

## Schedule(s):

Clean main entry glazing/sliding doors internal and external: **5 days per week**

## Equipment/Consumables:

- Disposable Gloves
- Squeegee
- Applicator
- Bucket
- Blue CHUX Cloths

## Area:

Foyer/Entrance Area

## Machinery:

N/A

## Chemicals:

Diversey Suma Light – Dishwashing Liquid

## 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 are wearing disposable gloves.
3. Collect all necessary supplies including a squeegee, applicator, Diversey Suma Light, a bucket and blue CHUX cloths.
4. Ensure the area around the windows are clear of any obstacles.
5. Apply small amount of Diversey Suma Light Dishwashing Liquid to the window cleaning bucket and both sides of the applicator.
6. Dip the applicator into the cleaning solution and apply it evenly to the window surface, ensuring to apply pressure and avoid excess water in the top windowsill.
7. Starting from the top corner, drag the squeegee horizontally across the window, overlapping each stroke slightly. Wipe the squeegee blade with a clean cloth after each stroke.
8. After completing a section, use a dry CHUX cloth to wipe any excess moisture from the window edges and sills.
9. Inspect each window for streaks or missed spots. If required clean as needed using the squeegee and cloth.
10. Rinse the squeegee and applicator in clean water and allow them to air dry.
11. Empty the bucket and store all supplies in their designated areas.
12. Ensure all windows are closed and secure before leaving the area.
13. Dispose of any used cleaning solution within the laundry cleaners sink and dispose of CHUX cloths and any waste within the designated bin(s).

## What Good Looks Like:



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

- Internal and external windows are clean.
- Frames are clean and free from dirt/dust.

## 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.