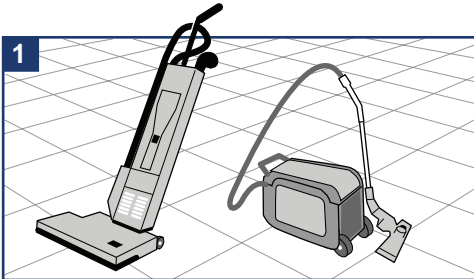
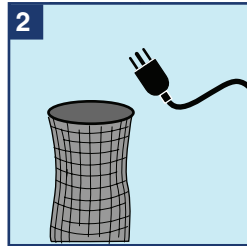




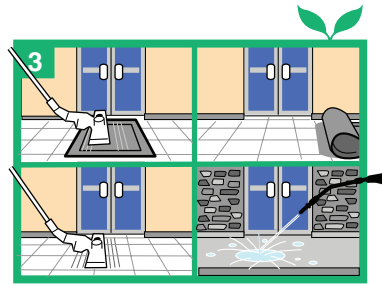
Provided by:



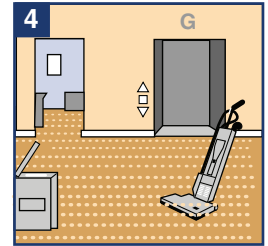
1 Gather equipment.



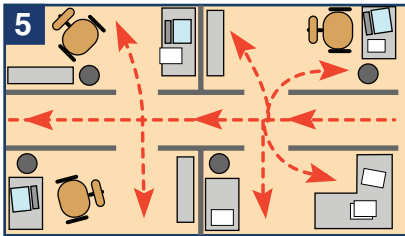
2 Check filter bag and cords to make sure they are in proper condition. Plug into grounded outlets.



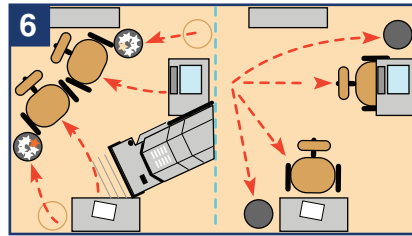
3 Vacuum entry mats, remove and vacuum under entry mats. Sweep outside area or use a power sprayer as needed.



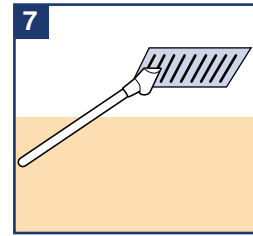
4 Vacuum hallways, elevators and common areas.



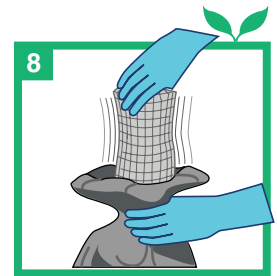
5 Vacuum traffic lanes and visible soil in office areas.



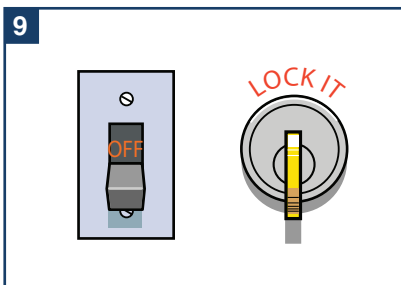
6 Vacuum under trash cans, under furniture, and replace. Make sure trash is empty.



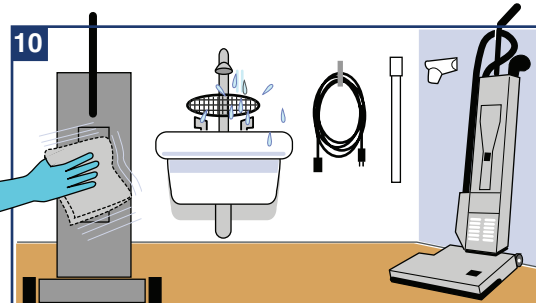
7 Vacuum air vents.



8 Empty or replace vacuum bag into a plastic liner, and check filters every two hours or more as needed.



9 Turn off lights and lock doors.



10 Check brush roller bar to make sure it is in proper condition. Clean vacuum and filters. Store vacuum, cord and attachments properly.

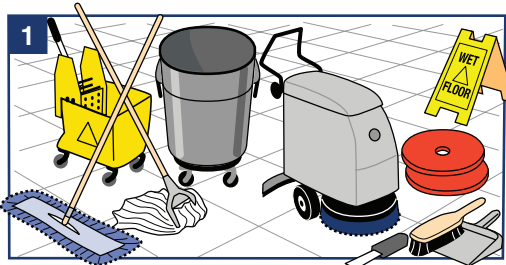
## Green Cleaning Tips

- Ensure that vacuums are in good working order.
- Vacuum bags should be emptied or replaced when half full.
- Vacuum carpets daily to prevent the need for deeper cleaning.

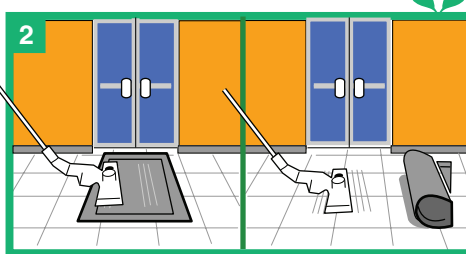
= Green Cleaning Process

# Daily Floor Maintenance

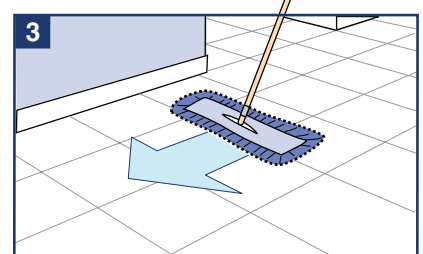
Provided by:



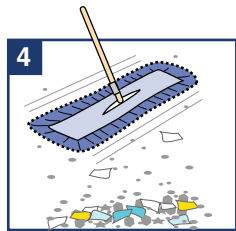
1 Gather equipment. Use clean mops and autoscrubber pads.



2 Vacuum entry mats. Remove and vacuum underneath entry mats.



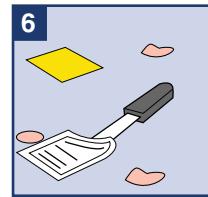
3 Dust mop. Make overlapping passes.



4 Move soil to a collection area, lightly shake loose soil from the dust mop and continue.



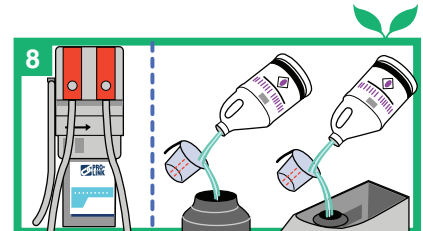
5 Pick up the collected debris using a brush and dustpan.



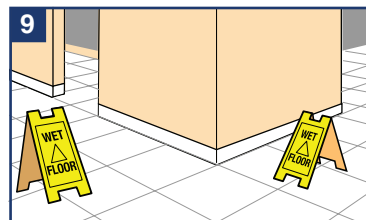
6 Use a scraper to remove gum and stickers.



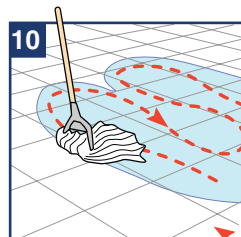
7 Wear proper personal protective equipment.



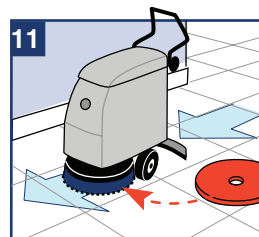
8 Mix the cleaning solution properly.



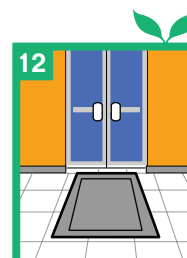
9 Place wet floor signs at all entranceways.



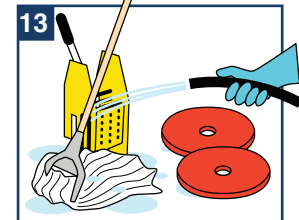
10 When mopping, use the figure 8 motion and overlap the areas.



11 When autoscrubbing, overlap the passes and flip or change pad when needed.



12 Replace entry mats after wet cleaning and floor is dry.



13 Properly clean and store the equipment.

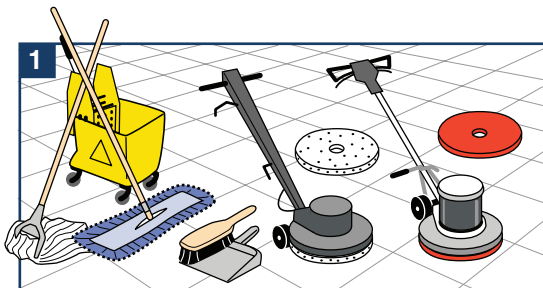
= Green Cleaning Process

## Green Cleaning Tips

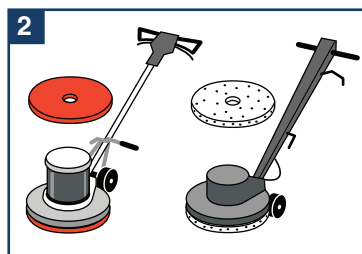
- Clean entryways both inside and outside, daily.
- Use walk-off matting inside and outside to prevent soil from entering the building.
- Vacuuming floors is preferred to dust mopping to reduce the amount of dust in the air.
- Use properly diluted products, preferably through a dispensing system.
- Minimize use of chemical dust mop treatments. When using dust mop treatments, apply the treatment according to directions. Use water-based dust mop treatments only. Do not over treat.

# Spray Buffing/Burnishing Floors

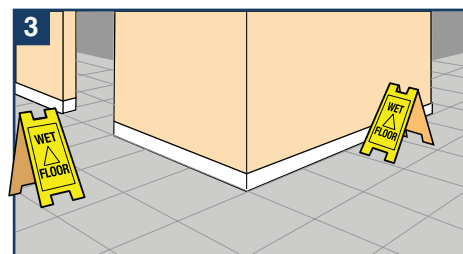
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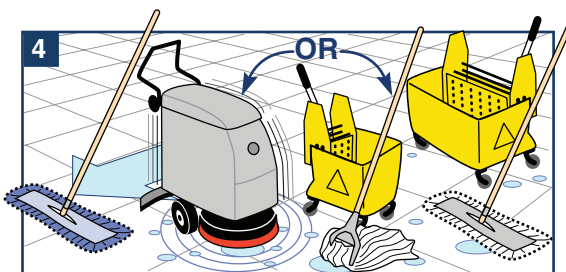
1 Gather equipment.



2 Use the proper pad; match the appropriate pad to the equipment and the floor finish. Red pad for spray buffing and high speed pad for burnishing.



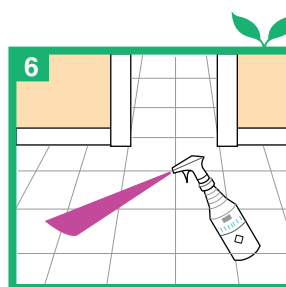
3 Place wet floor signs at all entranceways.



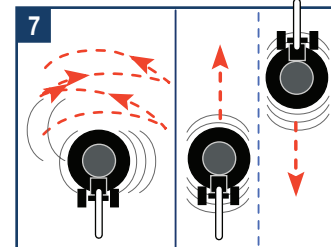
4 Dust mop and clean the floor first to prevent scratching of the floor finish.



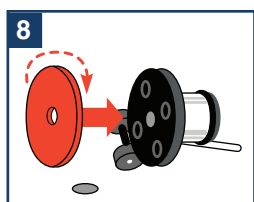
5 Wear appropriate shoes to avoid slipping.



6 Apply the solution in a stream or coarse spray in a 10'x10' area when spray buffing.



7 Buff or burnish the floor to a high shine, overlapping your passes.



8 Flip or change the pad as needed.



9 Properly clean and store the equipment.

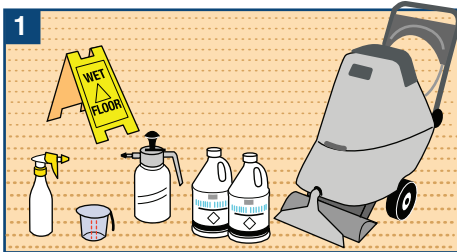


## Green Cleaning Tips

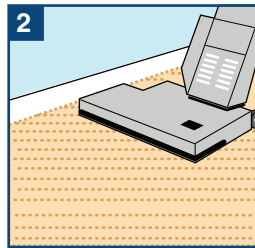
- When using a spray buff, apply the solution in a stream or coarse spray to minimize the amount that gets in the air.
- If burnishing, use a vacuum attachment on burnisher, either an active or passive vacuum system.
- Use properly diluted products, preferably through a dispensing system.
- The objective of a green floor maintenance program is to minimize the frequency of stripping or removing floor finish. Having a good maintenance program is crucial to achieving this goal.



Provided by:



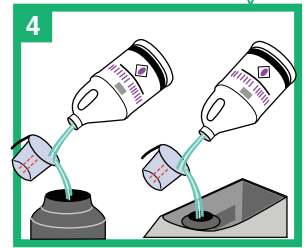
1 Gather equipment.



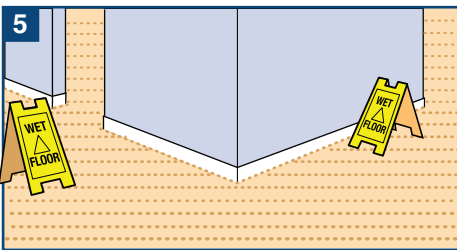
2 Vacuum area thoroughly.



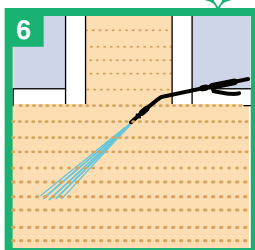
3 Wear proper personal protective equipment.



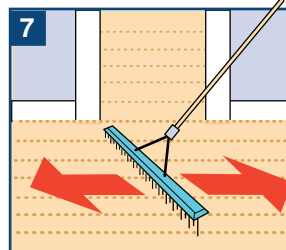
4 Properly mix prespray and extraction cleaner in appropriate container or machine.



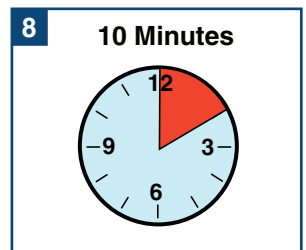
5 Place wet floor signs at all entranceways.



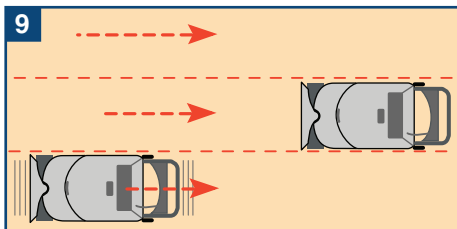
6 Spray carpet with a prespray solution using a pressure sprayer.



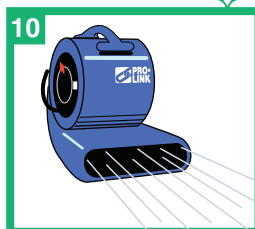
7 Use a carpet rake in heavily soiled areas.



8 Allow 10 minutes dwell time before extracting.



9 Use the double pass method with the extractor and overlap passes. Use a rinse if necessary.



10 Allow appropriate dry time before traffic.

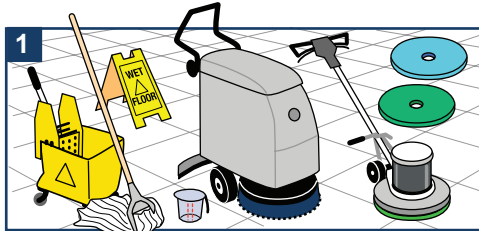
= Green Cleaning Process

## Green Cleaning Tips

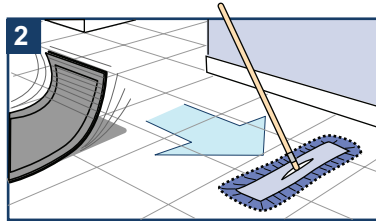
- Notify occupants when carpets are to be extracted as this activity can affect more sensitive individuals.
- When prespraying, solution should be applied from a sprayer in a stream or a course spray, as compared to a fine mist.
- Minimize the amount of cleaning chemical used by properly diluting the product.
- Use the least amount of water possible.
- Equipment should be fully functional to minimize moisture and potential for mold and mildew.
- Increase ventilation where possible. Carpets should be completely dry within 24 hours.

# Top Scrubbing Floors

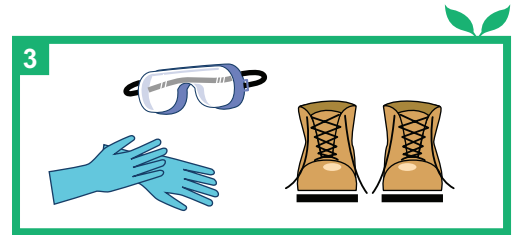
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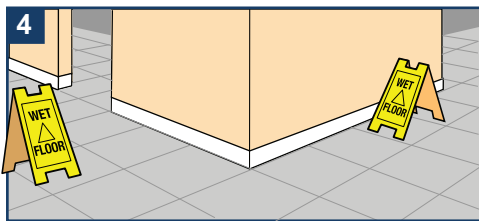
1 Gather equipment.



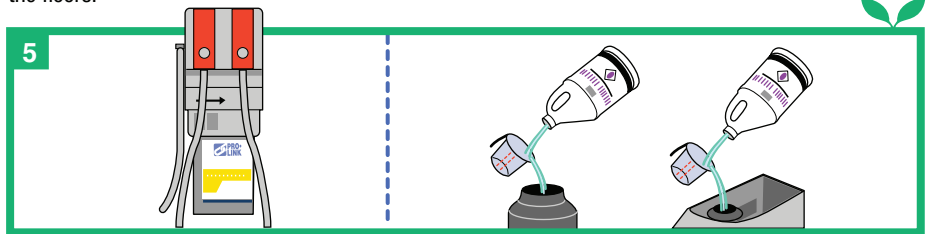
2 Remove entrance mats and dust mop the floors.



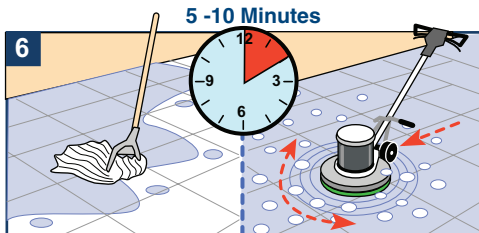
3 Wear proper personal protective equipment.



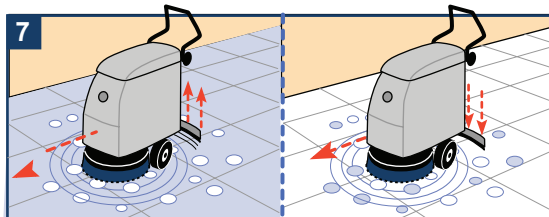
4 Place wet floor signs at all entranceways.



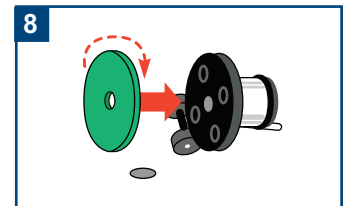
5 Mix the cleaning solution properly.



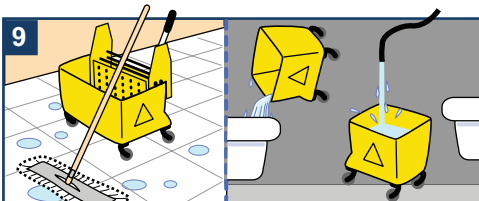
6 When rotary scrubbing, apply the cleaning solution liberally on the floor. Allow 5 - 10 minutes dwell time. Use a clean green or blue pad.



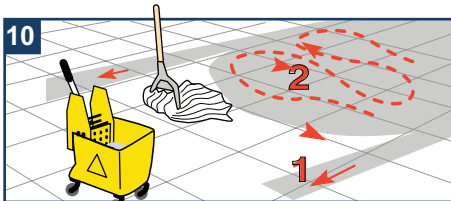
7 When using an autoscrubber, use the double scrub method with a green or blue pad: autoscrub without the vacuum on, then autoscrub with the vacuum on and the solution turned off.



8 Flip or change the pad as needed.



9 Damp mop rinse with clean water. Change the water frequently.



10 After the floor is dry, apply 2-3 coats of finish.

## Green Cleaning Tips

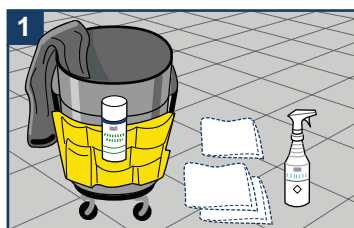
- Top Scrubbing on a regular basis will reduce the number of times stripping will be required.
- Use the proper chemical mixture.

= Green Cleaning Process

# Removing Trash & Dusting



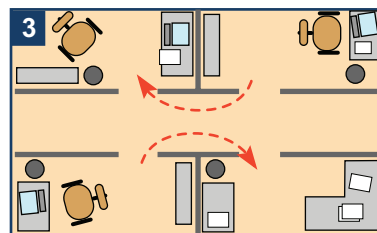
Provided by:



1 Gather equipment.



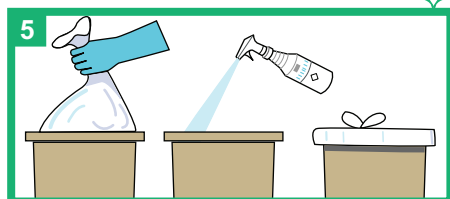
2 Wear proper personal protective equipment.



3 Move counter clockwise through the work area.



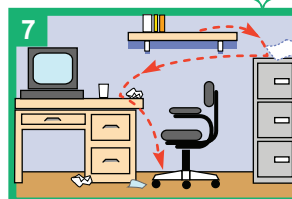
4 Pick up obvious trash.



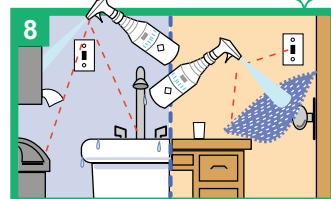
5 Empty trash cans. Remove liners if torn or wet. Disinfect trash can, replace and tie liners. Return trash can to original place.



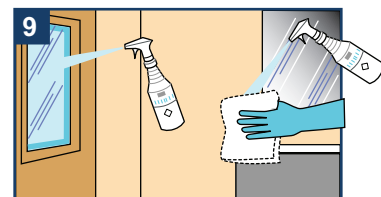
6 Separate trash from recycling.



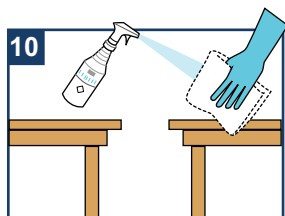
7 Dust from top to bottom; pick up trash as you go.



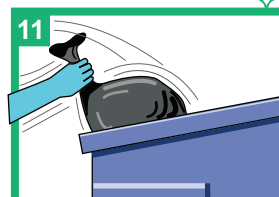
8 Disinfect high touch surfaces. Allow disinfectant to dwell if possible.



9 Spot clean all interior glass.



10 Clean table tops.



11 Dispose of trash properly to insure pests are not attracted to the trash area.

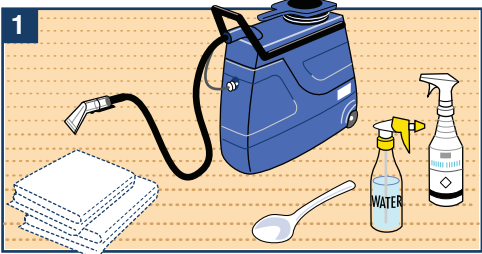
 = Green Cleaning Process

## Green Cleaning Tips

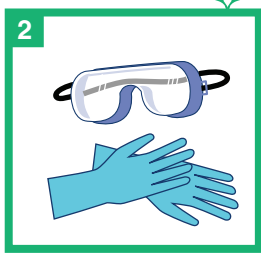
- Use lint-free dusting cloths or a vacuum instead of feather dusters.
- Neatly fold dust cloths to expose multiple sides for absorbing dust. Use microfiber cloths when possible.
- If needed, train occupants how to separate recyclables.
- Make sure all recyclable containers are properly marked.
- Use properly diluted products, preferably through a dispensing system.
- Make sure all spray bottles are properly labeled.
- Never mix cleaning products together.
- Trash must be removed and disposed of properly before weekends and holidays.
- Make sure you use the right size liner.



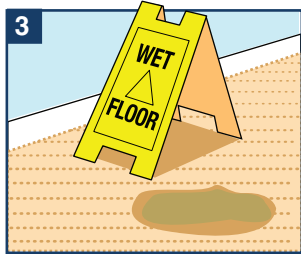
Provided by:



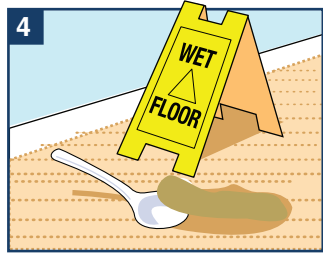
1 Gather equipment.



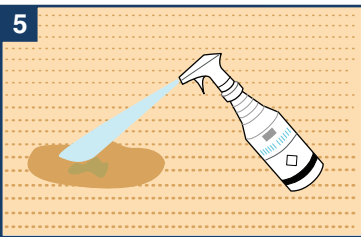
2 Wear proper personal protective equipment.



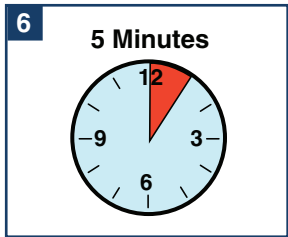
3 Place wet floor signs.



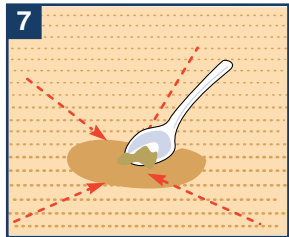
4 Remove excess solids.



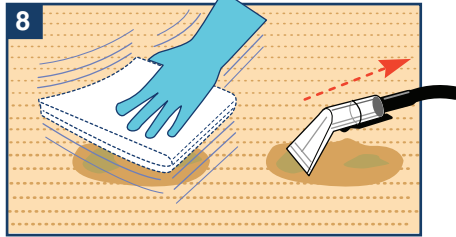
5 Apply water, then the proper chemical to the spot.



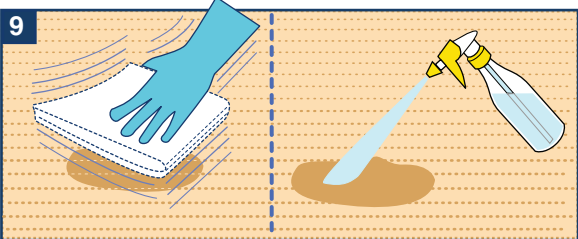
6 Allow 5 minutes dwell time.



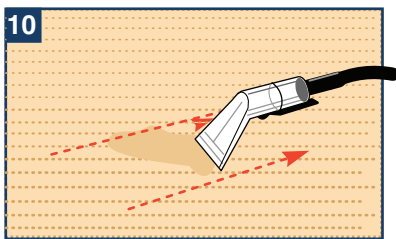
7 Using a blunt edge, gently agitate toward the center of the spot.



8 Either blot with a clean white towel or extract with a hand extractor. Do not rub spot.



9 When hand spotting, blot up spot and rinse with clean water. Repeat as needed. Do not rub spot.



10 When using a hand extractor, rinse carpet with clean water. Repeat as needed. The final pass should be without water.

 = Green Cleaning Process

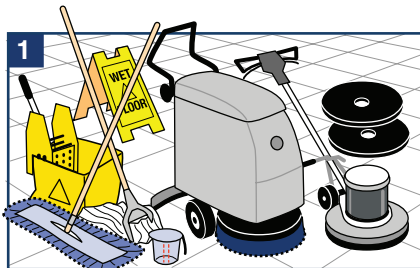
## Green Cleaning Tips

- Clean up spills as soon as possible.
- Try to minimize the amount of moisture applied to the carpet.
- Notify occupants when removing spots in a facility.
- Particular attention should be paid to food spills so as to prevent pests in the area.
- Use properly diluted products, preferably through a dispensing system.

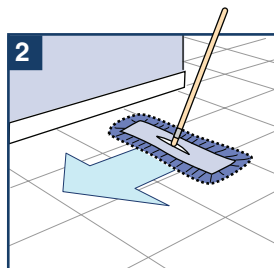
# Stripping Floor Finish



Provided by:



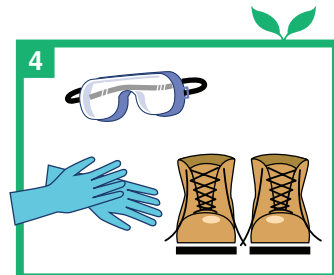
1 Gather equipment.



2 Dust mop the floor. Make overlapping passes.



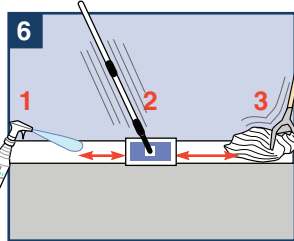
3 Tape off doorways and edges. Place wet floor signs at all entranceways. 10 - 15 Minutes



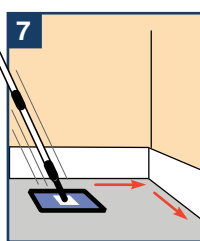
4 Wear proper personal protective equipment.



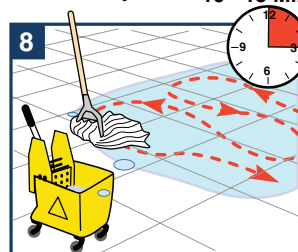
5 Mix the stripper solution properly with cool water.



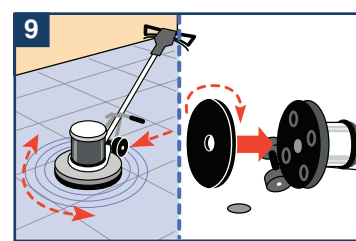
6 Spray the baseboards with baseboard stripper. Scrub with a white pad and rinse.



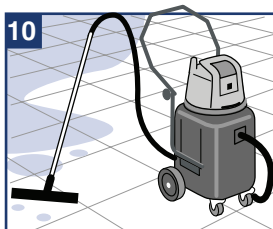
7 Scrape finish from the edges with a black pad, when needed.



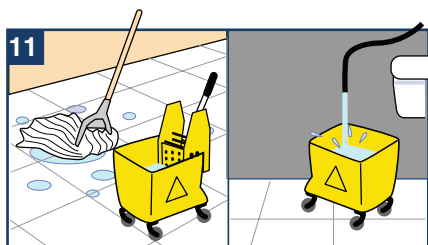
8 Apply the stripper solution liberally to the floor. Let dwell for 10 - 15 minutes.



9 Scrub the floor using clean black or high-performance pads. Flip or change pads as needed.



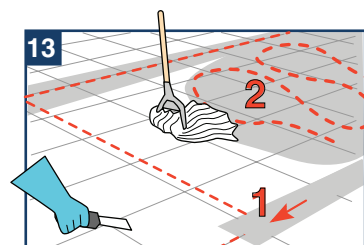
10 Use a wet vacuum to pick up stripper solution.



11 Damp mop rinse with clean water. Change the water frequently.



12 Clean and store equipment properly.



13 Inspect floor to make sure there is no residue. Apply floor finish when dry.

= Green Cleaning Process

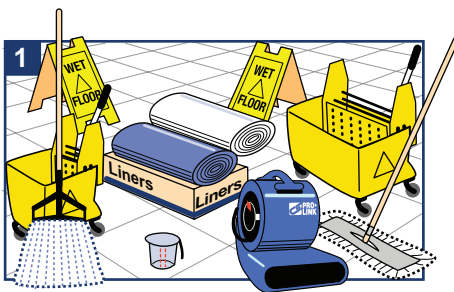
## Green Cleaning Tips

- Try to prevent the complete removal of floor finish by creating a good maintenance program.
- Notify occupants beforehand that stripping will occur.
- Make sure the area has good ventilation.
- Perform stripping procedures on an as needed basis rather than a predetermined schedule.

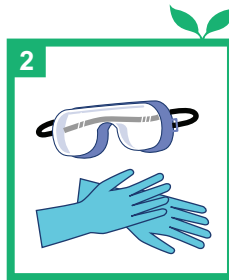
# Applying Floor Finish



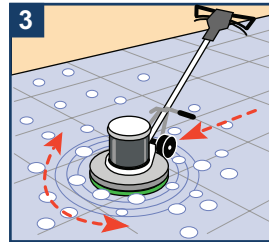
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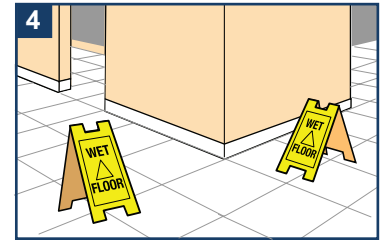
1 Gather equipment.



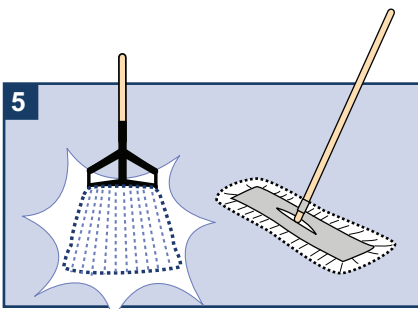
2 Wear proper personal protective equipment.



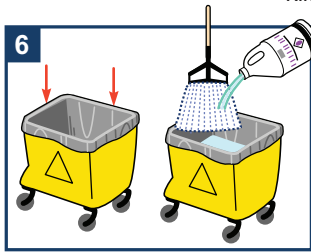
3 Strip or top scrub the floor appropriately before applying any finish. Make sure there is no residue left on the floor. Rinse if needed.



4 Place wet floor signs at all entranceways.



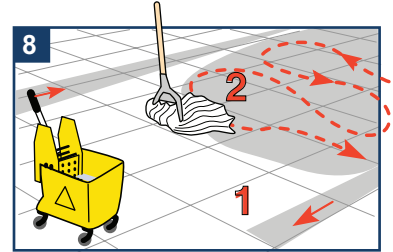
5 Use a clean finish mop. Rinse mop in clean water before using.



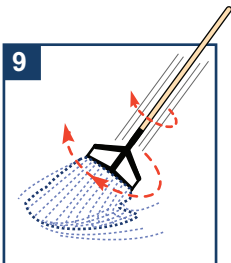
6 Line the bucket with a trash bag to protect the floor finish. Pour the finish in the bucket onto the mop to reduce foaming.



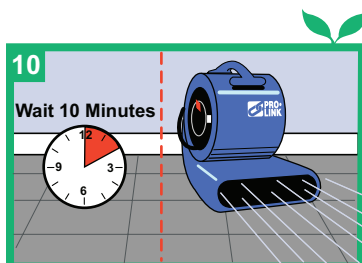
7 Wring out the bottom half of the mop until the finish stops dripping.



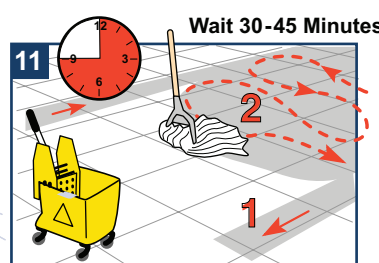
8 Outline the area. Using the figure 8 motion, fill in the area with finish. On first coat, leave it 6-12 inches away from the walls.



9 Flip the mop to get more finish.



10 After at least 10 minutes, place a floor fan above the finish to speed the dry time. Ensure the fan is not blowing onto the finish.



11 Wait 30-45 Minutes. Recoat when the floor finish is dry to the touch: 30 to 45 minutes depending on the weather. Temperature, humidity and ventilation will affect dry time.



12 Properly clean and store equipment.

## = Green Cleaning Process

### Green Cleaning Tips

- Select appropriate floor finishes that are extremely durable to minimize the strip out or top scrub process.
- Build a solid base of floor finish.
- Develop a program to maintain the floors on a regular basis, improving the life of the floor finish.
- Properly maintain entranceways with mats to stop soil from entering the facility and to protect the floor finish.



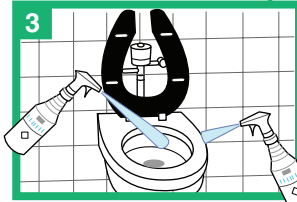
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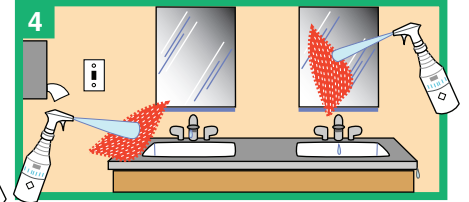
**1** Gather equipment. Prepare area. Place "Restroom Closed" sign at the door.



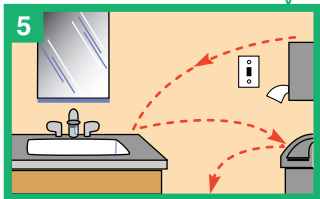
**2** Wear proper personal protective equipment.



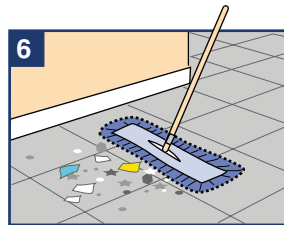
**3** Spray inside and outside of toilets. Don't flush. Allow time for the disinfectant to work.



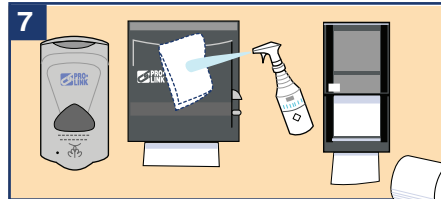
**4** Spray and wipe sinks, counters and mirrors. Allow disinfectant to dwell.



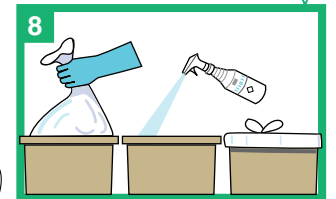
**5** Dust from top to bottom; pick up trash as you go.



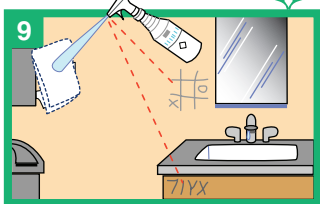
**6** Dust mop the floor.



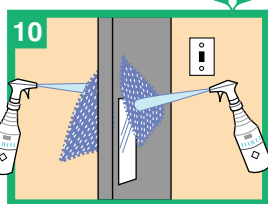
**7** Refill supplies and clean all dispensers.



**8** Remove trash, disinfect trash can and replace liners.



**9** Remove graffiti and disinfect all high touch surfaces.



**10** Clean both sides of the entrance doors with a disinfectant.



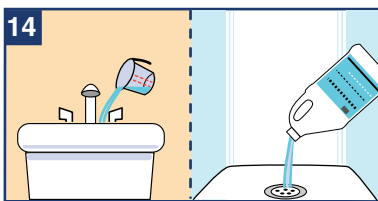
**11** Use bowl mop as a plunger to remove excess water. Scrub inside of toilets. Flush.



**12** Wipe outside of toilets. Change or rinse cloths frequently.



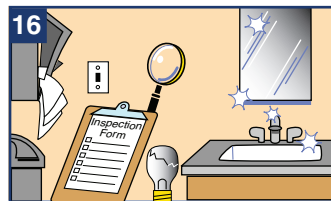
**13** Clean the walls around the toilet and polish chrome.



**14** Treat drains with drain maintainer if necessary.



**15** Wet mop with a disinfectant cleaner.



**16** Inspect your work and report any repairs as needed.

= Green Cleaning Process

## Green Cleaning Tips

- Always apply the cleaner in a stream or onto the cloth.
- Use properly diluted products, preferably through a dispensing system.
- Make sure all spray bottles are properly labeled.
- Never mix cleaning products together.
- Periodically machine-scrub restroom floors with a disinfectant.
- Make sure appropriate dwell times for disinfectants are followed.
- Use microfiber cloths when possible, and use color-coded cloths by area.