A smiling man in a white protective suit and yellow gloves is operating a blue floor buffer in a hallway. He is holding the handle of the machine, which has a long black flexible hose. The hallway has light-colored walls and a wooden floor. The image is framed by an orange border.

BASIC OFFICE CLEANING GUIDE

FOR GENERAL
OFFICE CLEANING



Ability Maintenance Service

After many years in the office cleaning business, I realized that most people do not know the best way to clean an office. Many are unable to mop a floor properly. Even experienced janitors often miss some of these basics.

I wrote this simple guide to give the best tools, techniques and sequences for effective office cleaning. It does not include special cleaning jobs, such as window cleaning or floor buffing and waxing.



Ralph Temps
CEO and Founder of
Ability Maintenance Service

CLEANING CHEMICALS

Some cleaning chemicals can be dangerous if misused.

Always read and follow directions on the container label.

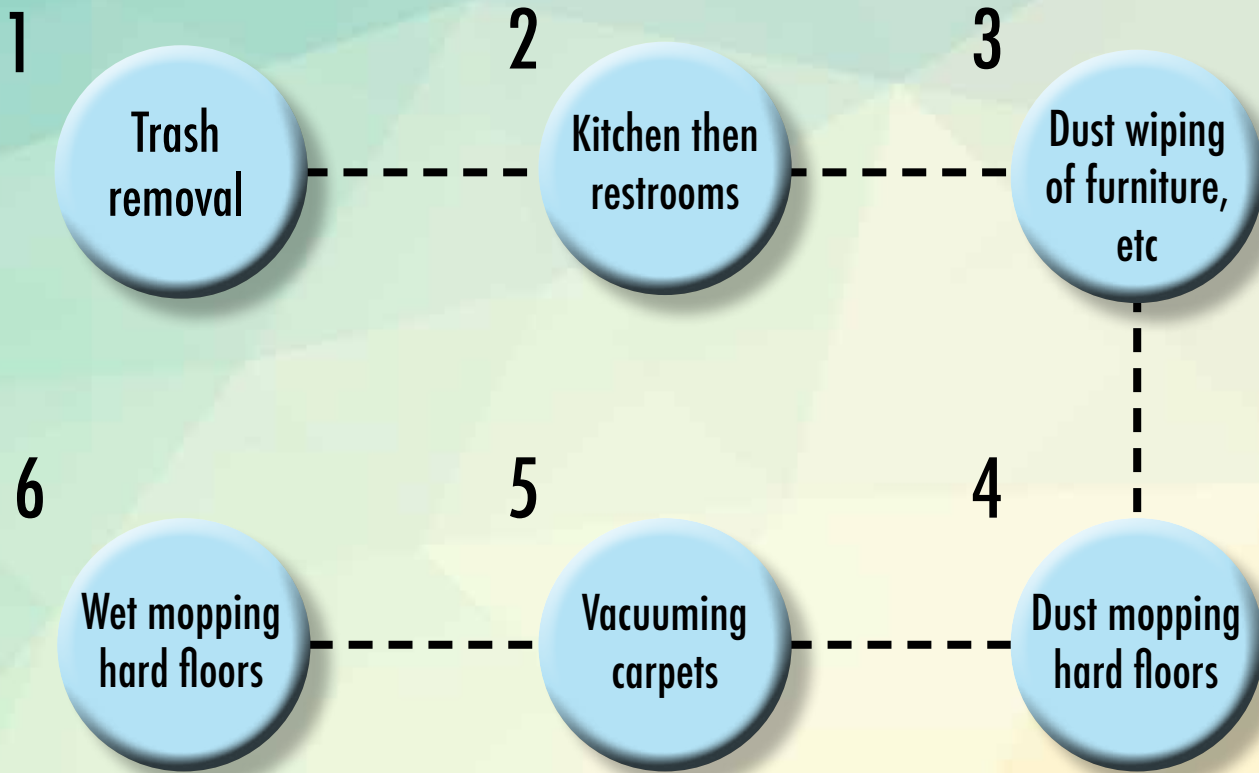
Never mix any chemicals.

Especially do not mix bleach with any acid, such as toilet bowl cleaner or mineral deposit remover, as this mixture can release a toxic gas.

There are safe all-purpose cleaning solutions that can do most of what is needed in an office.



CLEANING SEQUENCE



Some cleaners have told me that one should vacuum before dust wiping because the vacuum cleaner stirs up dust. My answer is: A good vacuum does not stir up or emit dust. If yours does, get it fixed. However, dusting can brush particles onto the floor

that need to be vacuumed. Dust mop before vacuuming because if the dust mop did not produce solid debris, then it can be vacuumed to save the time of dustpan and broom pick up. Wet mopping is always last.


TRASH REMOVAL

Always use a rolling trash barrel with a sturdy trash bag inside for trash collection, so that any liquids from trash cans cannot leak through. Empty all trash cans in a room before leaving it, checking under every desk, etc. Systematically go through every room in the office and collect other obvious trash, such as empty paper coffee cups. If in doubt if it is trash, leave it. Replace can liners if they are dirty, wet or shabby from a supply on the barrel or bottom of

each can. Install the liner pushing the bottom of the bag to the bottom of the can to push the air out of the can. Otherwise, the air gets trapped between the bag and can and reduces the usable volume of the can considerably. Then tie up any excess bag neatly and replace the can to where you got it. Janitors usually think removing trash is the easiest janitor task, however, office customers have told me that janitors often fall short by not doing all of the above.



RESTROOM CLEANING



The restrooms are the most important rooms in an office to clean and disinfect thoroughly.

Tools

- Toilet bowl brush
- Pumice stone (for porcelain)
- Sponge or damp cloths
- Dry microfiber cloths

Chemicals

- Cleaning solution
- Disinfectant solution
- Glass cleaner
- Toilet bowl cleaner
- Mineral deposit remover

Toilet: Use a cleanser and a toilet brush to brush all areas of the inside of the bowl, including under the rim where mold often grows. Cover all areas of the bowl, even if it appears clean, to remove the film of algae and bacteria. Use a pumice stone to rub out any mineral deposits on the bowl walls and the ring of minerals that often develops at the water line. Using a damp cloth or

sponge and disinfectant solution, wipe all parts of the toilet, including both sides of the seat and outside and base of the toilet. Finish by wiping to a dry shine all damp areas of the toilet, including the bowl rim. A toilet bowl cleaner or mineral deposit remover are used periodically, along with a pumice stone to remove water mineral deposits inside bowl.

Urinal

Clean the urinal similar to the toilet. Be sure to damp wipe the bottom of the urinal and the walls nearby of splash and drips, or else these areas could become a source of odor. Replace the urinal deodorant block if used and depleted.



Sink, Mirror

Spray sink with cleaning solution and wipe with a damp cloth or sponge. Clean mirrors and polish chrome fixtures spotless with a clean dry cloth and glass cleaner. Occasionally, mineral deposits around the faucets, drain hole and where water lingers should be removed with mineral remover, such as CLR or Lime Away.



General

Have ample supplies of clean cloths on hand for restroom cleaning. Wipe clean dirt spots and drips on walls around sink and near trash can. Wipe smudges on doors, door jambs, light switch plates, etc. Replace toilet paper roll and paper towels if low. Mop floor thoroughly with disinfectant solution. Mop especially well under urinal to avoid stains and odor. The restrooms should smell fresh and clean when done. Apply the same high cleaning standards to the kitchen cleaning.



Dust Wiping

Dust wipe all horizontal surfaces of furniture with a dry microfiber cloth. Vertical surfaces can be wiped less often. Pay particular attention to horizontal dark and shiny surfaces as these show the dust more. Dust wipe under phones, staplers and easily moveable objects on a desk or shelf. Use a feather duster on lamps, picture frames and smaller desk objects, as well as on computer keyboards and monitors. Spray and wipe any dried spills and smudges and remove with a damp cloth and clean-

ing solution. Do not spray solution on any wood furniture or computer equipment. Computer monitors can also be dust wiped with a dry microfiber cloth. Wipe telephones with a cleaning solution. Watch for dirt spots on doors, door jambs and light switch plates and spray and wipe clean as needed. Less often, but at least once per month, do a more thorough dust wiping, including chair legs, baseboards and window blinds. Check for and remove any cobwebs from ceiling and wall corners and near windows.



Tools

- Dry microfiber cloths
- Dusting wax or oil spray
- Damp cloths
- Spray bottle with cleaning solution

Hard Floor Cleaning

Put chairs up onto tables or else move them as you sweep and mop. With dust mop, sweep all areas of floor, including corners and edges. Dust accumulates at corners and edges. Sweep systematically so dirt does not spill from edges of the dust mop. Sweep the dust and debris together and pick up with a dust pan. Use a neutral pH cleaner in mop water and ring out mop well so that mop does not drip. Mop floor thor-

oughly overlapping each stroke and using more pressure on more soiled areas of floor and traffic lanes. Use a scrub pad on very dirty spots and scuffs. Rinse the mop head often in mop bucket and wringer. Very dirty floor may need to be mopped twice. Keep all foot traffic off the floor. If others are in the area, put up “Caution – Wet Floor” signs at access points to the floor.

Tools

- Dust mop
- Dust pan
- Wet mop
- Mop bucket with wringer



Carpet

Adjust vacuum cleaner to proper pile setting. Vacuum traffic lanes and all visible dust and particles. Vacuum behind and under trash cans and under desks. Push chairs back under desks when done. At least once

per month, clean corners and edges and around the legs of desks and tables with an edging vacuum attachment or broom. Remove isolated carpet spots by spraying on a small amount of carpet spotter solution and blot with a clean cloth.



Frequency of Cleaning

The frequency of office cleaning needed will depend on the number of office staff and the traffic through the office and restrooms. The bare minimum is usually once per week, with trash removal usually needed more often. Busy offices need nightly cleaning, especially to keep the restrooms clean and sanitary.

Summary

Always rinse your mops and keep your cleaning tools clean. Launder microfiber cloths frequently. Otherwise, you will be spreading dirt and germs around. Refer to this guide as needed when cleaning until you are familiar with all of the points. After cleaning, do your own inspection to be certain nothing was overlooked.

Here's to a more controlled and cleaner environment!



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