

Cleaning and Disinfecting System

Premeasured Solutions for the Entire Facility



STEARNS

ONE PACKS
Dispenser-Free Control Systems™

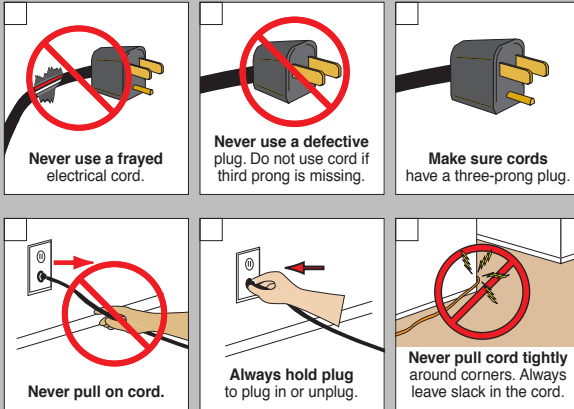
GENERAL
SAFETY

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

PRODUCTS

Neutral Cleaner B2310706 Pour one yellow pack into water in mop bucket. Use for ceramic tile, terrazzo, vinyl, and other floors.	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.
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Please refer to pack or case label for proper dilution and precautionary statements.



BLOODBORNE SAFETY





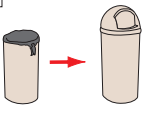







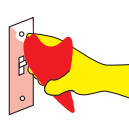





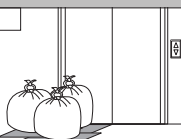

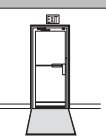




PRODUCTS







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

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

PRODUCTS







<p>Neutral Cleaner B2310706</p> <p>Pour one yellow pack into water in mop bucket. Use for ceramic tile, terrazzo, vinyl, and other floors.</p> 	<p>Window Cleaner B2310696</p> <p>Fill bottle from Quik Tank with one blue pack. Use for glass, windows, mirrors, stainless steel, etc.</p> 	<p>Restroom & Bowl Cleaner 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>Extra-Strength Cleaner B2310694</p> <p>Fill bottle from Quik Tank with one green pack. Use for tables, desks, walls, appliances, etc.</p> 	<p>Disinfectant Cleaner B2310688</p> <p>Fill bottle from Quik Tank with one red pack. Use for knobs, water fountains, restrooms, etc.</p> 	 <p>Disinfectant Cleaner (red) must remain on surface 10 minutes to work properly.</p>
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OFFICE/CONFERENCE ROOMS



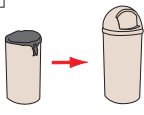




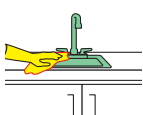





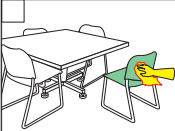



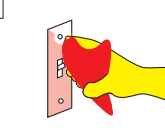




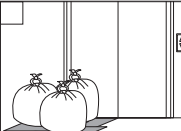

 <p>Always knock and announce "service" before opening doors.</p>	 <p>Do not disturb papers on desks or furniture.</p>	 <p>Do not unplug computers or equipment.</p>	 <p>Empty wastebaskets into custodial cart.</p>	 <p>Spot clean wastebaskets with Extra-Strength Cleaner (green).</p>
 <p>Replace liners as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

PRODUCTS






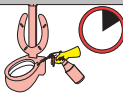
<p>Neutral Cleaner B2310706</p> <p>Pour one yellow pack into water in mop bucket. Use for: ceramic tile, terrazzo, vinyl, and other floors.</p> 	<p>Window Cleaner B2310696</p> <p>Fill bottle from Quik Tank with one blue pack. Use for: glass, windows, mirrors, stainless steel, etc.</p> 	<p>Restroom &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

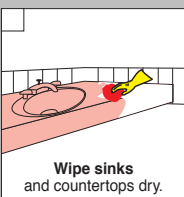
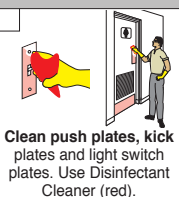
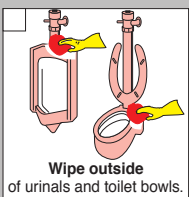
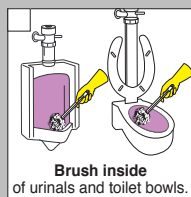
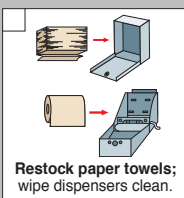
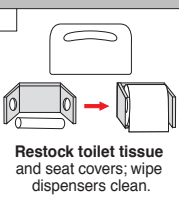
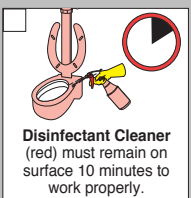
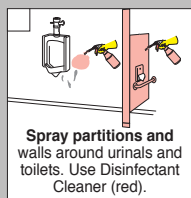
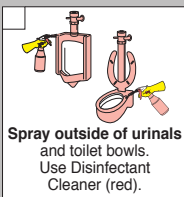
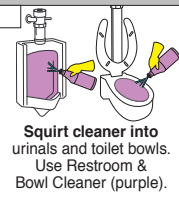
 <p>Empty trash receptacles and wastebaskets.</p>	 <p>Spot clean trash containers with Extra-Strength Cleaner (green).</p>	 <p>Replace liners as needed. Tie liners and return to original place.</p>	 <p>Dust cabinet tops and other high surfaces.</p>	 <p>Check coffee makers to see if they should be turned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

PRODUCTS

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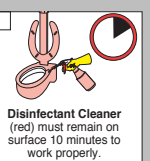
RESTROOMS



PERFORM ONE OF THE TWO FOLLOWING TWO PROCEDURES:



PRODUCTS

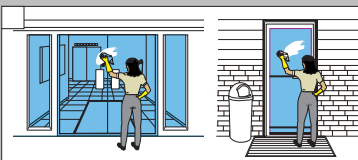


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WINDOWS, TRASH & STAIRS



Police outside entrance
and pick up debris.



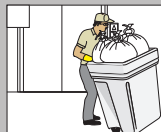
Clean door glass
with Window Cleaner (blue).



Place liners near
elevator so trash can be
placed on them.



Pick up trash
and liners.



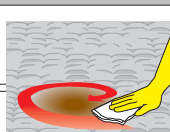
Transfer all trash;
never let trash bags
block your view.



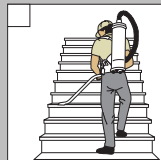
Empty trash
into dumpster using
a firm grip.



Clean or spot clean
carpet. Use appropriate carpet procedures.



Police stairs and
pick up debris before
vacuuming or sweeping.



Vacuum or sweep stairs.



SMART MOP/WET MOP



Add one pack
of Neutral Cleaner
(yellow/orange) to mop
water per label instructions.



Place signs that say
"Caution Wet Floor."



Damp mop stairs
and mop out corners.

SMART MOP OR WET MOP



If using Smart Mop:
Mop floor, corners, and
along edges.



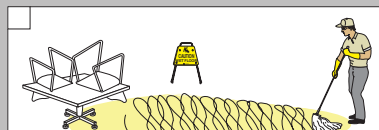
If wet mopping,
dust mop floor and corners
first to prevent dirt build-up.



Wet and wring
out mop tightly.



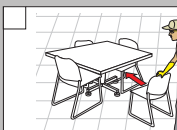
Mop along corners
and baseboards.



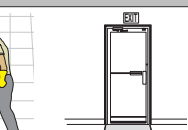
Mop floor
using a figure 8 pattern.



Remove "Caution"
signs when floor is dry.



Return chairs,
trash containers, and mats to their proper place.



PRODUCTS

Neutral Cleaner B2310706

Pour one
yellow pack
into water in
mop bucket.
Use for
ceramic tile,
terrazzo,
vinyl, and other floors.



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.



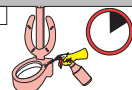
Extra-Strength Cleaner B2310694

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



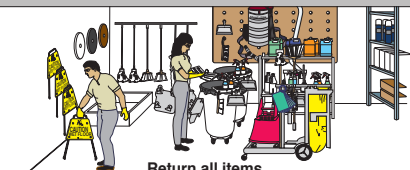
Disinfectant Cleaner B2310688

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.

SERVICE CLOSET



Return all items
to their appropriate place in service closet.



When refilling bottles,
make sure cleaner color
matches label and trigger.



Clean custodial cart
with Extra-Strength
Cleaner (green).



Stock cart with cleaners
and products for next
day's cleaning shift.



Place soiled microfiber
cloths in laundry cart.



Inspect service closet;
keep closet neat,
clean, and orderly.



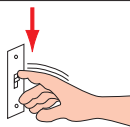
Report to supervisor
any maintenance or
plumbing problems.



Always wash hands
before and after
removing gloves.



Follow procedure
for returning keys and
securing building.



Turn off lights
if you are the last person
in the service closet.

PRODUCTS

Neutral Cleaner
B2310706

Pour one yellow pack into water in mop bucket. Use for ceramic tile, terrazzo, vinyl, and other floors.



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.



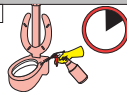
Extra-Strength Cleaner
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Use for tables,
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Disinfectant Cleaner
B2310688

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



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NOTES

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