

Cleaning Supplies

- Cleaning supplies are located in cleaning closet under stairs in Jensen
- Return empty bottles to the yellow basket in cleaning closet.
- Return dirty rags to laundry room, leave in the bag & put in tub.
- Vacuum bags are in closet across from office - if a vacuum doesn't work check the bag. Put in a work order if it's not working.
- Mops - Located in loading dock area and cleaning closet
 - White nylon - kitchen/dish room only
 - White - general mopping
 - Green - dining hall only
 - Blue - wax only

Cleaning Agents

- Disinfectants & Sanitizers
 - Ful-Trole?/Century Q - Disinfectant used for wide range of cleaning; toilets (**use blue handle johnny mops**), sinks, countertops, showers, etc. Has very little scrubbing characteristics.
 - Bleach - used in mopping cabins - will stain clothes, never mix with other cleaning agents.
 - Quaternary Sanitizer (Quat). Used in kitchen and dining to sanitize counters, tables and dishwashing.
 - Lysol Spray - Nursery Only
- Cleaners
 - Windex - used to wash windows and mirrors, works best with unused end roll paper towels from dispensers.
 - Comet - used to scrub dirty sinks, counters, etc. Always rinse extremely well (never use on cement countertop).
 - 409 - use like Comet only on most any surface
 - Mold Armor - use only to get rid of mold. Will stain clothes
 - Shower Power - Use in showers once a week to remove lime and soap scum. Spray. Set. Wipe Down. Rinse Off.
 - 950 Bowl Cleaner - Acid used in toilets. Must be 18 to use. **Only use Red handled johnny mops!**
 - #5 Century - used in mop water for mopping Dining Hall, floor machine at chapel and downstairs Jensen
- **Garbage Bags**
 - Small Clear—small cans in rooms & bathrooms
 - Coarse Black (Green Label, 33 Gal) - small dining room cans & new cabin bathrooms.
 - Silky Black (Red Label, 55 Gal) - general purpose, large cans



Staff Dorm

Cleanliness Procedures

We desire to create a positive, inviting environment for all who live and visit here as well as taking good care of the facilities God has given us. We expect that you will abide by the guidelines set for the staff cabins for personal belongings and also in the cleaning of the cabin when assigned.

A. Expectations for your personal area and belongings:

1. Have your bed made (sleeping bag straightened out, zipped up) before you leave your cabin.
2. All clothing should be hung up on clothes racks or folded and put away.
3. Towels or wet clothes should be neatly hung (use clothespins)
4. Have shoes lined up neatly under your bed or in shoe rack.
5. Miscellaneous belongings should be stored away or neatly organized:
 - a. Do not leave soaps and shampoos in shower or on sink counter. Shavers, combs, and colognes, etc. need to be stored away.
 - b. Recommendation: get a small box or bucket to keep them in.
 - c. No personal items left out on the floor or loose on the bunks.
 - d. No food or dirty dishes/silverware should be left out (keep in sealed containers).

Inspections of staff cabins will occur a minimum of one time per week and should be expected frequently and any day of the week.

B. Expectations for Dorm Cleaning

Daily

- a. Empty the trash from small trashcans into large can outside. Take pop cans to can sorting station.
- b. Sweep all floors
- c. Use disinfectant on the following:(Century Q)
 1. Clean sinks, faucets and counters
 2. Clean toilets and area around toilets.
 3. Clean shower walls and floor
 4. Clean mirrors (Windex)
 5. Commonly touched surfaces - door handles, switches, microwave, fridge, lounge area surfaces

Weekly:

- Dust window ledges, and dressers
- Wipe bed frames, dressers (Century Q)
- Wipe stall walls
- Mop Bathroom (pinesol)
- Lights - empty bugs
- Rugs - shake out
- Mirrors
- Vacuum couches & comfy sacks
- Windows in entry
- Fridge - clean out & wipe down
- Laundry - wipe down

As Needed (Check daily)

- Replace toilet paper (1 on toilet, 2 in closet on shelf)
- Fill paper towels
- Refill soap dispensers

C. Reminders

1. Material Safety Data Sheets are located in the office.
2. We recommend using vinyl gloves.
3. Don't play around or spray anyone with chemicals.

IRBC Clean is Better than "Mom" Clean!

Cleaning Cabins

- ☐ Bed Bug Inspections
- ☐ Knock down cobwebs – ceiling corners, windows
- ☐ Wipe off mattress (Century Q)
- ☐ Wipe off light switches and door knobs (Century Q)
- ☐ Dust shelf, windowsills, and dressers (Century Q)
- ☐ Wipe down A/C unit (Century Q)
- ☐ Sweep floor (do not put dirt in a clean garbage can)
- ☐ Empty garbage, make sure there is an extra bag in small can
- ☐ Sweep step
- ☐ Check light bulbs, A/C, windows

Cleaning Bathrooms

- ☐ Knock down cobwebs – ceiling, corners, around light, window
- ☐ Dust off windowsills, lights
- ☐ Clean mirrors (windex & paper towels)
- ☐ Clean sinks, pay special attention to faucet (Century Q or cleaner)
- ☐ Clean showers - Spray with shower power, let set, wipe down, rinse
- ☐ Wipe off light switches, door knobs (Century Q)
- ☐ Clean stools – top, handle, seat, rim, bottom and around base, inside, wipe off rim (Century Q)
- ☐ Wipe down stall doors, soap/TP/PT dispensers, baby changing stations (Century Q)
- ☐ Sweep and/or mop floors, dry mop where needed
- ☐ Fill soap dispensers – foaming soap except small bottles which use antibacterial
- ☐ Fill hand towel dispenser
- ☐ Fill toilet paper (single dispenser change before empty)
- ☐ Mildew – Mold Armor #1 health rating (18+ to use)

Bed Bug Inspection

Extra Mattresses: If needed, only use one from upstairs gym. Thoroughly inspect and clean the mattresses before returning them to the gym.

Weekly Checks

- Trained staff will examine two bunks in each room every week, looking at outlets and the room around those beds for any signs of bedbugs, using the identification chart. The following week they will rotate to two different bunks so the entire room will be checked throughout the summer.
- If any signs are found a more thorough expectation will be done, pictures taken, and items bagged to confirm with our professional. Let Pastor Dave know, this is not to be a topic of conversation among other staff,