

CLEANING SOLUTION MIXTURES AND EQUIPMENT USE YOUTH LEADERSHIP ACADEMY

- AUTHORITY:** California Code of Regulations, Title 15, Section 1510
- RESCINDS:** Procedure Manual Item 3-8-002, dated 01/07/15
- FORMS:** Procedures, Equipment and Chemicals for (Attachment A)
Cleaning Restrooms
Floor Maintenance Procedures (Attachment B)
Instructions for Daily Cleanup for the Kitchen/Dining Room Floor (Attachment C)
- PURPOSE:** To establish a uniform format for cleaning procedures and the proper use of cleaning solutions and equipment throughout the Youth Leadership Academy (YLA).

I. GENERAL INFORMATION

All cleaning solutions and chemicals are purchased by the supply clerk via county approved contracts. The Material Safety Data Sheets (OSHA requirement) for each chemical used are on file in Administration. Outside cleaning products may not be used in the facility without prior administrative approval and an on-file MSDS.

II. PROCEDURE

A. Cleaning Solutions - Mixtures and Usage

1. Cleaning solutions must be mixed under direct staff supervision only.
2. Glass cleaner, ready to use. Use straight from the bottle.
3. Laundry soap - Waxie HD Cleaning

For use in washing machine, the usage rate depends on the degree and type of soils to be removed. Normal usage is 1/2 to 3/4 cup per wash load.

4. Waxie Cleaning Supplies
 - a. Laundry use: **Use Waxie liquid laundry detergent**
 - b. Stain remover: **Use H2 Orange**
 - c. Bathroom/kitchen cleaning: **Use H2 Orange**
 - d. To cleanse/deodorize: **Use H2 Orange**
 - e. To disinfect (blood and bodily fluids): **Use Red Z powder**

5. H2 Orange Concentrate Cleaner/ Degreaser
 - a. Mopping floors: Use 3 oz per gallon of warm water. Use a string mop or sponge mop.
 - b. General cleaning: Place in a spray bottle using 3-parts water to one-part cleaner.

B. Cleaning Mops

Mops are to be rinsed out after each use, using clean water. After rinsing out, the mop heads are placed in the rinsed out mop bucket filled with clean water and **a mixture of H2 Orange**. After soaking overnight, the mops can be placed in the mop racks to dry.

Note: Bleach should not be used for cleaning mop heads used to wax and/or strip floors. Use new mop heads only, soaking the dry mop heads in clear water to hydrate them for at least one hour.

REFERENCES:

Procedures:	3-1-007	Labeling and Storing Goods and Materials
	3-8-010	Laundry Procedures Youth Leadership Academy

Attachments

J. Stokely

APPROVED BY:

PROCEDURES, EQUIPMENT AND CHEMICALS FOR CLEANING RESTROOMS

EQUIPMENT

1. Sponges, rags, and brushes
2. Toilet brush
3. Johnny Mop
4. Spray bottle with trigger
5. Mop bucket and wringer
6. Scouring pad

PROCEDURE

1. Empty all waste containers first.
2. Stock and fill all dispensers with soap, tissue, and sanitary napkins.
3. Clean the two ceiling vents by using a broom to knock the dust down.
4. Sweep floor and pick up trash.
5. Mix 4 ounces of **H2 Orange** in one gallon of water.
 - a. Soap down all wash basins, pipes, valves, and all chrome with a sponge. Use a toilet brush for toilets and inside of urinals. Use a brush to scrub shower wall.
 - b. Rinse off all of the above items with tap water.
 - c. Clean glass and mirrors with glass cleaner.
 - d. Wipe down toilets, partitions, pipes, valves, chrome, walls, dispensers, and door plates and frames with rags.
6. Hand clean floor drains.
7. Mop floor using 6 ounces of **H2 Orange** per gallon of water.

FLOOR MAINTENANCE PROCEDURES

A. Vinyl Floors

1. Sweep floor thoroughly.
2. Mop floor thoroughly using 4 ounces of **H2 Orange** per each gallon of water.
3. NOTICE: YLA vinyl floors do not require stripping or waxing. They should be wet mopped and allowed to dry. Once a year, a general purpose vinyl floor sealer may be applied, which will provide a dull luster and assist with keeping the floor clean.

B. Carpet

1. Remove all items from the carpet area to be cleaned. This includes chairs, desks, tables, and bookcases. Place items into the common area between the units.
2. Vacuum the carpet thoroughly.

INSTRUCTIONS FOR DAILY CLEANUP OF THE KITCHEN/DINING ROOM FLOOR

1. REQUIRED SUPPLIES
 - a. Clean mop bucket with wringer.
 - b. "WET FLOOR" signs.
 - c. Disinfectant and Deodorizer
 - d. Clean plastic trash bags.
 - e. Clean mops.
2. STEP 1/MAINTENANCE
 - a. To save time, line the mop bucket with a new plastic trash liner.
 - b. Inspect the floor to ensure it has been properly swept and/or dust-mopped and is dry and clean.
 - c. Using a wringer and **H2 Orange** thoroughly damp mop entire floor. CHANGE DIRTY WATER REPEATEDLY. Follow instructions on cleaner container.
 - d. DO NOT LEAVE PUDDLES OF WATER ANYWHERE ON THE KITCHEN/DINING ROOM FLOOR.
3. STEP 2/CLEANUP
 - a. Immediately clean equipment after using.
 - b. All buckets and wringers must be thoroughly washed out, rinsed and allowed to dry.
 - c. All mops must be thoroughly washed, rinsed and HUNG to dry.
 - d. All other equipment is to be either washed or wiped down before being stored in the proper location.