



UNIVERSITY OF WEST FLORIDA
Facilities Management

Pensacola, FL 32514-5750
Effective April 3, 2006, Revised: May 4, 2021
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STANDARD OPERATING PROCEDURE # FAC 4.011

Subject: Cleaning Public Circulation Areas

Purpose and Scope: To standardize the approach for cleaning and maintaining the quality of circulation areas in our facilities. Building public circulation spaces will be cleaned each work day with some tasks being performed at intervals in accordance with the Building Services “Task and Frequency Plan.” The current “Task & Frequency Plan” will be provided by supervisors.

Procedure: Building public circulation spaces will be cleaned following the procedures below. Observe all safety precautions as labeled on product and as directed in MSDS. (Recommended wait time for disinfectant to clean is 10 minutes.)

CLEAN TELEPHONE

Equipment needed: Wypall, Green Earth Daily Disinfectant.

- Spray the Wypall with Green Earth Daily Disinfectant.
- Lift receiver and wipe clean.
- Wipe rest of phone.
- Dispose of wipe when all telephones have been cleaned

CLEAN WATER FOUNTAIN

Equipment needed: Wypall, Green Earth daily disinfectant, and Best Bet cream cleanser.

- Spray Green Earth Daily Disinfectant onto surface.
- Wait recommended time for cleaner to disinfect and wipe dry.
- Clean entire water fountain paying special attention to drains and spout.
- Let water run for 30 seconds.
- Dispose of wipe when all fountains have been clean as not to cross contaminate.

PROJECT CLEAN WATER FOUNTAIN WITH BEST BET WHEN MINERAL DEPOSITS ARE PRESENT.

- Clean entire water fountain paying special attention to drains and spout.
- Let water run for 30 seconds.
- Always rinse water fountain after using Best Bet.



EMPTY TRASH CONTAINER

Equipment needed: liner, trash barrel, gloves.

- Remove old liner and tie.
- Dump into barrel.
- Replace liner and leave a spare liner on the side.

CLEAN TRASH CONTAINER

Equipment needed Green Earth Daily Disinfectant., Wypall, gloves.

- Clean trash container using Green Earth Daily Disinfectant.
- Spray cleaner on surfaces.
- Wait momentarily for cleaner to disinfect then wipe dry.

DUST MOP RESILIENT TILE

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.
- Remove gum using scraper. Use Green Earth daily floor cleaner on remaining spot if needed.
- Using dust mop, sweep entire area shaking mop frequently to remove build up.
- Use broom and dust pan to remove the debris that remains from shaking the dust mop.
- Clean all equipment used and store properly.

DAMP MOP RESILIENT TILE

Equipment needed: wet-floor signs, cotton mop, Green Earth daily floor cleaner, and bucket/wringer.

- Dust-mop as described above.
- Place wet-floor signs.
- Fill bucket 1/2 full from dispenser system using Green Earth daily floor cleaner.
- Wet mop-head and wring out.
- Mop floor in a figure 8 motion.
- Every 6 ft x 6 ft, rinse mop and wring out.
- 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.



VACUUM ENTIRE AREA

Equipment needed: vacuum, lambswool wand.

- 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.
- Do not run over cord.
- Use lamb's wool wand to dust baseboard.

SPOT CLEAN INTERIOR WALLS AND DOORS

Equipment needed: Wypall, Green Earth Degreaser, lamb's wool wand, Green Earth Peroxide Cleaner, stainless steel cleaner. Green Earth Daily Disinfectant.

Doors:

- Dust with lamb's wool wand around door jamb.
- Check for spots, spray spots with Green Earth Peroxide and wipe clean. Use Green Earth Degreaser for tough spots.
- Clean metal kick plate (bottom of door) with Stainless steel cleaner.
- Spray Green Earth Daily Disinfectant to clean and disinfect door knobs and surfaces. Wipe Daily.

Walls: Check for spots.

- Spray spots with Green Earth Degreaser and wipe clean. Repeat as needed.
- Properly clean and store all equipment used.

DUST FLAT SURFACES AND HIGH DUSTING

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

- Dust flat surfaces using lamb's wool wand or pre-treated dust cloth.
- Use lamb's wool wand, with extension pole if necessary, for high dusting of ceiling corners, light lenses, vents, etc.

Straighten Furniture

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



Developed by: Buildings & Grounds Management

Approved by:

DocuSigned by:
Linda Corley
228EEA758892481...
Linda Corley
Coordinator
Building Services

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

DocuSigned by:
Philip Etheridge
42C250CF9E34403...
Jeff Etheridge
Director
Buildings and Grounds Management

DocuSigned by:
Christopher Martin
05F9973754834E8...
Christopher Martin
Assistant Vice President
Facilities Management