

Schedule(s):

Roll up mats/rugs & vacuum/i-mop underneath: **Once a week (Thursdays)**

Equipment/Consumables:

Disposable Gloves

Area:

All areas

Machinery:

- i-Mop
- Vacuum

Chemicals:

Diversey Asset

SWMS:

803 – Vacuuming using a PACVAC Vacuum cleaner
801 – Mopping and Spot Mopping of Floors

Cleaning Steps:

1. Make sure you have read, understood, and signed off the correct Safe Work Practices.
2. Ensure you are wearing disposable gloves.
3. Check the mats and rugs for any visible debris or spills. Ensure any stains or spills are cleaned before rolling them up prior to cleaning the floor.
4. Starting from one end, roll up each mat or rug tightly, ensuring it is compact enough to be moved easily.
5. Using the vacuum, thoroughly clean the area underneath where the mats and rugs were located. Pay close attention to corners and edges where dust and debris may accumulate.
6. Prepare the i-Mop machine by filling it with Diversey Asset through the J-Fill dispenser. Turn on the i-Mop and use it to scrub the floor underneath where the mats and rugs were located. Move the i-Mop in a systematic pattern to ensure thorough cleaning.
7. Once the floor has been vacuumed and scrubbed, allow it to dry completely.
8. After the floor is dry, unroll each mat or rug back into its original position. Ensure they are properly aligned and secure.
9. Dispose of any vacuumed debris in the designated bin(s) and empty/rinse out the i-Mop machine.
10. Return the vacuum and the i-Mop to their designated storage areas ensuring the equipment is on charge ready for next use.

What Good Looks Like:



The Centres should be clean at the end of each evening:

- Mat/rugs are clean.
- Mats/rugs rolled up and vacuumed/i-Mopped underneath.
- Mats unrolled and placed back into its original position.

Why it's important:

- The cleanliness of the Centres are our customer's first and last impressions of our presentation, so we need to make this a positive one.
- With children moving around the centre, proper cleaning techniques can greatly reduce the risk of cross contamination and the spreading of germs and bacteria.
- Following correct cleaning principles will give our customers a Centre they trust, delivering quality, service and value.