



Facility Management Victoria Pty Ltd How to Clean – General Cleaning Policy

This policy covers the general principals of cleaning practices on each site.

Staff are responsible for the cleaning processes as detailed in the works schedule and position description. This includes the quality of workmanship and safety in the workplace.

Facility Managers are responsible for verifying that the schedule has been met and that cleaning meets the required standard.

WASTE PAPER BINS	Empty bin and replace liner as necessary If no liner, clean thoroughly and wipe with a damp cloth. Wash as necessary
DUST	If using a feather or woollen duster, wrapping a damp cloth around them will be more effective in trapping dust
SWEEPING	Sweep one room at a time Hand brush and dustpan is best to use under desks Wipe dustpan and waste containers Brush broom head to remove dirt and dust
DRY MOPPING	Do not mop on wet damp or sticky floors Mops will not work effectively if not dry
DAMP MOPPING	Place any Danger/Warning signs if required Prepare solution as required by the instructions Solution should not become too dirty
WET MOPPING	Place Danger/Warning Signs if required Mop Floor Mop should be wrung out lightly when applying detergent solution
SPOT MOPPING	Place warning signs if applicable Use germicide or detergent solutions in accordance with the manufacturer or Facility Managers instructions
TOILET / URINALS	Wash toilet Clean hand basins Clean mirrors Spot clean any other areas Replenish toilet paper and towels Empty waste paper bins Mop Floor Use disinfectant solution to wash cistern, seat, lid, inside and outside of bowl

	<p>Rinse urinals with clean water</p> <p>Rinse toilet brush in disinfectant solution</p> <p>Use disinfectant to remove scum</p> <p>Use damp sponge and wipe dry</p> <p>Wipe walls, doors, partitions, window sills and plumbing as required with disinfectant</p>
STAIR CLEANING	<p>Place danger signs if necessary</p> <p>Use hand brush to remove dust from edges</p> <p>If mopping is required, use damp mop and as little water as possible</p> <p>Wipe Banister Rails - damp sponge cloth is best</p>
GLASS CLEANING	<p>Use damp cloth first and then wipe with a dry cloth</p> <p>If squeegee is used wipe blade with clean cloth frequently</p> <p>Mop up any spillages</p>
CARPET SPOTTING	<p>Most spills can be removed with water or mixture of shampoo and water</p> <p>For liquid spills, blot with absorbent materials</p> <p>Can use a scraper to remove thick or sticky soils</p> <p>Consult list of recommended materials to use if necessary</p> <p>After removing spot, sponge area with clean water and blot dry</p>
VACUUM CLEANING	<p>Make sure machine is switched off before plugging into or disconnecting from power point.</p> <p>Use small brush for corners or under furniture</p> <p>Use soft brush attachment for curtains and upholstery</p> <p>Empty bags after use</p>
WALL WASHING	<p>Cover appropriate areas e.g. furniture, alongside wall</p> <p>Wash Walls</p> <p>use only a safe and secure ladder</p> <p>Wipe ledges, window sills and fittings</p> <p>rinse sponge as necessary</p>
CURTAIN CLEANING	<p>Clean Pelmets</p> <p>Use vacuum or dust mop</p> <p>Clean Curtains</p> <p>use vacuum or dust mop</p>
VENETIAN BLIND CLEANING (Whilst in place)	<p>Clean Pelmets</p> <p>Use vacuum or damp mop</p> <p>Vacuum or dust mop blinds</p> <p>Wash Blinds and behind tapes</p> <p>use damp sponge with detergent</p> <p>Rinse Slats</p> <p>Use damp sponge with clean water</p> <p>Dry Slats - use dry sponge</p>
VENETIAN BLIND CLEANING	<p>Take down Venetian Blind</p> <p>Make sure ladder is safe and secure</p>

	<p>Spray blind with detergent solution</p> <p>Leave for a few minutes</p> <p>Remove dirt - brush off and hose off detergent solution with clean water</p> <p>Dry Slats - use clean dry cloth</p> <p>Replace Blinds</p>
SHOWER ROOMS	<p>Wash Showers</p> <p>Rinse with clean water</p> <p>Clean hand basins</p> <p>use disinfectant</p> <p>Clean mirrors</p> <p>Spot Clean as required</p> <p>Mop floors</p> <p>Buff dry</p>
KITCHEN/ TEA ROOMS	<p>Clean benches</p> <p>Empty bins</p> <p>Provide new liners as required</p> <p>Spot clean as required</p> <p>Sweep floor</p> <p>Mop floor</p> <p>Use detergent and rinse with clean water</p>
GRAFFITI REMOVAL	<p>Spray Graffiti remover to appropriate spot and allow chemical to work</p> <p>Wipe with clean cloth</p>