



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective February 5, 2009, Revised March 11, 2020
Reviewed July 1, 2024

STANDARD OPERATING PROCEDURE # FAC 4.010

Subject: Cleaning Office Space

Purpose and Scope: To standardize the approach for cleaning and maintaining the quality of our facility office spaces. Office spaces will be cleaned with the Building Services Task and Frequency Plan. The current Task & Frequency Plan will be provided by supervisor.

Procedure: Office spaces will be cleaned following the procedures below. If an office is unoccupied when you are finished cleaning, turn off lights and lock the door if you unlocked it. Observe all safety precautions as labeled on product and as directed in SDS. Current recommended wait time for disinfectant to clean is ten (10) minutes unless otherwise indicated by Supervisor.

VACUUM TRAFFIC AREA

Equipment needed: vacuum, lambs wool wand.

- Inspect cord and plug and notify supervisor if any damage has occurred or if the ground lug is missing.
- Remove and dispose of any debris that would damage vacuum.
- Do not disturb occupant's work (files, paperwork, etc.).
- Vacuum traffic areas moving wastebaskets as needed.

*Use proper cord management to prevent damage from vacuum cleaner.

EMPTY TRASH CONTAINER

Equipment needed: Can liner, trash barrel, gloves, Wypall

- Remove old liner and seal bag.
- Dump into barrel.
- Replace liner, and leave a spare liner on the side of the trash receptacle.

CLEAN TRASH CONTAINERS

Equipment needed: Green Earth daily disinfectant, Wypall/Tuff mate, spray bottle, liner, latex gloves.

- Remove trash
- Spray Green Earth Daily Disinfectant thoroughly onto surfaces.
- Allow 30 seconds for disinfectant to work and wipe clean.
- Replace liner



DUST FLAT SURFACES AND HIGH DUSTING

Equipment needed: lambs wool wand, wipe, and dust-cloth.

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

SPOT CLEAN CARPETS (SMALL SPOT)

Equipment needed: Spot Bet cleaner, absorbent white cloth, air mover

- For use on carpets only.
- Apply small amount of spotter to carpet.
- Working from outside to center, blot with cloth. Avoid rubbing.
- Pick up spotter as quickly as possible.
- Care should be taken to prevent wetting the carpet backing.
- Place air mover to expedite drying of treated area.
- Remove air mover when carpet is dry.

SPOT CLEAN CARPETS (LARGE SPOT)

Equipment needed: gum remover, vacuum, wet floor sign, bucket, spot remover, extractor, rotary shampoo machine, shampoo, air mover, dehumidifier

- Vacuum area, remove gum if necessary.
- Mix water and shampoo into shampoo machine as directed.
- Shampoo spot --agitate spot using shampooer.
- Repeat as needed.
- Use hot water extractor.
- Put out wet floor sign.
- Place air mover on wet areas.
- Place dehumidifiers in space to aid drying of the treated area.
- Remove sign when carpet is dry.

SPOT CLEAN INTERIOR WALLS AND PARTITIONS

Equipment needed: Wypall, lambswool, Green Earth Peroxide Cleaner, Green Earth degreaser

- Dust walls and partitions.
- Check for spots.
- Spray spots with Green Earth Peroxide Cleaner and wipe clean. Repeat as needed.
- For a more difficult spot, spray with Green Earth degreaser and wipe clean.
- Properly clean and store all equipment used.



VACUUM ENTIRE AREA

Equipment needed: vacuum, lambs wool wand.

- Inspect cord and plug and notify supervisor if any damage has occurred or if the ground lug is missing.
- Remove and dispose of any debris that would damage vacuum.
- Do not disturb occupant's work (files, paperwork, etc.).
- Use wand on vacuum to clean corners and baseboards.
- Replace wand and proceed to vacuum area moving chairs and wastebaskets as needed.
- Use lambs wool wand to dust baseboard.


*Use proper cord management to prevent damage from vacuum cleaner.


STRAIGHTEN FURNITURE


- Maintain arrangement of furniture as instructed by supervision and customer requirements.


Developed by: Buildings & Grounds Management

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