



## STEP 1 GET STARTED

Put on all personal protective equipment according to the label or SDS. Have all of the necessary cleaning products, protective equipment, signs, cleaning cloths and tools prepared.

- Knock on door
- Announce yourself
- Close classroom with proper signage



## STEP 2<sup>TH</sup> PICK UP DEBRIS, REMOVE THE TRASH AND REPLACE LINERS

Wipe down trash receptacles. For optimal cleaning effectiveness, use TruShot 2.0<sup>®</sup> disinfectant cleaner. To clean stainless steel, use TruShot 2.0<sup>®</sup> Glass & Multi-Surface Cleaner.



## STEP 3 DUST HORIZONTAL SURFACES HIGH TO LOW. TO REMOVE ANY LOOSE PARTICULATE SOILS FROM THE FLOOR, SWEEP, DUSTMOP IN AN "S" PATTERN OR VACUUM.

IF NECESSARY, REMOVE GUM AND OTHER DEBRIS WITH APPROPRIATE TOOLS IF NEEDED.



## STEP 4<sup>TH</sup> APPLY CLEANER & DISINFECTANT

Apply TruShot 2.0<sup>®</sup> Glass & Multi-surface Cleaner on virtually any hard, non-porous surface. Use TruShot 2.0<sup>®</sup> disinfectants to disinfect high touch point areas such as:

- Work Stations
- Door Handles
- Faucets
- Conference Tables
- Push Plates
- Water Fountains

Follow the TruShot 2.0<sup>®</sup> disinfectant label to determine how long the surface must remain wet for optimal disinfection.

Keep the surfaces wet to optimize dwell time for disinfection while doing other tasks in the office.

For more difficult soils, it may be necessary to use TruShot 2.0<sup>®</sup> Power Cleaner & Degreaser to effectively clean.



## STEP 5<sup>TH</sup> CHECK & REPLACE SC JOHNSON PROFESSIONAL<sup>®</sup> HAND SOAP OR SANITIZER AND PAPER TOWELS. REPLENISH IF NECESSARY.

Clean and wipe dispensers with TruShot 2.0<sup>®</sup> disinfectant cleaner. If the dispensers are stainless steel you may want to use TruShot 2.0<sup>®</sup> Glass & Multi-Surface Cleaner to ensure a smooth, reflective finish after disinfecting.

According to your microfiber program in place, use a designated cleaning cloth for disinfectants.

### TH TARGETED HYGIENE

Frequent, targeted cleaning & disinfection of commonly touched surfaces is essential to effectively remove soils, dirt, germs and other contaminants. This reduces the risk of cross contamination through surface contact.



## STEP 6<sup>TH</sup> CLEAN ALL SURFACES

Use microfiber cloth to remove soil. Wipe down sinks, faucets, water fountains and all surrounding areas sprayed earlier.

Use TruShot 2.0<sup>®</sup> Glass & Multi-Surface Cleaner to clean mirrors, stainless steel and fixtures. Wipe immediately with cloth.

Clean White boards by initially removing markings with dry eraser. If further cleaning is needed, spray TruShot 2.0<sup>®</sup> Glass & Multi-Surface Cleaner into a microfiber cloth and wipe in a side-to-side motion, not a circular motion.

*\*If there is graffiti or other difficult soil, it may be necessary to use TruShot 2.0<sup>®</sup> Power Cleaner & Degreaser to effectively clean.*



## STEP 7 CLEAN THE FLOORS

For best results, use a clean string mop or other specialized equipment & the SC Johnson Professional<sup>®</sup> Heavy Duty Neutral Floor Cleaner solution - diluted per label instructions.

- 1512 Daily Cleaning
- 1256 Heavy Soil

Apply cleaner to floor with back & forth motion. Wring out mop as needed.

If the floor is carpeted, vacuum daily and spot clean as needed with SC Johnson Professional<sup>®</sup> Carpet Spotter, following proper label instructions. To help ensure optimal vacuum results, empty or replace the vacuum bag or bin regularly.



## STEP 8 RETURN OFFICE TO SERVICE

Return chairs & objects to their original position. In a complex office area, make notes or take pictures to assure desks and objects are returned to their original position.

Inspect using your cleaning checklist and return the office to service. Make sure all your tools and equipment are ready to move onto the next job or into storage. If the floors are dry, pick up signs and prepare for your next assignment.

**SAFETY PRACTICES TO FOLLOW:** It's good practice to read and understand the product labels and Safety Data Sheet before using products. The label use directions and SDS contain important hazard warnings, precautionary statements and first aid procedures. This information is available on-line at [www.scjp.com](http://www.scjp.com) or by calling 800-248-7190. Improper use of product may damage surfaces and may result in physical harm to the end user. Use only as directed. Always read label and product information before use.

### SPECIALTY CLEANING

#### FABRIC & AIR ODOR FRESHENER:

Odor Freshener helps refresh the air and soft surfaces. Specially formulated with our signature Fresh Scent, quickly freshen public spaces with a pleasant, balanced fragrance.



#### GLASS & MULTI-SURFACE CLEANERS

-TruShot 2.0<sup>®</sup> Glass & Multi-Surface Cleaner



#### POWER CLEANERS

-TruShot 2.0<sup>®</sup> Power Cleaner & Degreaser



#### DISINFECTANTS

-TruShot 2.0<sup>®</sup> Multi-Surface, Restroom Cleaner & Disinfectant  
-TruShot 2.0<sup>®</sup> Hospital Cleaner & Disinfectant



#### CARPET CLEANERS

-Carpet Extraction Cleaner  
-Carpet Pre-Spray & Bonnet Cleaner  
-Carpet Spotter



#### FLOOR CLEANERS

-Heavy Duty Neutral Floor Cleaner  
-TruShot<sup>®</sup> Heavy Duty Neutral Floor Cleaner

