

How-to Guide 8: Window Cleaning (with a Spray Bottle and Cloth)



Schedule(s):

Clean activity room glazing: **Once a week (Tuesdays)**

Equipment/Consumables:

- Disposable Gloves
- Spray Bottle
- Blue CHUX Cloth

Area:

Activity Room(s)

Machinery:

N/A

Chemicals:

Diversey Glance

SWMS:

809 – Cleaning Windows Glass and Mirrors

Cleaning Steps:

1. Make sure you have read, understood, and signed off the correct Safe Work Practices.
2. Ensure you wear disposable gloves.
3. Ensure the area around the windows is clear of any obstacles. If necessary, move furniture away from the windows to create space for cleaning.
4. If there's no prefilled Glance spray bottle, utilise the J-Fill Quattro Select unit to dispense Glance at the pre-configured dilution ratios into correctly labelled separate spray bottles.
5. Spray a small amount of Diversey Glance solution evenly onto the window surface, ensuring not to saturate.
6. Allow the solution to remain on the window surface for a few moments to loosen dirt and grime.
7. Using a clean blue CHUX cloth, wipe the window surface in a side-to-side motion, with a small overlap to remove dirt and residue. Start from the top and work your way down to prevent streaks.
8. Inspect the window for streaks or missed spots. If required clean as needed by spraying a small amount of solution directly onto cloth and wiping again.
9. For heavily soiled windows, you may need to repeat the process until the desired level of cleanliness is achieved.
10. Ensure all windows are closed and secure before leaving the area.
11. Dispose of CHUX cloth and securely place the spray bottles in their designated areas. Ensure no chemical bottles are left in the activity rooms.

What Good Looks Like:



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

- Ensuring removal of fingerprints and marks on internal windows only.
- Streak free window finish.

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.