

# Cleaning and Disinfecting System

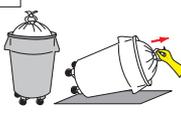
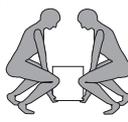
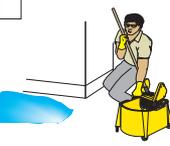
Premeasured Solutions for the Entire Facility



STEARNS

ONE PACKS  
Dispenser-Free Control Systems™

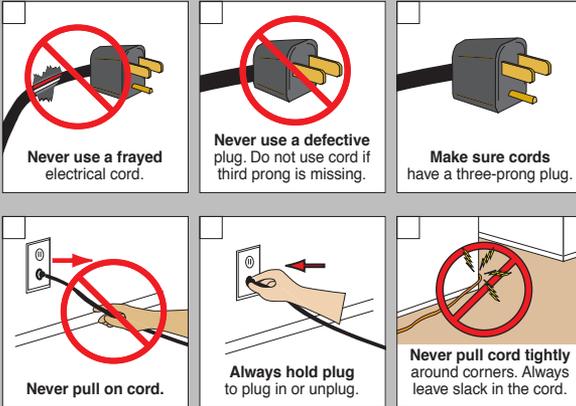
**GENERAL SAFETY**

 <p><b>Wear protective glasses.</b></p>	 <p><b>Wear protective gloves.</b></p>	 <p><b>Wear back support belt.</b></p>	 <p><b>Make sure cleaner color matches color of spray bottle label and trigger.</b></p>	 <p><b>Never use unlabeled chemical containers.</b></p>
 <p><b>Never mix chemicals together.</b></p>	 <p><b>Know which cleaners to use on laminate, wood, and metal.</b></p>	 <p><b>Caution! Overspray may leave floor slippery.</b></p>	 <p><b>Spray microfiber cloth over custodial cart to prevent overspray.</b></p>	 <p><b>Never spray cleaner directly onto furniture.</b></p>
 <p><b>Do not disturb papers on desks or furniture.</b></p>	 <p><b>Do not unplug computers or equipment.</b></p>	 <p><b>Never climb or stand on furniture to clean high places.</b></p>	 <p><b>Always knock and announce "service" before opening doors.</b></p>	 <p><b>Never push trash with hands. Beware of sharp objects.</b></p>
 <p><b>Always use stick or trash container to push down trash.</b></p>	 <p><b>Always protect floor from possible leaks. Place liner on floor for trash.</b></p>	 <p><b>Tie liner with a handle. Tilt cart onto its side before pulling out liner.</b></p>	 <p><b>Ask for help if loads are too heavy or too awkward to lift alone.</b></p>	 <p><b>See your supervisor immediately in case of accident requiring medical attention.</b></p>
 <p><b>Always place appropriate caution sign.</b></p>	 <p><b>Clean up spills or litter immediately.</b></p>	 <p><b>Place caution sign on wringer handle when moving bucket.</b></p>	 <p><b>Never use a backpack or upright vacuum to pick up water.</b></p>	

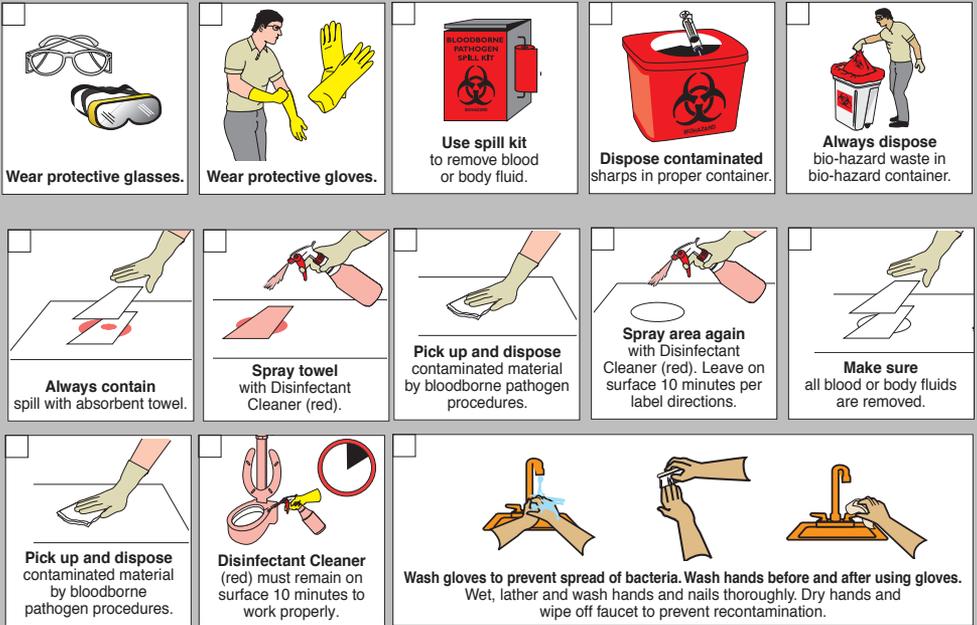
## PRODUCTS

<p><b>Neutral Cleaner B2310706</b></p>  <p>Pour one yellow pack into water in mop bucket. Use for ceramic tile, terrazzo, vinyl, and other floors.</p>	<p><b>Window Cleaner B2310696</b></p>  <p>Fill bottle from Quik Tank with one blue pack. Use for glass, windows, mirrors, stainless steel, etc.</p>	<p><b>Restroom &amp; Bowl Cleaner B2310701</b></p>  <p>Fill bottle from Quik Tank with one purple pack. Use for toilet bowls, urinals, shower walls, tubs and sinks, etc.</p>	<p><b>Extra-Strength Cleaner B2310694</b></p>  <p>Fill bottle from Quik Tank with one green pack. Use for tables, desks, walls, appliances, etc.</p>	<p><b>Disinfectant Cleaner B2310688</b></p>  <p>Fill bottle from Quik Tank with one red pack. Use for knobs, water fountains, restrooms, etc.</p>	 <p><b>Disinfectant Cleaner (red) must remain on surface 10 minutes to work properly.</b></p>
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Please refer to pack or case label for proper dilution and precautionary statements.



## BLOODBORNE SAFETY

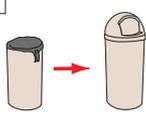
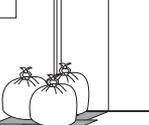


## PRODUCTS

<p><b>Neutral Cleaner</b> B2310706</p> <p>Pour one yellow pack into water in mop bucket. Use for ceramic tile, terrazzo, vinyl, and other floors.</p> 	<p><b>Window Cleaner</b> B2310696</p> <p>Fill bottle from Quik Tank with one blue pack. Use for glass, windows, mirrors, stainless steel, etc.</p> 	<p><b>Restroom &amp; Bowl Cleaner</b> B2310701</p> <p>Fill bottle from Quik Tank with one purple pack. Use for toilet bowls, urinals, shower walls, tubs and sinks, etc.</p> 	<p><b>Extra-Strength Cleaner</b> B2310694</p> <p>Fill bottle from Quik Tank with one green pack. Use for tables, desks, walls, appliances, etc.</p> 	<p><b>Disinfectant Cleaner</b> B2310688</p> <p>Fill bottle from Quik Tank with one red pack. Use for knobs, water fountains, restrooms, etc.</p> 	 <p><b>Disinfectant Cleaner</b> (red) must remain on surface 10 minutes to work properly.</p>
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## HALLS & COMMON AREAS

 <p><b>Empty trash receptacles and wastebaskets.</b></p>	 <p><b>Never push trash with hands. Beware of sharp objects.</b></p>	 <p><b>Always use stick or trash container to push down trash.</b></p>	 <p><b>Spot clean trash containers with Extra-Strength Cleaner (green).</b></p>	 <p><b>Replace liners as needed. Tie liners and return to original place.</b></p>
 <p><b>Wipe down high dust surfaces above 6 feet.</b></p>	 <p><b>Clean door glass with Window Cleaner (blue).</b></p>	 <p><b>Clean sills and ledges with Extra-Strength Cleaner (green).</b></p>	 <p><b>Clean water fountains with Disinfectant Cleaner (red).</b></p>	 <p><b>Arrange magazines on coffee table after cleaning.</b></p>
 <p><b>Spot clean walls with Extra-Strength Cleaner (green).</b></p>	 <p><b>Spot clean doors with Extra-Strength Cleaner (green).</b></p>	 <p><b>Clean door knobs and push plates with Disinfectant Cleaner (red).</b></p>	 <p><b>Clean light switch plates with Disinfectant Cleaner (red).</b></p>	 <p><b>Clean inside elevator with Window Cleaner (blue).</b></p>
 <p><b>Clean elevator exterior with Window Cleaner (blue).</b></p>	 <p><b>Check for carpet spots and clean per building specifications.</b></p>	 <p><b>Vacuum after general cleaning.</b></p>	 <p><b>Place trash bag on liner when custodial cart is full.</b></p>	
 <p><b>Leave trash to be picked up.</b></p>	 <p><b>Dust mop floors.</b></p>	 <p><b>Make sure mat is in place after floor is completed.</b></p>	 <p><b>Check exit lights and report any lights out to your supervisor.</b></p>	 <p><b>Inspect your work area for quality control.</b></p>

## PRODUCTS

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## OFFICE/CONFERENCE ROOMS

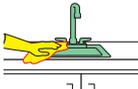
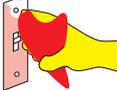
 <p><b>Always knock</b> and announce "service" before opening doors.</p>	 <p><b>Do not disturb papers</b> on desks or furniture.</p>	 <p><b>Do not unplug</b> computers or equipment.</p>	 <p><b>Empty wastebaskets</b> into custodial cart.</p>	 <p><b>Spot clean wastebaskets</b> with Extra-Strength Cleaner (green).</p>
 <p><b>Replace liners</b> as needed. Tie liners.</p>	 <p><b>Return wastebaskets</b> to their original place.</p>	 <p><b>Empty and transport</b> all recycled materials to proper location.</p>	 <p><b>Dust cabinet tops</b> and other horizontal surfaces.</p>	 <p><b>Clean telephones</b> with Disinfectant Cleaner (red).</p>
 <p><b>Spot clean desks</b> with Extra-Strength Cleaner (green).</p>	 <p><b>Clean tables and furniture</b> with Extra-Strength Cleaner (green).</p>	 <p><b>Wipe down low dust</b> surfaces below 6 feet.</p>	 <p><b>Return chairs</b> to original place.</p>	 <p><b>Do not clean</b> marking board when it says "SAVE."</p>
 <p><b>Wipe marking board</b> and tray with Extra-Strength Cleaner (green).</p>	 <p><b>Spot clean glass</b> partitions with Window Cleaner (blue).</p>	 <p><b>Clean light switch</b> plates with Disinfectant Cleaner (red).</p>	 <p><b>Clean door knobs</b> and push plates with Disinfectant Cleaner (red).</p>	 <p><b>Check for carpet spots</b> and clean per building specifications.</p>
 <p><b>Leave chair out</b> if carpet needs to be vacuumed.</p>	 <p><b>Place trash bag</b> on liner when custodial cart is full.</p>	 <p><b>Leave trash</b> to be picked up.</p>	 <p><b>Inspect your work area</b> for quality control.</p>	

## PRODUCTS

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## BREAK AREAS

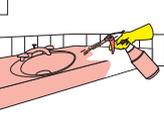
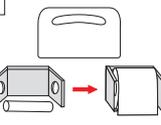
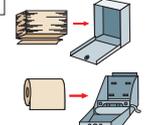
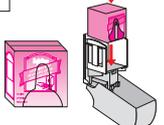
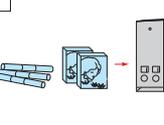
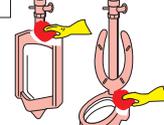
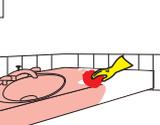
 <p><b>Empty trash receptacles and wastebaskets.</b></p>	 <p><b>Spot clean trash containers with Extra-Strength Cleaner (green).</b></p>	 <p><b>Replace liners as needed. Tie liners and return to original place.</b></p>	 <p><b>Dust cabinet tops and other high surfaces.</b></p>	 <p><b>Check coffee makers to see if they should be turned off.</b></p>
 <p><b>Empty coffee pots if requested and rinse out with clear water.</b></p>	 <p><b>Spot clean microwave with Extra-Strength Cleaner (green).</b></p>	 <p><b>Clean sink with Extra-Strength Cleaner (green).</b></p>	 <p><b>Clean countertops with Extra-Strength Cleaner (green).</b></p>	 <p><b>Spot clean cabinets with Extra-Strength Cleaner (green).</b></p>
 <p><b>Clean refrigerator exterior with Extra-Strength Cleaner (green).</b></p>	 <p><b>Clean telephones with Disinfectant Cleaner (red).</b></p>	 <p><b>Clean tables with Extra-Strength Cleaner (green).</b></p>	 <p><b>Clean chairs with Extra-Strength Cleaner (green).</b></p>	 <p><b>Dust ledges and other horizontal surfaces.</b></p>
 <p><b>Dust baseboards and other low surfaces.</b></p>	 <p><b>Clean glass with Window Cleaner (blue).</b></p>	 <p><b>Clean light switch plates with Disinfectant Cleaner (red).</b></p>	 <p><b>Spot clean fingerprints off walls with Extra-Strength Cleaner (green).</b></p>	 <p><b>Spot clean doors with Extra-Strength Cleaner (green).</b></p>
 <p><b>Clean push plates and kick plates with Disinfectant Cleaner (red).</b></p>	 <p><b>Place trash bag on liner when custodial cart is full.</b></p>	 <p><b>Leave trash to be picked up.</b></p>	 <p><b>Inspect your work area for quality control.</b></p>	

## PRODUCTS

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**RESTROOMS**

 <p><b>Remember dispenser keys.</b> Wear PPE (personal protective equipment).</p>	 <p><b>Place 'Closed' sign and announce 'service'</b> before opening door.</p>	 <p><b>Check vents daily.</b> High dust as needed.</p>	 <p><b>Squirt cleaner into urinals and toilet bowls.</b> Use Restroom &amp; Bowl Cleaner (purple).</p>	 <p><b>Spray outside of urinals and toilet bowls.</b> Use Disinfectant Cleaner (red).</p>
 <p><b>Spray partitions and walls around urinals and toilets.</b> Use Disinfectant Cleaner (red).</p>	 <p><b>Spray sinks and counters.</b> Use Disinfectant Cleaner (red).</p>	 <p><b>Disinfectant Cleaner (red) must remain on surface 10 minutes to work properly.</b></p>	 <p><b>Restock toilet tissue and seat covers; wipe dispensers clean.</b></p>	 <p><b>Restock paper towels; wipe dispensers clean.</b></p>
 <p><b>Refill soap dispensers; wipe dispensers clean.</b></p>	 <p><b>Restock sanitary dispensers; wipe dispensers clean.</b></p>	 <p><b>Empty trash containers; insert new liner and tie.</b></p>	 <p><b>Never mix chemicals together.</b></p>	 <p><b>Clean mirrors.</b> Use Window Cleaner (blue).</p>
 <p><b>Brush inside of urinals and toilet bowls.</b></p>	 <p><b>Wipe outside of urinals and toilet bowls.</b></p>	 <p><b>Wipe partitions and walls around urinals and toilets.</b></p>	 <p><b>Clean push plates, kick plates and light switch plates.</b> Use Disinfectant Cleaner (red).</p>	 <p><b>Wipe sinks and countertops dry.</b></p>

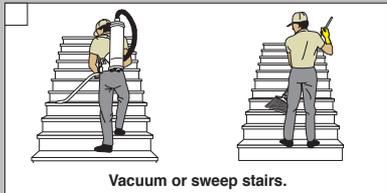
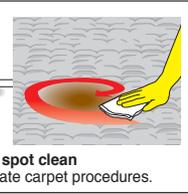
**PERFORM ONE OF THE TWO FOLLOWING TWO PROCEDURES:**

 <p><b>Sweep and Smart Mop floor.</b> Mop corners and along edges. Use Neutral Cleaner (yellow).</p>	 <p><b>Sweep and wet mop floor.</b> Mop corners and along edges. Use Neutral Cleaner (yellow).</p>	 <p><b>Inspect your work area for quality control.</b></p>	 <p><b>Wash hands; turn off lights if required.</b></p>
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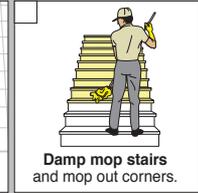
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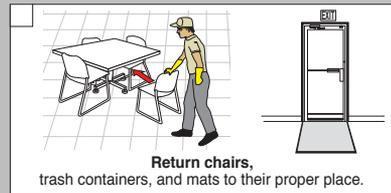
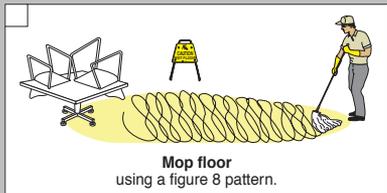
## WINDOWS, TRASH & STAIRS



## SMART MOP/WET MOP



## SMART MOP OR WET MOP



## PRODUCTS

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B2310706

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**Window Cleaner**  
B2310696

Fill bottle from Quik Tank with one blue pack. Use for glass, windows, mirrors, stainless steel, etc.

**Restroom & Bowl Cleaner**  
B2310701

Fill bottle from Quik Tank with one purple pack. Use for toilet bowls, urinals, shower walls, tubs and sinks, etc.

**Extra-Strength Cleaner**  
B2310694

Fill bottle from Quik Tank with one green pack. Use for tables, desks, walls, appliances, etc.

**Disinfectant Cleaner**  
B2310688

Fill bottle from Quik Tank with one red pack. Use for knobs, water fountains, restrooms, etc.

**Disinfectant Cleaner**  
(red) must remain on surface 10 minutes to work properly.

