














HonorsTM
School & University
Custodial Program



Quick-Reference Training Guide



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Routine Cleaning



Before you begin, always put on goggles and gloves.

For routine cleaning, follow a five-step process. This process applies to general cleaning, restroom cleaning, hard floor care, and carpet care. These five steps are your basic guide to cleaning any area in your school. Following them properly and in the correct order will save time and help you achieve a grade 'A' clean.

The Five Basic Steps

1



Step One:

High dust. Treat the high duster with Aqua Dust™ the night before use.

2



Step Two:

Remove graffiti/spot clean. Using Workout®, spray and wipe soiled surfaces. Use Star Spray™ and a paper towel to clean dirty windows and mirrors. Use Straight-Up® to clean chalk boards.

Routine Cleaning



The Five Basic Steps

2



Disinfect water fountains and telephones with Lemon, Mint, or Pine Quat™. Follow up with Glint™ Stainless Steel Polish.

3



Step Three:

Dust mop/sweep. Dust mops should be treated with Aqua Dust™ the night before use. For carpeted floors, complete step three by spot cleaning with Gone™ Carpet Spotter.

4



Step Four:

Empty trash. Remember not to push down on trash liners; sharp objects may be present.

Routine Cleaning



The Five Basic Steps

5



Step Five:

Damp mop using Straight-Up® diluted at 20z/gal. Always post a “wet Floor” sign before you begin. Mop using a figure-eight pattern.



For carpeted floors, complete step five by vacuuming. Be sure to vacuum thoroughly by using overlapping passes.

After finishing the five step cleaning routine, always remember to clean and put away your equipment. Treat you dust mops, hang all mops to dry, and wipe down all equipment.

Restroom, Locker Room, and Shower Room Cleaning



Follow the five-step process, but use a quaternary disinfectant and follow proper disinfecting procedures.

Routine Restroom Cleaning



For effective disinfecting, dwell time is important. Before high dusting, post wet floor signs and spray Lemon, Mint, or Pine Quat™ on toilets and urinals.

Allow to dwell for 10 minutes.



Restock all dispensers.

Restroom, Locker Room, and Shower Room Cleaning



Routine Restroom Cleaning



Clean mirrors with Star Spray™ Concentrate Glass Cleaner.



Clean sinks and counters with Lemon, Mint, or Pine Quat™. Spray, wipe, and allow to air dry.



Every two weeks, spray and wipe Gel Scrub™ on sinks to remove hard water stains.

Spot clean walls.

Restroom, Locker Room, and Shower Room Cleaning



Routine Restroom Cleaning



Now return to the toilets and urinals and wipe down.

Continue with remaining basic cleaning steps.

Mop the floors with your Quat disinfectant.



If there is a floor drain, empty the dirty water into the drain once a week to help keep it clean.

Disinfect trash cans once a week.



To clean showers, disinfect with a power sprayer or foam gun. Use your Quat at 2oz/gal. Scrub and rinse.

Restroom, Locker Room, and Shower Room Cleaning



Bi-Yearly Heavy-Duty Restroom Cleaning



Scrub the floors with a rotary scrubber and Gel Scrub™ diluted at 12 oz/gal.

Remember to wear slip-resistant shoes.



Squeegee floors and allow to air dry.



Apply Scenturion™ Odor Counteractant to the floors and walls around toilets and urinals. Use a pump sprayer.

Hard Floor Care



Spills are a safety concern; clean promptly throughout the day. See the Honors™ manual or videos for proper spill clean-up procedures.

Routine Hard Floor Care



First, sweep outside the building.



Vacuum inside mats using overlapping passes.



Damp mop using Straight-Up®. For larger areas, use an autoscrubber with a non-aggressive pad.



Burnish weekly in high traffic areas, monthly in moderate traffic areas. High-speed burnish with a non-aggressive pad. Use overlapping passes. Never burnish a dirty floor or use a dirty brush or pad.

Hard Floor Care



Interim Hard Floor Care



Properly dust and damp mop floors.

Top-scrub using an autoscrubber or a low-speed floor machine (with a scrubbing pad) and Straight-Up®. Use overlapping strokes and scrub first in one direction and then in the opposite direction.



Pick up the dirty solution with an automatic scrubber, wet vac, or clean cotton mop.



Flood rinse the floor with clean water and then pick up the water.

Damp mop again.

Hard Floor Care



Interim Hard Floor Care



Once the floor is dry, burnish following burnishing procedures on previous page.



Dust mop again.



Apply finish with a rayon finish mop. Follow proper procedures for applying finish as described in the Honors™ Training Manual or videos. Allow at least 24 hours before burnishing or buffing.

Hard Floor Care



Restorative Hard Floor Care



Dust mop.

Post "wet floor" signs and wear gloves, goggles, and slip-resistant shoes.

Block off a manageable area and protect carpeted areas.



Apply Base-Hit™ to baseboards. (Do not use on painted surfaces).

Dilute Revelation® with COLD water. To remove finish and sealer, dilute at 1:4. If removing finish only, dilute at 1:10.



Submerge mop in Revelation solution. Do not wring the mop. Flood the floor with stripper. Allow to dwell 10-15 minutes. Do not allow to dry. Reapply more solution to maintain a wet surface.

Hard Floor Care



Restorative Hard Floor Care



Use a doodlebug with a stripping pad and scrub the floor edges, corners, and baseboards to remove old finish build-up.



Scrub the floor with an automatic scrubber or a low-speed floor machine. Use a black pad or equivalent brush.



Pickup slurry with an autoscrubber or wet vac.



Thoroughly rinse floor until no residue remains.

After the floor is completely dry, you may apply finish.

Hard Floor Care



It is very important to refer to your Honors™ training manual or videos for proper finish application. Here are some important points to remember:

Finish Application



1. Always post “wet floor” signs and wear protective equipment.
2. Always use a rayon mop head.
3. Never wring a finish mop.
4. Use a figure-eight technique.
5. Wait for each coat to completely dry before applying the next.
6. Do not apply more than four coats per day.
7. Apply the first and last coats edge to edge. When applying all other coats, leave a 6-inch border between the baseboards and the mop.
8. Wait 24 hours before burnishing or buffing the floor.

Carpet Care



Routine Carpet Care



Matting should be placed both inside and outside. All matting must be vacuumed and spot cleaned daily.



Vacuuming is the first, and most important, line of defense. Heavy traffic areas should be vacuumed twice daily; moderate areas once daily; light areas once per week.



Move the vacuum slowly over the carpet, making overlapping passes. Some areas may require a double pass.

Remove all spots. Apply Gone™ to the spot and allow dwell time. Gently agitate the spot, working from the outside in. Blot using an absorbent white cloth. Repeat if necessary.

Carpet Care



Interim Carpet Care

Bonnet Cleaning



Remove furniture and vacuum thoroughly. Place wax paper or plastic around furniture.



Apply Touch & Go™ at 10 oz./gal. to bonnet using pump sprayer or mop bucket method.



Bonnet area using low-speed machine. Make overlapping passes.

When bonnet becomes dirty, flip and use other side.



After carpet has dried vacuum thoroughly.

Carpet Care



Carpet Extraction



Remove furniture and vacuum thoroughly.



Pre-spray heavy soil areas with Pathfinder™ at 32 oz./gal.



Fill extractor with hot water and Jet Stream™ at 2 oz./gal. Using overlapping passes, extract entire area.



After area has dried, vacuum thoroughly.

Heavy traffic areas should be extracted monthly; moderate areas quarterly; light areas every 6 months.

Carpet Care



Restorative Carpet Care



Restorative carpet maintenance involves deep carpet cleaning. It follows the same steps as Interim Maintenance, except make two perpendicular passes with the extractor.



When finished, apply Shelter™ Soil Retardant to carpet.

Honors™



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