

# Hallways – Daily Maintenance

## PURPOSE:

To maintain clean, hygienic and attractive surroundings.

## REQUIRED SUPPLIES & EQUIPMENT:

- Automatic floor machine with pad or brush
- Bucket and wringer
- Mop handle with wet mop
- Putty knife
- Duster
- Dustpan and brush
- Approved cleaning detergent solution
- Set of “Wet Floor” signs
- Window cleaner
- Clean cloths



## PROCEDURE #12:

- A Service waste receptacles – Empty, clean and replace garbage bags.
- B High dust walls – Remove all dust webs.
- C Dust mop floor – Follow Procedure #1.
- D Clean floor – Set up “Wet Floor” signs. Follow Procedure #2 or #3. Watch out for the safety of students, visitors and employees.
- E Clean windows and polish metals – See Section E for window cleaning. Use a cloth dampened with polish to clean and polish metals.
- F When finished, remove signs. Return equipment and supplies to proper storage.