

STANDARD OPERATING PROCEDURE # FAC 4.012

Subject: Replenish Custodial Cart

Purpose and Scope: To standardize cart stock inventory and the restocking task to optimize the efficiency of Building Services Department. Custodial cart will be stocked with the necessary cleaning tool inventory and will be replenished with cleaning supplies and paper products at the end of every shift. Custodial carts will be serviced and prepared for the next day 15 minutes prior to the end of the work day or shift.

Procedure:

1. Custodial carts cleaning tool inventory should be maintained as follows:
2. Dust pan
3. Broom
4. Wet mop
5. Wet floor sign - 2 ea.
6. Putty knife
7. Toilet bowl mop
8. Lambswool dusting wand
9. Counter brush
10. Gong floor brush
11. Adhesive scraper
12. Sand scoop
13. Goggles
14. Ear plugs
15. Door stops – 2 ea

Supplies needed: large liners, small liners, wypalls, Green Earth daily floor cleaner, Green Earth degreaser, chalk, erasers, Green Earth Daily Disinfectant, hand towels, toilet tissue, and gloves.

- Return cart to closet at the close of workday or shift.
- Ensure that items listed above are on the cart and will be available at the start of the next workday or shift.
- Empty cart trash.
- Notify supervision if there is an item that you will need for the next workday.
- Inspect cleaning tools daily to determine if replacements are needed. Notify supervisor if replacement cleaning tools are needed.

During this procedure if additional supplies are needed to stock cart, inform supervisor prior to leaving at the end of the work shift.

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