

CLEANING SOLUTION MIXTURES AND EQUIPMENT USE

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15 – Minimum Standards for Juvenile Facilities, Section 1510
- RESCINDS:** Procedure Manual Item 3-3-002, dated 11/27/19
Procedure Manual Item 3-8-002, dated 1/4/18
(MAJOR REVISION/RENUMBERED)
- FORMS:** None
- PURPOSE:** To establish a uniform format for cleaning procedures and the proper use of cleaning solutions and equipment

I. GENERAL INFORMATION

All cleaning solutions and chemicals are purchased by the Supplies Clerk via county approved contracts. The Safety Data Sheets (OSHA requirement) for each chemical used are on file in the administration office. Outside cleaning products may not be used in the facility without prior administrative approval and an on-file MSDS. The use of chemicals shall be done in accordance with the product label and Safety Data Sheet which may include the use of Personal Protection Equipment (PPE).

II. PROCEDURE:**A. Cleaning Solutions****1. Mixtures and Usage**

- a. Cleaning solutions must be mixed under direct staff supervision only.
- b. Glass cleaner, ready to use. Use straight from the bottle.
- c. Laundry soap – Waxie HD Cleaning

For use in washing machine, the 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.

2. Waxie Cleaning Supplies

- a. Laundry use: Use Waxie liquid laundry detergent
- b. Stain remover: Use H2 Orange Concentrate
- c. Bathroom/kitchen cleaning: Use H2 Orange Concentrate

- d. To cleanse/deodorize: Use H2 Orange Concentrate
- e. To disinfect (blood and bodily fluids): Use Red Z powder

3. H2 Orange Concentrate Cleaner/Degreaser

- a. Mopping floors: Use 3 oz per gallon of warm water. Use a string mop or sponge mop.
- b. General cleaning: Place in a spray bottle using 3-parts water to one-part cleaner.

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.

B. Cleaning Mops

- 1. 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 a mixture of H2 Orange. After soaking overnight, the mops can be placed in the mop racks to dry.
- 2. Bleach may be used to clean mop heads. Soak in water using 1 cup bleach per five gallons of water.
- 3. Bleach should not be used for cleaning mop heads used to wax and/or strip floors. Use new mop heads only, soaking the dry mop heads in clear water to hydrate them for at least one hour.

C. PROCEDURES, EQUIPMENT, AND CHEMICALS FOR CLEANING RESTROOMS

1. EQUIPMENT

- a. Sponges, rags, and brushes
- b. Toilet brush
- c. Mop
- d. Spray bottle with trigger

e. Mop bucket and wringer

f. Scouring pad

2. CHEMICALS

a. H2 Orange

b. Bleach

c. Laundry detergent

3. PROCEDURE

a. Empty all waste containers first.

b. Stock and fill all dispensers with soap, tissue, and sanitary napkins.

c. Clean the two ceiling vents by using a broom to knock the dust down.

d. Sweep floor and pick up trash.

e. Use H2 Orange as follows:

(1) 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.

(2) Rinse off all of the above items with tap water.

(3) Clean glass and mirrors with glass cleaner.

(4) Wipe down toilets, partitions, pipes, valves, chrome, walls, dispensers, and door plates and frames with rags.

(a) Clean floor drains with brush.

(b) Mop floor H2 Orange mixture.

D. FLOOR MAINTENANCE PROCEDURES

1. Tile Floors

a. Sweep floor thoroughly.

b. Mop floor thoroughly using H2 Orange mixture.

2. Carpet

- a. 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.
 - b. Vacuum the carpet thoroughly.
3. Vinyl Floors
- a. Sweep floor thoroughly.
 - b. Mop floor thoroughly using 4 ounces of H2 Orange per each gallon of water.
 - c. NOTICE: Vinyl floors do not require stripping or waxing. They should be wet mopped and allowed to dry. Once a year, a general-purpose vinyl floor sealer may be applied, which will provide a dull luster and assist with keeping the floor clean.

E. 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. DO NOT LEAVE PUDDLES!

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.

REFERENCES:

Procedures:	3-13-009	Labeling and Storing Goods and Materials
	3-14-001	Clothing Issue and Laundry Procedures

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APPROVED BY: