

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
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 **Material** Safety Data Sheets (OSHA requirement) for each chemical used are on file in the **Supply Clerk's** 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 **Material** 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, **maybe used** 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. Cleaning Supplies

- a. Laundry use: Use Waxie liquid laundry detergent
- b. Stain remover: Use **Waxie Solution 764**
- c. Bathroom/kitchen cleaning: Use **Waxie Solution 764**
- d. To cleanse/deodorize: **Waxie Solution 764.**

- e. To disinfect (blood and bodily fluids): Use **Clorox Disinfecting Bio Stain and Oder**

3. **Waxie Solution 764**

- a. Mopping floors: Use **2 oz** per gallon of warm water. Use a string mop or sponge mop.
- b. General cleaning: Place in a spray bottle using **2 oz per gallon of water**.

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-part 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.
- 4. **Mop heads are to be replaced at a minimum of once a week.**

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. **Waxie Solution 764**
- b. Bleach
- c. Laundry detergent
- d. **Ajax**
- e. **Soft Scrub**

3. PROCEDURE

- a. Empty all waste containers first.
- b. Stock and fill all dispensers with soap, tissue, and sanitary **products**.
- c. Clean the two ceiling vents by using a broom to knock the dust down.
- d. Sweep floor and pick up trash.
- e. Use **Waxie Solution 764** 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 **with Waxie Solution 764** mixture.

D. FLOOR MAINTENANCE PROCEDURES

1. Tile Floors

- a. Sweep floor thoroughly.
- b. Mop floor thoroughly using **Waxie Solution 764**

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-ounces of **Waxie Solution 764** 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. **Waxie Solution 764**
- 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 **Waxie Solution 764**, thoroughly damp mop entire floor. CHANGE DIRTY WATER REPEATEDLY.

- c. **An outside vendor will strip and reseal dining room floor quarterly.**

3. STEP 2/CLEANUP

- a. All buckets and wringers must be thoroughly washed out, rinsed and allowed to dry.
- b. All mops must be thoroughly washed, rinsed and hung to dry.
- c. 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: