

Muskogee Public Schools

Custodial Procedures for Office Care

OFFICE CLEANING

PURPOSE OF CLEANING AN OFFICE

- A. To provide a safe and pleasant experience for the workers and visitors to the office.

TOOLS NEEDED TO CLEAN AN OFFICE

- A. Clean cloths
- B. Vacuum cleaner
- C. Trigger sprayer
- D. Wet mop
- E. Liners
- F. Products
 - 1. Dust mop/dust cloth treatment
 - 2. Furniture polish
 - 3. Cleaner/disinfectant "Triad or Virex"
 - 4. Glass cleaner "Glance"
 - 5. Material Safety Data Sheet for chemicals used
 - 6. Personal protective equipment as called for in MSDS

PROCEDURES FOR CLEANING AN OFFICE

Daily procedures for cleaning an office

- A. Use personal protective equipment
- B. Start with the top of the room and dust hard surfaces with a clean cloth treated with dust mop/dust cloth treatment. Polish as needed.
- C. Damp sanitize telephone, doorknobs and file cabinets.
- D. Spot clean windows and sills with glass cleaner.
- E. Empty and wipe ashtrays. Empty wastebasket and replace liner.
- F. Dust mop floor or vacuum if carpeted.
- G. Vacuum cloth furniture weekly.

Monthly procedures

- A. Damp dust all high, hard surfaces with a clean cloth
- B. Wash windows and mirrors.

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OFFICE CLEANING CERTIFICATION TEST

INSTRUCTIONS: Put an X in the blank that precedes the correct answer. Test can be duplicated and distributed or can be administered orally by a trainer or supervisor.

1. When cleaning an office, how often should you polish the wood furniture?
 On a regular schedule as directed by your supervisor.
 Once a month
 Only after disinfecting
2. Hand contact surfaces should be sanitized a minimum of:
 Daily
 Weekly
 Monthly
3. If your supervisor assigns you the job of cleaning an office, gloves are the only protective equipment required.
 True
 False
4. Should you spray a light switch with a liquid disinfectant cleaner...why?
 No, spray the cloth and wipe the light switch
 Yes, for thorough disinfecting
 No, we do not disinfect light switches
5. It is not important to read the MSDS as long as you remember to read the label on the product.
 True
 False
6. When cleaning an office, you should always dust mop or sweep the floor first.
 True
 False
7. You should regularly empty a trash container even if it is not completely full.
 True
 False
8. Office furniture should be dusted daily.
 True
 False
9. It is not necessary to allow the disinfectant to stand on the surface. Just a wipe with a cloth will be satisfactory.
 True
 False

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10. When vacuuming a floor, you should use the following pattern:
 Start vacuuming in the farthest corner and move backward throughout the room.
 Begin by vacuuming the perimeter of the room, and then work around in a circle.
 Start at the doorway and move forward through the room.
11. When disinfecting office surfaces, you should always spray your cloth... not the surface.
 True
 False
12. You don't have to disinfect the door handles and light switches. Someone else is just going to touch them anyway.
 True
 False
13. When damp mopping an office, you should use a neutral cleaner.
 True
 False
14. When disinfecting surfaces, it is not necessary to wear protective glasses or goggles.
 True
 False
15. When you are spot mopping, you should always put up "Wet Floor" signs.
 True
 False

For Trainer Use Only:
Score ____/15

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COMPETENCY EVALUATION

I have evaluated the work and performance of _____
from _____ through _____. It is my professional opinion that
_____ is knowledgeable in the OFFICE CLEANING
MANUAL and follows it during his/her daily routine.

Name: _____ Title: _____

Signature: _____ Date: _____