

Protecting Clients' Property

CARE is an essential ingredient when we are using vacuums and vacuum hoses. Don't use them in such a way that door facings or trims could be damaged. When using power nozzles be extra careful around desks and other furniture. Do you use janitor carts? Make sure the doors are opened to the extent that proper clearance allows the carts access without damage to facings and trims! **KEYS:** If they are ever lost, **NOTIFY** the office **IMMEDIATELY!**

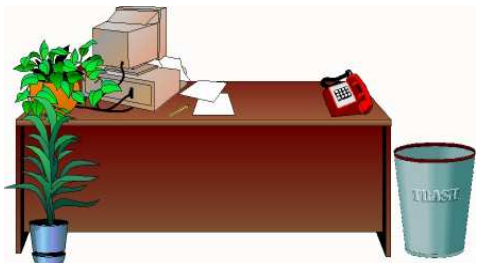
SAFETY

Do you have 'Safety Signs' at your job location? It is required procedure to **ALWAYS** place warning signs in any area where we are mopping. If you don't have these warning signs on location, contact the office **IMMEDIATELY** and you will be provided with them!

THE PROFESSIONAL CLEANER: MAIN OFFICE AREA

The Professional Cleaner takes pride in keeping the client's Main Office Area looking its best! As this is where the client conducts his/her business daily, a clean, attractive office reflects well on both the client and the Cleaning Company. Therefore each Professional Cleaner will ask himself the following questions:

1. **Desks** - Have I cleaned them completely, paying special attention to the side where the garbage bucket is located? Did I make sure that I did not disturb any papers left on the desk top? After using a damp cloth, did I then use a dry paper towel to remove any water stains? Have I dusted on the back of computers/monitors? Do I lift up the keyboard and dust underneath occasionally? Have I vacuumed underneath the desk?
2. **Telephones** - Do I clean them regularly using a feather duster? Did I clean the receiver with a damp cloth?
3. **Chairs** - Did I wipe down the edges and made sure that the legs were clean?
4. **Window ledges and radiators** - Do I have a regular schedule for cleaning these (possibly once a week)?
5. **Venetian Blinds** - If the client has Venetian blinds - are they too dusty? *Then I should notify the office.*
6. **Garbage Buckets** - Did I clean the inside as well as the outside? Are the garbage bags torn or dirty thus needing to be replaced? Did I put the the garbage bucket back in the same position it was in before I cleaned it?
7. **Cleaning Cloths** - Am I using good quality cloths to make my cleaning more effective? Are the ones I am presently using unsightly and ineffective?
8. **Floors** - Are there any *Salt Stains*? If there appears to be a problem did I notify the office?



TIPS **Vacuum Bags:** Don't let the bags get completely filled as they will then be less efficient and won't do a good job. Check them regularly! Before putting in a new bag, wipe the inside of the canister as this cuts down on dust! Always have a good supply of vacuum bags on hand!!

