

CLEANING SOLUTION MIXTURES AND BUFFER USAGE AT YOUTH GUIDANCE CENTER

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-3-002, dated 12/08/17
- FORMS:** Procedures, Equipment, and Chemicals for Cleaning Restrooms (Attachment A)
Floor Maintenance Procedures (Attachment B)
Instructions for Daily Cleanup of the Dining Room Floor (Attachment C)
- PURPOSE:** To establish a uniform format for cleaning procedures and the proper use of cleaning solutions and equipment throughout the Youth Guidance Center (YGC).

I. GENERAL INFORMATION

All cleaning solutions and chemicals are purchased by the Supplies Clerk via contracts on file in the front office. The Safety Data Sheets (OSHA requirement) for each chemical used are on file in the administration office.

II. PROCEDURE:

A. Cleaning Solutions

1. H2 Orange Concentrate

H2 Orange Machines are mounted in each property room. The machine mixes chemicals with water. Apply by spray, brush, mop or cloth. Use on bathroom floors, walls, and bathroom fixtures.

2. Glass Cleaner (ready to use)

Use straight from the bottle.

3. Laundry detergent

For use in washing machine, usage rate depends on the degree and type of soils to be removed. Normal usage is 1/2 to 3/4 cup per wash load.

4. Bleach

a. Laundry use: 1 cup of bleach each per washing machine load (16-gallon machine).

b. Stain remover: Add 1/4 cup of bleach to quart of water.

c. Bathroom/kitchen cleaning: Use 1/8 cup of bleach per quart of water.

- d. To cleanse/deodorize: Use 1/8 cup of bleach per 2 gallons of water.
- e. To disinfect (blood and body fluids): Use 1 part bleach to 10 parts water.
- f. Bleach may be used to clean mop heads. Soak in water using 1 cup bleach per five gallons of water.

B. Cleaning Mops

Mops are to be rinsed out after each use, using clean water. After rinsing out, the mop heads are placed in the rinsed out mop bucket filled with clean water and one cup of bleach per 5 gallons of water. This should be done on a daily basis after dinner. After soaking overnight, the mops can be wringed out by the AM ROP crew and placed in fresh water.

REFERENCES:

Procedures:	3-1-007	Labeling and Storing Goods and Materials
	3-3-010	YGC Laundry Procedures

Attachments

M. Heil

APPROVED BY:

PROCEDURES, EQUIPMENT, AND CHEMICALS FOR CLEANING RESTROOMS

EQUIPMENT

1. Sponges, rags, and brushes
2. Toilet brush
3. Mop
4. Spray bottle with trigger
5. Mop bucket and wringer
6. Scouring pad

CHEMICALS

1. H2 Orange
2. Bleach
3. Laundry detergent

PROCEDURE

1. Empty all waste containers first.
2. Stock and fill all dispensers with soap, tissue, and sanitary napkins.
3. Clean the two ceiling vents by using a broom to knock the dust down.
4. Sweep floor and pick up trash.
5. Use H2 Orange as follows:
 - a. Soap down all wash basins, pipes, valves, and all chrome with a sponge. Use a toilet brush for toilets and inside of urinals. Use a brush to scrub shower wall.
 - b. Rinse off all of the above items with tap water.
 - c. Clean glass and mirrors with glass cleaner.
 - d. Wipe down toilets, partitions, pipes, valves, chrome, walls, dispensers, and door plates and frames with rags.
6. Clean floor drains with brush.
7. Mop floor H2 Orange mixture.

FLOOR MAINTENANCE PROCEDURES

A. Tile Floors

1. Sweep floor thoroughly.
2. Mop floor thoroughly using H2 Orange mixture.

B. Carpet

1. Remove all items from the carpet area to be cleaned. This includes chairs, desks, tables, and bookcases. Place items into the common area between the units.
2. Vacuum the carpet thoroughly.

INSTRUCTIONS FOR DAILY CLEANUP OF THE DINING ROOM FLOOR

1. REQUIRED SUPPLIES

- a. Clean mop bucket with wringer.
- b. "WET FLOOR" signs.
- c. H2 Orange
- d. Clean plastic trash bags.
- e. Clean mops.
- f. Plastic spray bottle.

2. STEP 1/MAINTENANCE

- a. Inspect the floor to ensure it has been properly swept and/or dust-mopped and is dry and clean.
- b. Using a wringer and H2 Orange, thoroughly damp mop entire floor. CHANGE DIRTY WATER REPEATEDLY.
- c. Use the floor machine to restore the shine. Use a spray bottle with buff and shine. Spray floor then machine buff to restore shine.

3. STEP 2/CLEANUP

- a. Immediately clean equipment after using.
- b. All buckets and wringers must be thoroughly washed out, rinsed and allowed to dry.
- c. All mops must be thoroughly washed, rinsed and hung to dry.
- d. All other equipment is to be either washed or wiped down before being stored in the proper location.