

Lounges – Daily Maintenance

PURPOSE:

To maintain clean, hygienic and attractive surroundings.

REQUIRED SUPPLIES & EQUIPMENT:

- Mop bucket with wringer
- Wet mop handle with looped-end, banded mop
- Putty knife
- Dust mop
- Dustpan and brush
- Hand pail
- Approved cleaning detergent solution
- Set of "Wet Floor" signs
- Spray polish
- Spray window cleaner
- Clean cloths
- Vacuum equipment



PROCEDURE #13:

- A** Service waste receptacles – Empty, clean and replace garbage bags. Remove dated news papers and damaged magazines.
- B** Dust furniture – Tables, legs of chairs, lamps, etc. Damp wipe plastic covered furniture. Vacuum cloth upholstery.
- C** Dust windowsills and light fixtures.
- D** Dust mop floor – Follow Procedure #1.
- E** Clean floor – Either damp mop or vacuum.
- F** Polish – Metals and furniture. Use appropriate polish and clean cloths.
- G** Spot clean soiled areas – Check walls and doors. Spot clean only areas no larger than your hand. Notify supervisor if complete wall washing is necessary. Clean windows. Clean telephone.
- H** Straighten furniture – Arrangements should conform to established pattern.