

**CLEANING  
OPERATING PROCEDURES  
COVID-19**



## **CLEANING OPERATING PROCEDURES HAND BASIN & BATH CLEANING**

### **Equipment**

- ♦ Cloth (please refer to colour coding system)
- ♦ Quest +
- ♦ Measuring apparatus (pump dispenser)
- ♦ Trigger spray bottle (please refer to colour coding system)
- ♦ Paper hand towel
- ♦ Rubber gloves (please refer to colour coding system)

### **Method**

- ♦ Wear personal protective equipment
- ♦ Check area is clear and safe to enter
- ♦ Display warning cones in area
- ♦ Ventilate area
- ♦ Clear sink of soap and other items
- ♦ Inspect overflow/plug holes for blockages
- ♦ Prepare Quest + to manufacturers instruction (refer to COSHH assessment/ poster) and fill trigger spray bottle
- ♦ Clean metal surfaces, taps, chain, plug hole and inside of sink, outside of sink and pedestal or pipes
- ♦ Run tap and rinse all surfaces with cloth
- ♦ Dry all metal and surfaces with a paper towel
- ♦ Check floor area for water spillages
- ♦ Return equipment and materials to store
- ♦ Remove PPE
- ♦ Wash hands on completion of task

**FOR INFORMATION ON DILUTION RATES AND PERSONAL PROTECTIVE EQUIPMENT SEE SAFETY DATA SHEETS AND COSHH ASSESSMENTS.**

**NEVER MIX CHEMICALS OR DECANT THEM INTO UNMARKED CONTAINERS.**

## **CLEANING OPERATING PROCEDURES CLEANING FIXTURES AND FITTINGS**

### **Equipment**

- ♦ Cloth (refer to colour coding system)
- ♦ Quest +
- ♦ Measuring apparatus (pump dispenser)
- ♦ Trigger spray bottle (please refer to colour coding system)
- ♦ Green hand pad
- ♦ Warning cones
- ♦ Measuring apparatus (pump dispenser)
- ♦ Mop and bucket (please refer to colour coding system)
- ♦ Rubber gloves (please refer to colour coding system)

### **Method**

- ♦ Wear personal protective equipment
- ♦ Check area is clear and safe to enter
- ♦ Ventilate area
- ♦ Display warning cones in area
- ♦ Clear surfaces of any items
- ♦ Prepare Quest + to manufacturers instruction (refer to COSHH assessment/ poster) and fill trigger spray bottle
- ♦ Start with the cleanest surface
- ♦ Spray solution onto cloth
- ♦ Apply cloth to surface
- ♦ Proceed to damp clean:- ledges, shelves, hand dryers, paper towel dispensers, soap dispensers, accessible pipe work, door handles, toilet roll holders, tops of doors
- ♦ Work from edges using straight strokes until surface is free from dust and dirty marks
- ♦ Where necessary polish surface with dry cloth or paper towel
- ♦ In the case of heavy stubborn stains, a Quest + and a green hand pad can be used to hard surfaces
- ♦ Check surfaces are left clean, smear free and dry
- ♦ Remove toilet brush holders to cleaning cupboard sink
- ♦ Clean and replace accordingly
- ♦ Return equipment and materials to store area
- ♦ Remove PPE
- ♦ Wash hands on completion of task

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## **CLEANING OPERATING PROCEDURES GLASS/MIRROR CLEANING**

### **Equipment**

- ♦ Trigger spray bottle (refer to colour coding system)
- ♦ Water or cleaning agent
- ♦ Cloth (refer to colour coding system)
- ♦ Paper towels
- ♦ Rubber gloves (refer to colour coding system)

### **Method**

- ♦ Ensure glass or mirror is in a safe condition before cleaning
- ♦ Wear personal protective equipment
- ♦ Check all surfaces are safe to clean
- ♦ Check area is clear and safe to enter
- ♦ Ventilate area
- ♦ Prepare cleaning agent to manufacturers instruction (refer to COSHH assessment/ poster) and fill trigger spray bottle
- ♦ Dampen cloth/paper towel
- ♦ Clean glass horizontally
- ♦ Polish surface with paper towel/cloth
- ♦ Avoid leaning too heavily on glass
- ♦ Return equipment and materials to store area
- ♦ Remove PPE
- ♦ Wash hands on completion of task

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**CLEANING  
OPERATING PROCEDURES**  
ALL VERTICAL SURFACES SPOT CLEANING  
TO HAND HEIGHT

**Equipment**

- ♦ Warning cones
- ♦ Cloth – (please refer to colour coding system)
- ♦ Quest +
- ♦ Measuring apparatus (pump dispenser)
- ♦ Trigger spray bottle (please refer to colour coding system)
- ♦ Green hand pad (if required)
- ♦ Rubber gloves (please refer to colour coding system)

**Method**

- ♦ Wear personal protective equipment
- ♦ Check area is clear and safe to enter
- ♦ Display warning cones in area
- ♦ Ventilate area
- ♦ Prepare Quest + to manufacturers instructions (refer to COSHH assessment /poster)and fill trigger spray bottle
- ♦ Spray Quest + onto cloth
- ♦ Apply to surface
- ♦ Clean horizontally
- ♦ Do not over stretch
- ♦ Dry off surface area
- ♦ Check surfaces are clean and smear free on leaving
- ♦ Return equipment and materials to store
- ♦ Remove PPE
- ♦ Wash hands on completion of task

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## **CLEANING OPERATING PROCEDURES REMOVAL OF WASTE**

### **Equipment**

- ♦ Refuse Bag
- ♦ Rubber gloves (please refer to colour coding system)

### **Method**

- ♦ Wear personal protective equipment
- ♦ Check area is clear and safe to enter
- ♦ In the event of bulk refuse seek assistance for safe disposal
- ♦ Ventilate area
- ♦ Work routinely and safely
- ♦ Never empty any special waste containers
- ♦ In the event of broken glass being present, handle carefully, dispose glass into a cardboard box or strong container, secure and label for safe disposal
- ♦ In the event of needles/syringes being present, report to supervisor who will arrange disposal in accordance with Council Policy
- ♦ Never put your hand into a waste bin
- ♦ Lift bin, turn upside down and tip the contents into refuse bag
- ♦ For your safety visually check the contents whilst emptying into refuse bag
- ♦ Any suspicious waste should be reported to supervisor
- ♦ Inspect the bin to ensure no waste remains and wipe clean if required
- ♦ Replace refuse bags as required
- ♦ Always carry refuse bags away from body
- ♦ Close and secure refuse bags safely on completion of task
- ♦ All refuse bags to be removed from area to specified collection pick up points
- ♦ Remove PPE
- ♦ Wash hands on completion of task

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## CLEANING OPERATING PROCEDURES FLOOR MOPPING

### Equipment

- ♦ Standard mop pole
- ♦ Colour coded mop head (please refer to colour coding system)
- ♦ Colour coded mop bucket (please refer to colour coding system)
- ♦ Quest +
- ♦ Measuring apparatus (pump dispenser)
- ♦ Trigger spray bottle (please refer to colour coding system)
- ♦ Measuring apparatus (pump dispenser)
- ♦ Warning cones
- ♦ Rubber gloves (please refer to colour coding system)

### Method

- ♦ Wear personal protective equipment
- ♦ Check area is clear and safe to enter
- ♦ Display warning cone at entrance to door-ways and main mopping area
- ♦ Ventilate area
- ♦ Fill mop bucket to wringer
- ♦ Prepare Quest + to manufacturers instructions (refer to COSHH assessment poster)
- ♦ Keep bucket behind line of work
- ♦ Start by mopping with straight strokes at skirting edge
- ♦ Continue mopping into main area using a figure of eight overlapping movement
- ♦ Change water frequently
- ♦ Always work towards exit
- ♦ Only when area is dry, remove warning cones
- ♦ Wash and rinse mop bucket and store safely
- ♦ Remove PPE
- ♦ Wash hands on completion of task

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## **CLEANING OPERATING PROCEDURES VACUUM/SUCTION CLEANING**

### **Equipment**

- ♦ Vacuum Cleaner
- ♦ Warning Cones
- ♦ Cloth - Blue Border
- ♦ Rubber gloves - Blue

### **Method**

- ♦ Wear personal protective equipment
- ♦ Check machine for faults (i.e.) cable, plug, dust bag, casing, cable restraint
- ♦ Display warning cones
- ♦ Check surface area for debris and spillage
- ♦ Ensure electrical wall socket is safe to use
- ♦ Use closest supply socket available
- ♦ Keep the cable behind your line of work at all times
- ♦ Do not over stretch the cable
- ♦ Adjust brush head to suit surface of the floor
- ♦ Start at the furthest part of the room, work towards the exit.
- ♦ Work safely and systematically over the surface
- ♦ Areas to include: skirting edges, underneath and behind chairs tables, desks, and around doorframes, giving attention to corners.
- ♦ Replace any items removed during this task.
- ♦ Switch off and remove plug from socket.
- ♦ Lift safety cones on completion of task.
- ♦ Check and damp wipe casing and cable of vacuum safely
- ♦ Check the brush head for excess soil
- ♦ Empty vacuum before returning equipment to store
- ♦ Store correctly in a safe manner.
- ♦ Remove PPE
- ♦ Wash hands on completion of task

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# **CLEANING OPERATING PROCEDURES**

## **CARPET CLEANING HOT WATER EXTRACTION**

### **Equipment**

- ♦ Mop & Bucket (blue)
- ♦ Scraper/Cleaning germ remover
- ♦ Vacuum Cleaner
- ♦ Carpet Cleaning Machine
- ♦ Warning Cones
- ♦ Cleaning agent
- ♦ Measuring apparatus (pump dispenser)
- ♦ Cloth(blue)
- ♦ Rubber gloves(blue)

### **Method**

- ♦ Wear personal protective equipment
- ♦ Check machine for faults
- ♦ Ensure the carpet is secure to the floor, (report defects)
- ♦ Ensure electrical wall socket is safe to use
- ♦ Display warning cones
- ♦ Open doors and window for ventilation
- ♦ Clear and check area for debris
- ♦ Spot check carpet for any heavy soil e.g. chewing gum
- ♦ Vacuum area
- ♦ Prepare cleaning agent to manufacturers instructions and add to machine
- ♦ Keep the cable behind your line of work
- ♦ Start at the furthest part of the room and work towards the exit
- ♦ Use the wand attachment on the machine, ( if present ) to clean skirting and awkward corners and places in the room
- ♦ If practical area should be closed off until the surface is dry and furniture can be replaced safely, or leave warning cones and ventilation maintained.

### **Completion**

- ♦ Check area is safe on exit
- ♦ Return equipment and materials to store.
- ♦ Check / clean machine thoroughly, report to supervisor of any faults
- ♦ Store in a safe and secure manner
- ♦ Remove PPE
- ♦ Wash hands on completion of task

### **Safety**

- ♦ Never use a machine if any faults are suspected or machine is not operating properly / report immediately to supervisor.
- ♦ Do not leave machine unattended.

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## **CLEANING OPERATING PROCEDURES LAUNDRY AREA**

### **Equipment**

- ♦ Mop and bucket (Blue)
- ♦ Cloth (Blue)
- ♦ Quest +
- ♦ Trigger spray bottle (please refer to colour coding system)
- ♦ Measuring apparatus (Pump dispenser)
- ♦ Washing powder/liquid feed
- ♦ Warning cone
- ♦ Rubber gloves(blue)

### **Method**

- ♦ Check floor for any hazards
- ♦ Ventilate area when using laundry equipment e.g. washing machine/tumble dryer
- ♦ Wear personal protective equipment
- ♦ Ensure equipment is safe to use
- ♦ Report any faults to supervisor
- ♦ Do not lift loads that are too heavy
- ♦ On completion of laundry tasks:
- ♦ Damp wipe all surfaces and machinery
- ♦ Place warning cones in area
- ♦ Mop floor
- ♦ On completion wash mop and bucket and store correctly
- ♦ Wash cloth, hang to dry correctly
- ♦ Remove PPE
- ♦ Wash hands on completion of task

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