

Schedule I
Wishcamper Center
Cleaning Specifications

May 6, 2013

Introduction

This cleaning specification will provide a guide as to what is expected as a minimum service for a range of different areas on the USM campus. The cleaning frequencies outline the minimum frequencies that each task must be performed. It should be noted that at high use times and in the winter more frequent service may be necessary.

Task Specifications:

Auto-scrub floors. Using an appropriate sized auto-scrub machine and following the manufacturer's directions, auto-scrub the area thoroughly, ensuring the corners areas are cleaned. A mop should be used in areas the machine cannot reach. The chemical used for cleaning should be an all-purpose, no-rinse, low-foaming detergent or neutral cleaner.

Clean whiteboards and trays. Using a microfibers-type cloth and appropriate general purpose cleaner, clean board completely. Wet-wipe rails clean.

Clean/ disinfect toilet, bowls. This is a two-step activity, and other work can be accomplished during the "standing time" while the disinfectant is working.

1. Apply cleaner to toilet bowl according to manufacturer's instructions.
2. After remaining activities are completed, swab toilet bowl thoroughly starting under the rim, flushing twice after swabbing. Disinfect all exterior surfaces including the seat, pipes, and valves.

Clean/disinfect urinals. This is a two-step activity, and other work can be accomplished during the "standing time" while the disinfectant is working.

1. Apply cleaner to urinal according to manufacturer's instructions.
2. After remaining activities are completed, rinse urinal thoroughly and flush twice (if manual). Disinfect all exterior surfaces including the pipes and valves.

Clean doors and windows, both sides. After frame is dusted, spray cleaner onto window and wipe the surface. Squeegee or wipe the window dry and wipe the frames and ledges.

Clean glass and TV screen. After frame is dusted, spray cleaner onto cloth and wipe the surface. Wipe glass/tube dry and wipe the frame. Cloth used should be consistent with manufacturer's instructions for cleaning the television screen. Some cleaning cloths may be too abrasive for certain television screens.

Clean mirrors. Using a lint-free cloth with glass cleaner, wipe mirrors clean.

Clean partitions and doors. Wipe partitions and walls clean with mild germicidal/disinfectant solution.

Clean/roll-up walk-off mats. After adjusting vacuum head to mat pile, vacuum by pushing machine forward and pulling back, covering each section twice. Roll clean mat and set out of the way.

Clean tables and seating. Wipe down tables, seating, and other flat surfaces with a treated rag.

Clean telephones. Using a lint-free cloth dampened with cleaner, Wipe the handset and cradle clean. Depress the cradle buttons so the line is not busy.

Clean trash containers. Spray inside of container with disinfectant cleaner. Wipe out and replace liner.

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Clean washbowls(sinks). Clean out sinks with germicidal/disinfectant cleaner. Wipe clean, and dry all fixture surfaces above and under the sink. Remove debris (hair) from drain stopper.

Clean water fountains. Clean fountain with disinfectant and allow for manufacturer's dwell time. Wipe all surfaces of fixture clean; rinse and polish the metal work.

Clean windows, both sides. After frame is dusted, spray cleaner onto cloth and wipe the window surfaces. Squeegee or wipe the window dry and wipe the frames and ledges.

Damp-mop (hard surfaced) floors. Using a flat mop or string mop and appropriately prepared water or cleaning solution, wring so that it does not drip and clean area in a figure-8 motion or linear motion running mop under furniture. Mop should be turned, rinsed, and wrung as necessary.

Damp-mop stairs and landings. Using a flat or string mop and appropriately prepared water or cleaning solution, wring mop so that it does not drip and mop area, paying particular attention to corners. Mop should be turned, rinsed, and wrung as necessary.

Damp-mop vinyl floor (under seating). Using a flat or string mop and appropriately prepared water or cleaning solution, wring mop so that it does not drip and mop area, paying particular attention to the area under the base of the seating.

Dust blinds/Vacuum/spot clean shades. With a treated tool, wipe down closed blind on both sides. Close shade and vacuum dust from fabric, spot clean any stains. Return shades & blinds to proper height

Dust flat surfaces, including benches, counters, fireplaces, furniture arms and backs, sinks, stoves, or washers. Wipe down surfaces as needed with treated cloth. Use a damp cloth to wipe up spills and specialty tools to clean other material adhering to any surfaces.

Dust vents. Wipe/dust with a treated cloth.

Empty waste containers. Carry container to cart and empty. Replace liner if necessary.

Interim carpet care. After vacuuming and spot-cleaning carpet, place bonnet on buffer that is damp with cleaner. Circulate bonnet on carpet, concentrating on high soil areas, rinsing bonnet and changing cleaning solution as each gets dirty.

Interim floor care - hard surface. Move furniture, dust and damp-mop the floor. Strip top coat of finish from floor with one of the following methods:

- Light scrub with 175/300 RPM machine.
- Light scrub with automatic floor machine.
- Dry stripping procedure.
- Apply two coats of new finish to the prepared surface, replacing furniture when dry.

Interim floor care - stairwell. Scrub surface with manual swivel scrub brushes on steps and automatic floor machine on extended landings.

Project-clean furniture, After removing gum, etc., clean the top, seat, and other surfaces with an appropriate cleaning solution.

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Project-clean light fixtures. On an appropriate ladder, remove or lower the light cover. With a damp cloth, using glass cleaner, wipe the light cover and frame. Replace the light cover securely. If moisture is used around electrical fixtures, the fixture should be turned off for safety purposes.

Project-clean tables and seating. Remove gum, etc., wash top, seats, and other surfaces with an appropriate cleaning solution.

Project-clean upholstered seats/furniture/partitions. After pre-treating soiled areas and vacuuming, clean with an appropriate upholstery machine according to manufacturer's instructions. Wipe excess foam from surfaces and vacuum again after surfaces have dried.

Project-clean walk-off mats. After vacuuming (that time is not included, as it is part of routine service) remove mats to an open, well-drained area. Wash them with a high-pressure hose or carpet extractor.

Restock soap and toilet paper. Refill soap and toilet paper dispensers, ensuring they are operational. Wipe fixture clean. Document products taken from inventory.

Restorative carpet care. Move portable furniture, spot and vacuum the floor. Clean the entire carpet with an extraction machine according to manufacturer's instructions. Allow to dry overnight, placing carpet protectors under metal-tipped furniture legs.

Spot-clean carpets. Scrape solid Spots with a putty knife. Apply spot remover to soiled spots, brushing in after 20 to 30 seconds of set time. Blot liquid spills. Repeat steps as necessary. Vacuum after anyone or combination of the above procedures.

Spot-clean entrance doors. Remove finger smudges, spots, or graffiti from entrance doors as required with appropriate cleaning materials.

Spot-clean walls and doors. Remove finger smudges, spots, or graffiti from doors and walls as required with appropriate cleaning materials.

Spot-clean walls, partitions, doors, and/or vending machines. Remove finger smudges from light switches, glass partitions, doors and door glass, etc., and spot clean wall surfaces as required with appropriate cleaning materials.

Spray-buff/burnish floors. Spray-buff: with a red pad on a 175/300 RPM machine, spray a fine mist of solution on the floor while buffing in a back-and-forth, overlapping motion. Dust-mop afterward, Burnishing: with an appropriate pad on a high RPM machine, burnish floor in a forward motion, overlapping passes. Dust-mop afterward.

Strip/refinish floors, strip/refinish (under seating), and strip/refinish floors and steps. Move furniture, liberally apply stripping solution with mop and allow to stand in accordance with manufacturer's directions. Using a 375/500 RPM machine with a coarse pad, completely emulsify the old finish. Under seating, manual swivel brushes will be required for this operation. Wet-vacuum the floor before the emulsion dries, Rinse the floor twice with neutralizing solution, wet vacuuming the rinse solution after each application. Allow the floor to dry prior to applying one coat of sealer and two coats of top finish.

Sweep/dust-mop (hard surfaced) floors. Using a pre-treated 24-inch swivel headmop, dust-mop in a figure-8 motion, running mop behind fixtures.

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Sweep/dust-mop (hard surfaced) floors, straighten furniture. using a pretreated 24-inch swivel-head mop, dust-mop in a figure-8 motion, running mop under and/or lifting furniture, straightening furniture while proceeding. Other tools such as counter brushes, brooms, dust pans, scrapers, and treated dust clothes may be used to clean comers, remove gum, etc.

Sweep/dust-mop stairs and landings. Using a pre-treated 24-inch swivel-head mop and starting from the highest point, sweep in a straight motion, depositing the residue from step-to-step.

Sweep/dust-mop vinyl floor (under seating). Using a pre-treated 24-inch swivel head mop and starting from the highest point, sweep in a straight motion, depositing the residue from level to level. Other tools such as counter brushes, brooms, dust pans, scrapers, and treated dust clothes may also be required. Sweep debris into a pile and dispose of in an appropriate container,

Sweep outside steps, ramp, and landing. With yard broom sweep debris into a pile and dispose of in an appropriate container.

Vacuum carpet/straighten furniture. After adjusting the vacuum head to the carpet pile, vacuum by pushing machine forward and pulling hack, covering each section twice. Move and organize furniture.

Wet-mop/auto-scrub floors/flush floor drains. Wet-mop or auto-scrub floor using a germicidal/disinfectant solution in a spray bottle. When complete either use a hose or bucket to flush floor drains with fresh water.