STANDARD OPERATING PROCEDURE # FDO 3.105

Subject: Cleaning Entrance Ways

Purpose and Scope: To standardize the approach for cleaning and maintaining the indoor quality of our facilities. Entrance ways will be cleaned according to the Building Services Task & Frequency plan. The current task & Frequency plan will be provided by supervisors.

Policy: Building entrance floors will be vacuumed or swept and damp mopped every workday. If there is a trashcan, it is to be emptied daily. Mats should be cleaned at least three days per week; always clean underneath mats. Clean windows, doors, and walls at least once per week. Observe all safety precautions as labeled on product and as directed by the Material Safety Data Sheet (MSDS).

Procedure:

Dust Mop Resilient Tile

Performed daily
Equipment needed: broom, dust mop, dust pan, counter brush, scraper, trash receptacle, Green Earth daily floor cleaner.

- Use broom to remove dirt, dust and debris from against walls and corners.
- Use dustpan and counter brush to remove debris. Dispose of debris in trash receptacle.
- Remove gum using scraper. Use Green Earth Daily Peroxide Cleaner on remaining spot if needed.
- Dustmop tiled area using treated dustmop.
- Clean dustmop head and store properly.

Damp Mop Resilient Tile

Performed daily
Equipment needed: wet-floor signs, cotton mop Green Earth Daily Peroxide Cleaner, bucket/wringer

- Dust-mop as described above.
- Place Wet-Floor signs in appropriate areas.
- Fill bucket 1/2 full of water; mix in 2 ounces of Green Earth Daily Peroxide Cleaner per gallon of water.
- Wet mop-head and wring out.
- Mop floor in a figure 8 motion.
- Rinse mop and wring out after mopping every 6'0 x 6'0 area.
- Repeat until floor is finished.
- Remove equipment used and store properly.
- Clean mop and bucket and store properly.
- Remove Wet-Floor signs when floor is dry.

Clean Walk-Off Mats

Performed daily
Equipment needed: Vacuum, broom and dustpan

- Pick up small walk-off mats and take them outside.
- Shake them vigorously to remove the grit and soil.
• Large mats may be swept and vacuumed.
• Sweep underneath mat before putting it back.

**Clean Entrance Doors and Windows Inside and Out**

Performed daily
Equipment Needed: Wypall, squeegee, lambswool, scraper, Green Earth glass cleaner, and Green Earth degreaser.

**Doors:**
• Run lambswool around door jambs to remove dust
• Remove any tape, adhesives
• Spray with Green Earth Glass Cleaner and wipe dry
• For doors with windows, spray, squeegee and wipe clean
• Wipe the hardware and disinfect using Green Earth Degreaser

**Windows:**
• Dust sills and frame
• Remove tape and adhesives
• Spray surfaces with Green Earth Glass Cleaner
• Squeegee and wipe

**Dust Flat Surfaces and High Dusting**

Performed weekly
Equipment needed: lambswool, wypall, pre-treated dust-cloth.
• Dust flat surfaces using lambswool or pre-treated dust cloth.
• Use lambswool, with extension pole if necessary, for high dusting of ceiling corners, light lenses, vents, etc.

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