



The Cleaning Basics 101 Series:

Professional
CUSTODIAL BASICS

Part 1

Custodial Care Procedures

Janitorial Duties

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SAMPLES OF CUSTODIAL PRODUCTS USED:

Product Used:	General Purpose:	Approximate pH Reading
All Purpose Cleaner	Countertops, walls, carpet spotter, floors	7 - 8
Abrasive Cleaners/Cleansers	A very aggressive soap scum remover	12.5 - 13.5
Carpet Spot Removers	Most spots, but usually not for stains or odor	7 - 8
Carpet Stain Removers	Stains from spilled food coloring	2 - 10
Carpet Odor Removers	Treating odors in carpet and most fabrics	5 - 7
Carpet Detergents	Extraction (rinsing / flushing) of soils in carpet	5 - 11
Carpet Pre-Spray/Pre-treat	Pre-treatment to loosen soils before removing them by rinsing.	5 - 12
Carpet Rinse Products	Optional carpet rinse product (no detergent)	5.5 - 6.5
Carpet Bonnet Solutions	Detergent solution for bonnet /encapsulation system	8 - 10
Disinfectants	High powered killing agent against harmful germs	5 - 13
Disinfectant & Cleaner Combination Product	Disinfects and cleans in one solution application	5 - 12
Dust Treatments	Creates static "magnate" for help remove dust	N / A
Floor Strippers	Dissolving old floor finish prior to removing	10 - 13
Floor Stripper Neutralizer	Provides best removal of floor stripper and new floor finish bonding	4 - 5
Floor Cleaners	Generally, for most all floors, may be mild or very strong pH	7 - 12
Furniture polishes	Furniture, wood paneling, wood doors, wood shelving, and more	N /A
Glass Cleaners (ammoniated)	Usually most aggressive to clean all glass, not for plexiglass.	10 - 12
Glass cleaners (non-ammonia)	Safer solution for breathing issues, & confined places.	8 - 10
Hand Soaps	Hand and body washing. Requires a thorough rinsing	6 - 8
Metal polishes	Most all metal surfaces: not for floors. (are usually solvent -based)	N /A
Shower Tile Cleaner	Overall shower, toilet, sinks and counters -not for stone surfaces	2 - 5
Stone Floor Restorers	Deep cleaning product for all stone floors	10 - 13
Stone Floor Cleaner	Daily stone floor cleaning applications / mopping	8 - 12
Solvent Cleaners	Oil spots, tar, grease, chewing gum	N/A
Tile Grout cleaners (acidic)	Restorative chemicals for grout and tile floors. for stone surfaces	1 - 3
Tile grout cleaners (for stone)	Safe for stone floors and stone countertops, showers, etc.	10 - 13
Toilet Bowl Cleaner	Maybe restorative and daily use, strength of pH will tell you.	2 - 4
Tarnish Remover (brass)	Door kick plates, some brass water fountains	4 - 5
Wood Floor Cleaners	Designed for daily washing of wood floors; minimize the moisture!	7 - 9

NOTE: "N/A means "non-Applicable." This means the type of product will be solvent - based, not water soluble. There is no pH reading in solvents since there is no Hydrogen in solvents (oil-based). Still, remember the possibility of a product that normally is found oil-based, yet may be offered in a water-soluble product. A furniture polish, or dust mop treatment may be examples of this. This chart is copyrighted material.

MODULE 11 BASIC FLOOR IDENTIFICATION


1. Natural Stone Floors from Simulation Stone:



1. **2.**

Look for an existing pattern that is repeated. Natural stone has no pattern; and every piece of stone is uniquely different, or slightly different. Most flooring installers try to hide the pattern by turning the tiles in various places to hide the obvious pattern.

2. Natural Wood Floors from Synthetic Wood Flooring:



1. **2.**

Look for an existing pattern that is repeated. Natural wood has no pattern; (#1) and every piece of wood is uniquely different, or slightly different. Natural wood may look uniform because of the stain color, but there is still no pattern underneath the stain color. The image on the right, (#2) is faux (fake) wood. Notice the pattern repeating.



1. Apply disinfectant to toilet seat top and underside.



Allow to disinfectant to work. Disinfectants are R.T.U. or available from concentrate.



2. After disinfectant apply bowl cleaner to underside of seat, and rest of toilet. Wipe down well.



3. Finish applying to toilet seat.



4. Apply product to the bowl rim.



5. Apply bowl cleaner under bowl rim.



6. Agitate with bowl brush or applicator.



7. Disinfect toilet flush lever.



8. Clean rest of toilet structure.

Report any issues to supervisor personnel as soon as possible.

It shows wisdom to report safety concerns to supervisors as soon as possible. Together we work to make our workplaces safe, but also productive. A safe workplace provides a clear mind and body to move forward to accomplish our daily goals. It should lessen the chance of injury, no matter how minimum it may seem. Sailing ahead with confidence provides a happier work environment. Employers also gain from when safety is implemented by lessening lost work time. Safety helps keep insurance claims down. In short, we all win with safety.

Important Safety tips

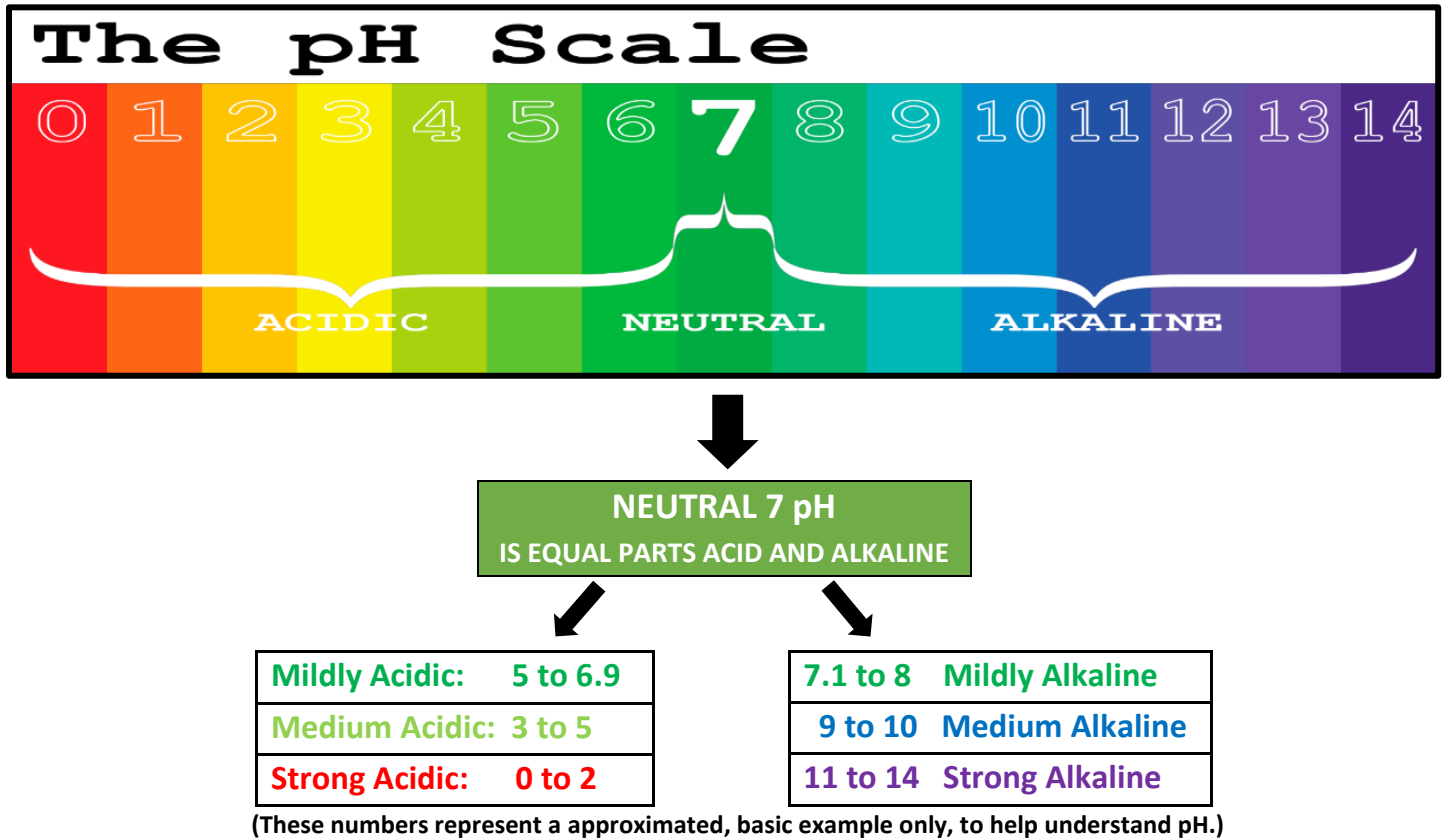
1. All electrical cords shall be properly grounded.
2. Use “slip and fall” signs when possible – warnings to help avoid slippery floor issues.
3. Wipe up all drips on hard flooring to avoid slip and fall issues, as well as damage to floor finishes.
4. Safety equipment that shall be present on a cleaning production vehicle includes a fire extinguisher, first aid kit, gloves, goggles, and vapor respirator.
5. Avoid over-wetting when cleaning hard floors and carpets as it leads to issues like rapid re-soiling, as well as greater slip and fall hazards. Over-wetting is normally caused by cleaning technician error. Plan well and clean smart!

SAMPLES OF POTENTIAL SAFETY ISSUES INCLUDE SLIP AND FALL ISSUES:



MODULE 3 CHEMISTRY: A SIMPLE OUTLINE

pH and the Basic Outline



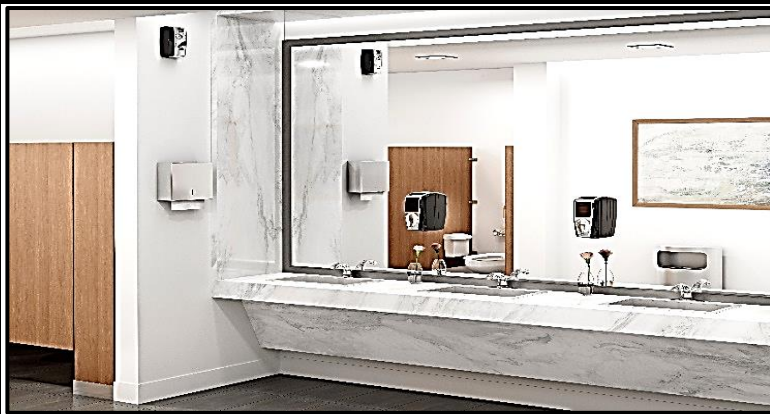
When cleaning, we must address the strength of our cleaning solutions. They can be measured three ways:

1. By their pH, or powers of hydrogen.
2. By their concentrations which we apply them. pH is a measurement of acidity, neutrality, and alkalinity of a water-based solution. Acidic solutions are also known as “sour.” Alkaline solutions are also known as “hot” or “base.”
3. By their ingredients and it’s concentration. Some products may be stronger, or a more efficient cleaner than others but have a milder pH.

Logarithmic Scale: 10 X

- Most soils are on the acidic pH side: foods, drinks, body oils, and dirt. We then normally will use an alkaline pH to neutralize them, thus removing them.
- Each number of the pH scale represents a logarithmic counting by ten.
- Each number represents a ten fold increase in molecular activity. Going from a neutral 7 pH to an 8 pH, will increase the activity ten times. Going from a 8 pH to a 9 pH will increase the activity to another ten times. (100 times a neutral 7 pH)
- In the same way, going from a neutral 7 to an acid 6 will increase the chemical activity 10 times. Going from acidic 6 pH to an acidic 5 pH will increase the chemical activity 10 times more.

MODULE 12 RESTROOM CLEANING PRODUCTS



A General List of Products Needed:

1. Personal Protection Equipment (PPE): Gloves, chemical resistant aprons, safety shoes, goggles, or safety glasses.
2. Glass Cleaner, Applicator, squeegee, and towels.
3. Bowl Cleaner: toilets, showers, some sinks.
4. All Purpose Cleaner: walls, doors, partitions, some glass.
5. Disinfectant: All touch areas in restroom. touch areas.
6. Disinfectant Cleaner Combination; same as disinfectant. But adds a cleaning agent to the solution's use.
7. Floor Cleaner: neutral 7 pH, or an alkaline solution.
8. Floor Cleaner, and /or Floor Cleaner and Disinfectant Combination product.
9. Pumice Scouring Stone.
10. Standardized system of mixing of chemicals, or Ready -to- use products. (RTU)
11. Cleaning Towels (disposable or re-usable) or Disposable Rags.
12. Scrub Pads/Brushes – white and green.
13. Tile Brush.
14. Bucket and Wringer OR Flat Mop Bucket System.
15. Broom / Sweeping Tool and dustpan.
16. If touchless System, you may need a wet vacuum or floor squeegee or both.
17. Window cleaner, applicator, squeegee, scraper, and towels - either re-usable or disposable
18. Dusting high extension tools, low dusting tools, towels, and dust treatments if desired or required.