



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective December 1, 2005, Revised: March 6, 2020
Reviewed: July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 4.005

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 in accordance with 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 Safety Data Sheet (SDS). (Recommended wait time for a disinfectant to clean is 10 minutes unless otherwise directed by supervisor.)

Procedure:

Dust Mop Resilient Tile

Performed daily

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

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

Damp Mop Resilient Tile

Performed daily

Equipment needed: wet-floor signs, white cotton mop Green Earth Daily Floor Cleaner, bucket/wringer

- Dust-mop as described above.
- Place Wet-Floor signs in appropriate areas.



- Fill mop bucket half full with Green Earth Daily Floor Cleaner.
- 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

- Use broom to sweep any large debris from mat.
- Vacuum mat to remove grit and soil.
- Move mat aside to sweep underneath then replace.

Clean Entrance Doors and Windows Inside and Out

Performed daily

Equipment Needed: Wypall, squeegee, lambswool, scraper, Green Earth Peroxide cleaner, and Green Earth Disinfectant.

Doors:

- Run lambswool around door jambs to remove dust
- Remove any tape, adhesives
- Spray with Green Earth Peroxide Cleaner and wipe dry
- For doors with windows, spray, squeegee and wipe clean
- Wipe the hardware and disinfect using Green Earth Disinfectant or approved equivalent.

Windows:

- Dust sills and frame
- Remove tape and adhesives
- Spray surfaces with Green Earth Peroxide Cleaner
- Squeegee and wipe



Dust Flat Surfaces and High Dusting

Performed weekly

Equipment needed: lambswool, wypall, dust-cloth.

- Dust flat surfaces using lambswool or dust cloth.
- Use lambswool, with extension pole if necessary, for high dusting of ceiling corners, light lenses, vents, etc.

Developed by: Buildings & Grounds Management

Approved by:

DocuSigned by:
Linda Corley
228EFA758892481...
Linda Corley
Coordinator
Building Services

DocuSigned by:
Brenda Rivers
18192BA1482C4A0...
Brenda Rivers
Coordinator
Building Services

DocuSigned by:
Philip Etheridge
42C290CF9E34403...
Jeff Etheridge
Director
Buildings and Grounds Management

DocuSigned by:
Christopher Martin
D5F9973754834E8...
Christopher Martin
Assistant Vice President
Facilities Management