



Cleaner Handbook

HSE MANAGEMENT SYSTEM

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setting new standards in the industry

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INTRODUCTION

SOCLEAN Pty Limited is a local Company that specialises in personal client negotiation and on-site supervision. Our aim is to provide our customers with the highest standards of service, quality and value.

The cleaning industry is constantly facing change due to new surfaces and different cleaning techniques, advances in cleaning equipment, increasing occupational health and safety requirements, changing building design and increasing competition within the industry.

This handbook is designed to assist in on-the-job training and a copy will be provided to each site we clean, so every staff member can use it as a training aid and reference resource.

The various sessions have been designed to ensure SOCLEAN's ongoing compliance with Quality Management Systems and are based closely on the National Competency Based Standards for Contract Cleaning. These sessions, in particular, are aimed at the basic requirements for cleaning staff and new recruits.

Integral to each session are the occupational, safety and welfare requirements for each cleaning task. Please ensure that you take the time to read through each session regularly and if you have any questions contact Site Supervisor or Kal Hayek.

SOCLEAN Pty Limited is continuously improving the way we undertake every task to ensure our customers receive the best quality and most cost efficient cleaning service while striving to make cleaning safer and easier for our staff. This cleaner's manual is commended to you and I am confident that it will provide a valuable resource for all SOCLEAN staff.

KAL HAYEK
SIGNATURE: _____

MANAGING DIRECTOR
DATE: 11/11/2019

1. INDUCTION

To assist your introduction to working with SOCLEAN Pty Limited the basic requirements of your work are explained in this induction.

DRESS AND UNIFORMS

While you are at work you are representing both the company and yourself. A clean, neat and tidy appearance is essential.

Uniforms are provided and they must be worn at all times while you are at work. Where any protective clothing, such as goggles, gloves, earmuffs etc is provided, they must be worn as directed.

Appropriate footwear must be worn and sandals, thongs or open toed shoes are not acceptable.

IMPORTANT POINTS TO REMEMBER

1. Attend to any reasonable requests made by the client and advise client once tasks have been completed.
2. Check the communications book for any messages at the commencement of every shift.
3. Complete the Periodic Schedule for all periodic work completed.
4. Regularly check the cleaning specifications and guidelines to ensure all cleaning requirements are being met.
5. Regularly check the Material Safety Data Sheets (MSDS) of any chemicals that you are required to use for information on the product and any first aid instructions.
6. If you have any questions or problems with your work or if you are going to be absent from work for any reason always refer this to Kal Hayek.

2. EQUIPMENT SAFETY

1. Check all equipment before use.
Do not use faulty equipment.
Ensure all electrical repairs are carried out by an authorised repairer to ensure it is in safe working order. If faulty, notify Site Supervisor or Kal Hayek.
2. If unsure of how to operate any equipment, ask for instructions.
3. All electrical leads and equipment to be tested and tagged every 3 months.
DO NOT USE any equipment that has bare or exposed wires. Place tag on equipment saying DAMAGED, DO NOT USE and notify Kal Hayek.
4. Make sure ON/OFF switches operate smoothly.

5. Keep machines clean

6. Wrap leads onto machines correctly.
7. If burning smell is present, or machine makes an unusual noise, discontinue use and notify Kal Hayek to arrange repair and tag the machine.
8. NEVER jerk plug from

3. CHEMICAL SAFETY

1. Ensure current Material Safety Data Sheets (MSDS) are available for all substances. Refer to Hazardous Substances Register (OHSR025)
2. Follow manufacturer's instruction, READ LABEL
3. Do not mix cleaning chemicals.
4. When mixing solutions, use water FIRST, then add cleaning chemical.
5. Dilute as per manufacturer's instructions.
6. Always add COLD WATER unless otherwise instructed.
7. All colours including spray bottles are too clearly labelled and colour coded.
8. Use correct chemical for each job.
9. Use only approved chemicals supplied by SOCLEAN Pty Limited and do not bring chemicals from home
10. Store in allocated area AWAY FROM PUBLIC.
11. If unsure which chemical should be used check with Site Supervisor or Kal Hayek.

4. SWEEPING/DUST CONTROL/MOPING

EQUIPMENT

1. Electrostatic mop
2. Banister brush
3. Dustpan
4. Brooms

**Erect Caution Safety Signs
Prior to Commencement of Any
Cleaning Operations**

METHOD

1. Remove all large litter from floor surface. Bend hips and knees and do not twist or bend your back.
2. Damp mop any spillages and allow floor to dry.
3. lace electrostatic mop on dry floor and rub briskly several times to build up static.
4. Push mop forward, keeping same edge in front at all times. Keep elbows and wrists in a fixed position and guide mop with body.
5. Do not lift electrostatic mop from floor before job is complete.
6. When completed, lift electrostatic mop slightly off floor and lightly shake to remove loose debris.
7. Remove debris from floor.
8. At each end shift hold fringe over waste bin and brush with banister brush.
9. Electrostatic mop should be vacuumed periodically to remove excess dust.
10. When mop becomes soiled, remove fringe and wash with neutral detergent in cold water.
11. Replace fringe on frame whilst damp and allow to dry before reusing.
12. Store mop upside down.

5. DUMP/WET MOPING

EQUIPMENT

1. Mop
2. Wringer bucket
3. Safety Sign
4. Gloves

**Erect Caution Safety Signs
Prior to Commencement of Any
Cleaning Operations**

CLEANING CHEMICALS

Approved neutral detergent.

SAFETY

1. Ensure mop head is secured to handle with a tack or screw.
2. Ensure handle is of comfortable length free from splinters.
3. Check bucket castors and rollers are free from spinning.
4. Check pedals, springs and handle are secure.

METHOD

1. Half fill bucket with cold water.
2. Add correct amount of approved cleaning chemical.
3. Place mop in bucket. If bucket has wheels, use mop handle to push bucket along on smooth surfaces.
4. Agitate mop head gently.
5. Squeeze mop out firmly, using a twisting, pulling action. Bend knees and keep body upright.
6. Spin mop to open fibres then place mop on floor.
7. Using horizontal strokes at a comfortable width, commence mopping floor moving backward, do not over stretch the mop.
8. To maintain a comfortable upright position, and to protect your back, keep mop handle as close as possible to body.
9. Rinse out mop head frequently.
10. Change water as required.
11. Wring out mop tightly and empty bucket.

12. Rinse bucket and half-fill with clean water.
13. Thoroughly rinse mop at least twice
14. Empty bucket and remove any loose strands from rollers.
15. Turn bucket upside down.
16. Spin mop head and store on top of bucket.

WET MOPPING

Same method as for damp mopping except:

1. Wring mop head less firmly.
2. Apply wet solution to floor.
3. Wring mop head firmly and remove excess solution.

6. VACUUMING

Note:

All electrical leads and equipment to be tested and tagged every 3 months.

DO NOT USE any equipment that has bare or exposed wires.

Place tag on equipment saying DAMAGED, DO NOT USE and notify Kal Hayek.

Prior to commencing vacuuming, check carpets for any stains or marks.

1. Wear rubber gloves and use scraper to remove any solids and blot liquid spills with absorbent cloth.
2. Spray stain with carpet spotting solution and brush with scrubbing brush in a circular motion starting outside the stain and work inwards.
3. Sponge the area with clean water and then dry with absorbent cloth
4. Brush carpet pile in same direction as the rest of the carpet.
5. Leave to dry and check later to see if stain has been removed.
6. Report any stubborn stains to Site Supervisor.

A. BACKPACK VACUUM CLEANER

EQUIPMENT

Backpack vacuum cleaner

Banister brush

Waste bin or plastic bag

SAFETY

IF BURNING SMELL IS PRESENT DISCONTINUE USE IMMEDIATELY AND NOTIFY KAL HAYEK TO ARRANGE FOR REPAIR AND TAG THE MACHINE.

1. Check electrical lead on backpack for cracks, nicks or exposed wires.
2. Check pins on plug are straight.
3. Ensure vacuum bag is empty and clean.
4. Ensure straps and clips are secure.

5. Ensure mesh lining is attached firmly and evenly to backpack.
6. When wearing backpack DO NOT BEND YOUR BACK, BEND YOUR KNEES!
7. DO NOT VACUUM WET SURFACES

METHOD

1. Remove large litter or sharp objects from floor. Bend hips and knees. Don't twist back.
2. Place vacuum cleaner onto desk or table.
3. Loosen shoulder straps.
4. Place backpack on your back and adjust "waist strap" so that the weight of the backpack is resting on your pelvis.
5. Adjust shoulder straps so that backpack is brought close to your body and is firm fitting.
6. Plug onto power outlet and switch on.
7. Commence vacuuming in forward motion, working away from power outlet and lead. Remain upright. Use smooth continuous movements rather than vigorous "scrubbing" action.
8. When job is finished, switch power off, remove plug, undo centre strap and remove backpack safely by easing onto table or desk.
9. Empty debris from vacuum bag into plastic bag or wrap on paper if possible.
10. Brush vacuum bag with banister brush. DO NOT WASH BAG.
11. Wipe lead daily with damp cloth and check for cracks, nicks or exposed wires **(ensure machine is not plugged in)**.
12. Wipe exterior of machine with damp cloth.
13. Wind lead on machine.
14. Periodically wipe inside the canister using a damp cloth.
15. Store backpack on floor or hang on wall, in upright position.

B. CANISTER VACUUM CLEANER

EQUIPMENT

1. Canister vacuum cleaner
2. Banister brush
3. Waste bin and plastic bag

SAFETY

IF BURNING SMELL IS PRESENT DISCONTINUE USE IMMEDIATELY AND NOTIFY KAL HAYEK TO ARRANGE FOR REPAIR AND TAG THE MACHINE.

1. Check electrical lead of vacuum for cracks, nicks or exposed wires.
2. Check pins on plug are straight.
3. Ensure filter bag is empty and clean.
4. Ensure filter bag support cage is in place and struts are straight.
5. Ensure castors are firmly fixed and free moving.
6. Check floor tool, wand, hose and tank for obstructions.
7. **DO NOT VACUUM WET SURFACE**

METHOD

1. Remove large litter or sharp objects from floor.
2. Unwind lead, plug into power outlet and switch on.
3. Commence vacuuming in forward motion, working away from power outlet and lead. Bend hips and knees and don't twist back or bend from the waist.
4. Use smooth continuous movements rather than vigorous scrubbing actions.
5. When job is completed, switch power off and remove plug.
6. Empty debris from canister into plastic bag or wrap in paper if possible.
7. Dust filter with banister brush.
8. Periodically vacuum filter bag. **DO NOT WASH FILTER BAG.**
9. Wipe inside and outside of machine using damp cloth.
10. Daily wipe lead with damp cloth and check for cracks, nicks or exposed wires (ensure machine is not plugged in).
11. Wind lead correctly.
12. Store safely in upright position

7. MACHINE BUFFING/BURNISHING

Note:

All electrical leads and equipment to be tested and tagged every 3 months.

DO NOT USE any equipment that has bare or exposed wires.

Place tag on equipment saying DAMAGED, DO NOT USE and notify Kal Hayek.

EQUIPMENT

1. Rotary Suction Polisher
2. Spray bottle
3. Drive head and red pad or bassline brush

CLEANING CHEMICAL

Spray burnish compound

SAFETY

IF BURNING SMELL IS PRESENT DISCONTINUE USE IMMEDIATELY AND NOTIFY KAL HAYEK TO ARRANGE FOR REPAIR AND TAG THE MACHINE

1. Ensure spray bottle contains correct solution of diluted spray burnish by following manufacturer's instructions and using clearly labelled bottle.
2. If using pad ensure it is centred on drive head.
3. Check lead for cracks, nicks or exposed wires and check pins on plug are straight.
4. Check vacuum bag is empty and clean.

METHOD

1. Damp mop up any spillages and allow to dry.
2. Sweep dry floor using electrostatic mop.
3. Unwind lead from Rotary Suction Polisher.
4. Raise wheels to upright position.
5. Adjust handle to comfortable position – generally pelvic height, ensuring slight bend in elbow. If handle is not correctly adjusted Rotary Suction Polisher will be unbalanced and hard to control.

6. Check skirt to ensure all lugs are pointing inwards and skirt has no build up of dirt or dust.
7. Plug lead into power outlet and switch on.
8. Commence buffing floor, working away from power source, keeping lead behind you.
9. Spray any scuff marks or dull patches.
10. Work Rotary Suction Polisher over sprayed area until dry and shiny.
11. To avoid build-up, do not spray within 15cm of walls or furniture.
12. Continue buffing floor, spraying where necessary.
13. When job is finished, switch power OFF and remove plug.
14. Adjust handle to upright position.
15. Remove and clean drive head and pad or brush.
16. Empty and clean vacuum bag.
17. Wipe with damp cloth inside and outside of skirt and body Rotary Suction Polisher.
18. Wipe lead and wind loosely around handle.
19. Always wind lead from Rotary Suction Polisher back to plug.
20. Store Rotary Suction Polisher in vertical or horizontal position as required. No drive head, pad or brush to be left on stored Rotary Suction Polisher.
21. Store all equipment and chemicals safely in cleaner's room.

A. MACHINE SCRUBBING

SPECIAL NOTE:

If job cannot be completed on time available do not start. If burning smell occurs while using Rotary Suction Polisher, discontinue use immediately and notify Site Supervisor or Kal Hayek to arrange for repair and tag the machine.

EQUIPMENT

1. Boots and gloves
2. Electrostatic mop
3. Dustpan and banister brush
4. Rotary Suction Polisher and driving head
5. Red and blue pads
6. Three mops and wringer buckets
7. Plastic bucket
8. Absorbent cloth
9. Safety sign
10. Doodle bug and pad Scraper

CLEANING CHEMICAL

Approved detergent

1. Check lead for any cracks, nicks or exposed wires.
2. Check plug pins are straight.
3. Vacuum switch must be kept in OFF position whilst scrubbing wet floors.
4. When performing each step of the following tasks, remember correct manual handling principals.
5. Keep object close to body.
6. Keep feet about hip distance apart with one foot pointing in the direction you wish to carry.
7. Bend knees and hip (squat or kneel).
8. Avoid twisting the back.
9. Keep movements smooth not jerky.

METHOD

1. Remove all furniture if possible. Ensure that it is safely in a suitable area and not stacked more than two items high.
2. Make a plan of the room if necessary.
3. Sweep dry floor using electrostatic mop.
4. Open all windows and door for ventilation, if weather permits.
5. Attach drive head to Rotary Suction Polisher.
6. Centre blue pad on drive head.
7. Prepare approved detergent using correct dilution.
8. Prepare two wringer buckets with clean water.
9. Apply solution liberally to edges.
10. Scour edges using doodle bug.
11. Apply solution liberally to floor (approximately 3sq metres at a time).
12. Using Rotary Suction Polisher slowly scrub area using circular motion, overlapping each section.
13. Mop up slurry before it dries
14. Rinse floor using clean water enduring all slurry is removed.
15. Allow floor to dry.
16. Switch vacuum motor on. Buff floor using red pad.
17. When job is finished, switch off power and remove plug.
18. Reseal floor if necessary.
19. Replace furniture. Close windows.
20. Clean and check all equipment.
21. Store equipment safely in Cleaner's Room.

8. FLOOR STRIPPING AND SEALING

A. FLOOR STRIPPING

SPECIAL NOTE:

Stripping chemical may be hazardous if not used according to manufacturer's instructions. Always wear gloves, boots and clothing suitable for the job.

If room cannot be adequately ventilated check with Kal Hayek before commencing procedure.

If burning smell is present while using Rotary Suction Polisher, discontinue use immediately and notify Kal Hayek to arrange repairs and tag the machine.

Check with Kal Hayek before commencing any floor stripping.

EQUIPMENT

1. Boots and gloves
2. Electrostatic mop
3. Dustpan and banister brush
4. Rotary Suction Polisher complete with driving head
5. Black pad
6. Four mops and wringer buckets
7. Plastic bucket
8. Absorbent cloth
9. Safety sign
10. Doodle bug and pad
11. Scraper
12. Splash glasses

CLEANING CHEMICAL

1. Approved stripper
2. Approved neutraliser

SAFETY

1. Open all windows and doors for ventilation.
2. Check lead for any cracks, nicks or exposed wires 3.
3. Check plug pins are straight.
4. Vacuum switch must be in off position, and if possible, disconnect vacuum power lead.
5. Prepare approved stripper and neutraliser as per manufacturer's instructions.
6. Wear splash glasses when mixing chemicals.

METHOD

1. Remove all furniture if possible. Ensure that it is safely stored in a suitable area and not
2. stacked more than two items.
3. Make a plan of the room if necessary.
4. Sweep dry floor using electrostatic mop.
5. Attach drive head to Rotary Suction Polisher. Centre back pad on drive head.
6. Prepare four wringer buckets, one with stripper, one with neutraliser and two with clean water.
7. Apply stripping solution liberally to floor, approximately 3 sq metres at a time.
8. Leave solution on floor approximately 5-10 minutes to allow stripper to activate.
9. Scour edges using doodle bug and pad.
10. Using Rotary Suction Polisher slowly scrub area using circular motion, overlapping each section.
11. Pick up slurry BEFORE it dries.
12. Rinse floor with clean water.
13. Complete all sections of floor using above procedure.
14. Apply neutralising solution liberally to approximately 3sq metres of floor at a time.
15. Wring mop out firmly and remove any excess neutralising solution from floor. Allow floor to dry.
16. Clean and check all equipment.
17. Store all equipment safely in Cleaner's Room.

B. FLOOR SEALING

EQUIPMENT

1. Electrostatic mop
2. Dustpan and banister brush
3. One sealer mop and bucket
4. Safety sign

CLEANING CHEMICAL

1. Approved base-coat sealer
2. Approved sealer finish

SAFETY

1. Open all windows and doors for ventilation.
2. Sealers must be used as per manufacturer's instructions.
3. Sealer mops should be clearly marked or labelled so they will not be used for other purposes

METHOD

1. Sweep floor using electrostatic mop.
2. Remove any dust or soil using banister brush and dustpan.
3. Place mop in wringer bucket.
4. Pour small amount of sealer into wringer bucket.
5. Wring mop out tightly using pulling, twisting motion, bend knees and keep body upright.
6. Move to point of room furthest from door.
7. Open mop fibres and place mop on floor.
8. Commence applying a thin layer of base-coat sealer with smooth, even strokes, working towards exit.
9. Continue applying sealer until entire floor is covered.
10. Allow floor to dry between layers.
11. Apply subsequent layers using cross hatch method (Refer to Site Supervisor).
12. Apply first and last layers of sealer wall to wall.
13. Apply all others layers 30cm from wall.
14. After application of final layer, allow minimum of 24 hours before buffing.
15. Do not return excess sealer to drum.
16. THOROUGHLY rinse mop and bucket.
17. Allow mop and bucket to dry.

18. Store sealer mop and bucket separately. DO NOT USE FOR ANY OTHER PURPOSE

9. CLEANING INTERNAL AREAS

Internal cleaning must be attended to on a routine, planned basis. Refer to site cleaning schedules. The basic steps are as follows:

1. Prepare all equipment and take it to the area to be cleaned
2. Pick up large litter from floor
3. Empty all bins
4. Straighten all furniture

EQUIPMENT

1. Plastic Buckets
2. Cloths
3. Spray bottle
4. Cobweb
5. Floor care equipment
6. Gloves
7. Ladders and extension equipment
8. Safety Signs

CLEANING CHEMICAL

1. Surface spray
2. Neutral detergent
3. Creme cleanser
4. Window cleaner

SAFETY

1. Wear gloves.
2. Ensure all power outlets and switches are turned off before cleaning.
3. Ventilate area if possible.
4. Do not climb on furniture – use a ladder or extension equipment.
5. When damp wiping, lean on furniture with free hand to reduce strain on back.

METHOD

A. DAMP DUSTING

Using absorbent cloth and neutral detergent, damp dust the following:

1. Window ledges
2. Picture frames
3. Clocks
4. Shelves and ledges
5. Cabinets and cupboards
6. Heaters
7. Switches
8. Telephones
9. Chairs
10. Skirting boards
11. Overhead projectors, screens, TV sets, refrigerators, microwaves, external surfaces of ovens
12. High level cleaning – including ceiling

METHOD

B. HEAVY CLEANING – KITCHEN – WET AREA

1. Spray surface cleaner or detergent onto more heavily soiled desktops and other surfaces and allow time for chemical to work.
2. Wipe cleaning chemical off desktops and surfaces with clean cloth.
3. Vacuum chalk rail then wipe rail with damp cloth.
4. Clean sink and surrounds using neutral detergent or creme cleanser. If using creme cleanser apply to damp cloth and then surface.
5. Rinse sink and surrounds and wipe dry.
6. Wipe marks off walls and doors using neutral detergent or surface spray cleaner and cloth, bend knees for low spots.
7. Spot-clean glass using neutral detergent of glass cleaner.
8. Wipe inside of waste bin regularly and replace bin liners as required.
9. Attend to floor areas.
10. Clean all equipment and return to storage area.

10. CLEANING AMENITIES

All surfaces in toilets and showers area are to be cleaned.

EQUIPMENT

1. Plastic Bucket
2. Wringer bucket and mop
3. Cloths
4. Deck scrubber
5. Straw broom
6. Cobweb broom
7. Scourer
8. Toilet roll and hand towel (if required)
9. Banister brush and dustpan
10. Toilet brush
11. Safety Signs

CLEANING CHEMICAL

1. Creme cleanser
2. Disinfectant
3. Neutral detergent
4. Toilet bowl cleaner
5. Glass cleaner

SAFETY

1. Wear boots and gloves.
2. Bowl cleaner is acid based – USE WITH CARE.
3. Syringes (if any) to be picked up using tongs and placed in approved sealed container (refer to procedure for “sharps”).
4. Bleach to be used on blood spillages as directed by Kal Hayek (refer to procedures for cleaning body fluids).

METHOD

1. Flush all toilet bowls and urinals.
2. Apply cleaning chemical to surface allowing it time to work.
3. Dust high surfaces and remove cobwebs.
4. Sweep floor and remove litter.
5. Empty bins and replace liners if soiled.
6. Clean bowls, sinks, urinals, mirrors, toilet seats and showers, bend knees and keep back straight.
7. Wipe marks from walls and partitions.
8. Wash floors using wet mop procedure and deck scrub regularly.
9. Replace hand towels and toilet rolls as required.
10. Clean all equipment and return to storage area

11. CLEANING WINDOW/GLASS

Window or glass cleaning is to be attended to on a planned rotational basis.

EQUIPMENT

1. Glass cleaner or neutral detergent
2. Squeegees
3. Cobweb Duster
4. Hose
5. Plastic bucket
6. Extension poles
7. Approved ladders
8. Safety Signs

SAFETY

1. If windows are not easily accessible, report to Site Supervisor.
2. Do not stand on desks, chairs or other furniture
3. Always check for overhead electrical wires before using any extension poles (always leave a 3-metre clearance).

METHOD

A. INTERNAL

1. Apply glass cleaner or neutral detergent to glass.
2. Wipe clean using squeegee or cloth.
3. Wipe squeegee between strokes with cloth.
4. Wipe sill around window to remove excess water.

B. EXTERNAL – Low window

1. Remove cobwebs.
2. If heavily soiled remove dirt and dust by hosing.
3. Apply glass cleaner or neutral detergent to glass.
4. Wipe off using squeegee.
5. Wipe window ledges.

B. EXTERNAL – High window

1. Remove cobwebs where possible.
2. Apply glass cleaner or neutral detergent using extendable window washer or soft broom.
3. Wipe off using extendable squeegee or rinse with hose.
4. Ensure extension handle is kept well clear (3 metres) of any overhead electrical wiring.
5. Clean all equipment and return to storage area.

12. CLEANING OUTDOOR AREA

Outdoor cleaning involves many tasks.

These include:

1. Garbage bins
2. Drains and gutters
3. Paved areas
4. Grassed areas
5. Removing cobwebs
6. Windows

For clarification of outdoor duties refer to work Schedules, site supervisor or contact Kal Hayek .

EQUIPMENT

1. Brooms
2. Manual or motorised sweeper
3. Litter picker
4. Spade
5. Plastic Bag or bin
6. Hose
7. Cobweb Duster

SAFETY

1. Wear gloves and boots.
2. Clean only accessible areas.
3. If removing syringes pick up safely using tongs and place in sealed container.
4. If using motorised sweeper, wear safety glasses and ear muffs.

METHOD

GARBAGE BINS

All outdoor bins are to be emptied at least once daily (more often if required refer to work schedules) and on a rotational basis they are to be washed with a detergent or disinfectant

1. Collect bins to central point after emptying.
2. Using correctly diluted disinfectant or detergent clean inside of bin using toilet brush.
3. Hose bin out removing all dirt and debris.
4. Turn bin upside down and allow bin to dry.
5. Return bin to allocated area.
6. Replace bin liners when soiled.

GARBAGE DISPOSAL TO INDUSTRIAL BIN

LIFT ASSISTED RUBBISH TROLLEY

To empty trolley into industrial bin:

1. Place the anchorage hooks over the side of the industrial bins.
2. Remove the safety locking pin.
3. Assist the initial lift to the frame until the hydraulic ram takes over lifting the bin to its full height and emptying the rubbish into the bin.
4. Return frame to ground using both hands.
5. Remove anchorage hooks from industrial bin.
6. Replace safety locking pin.
7. When wheeling bin ensure ground in front is clear of obstacles.

BIN LIFT

To dispose of rubbish by means of wheeled bins into industrial bin:

1. Place wheeled bin on Bin Lift Frame.
2. Place chain around bin and secure chain.
3. Wind ratchet handle on clock-wise direction.
4. Bin will lift to appropriate height disposing of rubbish into industrial bin.
5. Reverse the handle to lower the wheeled bin to the ground.
6. Undo chain from around the wheeled bin to the ground. .

DRAIN CLEANING

All accessible drains and gutters are to be cleaned out on a rotational basis.

1. Lift grate from drain or gutter.
2. Sweep or hose debris to central point.
3. Pick up debris using shovel or spade and place in bin.
4. Replace grate.

SPECIAL NOTE:

If grate too heavy or fixed to drain or gutter DO NOT REMOVE, notify Kal Hayek.

PAVED AREA CLEANING

1. A manual or motorised sweeper is to be used on all paved areas to remove litter.
2. On a rotational basis all paved areas are to be swept/hosed down.
3. Where required stains are to be removed by deck scrubber and degreaser, or by mechanical
4. means, such as a high-pressure spray or automatic scrubber.

GRASSED AREA CLEANING

1. All grassed areas are to be attended to on a rotational basis. Main access may require more
2. frequent attention.
3. Using litter picker and plastic bag or bin collect all litter and remove to main collection bin.

COBWEB CLEANING

1. Cobwebs are to be removed as regularly as required. Using a cobweb Duster or broom
2. Remove all cobwebs from:
 - Windows
 - Doors

- Walkways
- Lights
- Outside buildings

WINDOW CLEANING

1. To be attended to on a rotational basis.
2. Using window cleaning methods stated on "Cleaning Window / Glass".

13. CLEANER'S ROOMS AND STORAGE

The cleaner's store should reflect yours and SOCLEAN Pty Limited standard of cleaning. Ensure that you storage area is kept in a neat and tidy condition.

1. Mop and buckets rinsed and stored.
2. Equipment cleaned and SAFELY STORED.
3. Materials labelled and stored safely.
4. Ensure chemicals are separated and store all powders above liquids and alkalies separate from acids.
5. Where possible the cleaner's room should be locked.
6. Store equipment to reduce the need for lifting and bending. Where possible store backpack on a hook or table at waist height. Store lighter less frequently used\ equipment above shoulder height



setting new standards in the industry