

## **STANDARD OPERATING PROCEDURE # FAC 4.014**

### **Subject: Cleaning Stairwells**

**Purpose and Scope:** To standardize the approach for cleaning and maintain the quality of the facilities on campus. Building stairwells will be cleaned at intervals directed by the Building Services Task and Frequency Plan.

**Procedure:** Building stairwells will be cleaned according to the steps below. Stairwells shall be swept and damp mopped according to Task & Frequency Plan. If there is a trash can, it is to be emptied daily. Mats should be cleaned according to Task & Frequency Plan making sure that the space underneath the mat is swept and clean. Clean the windows, doors walls, and dust once per week including high dusting. Observe all product safety precautions as labeled on the product and corresponding Material Safety Data Sheet. Task will be performed at the frequency dictated by the approved Building Services Task and Frequency Plan. The current task & Frequency plan will be provided by supervisors.

### **Dust Flat Surfaces and High Dusting**

Equipment needed: lambs wool wand, wipe, and dust cloth

- Dust flat surfaces using lamb's wool or pre-treated dust cloth.
- Using lamb's wool, with extension pole if necessary, for high dusting of ceiling corners, light lenses, vents, etc.

### **Sweep and Dust-mop Stairwell**

Equipment needed: broom, dust mop, dust pan, scraper and trash receptacle

- Use broom to remove dirt, dust, and debris from against walls and corners.
- Use dustpan and broom to remove debris. Dispose of debris.
- Remove gum using a scraper.
- Using small dust-mop, sweep steps and landings.
- Clean all equipment used and store properly.

### **Damp Mop Stairs and Landing**

Equipment needed: broom, dust pan, wet-floor signs, mop, and mop bucket with wringer, Green Earth daily floor cleaner, and scraper

- Sweep steps and landings.
- Use broom to remove dirt, dust, and debris from against walls and corners.
- Use dust pan and broom to remove debris.

- Remove gum using scraper.
- Place wet-floor signs in conspicuous locations on all affected landings.
- Fill mop bucket half full of solution from dispenser system using Green Earth daily floor cleaner
- Wet mop-head, wring-out and mop steps and landings.
- Provided blower in wet areas
- Clean all equipment used and store properly.
- Remove wet-floor caution signs.

**Window Dressing**

- Sills and frame
- Remove tape and adhesives
- Spray surfaces with Green Peroxide Cleaner
- Squeeze and wipe

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