transportation cost between manufacturer and end-user.
- Significantly lower use of packaging material.
- Lower real chemical use to obtain same performance.
- Potentially lower exposure of maintenance personnel to hazardous chemicals.

Challenges

Chemical concentrates may present higher hazards upon exposure. The proper containment, storage and dispensing of chemical concentrates is critical in avoiding employee exposures. Exposure to hazardous chemicals is minimized by using closed dispensing system. Concentrates sold for manual dilution in buckets or bottles can actually increase the risk of employee exposure.

Requirements

- (1) Chemical concentrates dispense from closed dilution systems shall be used preferentially to open dilutions systems or non-concentrated products.
- (2) Cleaning personnel shall be properly trained in the use. Maintenance and disposal of housekeeping chemicals, dispensing equipment and packaging.

Carpet Maintenance

Low environmental impact janitorial equipment includes the use of durable carpet care equipment, such as upright, backpack, and wide area vacuums equipment with powerheads meeting or exceeding the Carpet and Rug Institute “Green Label” and capable of capturing 96% of particulates 0.3 microns in size.

Carpet extraction equipment shall be capable of removing sufficient moisture such that carpets can dry in less than 24 hours. Carpet care equipment shall be electric or battery powered and shall have a maximum sound level less than 70dBA.

Wherever possible, carpet extraction methods that reduce chemical used will be used. A log shall be kept which details the relevant maintenance/restoration practices and the dates if these activities. The duration between extraction cycles shall be documented. A log shall be maintained which list all carpets care equipment including vacuums (e.g. upright, backpack,

wide area and wet/dry) and equipment used for maintaining resilient and hard floors (e.g. buffers, burnishes, and auto-scrubbers). Documentation is kept on each piece of equipment.

Purchases for Building Cleaning

Have in place a purchasing program and a tracking program for purchase of cleaning supplies including: cleaning material and product, disposable janitorial paper products, soaps, and trash bags. To the extent practical these purchases should meet the standard listed below. The goal is for all facilities for which CBM provides service to have more than 90% of these purchases (on a cost basis) meet these standards.

Green Cleaning Product Standards

1. The cleaning products that meet one or more of the following standards for the appropriate category:
 - a) Green Seal GS-37, for general- purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes.
 - b) Environmental Choice CCD-II0, for cleaning and degreasing compounds.
 - c) Environmental Choice CCD-146, for hard surface cleaners.
 - d) Environmental Choice CCD-148, for carpet and upholstery care.

2. Disinfectants, metal, polish, floor finished, strippers or other products not addressed by the above standard that meet one or more of the following standard for the appropriate category:
 - a) Green Seal GS-40, for industrial and institutional floor care products.
 - b) Environmental Choice CCD-112, for digestion additives for cleaning and odor control
 - c) Environmental Choice CCD-113, for drain or grease traps additive.
 - d) Environmental Choice CCD-115, for odor control additives
 - e) Environmental Choice CCD-147, for hard floor care.
 - f) California Code of Regulations maximum allowable VOC levels for the specific product category.

3. Disposable janitorial paper products and trash bags that meet the minimum requirements of one or more of the following programs for the applicable product category:
 - a) W.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners.
 - b) Green Seal GS-09, for paper towels and napkins.
 - c) Green Seal GS-01, for tissue paper.
 - d) Environmental Choice CCD-082, for toilet tissue.
 - e) Environmental Choice CCD-086, for hand towels.
 - f) Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.

4. Hand soaps that meet one or more of the following standards:



- a) No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (i.e., food service and health care requirements).
- b) Green Seal GS-41, for industrial and institutional hand cleaners.
- c) Environmental Choice CCD-104, for hand cleaners and hand soap.

“Go Green”

**Program
Performance Standards**

A. DUSTING, DUST MOPPING AND VACUUMING

Traditional dusting and dust mopping techniques frequently move dust and other contaminants from one area to another, such as from a bookshelf to the floor. It is important to recognize that moving the dust from one place to another wastes labor and reduces efficiencies. Dusting and dust mopping activities that do not capture soils completely stir them into the air where people can then be exposed to the particles.

DUSTING

CBM Requirements (cloth or vacuum)

1. Use only dusting tools that capture and remove the dust.
2. Micro-fiber, lint-free dusting cloths and vacuums are preferred instead of feather duster.
3. It is preferable to use vacuum cleaners that meet the Carpet & Rug Institute (CRI) Green Label Program and be fitted with appropriate bags and HEPA filters.
4. Always use a folded cloth and be sure to refold when full of soil. Refolding provides more cleaning surface area and maximizes use of the cloth/
5. Minimizes the use of dusting chemicals and if required use water or water based dusting chemicals. See the Janitorial Selection Guide.

Dust (micro-fiber cloth)

1. Gather equipment.
2. Wear personal protective equipment per label directions.
3. Be sure to use appropriately sized attachments if using a vacuum.
4. Dust from top to bottom.
5. Be thorough and get hard to reach areas.
6. Never move personal items.

Information on the Carpet & Rug Institute's Green Label Program can be found at www.carpet-rug.com

DUST MOPPING AND VACUUMING

CBM Requirements

1. A micro-fiber mop is preferred over a dry or chemically treated cotton mop.
2. If using a micro-fiber mop, choose the widest mop possible taking into consideration the area, obstructions, unevenness of the floor, etc.
3. If using a vacuum, be sure to use a wide area hard floor attachments to maximize soil removal and to minimize labor.
4. C&RI's Green Label Program and HEPA filters are preferred for vacuums.

Dust Mopping (mop or vacuum)

1. Assemble equipment and supplies.
2. Put on appropriate personal protective equipment, as stated on the product label and MSDS.
3. Using a putty knife, carefully remove any gum or other debris stuck to the floor.
4. Start from a far corner and work towards the door.
5. When using a micro-fiber flat mop, use a continuous motion, without lofting the mop from the floor.
6. Typically being next to the wall. When turning, pivot so that the leading edges remain the same. Overlap the previously mopped path by 2 to 4 inches to ensure complete coverage.
7. When completely finished, pick up the collected debris using a counter brush and dust pan or vacuum.

8. When the micro-fiber no longer attracts soil, it will need to be laundered. Vacuum bags should be checked periodically and changed out when they become half-full.

B. ENTRY WAYS

Entry ways are the first line of defense in limiting contaminants from entering buildings. Therefore, special effort should be focused in these areas to keep the contaminants out of the building. Proper maintenance of entryway systems can increase the life of the flooring system (carpet, stone, resilient tile, etc.). From an economic and safety standpoint, a proper entry way maintenance program stops dirt at the door and will reduce floor care labor used to maintain floor finishes and sealers. Appropriate walk-off entry mats reduce liability and cost associated with people slipping and falling as a result of wet, dirty floors particularly during inclement weather or from excessive amounts of dirt and grit build up.

CRM Requirements (cloth or vacuum)

1. Use high quality walk-off matting outside and inside the entry. See your local matting professional. Some considerations include:
 - Mats with non-porous backing that inhibit mold and mildew growth within the backing.
 - Fire retardant rating that exceeds DOC-FF1-70, like NFPA-253 Class I and II.
 - Electrostatic Propensity levels of less than 2.5 KV
2. Ensure that interior matting is at least 12 to 15 feet in length: especially during inclement weather.
3. Ensure that mopping solutions are mixed accurately and changed when dirty.
4. Preference is to use micro-fiber wiping clothes and flat mops.
5. Use vacuums that meet the certification standards under the Carpet & Rug Institute's Green Label program. Check and change bags and filters as needed (as often as necessary depending on the amount of soil)
6. When using ice-melting products it is preferable to use compounds that do not contain sodium chloride.

C. FLOOR STRIPPING

CRM Requirements (floor stripping)

1. Notify occupants beforehand if a strip-out is scheduled.
2. Select environmentally preferable products as outlined in the Janitorial Products Selection Guide. Mix and use products according to label direction.
3. Ventilate area and building during and after stripping.
4. Especially when stripping floors, it is preferable to conduct these activities on a weekend or some other extended time period when occupants will not be in the building. This allows maximum time for the building to be ventilated (flushed with fresh air) prior to the return of the occupants.

CBM Requirements (floor finish / sealer application)

1. Apply finish or sealers with a clean rayon mop head
2. Use clean buckets with clean wheels.
3. Line buckets with fitted trash liners
4. Use finish or sealer as recommended in the Janitorial Product Selection Guide.

5. Apply even coats.
6. Don't force dry finish with a fan.

CRM Requirements (for Buffing and Burnishing)

1. Make sure that adequate floor finish exists.
2. Select the appropriate restoration products as outlined in the Janitorial Selection Guide.
3. Water-based, low VOC products are preferred.
4. Apply product in a stream or coarse spray instead of a wide-angle mist to minimize the amount that becomes airborne and inhaled or oversprayed. Do not over apply.
5. Be sure that the pad matches the rotary scrubbing machine speed and the finish type.

Carpet Pre-Spray & Extraction

Carpet can act as a "sink" that allows particle, allergens and other unwanted material to filter down into the backing of the carpets. Once down deep in the carpet these unwanted materials can lead to damage of the fibers and the need to ultimately replace the carpets sooner than properly maintained carpeting. But from a health perspective, one of the biggest enemies of a healthy indoor environment is when moisture provides an opportunity for biological growth in the carpets. Thus, pre-spraying carpet and rinsing with an extractor should get deep down into the carpets and remove the unwanted contaminants.

CBM Requirements

1. Minimize the amount of cleaning chemicals used.
2. Use appropriate functions equipment that will maximize the amount of water being extracted from the carpet to minimize moisture and potential for mold, mildew and bacterial growth.
3. Increase ventilation. Open windows if weather allows and use carpet fan to dry carpets quickly.
4. Dispose of cleaning solution properly.

D. RESTROOMS

Large trash cans should be utilized to minimize overflow of waste and reduce the frequency for policing the area. It is often beneficial to place a trash receptacle by the door for easy disposal of towels to prevent them from being thrown on the floor.

CBM Requirements

1. Make sure cleaning and disinfecting solutions are prepared and used according to label direction (e.g., dwell time).
2. Use cleaners as outlined in the Janitorial Product Selection Guide.
3. Frequently clean surface that hands touch to eliminate the spread of germs (e.g., door knobs, light switches, handles, etc).
4. Address moisture problems.
5. Keep floor dry to eliminate slip-fall injuries and prevent the build-up of bacteria, mold and mildew.
6. When waterless urinals and/or composting toilets are used, follow manufacturer's specified cleaning techniques only and NEVER pour water or cleaning chemicals into these fixtures unless specially directed by manufacturer.

E. FOOD AREAS: CAFETERIAS, BREAK ROOMS, ETC.

Action Items:

1. Clean and sanitize floors, tables, etc.
2. Separate recyclables from trash and make sure recyclable areas are kept clean (i.e. rinse soda cans) so as not to attract pests.
3. Make sure that occupants understand how to properly separate trash and recyclables and the proper disposal of each.
4. Make sure that waste containers are covered and emptied at least once daily. Particular attention should be paid to food waste, trash receptacles containing food debris, recyclables such as soda cans, and other objects that contain food residue that can attract pests. Making every effort to eliminate those things that attract pests is critical to protecting occupants' health by reducing or eliminating the need for pesticides inside the building. Ask occupants to rinse out food and drink containers before placing in recyclable collection. Refrigerators used by occupants for their personal use should be emptied and cleaned periodically by the occupants. Integrated pest management (IPM) should be followed.

F. OSHA BLOOD-BORNE PATHOGEN STANDARD

Action Items:

1. Use safety cones or other means to make sure that occupants do not come in contact with biological spills.
2. Use proper personal protective equipment (i.e. gloves, goggles).
3. Disinfect area with appropriate solution following OSHA's Blood-borne Pathogen Standard,
4. Dispose properly in a biohazard bag. OSHA required procedures and training on the Blood-Borne Pathogen Standard 9 is not changed in a Healthy High Performance Cleaning program as the requirements are mandated by federal law, The Blood-Borne Pathogen Standard requires, among other things, the use of bleach at a 1:10 dilution, and EPA registered tuberculocidal product, or an EPA registered product with claims against both HBV and HIV.

G. MEASURING / DILUTING CONCENTRATED CLEANING PRODUCTS

Action Items:

1. Use appropriate personal protective equipment when mixing concentrated cleaning products/
2. Follow manufacturer's dilution directions. Do not under – or over – dilute concentrated cleaning products.
3. Make sure that spray bottles (secondary containers) have appropriate labels.
4. Never mix different cleaning products together.
5. Highly concentrated cleaning products reduce environmental impact from packaging and transportation, and typically reduce actual use-cost compared to less concentrated alternatives. However, to gain the environmental benefits and to protect workers exposed to these more highly concentrated products during mixing, extra care should be taken. Product should always be diluted accurately according to manufacturer's directions. This can be achieved through a variety of methods including measuring cups, syringes



dispensing pumps and automated dilution equipment. Dilution control equipment is highly recommended because it minimizes the potential for human error and reduces the chance of chemical exposure to concentrate. Dilution equipment should be periodically checked for accuracy.

If using this manual dilution, e.g. measuring cup or pump, cleaning personnel should understand that by adding extra concentrate beyond recommended dilutions that the product will not necessarily perform better. In fact, surfaces can become slippery and or take on a cloudy or streaked appearance due to chemical residue.

Finally, never mix cleaning products together. Some cleaning chemicals can react when mixed to give off dangerous by-product. Rinse container after use.

OFFICE SPECIFIC CLEANING

Standard Operating Procedures

ENTRANCE

1. Empty and clean trash cans and ash urns.
2. Sweep exterior sidewalk and vestibules with a high quality push broom or a mechanical sweeper. (Day Porter)
3. Clean frequently touched surfaces.
 - Spray disinfectant cleaner on cloth and wipe light switches push plates, kick plates and door knobs.
4. Vacuum entryway matting.
5. Clean exterior glass.
 - Adjust nozzles to stream vs. wide angle spray.
 - Spray glass cleaner onto your microfiber rag.
 - Wipe the mirror from low to high.
6. Display Wet Floor sign if necessary.

INTERIOR ENTRANCE

1. Roll up and remove matting.
2. Display wet floor signs down prior to working.
3. Clean frequently touched surfaces.
 - Spray disinfectant cleaner on cloth and wipe light switches push plates, kick plates and door knobs.
4. Clean interior glass.
 - Adjust nozzles to stream vs. wide angle spray.
 - Spray glass cleaner onto your microfiber rag.
 - Wipe the mirror from low to high.
5. Clean main entrance door frames, jambs and tracks.
6. Spot clean walls.
 - Spot clean the stall partitions and the walls by spraying cleaner and wiping with a damp micro fiber cloth.
7. Sweep floor.
 - Pick up solid wastes.
 - Use a floor scraper or putty knife to remove any items stuck to the floor.
 - Start at the furthest corner and work toward the door.
8. Mop floors.
 - Make sure the Wet Floor sign is in the doorway.

- Damp mop the floor with a disinfectant, general purpose or deodorant digester cleaner.
9. Remove Wet Floor signs once the floor are is completely dry.

ENTRANCE WEEKLY

1. Roll up and remove matting to the building exterior and shake.
2. Sweep underneath matting.
3. Clean washable entryway mats with a high pressure hose.
4. Replace matting once completely dry.

MAIN LOBBY/COMMON AREAS

1. Assemble equipment needed for cleaning.
2. Put on personal protective equipment.
3. Display Wet Floor caution signs.
4. Dust all level surfaces up to eight feet high to include: furniture, tables, counter tops directories, light fixtures, window sills, baseboards, etc.
5. Clean frequently touched surfaces.
 - Spray disinfectant cleaner on cloth and wipe light switches push plates, kick plates and door knobs.
6. Clean all doors, frames, and jambs.
7. Wipe clean all glass and mirrors.
 - Adjust nozzles to stream vs. wide angle spray.
 - Spray glass cleaner onto your microfiber rag.
 - Wipe the mirror from low to high.
8. Damp wipe all receptacles.
10. Spot clean walls.
 - Spot clean the stall partitions and the walls by spraying cleaner and wiping with a damp micro fiber cloth.
9. Vacuum all carpeted areas.
 - Start from the far corner and work towards to the door.
 - Inform supervisor in a particular spot requires additional work.
10. Sweep floor.
 - Pick up solid wastes.
 - Use a floor scraper or putty knife to remove any items stuck to the floor.
 - Start at the furthest corner and work toward the door.
11. Mop floors.
 - Make sure the Wet Floor sign is in the doorway.
 - Damp mop the floor with a disinfectant, general purpose or deodorant digester cleaner.

12. Remove the Wet Floor signs only aft the floor is completely dry.

ELEVATORS

1. Assemble all equipment and supplies needed for cleaning.
2. Insert key to hold elevator doors in the open position. DO NOT wedge open.
3. Using a microfiber cloth dust all walls, light fixtures, and vents.
4. Wipe clean all glass and mirrors.
 - Adjust nozzles to stream vs. wide angle spray.
 - Spray glass cleaner onto your microfiber rag.
 - Wipe the mirror from low to high.
5. Wipe clean and polish all metal surfaces to include chrome and stainless steel.
 - Spray cleaner on cloth and wipe elevator buttons, plates, etc.
6. If carpeted, vacuum and pay special attention to corners and edges.
 - Inform supervisor a particular spot needs additional work.
7. Sweep floor.
 - Pick up solid wastes.
 - Use a floor scraper or putty knife to remove any items stuck to the floor.
 - Start at the furthest corner and work toward the door.
8. Mop floors.
 - Make sure the Wet Floor sign is in the doorway.
 - Damp mop the floor with a disinfectant, general purpose or deodorant digester cleaner.
9. Wipe clean the interior and exterior elevator doors removing all smudges and finger marks.

COMMON CORRIDORS DAILY

1. Assemble all equipment and supplies needed for cleaning.
2. Place equipment in an area that will not obstruct the walk way, nor create a safety hazard for the tenants occupying the floor.
3. Wipe clean all glass mirrors marble, and planters.
4. Spot clean walls wherever needed using a neutral based cleaner and a microfiber cloth.
5. Clean frequently touched surfaces.
 - Spray disinfectant cleaner on cloth and wipe light switches push plates, kick plates and door knobs.
6. Vacuum all carpeted areas.
 - Start from the far corner and work towards to the door.
 - Inform supervisor in a particular spot requires additional work.
7. Sweep floor.
 - Pick up solid wastes.
 - Use a floor scraper or putty knife to remove any items stuck to the floor.
 - Start at the furthest corner and work toward the door.
8. Mop floors.
 - Make sure the Wet Floor sign is in the doorway.

- Damp mop the floor with a disinfectant, general purpose or deodorant digester cleaner.
9. Remove the Wet Floor signs only aft the floor is completely dry.

COMMON CORRIDORS MONTHLY

1. Perform detail high dusting and wiping of all ceiling vents, exit signs, and light fixtures using a micro fiber cloth and a neutral based cleaner.
2. Vacuum all carpet corners and edges.

TENANT SUITES DAILY SERVICIES

1. Enter the office and announce your presence by stating, “House Keeping!” If there is no one else working inside the office, lock the door behind you.
 - DO NOT allow access to anyone requesting to enter the suite unless the have their own key.
2. Begin cleaning the office from the rear of the office and work towards the front entrance.
3. Remove all trash from the waste baskets and replace liners if they are dirty. Wipe clean the outside of the waste basket. Place all waste baskets back in their correct location.
 - DO NOT discard any items found outside of the waste basket unless they are clearly marked either “trash or basura”.
 - If you find what you deem as trash outside of the waste basket do not discard but instead notify your supervisor.
4. Using a microfiber rag dust all level surfaces up to eight feet high to include: counter tops, desk tops, partitions, and window sills.
5. Wipe and disinfect telephone receivers.
6. Dust the tops of computers.
 - DO NOT touch key boards.
 - DO NOT use and chemicals on computer screens.
7. Vacuum all carpeted areas.
 - DO NOT unplug computers, printers, fax machines in order to plug in vacuum cleaner.
 - Report and carpet spots that need additional treatment to your supervisor.
8. Place all furniture back into its correct position after cleaning the area.
9. Sweep and damp mop hard surfaces floors.
10. Wipe and clean any finger marks on doors and around light switches.
11. Check the office to make sure that it has been properly cleaned and all equipment has been retrieved before you exit the office.
12. Set the alarm (when applicable), turn off the lights, and secure the suite entrance.

WEEKLY SUITE SERVICES

1. Dust the top of all picture frames.
2. Perform low dusting of chairs and base boards.
3. Perform detail high dusting and wiping of all ceiling vents, exit signs, and light fixtures using a micro fiber cloth and a neutral based cleaner.

MONTHLY SUITE SERVICES

1. Using a microfiber rag dust all venetian blinds.
2. Vacuum clean all fabric furniture and chairs.

RESTROOM PROCEDURES

1. Put on all Personal Protective Equipment.
2. Assemble equipment.
3. Knock, announce yourself, and prop open door.
3. Apply product to the INTERIOR of the toilets and urinals.
 - Start by forcing water down the trap below the water line.
 - Then apply the bowl cleaner under the rim and around the interior.
 - Give the bowl cleaner time to work. Check your label directions for recommended contact time.
4. Apply product to the EXTERIOR of toilets and urinals.
 - Spray the outside of the toilets and urinals (including the chrome, back wall area and floor immediately around the toilets and urinals) with a disinfectant cleaner.
 - Leave the disinfectant on these surfaces so it has time to work Check your label directions for the recommended contact time.
5. Apply product to sinks and counter tops.
 - Give product time to work.
6. Fill Dispensers.
 - Remove gloves before refilling dispensers.
 - Refill dispensers in a consistent order to avoid misses.
7. Empty Trash.
 - Put Safety gloves back on.
 - Remove the used liner by pulling straight up – for safety don't press down on the trash. There may be sharp objects in the trash that may cause injury if you pushed down on it.
8. Clean mirrors.
 - Adjust nozzles to stream vs. wide angle spraty.
 - Spray glass cleaner onto your microfiber rag.
 - Wipe the mirror from low to high.
9. Clean and wipe dispensers.
10. Wipe sinks and counter tops.
11. Clean INTERIORS of toilets and urinals.
 - After the product has had time to work, scrub the inside of the toilet and urinals with your bowl mop.
 - Then rinse the bowl mop out in the clean running water of the toilet.
 - Be careful to return the toilet brush to your cart without contaminating other supplies.
12. Wipe EXTERIOR of toilets and urinals.
 - Never use the bowl mop, since this could cause cross-contamination.

- Wipe down all plumbing pipes with dry cloth to prevent spotting.
13. Clean frequently touched surfaces.
 - Spray disinfectant cleaner on cloth and wipe light switches push plates, kick plates and door knobs.
 14. Spot clean walls.
 - Spot clean the stall partitions and the walls by spraying cleaner and wiping with a damp micro fiber cloth.
 15. Sweep floor.
 - Pick up solid wastes.
 - Use a floor scraper or putty knife to remove any items stuck to the floor.
 - Start at the furthest corner and work toward the door.
 16. Mop floors.
 - Make sure the Wet Floor sign is in the doorway.
 - Damp mop the floor with a disinfectant, general purpose or deodorant digester cleaner.
 17. Remove the Wet Floor signs only after the floor is completely dry.

BREAKROOMS/KITCHENS

10. Restock paper towel dispensers, etc.
 - Refill in a consistent manner in order to avoid misses.
11. Empty Trash.
 - Put Safety gloves on.
 - Remove the used liner by pulling straight up – for safety don't press down on the trash. There may be sharp objects in the trash that may cause injury if you pushed down on it.
 - Wipe clean trash bins.
 - Remove recyclables and wipe clean bins.
12. Make sure Wet Floor SIGN is in the doorway.
13. Wipe sinks, tables and counter tops.
14. Spot clean walls and cabinets by spraying cleaner and wiping with a damp micro fiber cloth.
15. Wipe and clean the interior of the microwaves.
16. Dust the top of refrigerator.
17. Clean frequently touched surfaces.
 - Spray disinfectant cleaner on cloth and wipe light switches push plates, kick plates and door knobs.
18. Sweep floor.
 - Pick up solid wastes.
 - Use a floor scraper or putty knife to remove any items stuck to the floor.
 - Start at the furthest corner and work toward the door.
19. Mop floors.
 - Make sure the Wet Floor sign is in the doorway.

- Damp mop the floor with a disinfectant, general purpose or deodorant digester cleaner.
20. Remove the Wet Floor signs only aft the floor is completely dry.

STAIRWELLS

1. Police stairwells.
 - Start from the top floor and work your way down to the bottom floors with a toy broom.
2. As you work you way down:
 - Pick up any solid waste or debris.
 - Wiped down all stairwell doors frames and jambs.
 - Sweep the stairwell landings and steps.
 - Dust all banisters and railings on each floor using a microfiber cloth dedicated for cleaning the stairwells.
 - Dust all pipes, exit signs and light fixtures.
 - Remove all cobwebs.
3. Damp mopping. (performed weekly when applicable)
 - Make sure the Wet Floor sign is in the doorway.
 - Damp mop the floor with a disinfectant, general purpose or deodorant digester cleaner.

BUILDING PERIMETERS

1. Assemble equipment needed for cleaning (extension arms, angle brooms, dust pan, scraper or putty knife, rags, trash bags, and graffiti remover, etc.).
2. Clean all entrance areas leading to the building and make sure that they are free of debris.
3. Police the perimeter of the building (entrance areas, drive ways, open parking areas, sidewalks, curbs, hedges, loading docks). As you work your way around:
 - Pick up all debris to include but not limited to cigarette butts, cans, bottles, paper, etc.
 - Wipe clean all exterior garbage cans and ash urns.
 - Remove all items stuck to the sidewalk and entrance areas such as gum.
 - Spot clean graffiti.
4. Clean and sweep area around dumpster.
5. Make sure all trash is in its proper pick up location.

SCHOOLS & UNIVERSITY Standard Operating Procedure

ENTRANCE

1. Empty and clean trash cans and ash urns.
2. Sweep exterior sidewalk and vestibules with a high quality push broom or a mechanical sweeper. (Day Porter)
3. Clean main entrance door frames, jambs and tracks.
4. Vacuum entryway matting.
5. Clean exterior glass.
 - Adjust nozzles to stream vs. wide angle spray.
 - Spray glass cleaner onto your microfiber rag.
 - Wipe the mirror from low to high.
6. Display Wet Floor sign if necessary.

ENTRYWAY WEEKLY

1. Roll up and remove matting to the building exterior and shake.
2. Sweep underneath matting.
3. Clean washable entryway mats with a high pressure hose.
4. Replace matting once completely dry.

ADMINISTRATIVE OFFICES

1. Enter the office and announce your presence by stating, "House Keeping!" If there is no one else working inside the office, lock the door behind you.
 - DO NOT allow access to anyone requesting to enter the suite unless they have their own key.
2. Begin cleaning the office from the rear of the office and work towards the front entrance.
3. Remove all trash from the waste baskets and replace liners if they are dirty. Wipe clean the outside of the waste basket. Place all waste baskets back in their correct location.
 - DO NOT discard any items found outside of the waste basket unless they are clearly marked either "trash or basura".
 - If you find what you deem as trash outside of the waste basket do not discard but instead notify your supervisor.
4. Using a microfiber rag dust all level surfaces up to eight feet high to include: counter tops, desk tops, partitions, and window sills.
5. Wipe and disinfect telephone receivers.
6. Dust the tops of computers.

- DO NOT touch key boards.
 - DO NOT use and chemicals on computer screens.
7. Vacuum all carpeted areas.
 - DO NOT unplug computers, printers, or fax machines in order to plug in vacuum cleaner.
 - Report any carpet spots that need additional treatment to your supervisor.
 8. Place all furniture back into its correct position after cleaning the area.
 9. Clean frequently touched surfaces.
 - Spray disinfectant cleaner on cloth and wipe light switches push plates, kick plates and door knobs.
 10. Sweep and damp mop hard surfaces floors.
 11. Check the office to make sure that it has been properly cleaned and all equipment has been retrieved before you exit the office.
 12. Set the alarm (when applicable), turn off the lights, and secure the suite entrance.

WEEKLY SUITE SERVICES

1. Dust the top of all picture frames.
2. Perform low dusting of chairs and base boards.

MONTHLY SUITE SERVICES

1. Using a microfiber rag dust all venetian blinds.
2. Vacuum clean all fabric furniture and chairs.
3. Perform high dusting of the ceilings vents, exit signs, and light fixtures.

CLASSROOM – (Raise Chairs)

1. Position maid cart directly in front of the door allowing for easy access.
2. Restock paper towel dispensers, etc. (when applicable)
 - Refill in a consistent manner in order to avoid misses.
3. Empty Trash.
 - a. Wipe clean trash bins.
4. Wipe clean chalk board and ledges (if specified by supervisor).
5. Make sure Wet Floor SIGN is in the doorway.
6. Using a microfiber cloth dust all level surfaces including: desk tops, counter tops, shelves, window ledges.
 - b. DO NOT move papers from desk tops.
7. When possible, place all chairs on desks.
8. Vacuum all carpeted areas (when applicable).
 - a. DO NOT unplug any school electronic equipment.
 - b. Report any spots that need additional treatment to your supervisor.
9. Sweep floor (when applicable).
 - Pick up solid wastes.
 - Use a floor scraper or putty knife to remove any items stuck to the floor.
 - Start at the furthest corner and work toward the door.
10. Mop floors (when applicable).
 - a. Make sure the Wet Floor sign is in the doorway.
 - b. Damp mop the floor with a disinfectant, general purpose or deodorant digester cleaner.
11. Replace chairs to their appropriate position.
12. Clean frequently touched surfaces.
 - Spray disinfectant cleaner on cloth and wipe light switches push plates, kick plates and door knobs.
13. Wipe clean door, door frames, and jambs.
14. Remove Wet Floor sign.
15. Turn off lights and secure door upon exiting.

CLASSROOMS WEEKLY

1. Remove walk mats and shake clean.

RESTROOM PROCEDURES

1. Put on all Personal Protective Equipment.
2. Assemble equipment.
3. Knock, announce yourself, and prop open door.
4. Apply product to the INTERIOR of the toilets and urinals.
 - Start by forcing water down the trap below the water line.
 - Then apply the bowl cleaner under the rim and around the interior.
 - Give the bowl cleaner time to work. Check your label directions for recommended contact time.

5. Apply product to the EXTERIOR of toilets and urinals.
 - Spray the outside of the toilets and urinals (including the chrome, back wall area and floor immediately around the toilets and urinals) with a disinfectant cleaner.
 - Leave the disinfectant on these surfaces so it has time to work Check your label directions for the recommended contact time.
6. Apply product to sinks and counter tops.
 - Give product time to work.
7. Fill Dispensers.
 - Remove gloves before refilling dispensers.
 - Refill dispensers in a consistent order to avoid misses.
8. Empty Trash.
 - a. Put Safety gloves back on.
 - b. Remove the used liner by pulling straight up – for safety don't press down on the trash. There may be sharp objects in the trash that may cause injury if you pushed down on it.
9. Clean mirrors.
 - Adjust nozzles to stream vs. wide angle spraty.
 - Spray glass cleaner onto your microfiber rag.
 - Wipe the mirror from low to high.
10. Clean and wipe dispensers.
11. Wipe sinks and counter tops.
12. Clean INTERIORS of toilets and urinals.
 - a. After the product has had time to work, scrub the inside of the toilet and urinals with your bowl mop.
 - b. Then rinse the bowl mop out in the clean running water of the toilet.
 - c. Be careful to return the toilet brush to your cart without contaminating other supplies.
13. Wipe EXTERIOR of toilets and urinals.
 - a. Never use the bowl mop, since this could cause cross-contamination.
 - b. Wipe down al plumbing pipes with dry cloth to prevent spotting.
14. Clean frequently touched surfaces.
 - a. Spray disinfectant cleaner on cloth and wipe light switches push plates, kick plates and door knobs.
15. Spot clean walls.
 - a. Spot clean the stall partitions and the walls by spraying cleaner and wiping with a damp micro fiber cloth.
16. Sweep floor.
 - a. Pick up solid wastes.
 - b. Use a floor scraper or putty knife to remove any items stuck to the floor.
 - c. Start at the furthest corner and work toward the door.
17. Mop floors.
 - a. Make sure the Wet Floor sign is in the doorway.

- b. Damp mop the floor with a disinfectant, general purpose or deodorant digester cleaner.
18. Remove the Wet Floor signs only aft the floor is completely dry.

COMMON CORRIDORS DAILY

1. Assemble all equipment and supplies needed for cleaning.
2. Place equipment in an area that will not obstruct the walk way, nor create a safety hazard for the tenants occupying the floor.
3. Display Wet Floor sign.
4. Empty all trash receptacles.
 - Replace liners if needed.
 - Wipe down receptacles.
5. Dust all level surfaces (plaques, trophy cases, directories, etc)
6. Dust all low ledges, hand rails, tables and baseboards.
7. Wipe clean all glass mirrors marble, and planters.
8. Spot clean walls wherever needed using a neutral based cleaner and a microfiber cloth.
9. Clean frequently touched surfaces.
 - Spray disinfectant cleaner on cloth and wipe light switches push plates, kick plates and door knobs.
10. Vacuum all carpeted areas. (when applicable)
 - Start from the far corner and work towards to the door.
 - Inform supervisor in a particular spot requires additional work.
11. Sweep floor. (when applicable)
 - Pick up solid wastes.
 - Use a floor scraper or putty knife to remove any items stuck to the floor.
 - Start at the furthest corner and work toward the door.
12. Mop floors. (when applicable)
 - Make sure the Wet Floor sign is in the doorway.
 - Damp mop the floor with a disinfectant, general purpose or deodorant digester cleaner.
13. Remove the Wet Floor signs only aft the floor is completely dry.

COMMON CORRIDORS MONTHLY

1. Perform detail dusting and wiping of all ceiling vents, exit signs, and light fixtures using a micro fiber cloth and a neutral based cleaner.
2. Vacuum all carpet corners and edges.

BREAKROOMS/KITCHENS

1. Remove all walk off mats, shake and vacuum.
2. Display Wet Floor signs by door and throughout the cafeteria.
3. Restock paper towel dispensers, etc.
 - Refill in a consistent manner in order to avoid misses
4. Empty Trash.
 - Put Safety gloves on.
 - Remove the used liner by pulling straight up – for safety don't press down on the trash. There may be sharp objects in the trash that may cause injury if you pushed down on it.
 - Wipe clean trash bins.
 - Remove recyclables and wipe clean bins.
5. Dust all level surfaces including window ledges
6. Wipe down all counter tops throughout the cafeteria.
7. Sweep floor.
 - Pick up solid wastes.
 - Use a floor scraper or putty knife to remove any items stuck to the floor.
 - Start at the furthest corner and work toward the door.
8. Mop floors. (when applicable)
 - Make sure the Wet Floor sign is in the doorway.
 - Damp mop the floor with a disinfectant, general purpose or deodorant digester cleaner.
9. Once floors are dry place chairs back to their appropriate location.
10. Wipe clean all table top surfaces and chairs using the appropriate disinfectant solution.
11. Wipe sinks, tables and counter tops.
12. Spot clean walls and doors by spraying cleaner and wiping with a damp micro fiber cloth.

13. Clean frequently touched surfaces.
 - Spray disinfectant cleaner on cloth and wipe light switches push plates, kick plates and door knobs.
14. Place entry door mats back in their original position.
15. Remove the Wet Floor signs only aft the floor is completely dry.

STAIRWELLS

1. Police stairwells.
2. As you work you way down:
 - Pick up any solid waste or debris.
 - Empty trash receptacles and replace liners if needed.
 - Dust all banisters and railings on each floor using a microfiber cloth dedicated for cleaning the stairwells.
 - Wiped down all stairwell doors frames and jambs
 - Sweep the stairwell landings and steps.
 - Remove all cobwebs.

3. Damp mop. (when applicable)
 - Make sure the Wet Floor sign is on display on doorway / landings.
 - Damp mop the floor with a disinfectant, general purpose or deodorant digester cleaner.

STARIWELLS MONTHLY

1. Dust overhead ceiling vents and light fixtures.

BUILDING PERIMETERS

1. Assemble equipment needed for cleaning (extension arms, angle brooms, dust pan, scraper or putty knife, rags, trash bags, and graffiti remover, etc.)
2. Clean all entrance areas leading to the building and make sure that they are free of debris.
3. Police the perimeter of the building (entrance areas, drive ways, open parking areas, sidewalks, curbs, hedges, loading docks). As you work your way around:
 - Pick up all debris to include but not limited to cigarette butts, cans, bottles, paper, etc.
 - Wipe clean all exterior garbage cans and ash urns.
 - Remove all items stuck to the sidewalk and entrance areas such as gum.
 - Spot clean graffiti.
4. Clean and sweep area around dumpster.
Make sure all trash is in its proper pick up location

Floor Care Standard Operating Procedures

1. Prepare the area by placing wet floor signs, caution tape and other blockades around the area to be stripped.
2. Assemble equipment and supplies to include two mops, two buckets, two wringers, wet vacuum cleaner, machine, pads, scrapers, doodle pads, and doodle pad stick.
3. Place the appropriate stripping pad (BLACK) onto the rotary machine.
4. Fill the strip bucket with HOT waster unless the product label specifies or recommends a cold water mix with the stripper.
5. Fill the rinse bucket with clean cold water.
6. Remove free standing object. Vacuum and remove walk off mats.
7. Dust mop or Vacuum the area to be stripped using a backpack vacuum.
8. Remove all gum and other foreign objects from the floor using a scraper or putty knife.
9. Apply the foaming stripper to the baseboards if necessary.
10. Apply stripper to the floor.
 - Dip the strip mop into the strip bucket.
 - DO NOT saturate which may lead to the solution traveling underneath adjacent doors or onto the carpets.
 - Let the solution dwell for 5-10 minutes.
 - DO NOT allow the solution to dry.
 - Re-apply as necessary to keep the floor wet.
11. Use an edging tool (scraper or doodle pads) to loosen finish close to baseboards and corners.
12. If there is additional was that does not off, apply additional stripper to floor and allow for additional dwelling time.
 - DO NOT allow the floor to dry
13. Use the rotary machine with the appropriate colored pad (BLACK) and begin to strip floors.
14. Pick up slurry with the wet-vac or mop bucket
15. Rinse the floor with clean cold water.
 - Several rinses are required to ensure that all of the stripper is removed from the floor surface
16. Once the floor dries, rub your hand over it. If there is residue on your hand you must rinse again.
17. Once the floor is dry and free of residue and glossy areas (sign of finish or sealer), it is ready to be coated
18. Prior to applying the floor finish, machine vacuum the VCT tiles with a backpack vacuum to make sure there is no hair particles or debris on the floor.

FLOOR FINISH & SEALER APPLICATION

1. Assemble equipment and supplies
2. Put on appropriate Personal Protective Equipment as stated on the product label and MSDS sheets.
3. Post wet floor signs throughout the area and block entry with a yellow caution tape.
4. Line the finish bucket with a clean fitted trash liner.
5. Pour enough sealer or finish into the bucket for the area.
6. Dip the mop head into the finish or sealer.
7. Tamp the mop head in the wringer.
 - DO NOT wring the mop
 - Hold the mop above the wringer and count 1-2-3.
 - The mop is ready for use once the mop head doesn't drip for 3 seconds intervals
8. Apply the finish or sealer with a clean rayon or the floor finish mop.
9. Draw a 10 x 10 foot frame with the finish or sealer.
10. Apply all the way to the baseboard on the first and last coat.
11. Allow each a coat to dry thoroughly before applying an additional coat.
12. Using an overlapping figure 8 motion, fill the frame. Flip the mop 180 degrees as you work the area.
13. Apply a thin even coat as your first coat.
 - Each subsequent coat should be applied thicker than the last.
 - DO NOT apply more than 4 coats within a 24 hour period.
 - DO NOT buff floors between coats.
 - DO NOT buff floors until at least 24 hours after application of the last coat.
14. Remove and discard the liners and the left over finish. Thoroughly clean mop head, bucket, and wringer.
15. Remove Wet Floor signs and other blockades after the floor is completely dry.

BUFFING & BURNISHING of FLOOR TILES

1. Assemble equipment and supplies.
2. Put on appropriate Personal Protective Equipment as directed by product.
3. Post Wet Floor signs onto the floor.
4. Dust mop the floor and damp mop floor prior to buffing or burnishing.
5. Make sure that adequate floor finish exist for the burnishing of floors.
6. Select the appropriate restoration products to use as a spray buff.
7. Select the appropriate buffing or burnishing pad.
8. Be sure the pad matches the rotary burnishing machine speed
9. Apply product in a stream or coarse spray instead of a wide-angle mist to minimize over spraying.
 - DO NOT over apply.
10. If using a 1000-150 RPM machine make a single pass in a straight line over the area.
 - Be careful not to keep the machine running in the place in order to avoid burning the tile floors.
11. Change pads as necessary.