

Methodology



Training Manual

OUR CLEANING SYSTEMS

One of the biggest challenges for cleaning sector is how to **avoid contamination from one room to another**. If there is cross-infection, where bacteria spread from one place to another, the result can be contaminating the whole building. It's therefore important to have a system which will **ensure hygiene**.

USE COLOURS TO OPTIMISE CLEANING

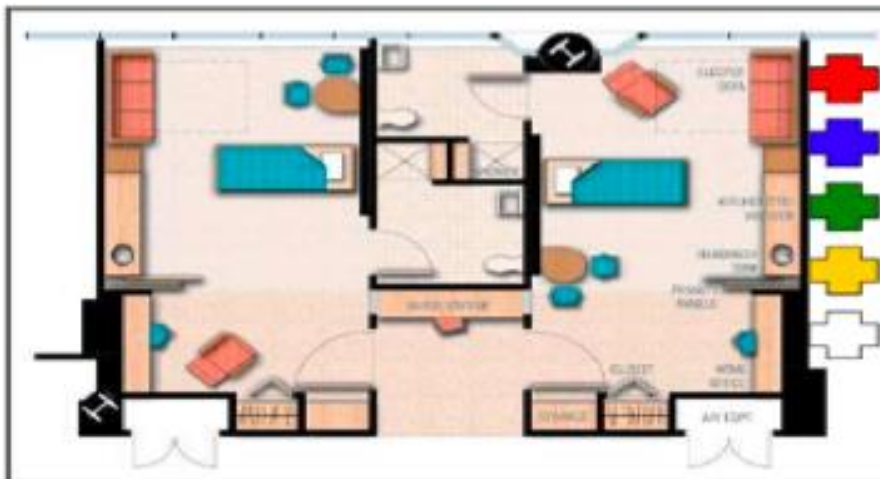
MCCS Co Ltd (Mr Clean) has developed a clear and simple colour coding system, which makes it easier to optimise the company's hygiene. All tools are available in five colours. By using coloured cleaning tools in defined departments or sections, users can quickly see where the tools may be used, making it easier to avoid moving tools from one colour zone to another.

FULLY COLOUR-CODED TOOLS

We use fully colour-coded professional cleaning tools. Both the filaments and the base are in the same colour. The colour of each tools is thus clearer, minimising the possibility of error. And if an accident should happen, it's cause can be traced with extreme ease.

A critical control point in the colour coded system can be improved by optimal planning of the cleaning.

PROFESSIONAL HYGIENE CONSULTANTS



- Toilets and Bathrooms
- General Cleaning
- Kitchen Areas
- Infection Cleaning
- Operating Theatres

We can also help with the implementation of the plan and the training of employees in the tools and their use.
Our Colour Coded will give you control of hygiene and cleaning costs.

THERE ARE SEVERAL ADVANTAGES:

- Focus is placed on cleaning as a critical control point.
- Cleaning is made more efficient and more economical.
 - The risk of cross-contamination is minimised.

We can prepare tailor-made cleaning colour coded system.

Given a general overview of the areas to be cleaned, we can designate fixed cleaning zones and colour codes, and specify how the chosen cleaning tools should be placed.

The advantage of such a plan is first and foremost that the risk of cross-infection via contaminated cleaning tools is minimised.

The plan will then ensure that cleaning is more efficient because the employees always have the correct tool at hand. And finally, we have found that the individual cleaning tool lasts longer when it is cleaned after use and placed on a wall hook until it is needed again. All in all, there are significant saving to be made by introducing colour control of cleaning in the production facilities.

Colour Coding: The primary purpose of colour coding is to help prevent cross contamination. Cross contamination can occur in a number of ways:

Physical: Can take many forms of foreign bodies, such as pebbles, splinters or personal items.

Chemical: Build-up of chemical disinfectants and detergents.

Microbial: Arises from soil, surface water, animals, mould, dirty cleaning equipment and people. By using colour coding areas can be separate into cleaning zones, for example:



Hospitals and health care institutions also have widely accepted colour coding, which is as follows:

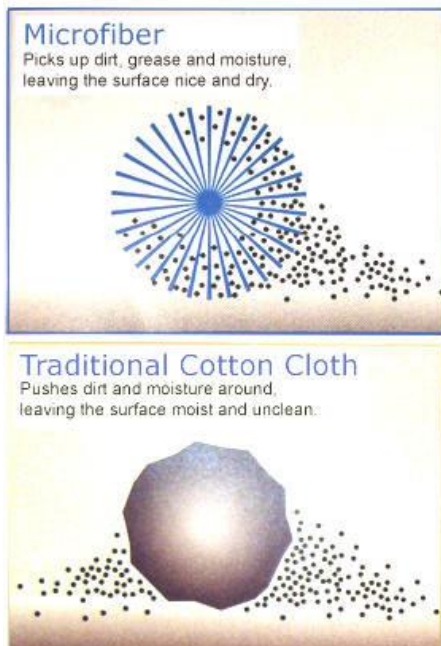
- RED = Bathrooms and toilets
- GREEN = Kitchen Areas
- BLUE = General Cleaning
- YELLOW = Infectious Areas
- White = Operating Theatres

Hospital / Health Care sector, there is really no overall standard colour code.

Microfiber is a modern marvel of manmade fibers. It's a blend (usually 80/20) of wedge shaped polyester and polyamide wound into superfine strands (less than one denier) wrapped around a nylon core. That sounds kind of technical, so what does it mean?

- Unlike cotton cloths, Microfibers leave no lint or dust.
- They actually pick up dust and capture it within the spaces between the fibers instead of just creating a dust storm that resettles on your furniture. You'll dust again half as often.
- **Micro Fiber Cloths** absorb grease and leave solid surfaces completely clean and strak – free.
- High quality **Microfiber towels** can hold up to seven times their weight in water so they leaves no moisture behind each swipe. That makes them fast and efficient.
- One **micro fiber cloth** can dry a whole sink full of dishes, clean a whole lot of windows and mirrors, or absorb the whole wet spill at once.
- **Micro fiber Cloths** are reusable and work best with plain old tap water so you'll saving big dollars on paper towels and cleaning chemicals.

Microfiber vs. Cotton



- Micro Fiber Cloths are very earth friendly.
- Cleaning without nasty, harsh chemicals means you won't be creating caustic chemical soup that gets flushed down the drain and ends up in our ground water.
- With no chemicals to buy and no adding the paper or plastic packaging to the landfill so you'll save money and help save mother earth.

CHEMICALS & CLEANING MATERIALS

“It is important to identify the operations which constitute the signification process in order to perform good environmental signification and then proceed to identify the categories of chemical products to be used based on these operations”

The following operations are involved in environmental signification:

DETERGENCY – namely, the process that eliminates any trace of dirt present on the substrate to render the surfaces optically clean.

DISINFECTING – namely, the operation following detergency, necessary to achieve a reduction of the microbial load to safe levels on the various substrates.

FLOOR PROTECTION – namely, the application of specific chemical products able to form a protective layer on the surface that avoids wear and tear and deterioration.

The following features are applicable:

- Compliance with the claims made by the manufactures;
- Alignment and compliance with the current regulations relating to information on the levels of biodegradability and pollution of a given product;
- Non-toxic and harmiess effects for the personal assigned to the cleaning operations;
- Easy use to favours a complete standardisation of the cleaning operations and a ready understanding of the methods of use;

- Non-aggressiveness referred to the surface on which they are intended to be used, to ensure no changes are produced, in time, to the initial physical characteristics of the materials;
- Effectiveness referred to the cleaning or protective action to be provided;
- Non-flammability;
- Concentrated products to reduce the storage space required and disposal of plastic waste.

Lastly, the products are also selected on the basis of a number of essential assumptions relating to their use:

- Use and the intended use of the environments in which the products will be utilised;
- Compatibility with the technical-operational systems and with the working methods adopted;
- Physical features of the materials involved in the cleaning and disinfecting operations.
- Chemical products which have the following features have been identified for

DAILY SANIFICATION:

- Good detergence capacity and ability to remove the dirt produced during the activities performed daily inside the rooms.
- Products which are as close as possible to being neutral and free from chemical agents harmful to human beings and to the surfaces.
- Products with a low residue, which do not require rinsing, to facilitate the cleaning operations.
- In particular, account has been taken of the following applicable specifications when selecting disinfectants:
 - ✓A broad action spectrum applies.
 - ✓Rapid action at low concentrations.
 - ✓Non-toxic compared with sodium hypochlorite.
 - ✓Protects the substrate.
 - ✓Easy to use.

Differentiated chemical products have been identified for PERIODIC SANIFICATION compared with the different types of substrate and in relation to the different types of treatment:

- In-depth cleaning – products have been selected for in-depth cleaning processes characterised by having a capacity to deterge and remove dirt that is persistent and anchored to the surfaces and to protect the physical condition of the substrate.
- Surface protection – by “surface protection” we mean applying specific chemical products containing polymers which are able to form a protective layer over the surface to avoid wear and tear and deterioration that favours the penetration of dust and dirt. Emulsions based on self-polishing, acrylic polymers, resistant to the chemical products used for daily cleaning, forming a continuous wax film are used for surface protection, in particular, with reference to floors. The acrylic emulsions were selected by considering several variables:
 - ✓The type of floor and/or surface
 - ✓The type of area (sanitary or outside the sanitary zone)
 - ✓The level of intense traffic to which the surface is subjected.
- We have identified the products suited to the type of treatment based on these variables. The emulsions selected have the following qualitative features:
 - ✓Easy to apply
 - ✓Resistant to dirt and to detergent products
 - ✓Easy to remove and/or maintain
 - ✓Abrasion resistant
 - ✓Anti-slip properties

CLEANING PRODUCTS WITH DATA SHEETS

Basic cleaning Chemicals List

Below are illustrations and descriptions of the Chemicals we are proposing to use, with the tender document we will also submitting the technical specifications of the chemicals including material safety data sheet of each chemical product in accordance with EU Directives 91/155/EEC, 93/112/EC and 2001/58/EC.

Multi Purpose Cleaner

Multi purpose cleaners carry the load of cleaning jobs. While they may not actually clean every surface, they clean enough to be a staple of your cleaning routine. Multi-purpose cleaner will work on multiple surfaces and accomplish many types of cleaning needs

Daily washroom cleaner

Cleaning toilets often tops the list as one of the worst chores we have to complete. But a great toilet cleaner can make a big difference in getting this job done with little frustration.

Degreaser

Universal cleaner for kitchen, living room, bedroom, and bath. Sgrassatore will clean everything also cleans the grime from the edges kitchen: stovetop, inside stove, pots that are discoloured through burning can be cleaned to new. Living area: Wood floors, painted walls, woodwork, decorations, and will do as a spot cleaner for furniture. Bathroom: will remove the dirt from the grout on tiles, and on floors

Floor Disinfectant

The primary function of the house keeping department in a healthcare facility is to create a clean, safe, and healthy environment for patients or residents, staff, and visitors. Included in this function is the disinfection of all environmental surfaces, which comprises floor, walls, counters, furniture, etc.

Scouring Cream

Excellent for the cleaning of porcelain, acrylic and fibreglass fixtures in restrooms and kitchens. The thick rich formula will not scratch porcelain or vitreous china surfaces. Applications include kitchens, lavatories, tubs and shower that need extra scrubbing power. Ideal for use wherever a non-scratching cleaner is needed. The popular pleasant scent fragrance eliminates odours while leaving a light fresh fragrance.

Bleach

Bleach solution will be used with precautions and used only where absolutely necessary.

Professional Cream Hand Soap

Perfumed hand soap is a highly effective general hand washing product, suitable for application at a wide range of areas.

Cleaning Service



BASIC TOTAL SCHEDULE OF DAILY CLEANING

Use trolley to carry your cleaning supplies with you so you don't have to stop what you are doing to go find the right cleaning product.

Stay focused on the task, concentrate so you don't have to backtrack, make every move count. When you enter a room, start at the top then work towards the bottom. Work from back to front and left to right as you are moving your way around. Clean one area at a time and clean thoroughly.

Do the dusting first then the vacuuming. Begin dusting from the highest place in the room, moving lower as you move along. The dust you have disturbed will settle on the floor, where you can easily vacuum it away. Use a slightly damp rag to dust rather than a feather duster to pick up more dust and stop dust from becoming airborne.



Common Areas, Hallways, Stairs:

- All Areas Dusted
- Furniture Vacuumed
- Hardwood/Tile Floors Mopped/Dried
- Carpet Vacuumed/Edged
- Baseboards Dusted
- Cobwebs Removed
- Window sills Wiped Down
- Spot Clean Walls
- Wipe Switch Plates
- Glass Tables Cleaned
- Picture frames Dusted
- Spot Clean smudges on glass



Classes and Lecture Rooms, Offices and Labs

- Carpet Vacuumed/Edged
- Wipe Switch Plates
- Hardwood/Tile Floors Mopped/Dried
- All Areas Dusted
- Picture Frames Dusted
- Cobwebs Removed
- Window Sills Wiped
- Spot Clean Walls
- Clean Switch Plates
- Empty Trash
- Wipe Baseboards
- Wash/ wipe Desks and Chairs
- Spot Clean smudges on glass
- Dust/ wipe shelves and computers



Kitchenette:

- Countertops/ Backsplash Cleaned
- Cabinet Fronts Wiped
- Sins Scrubbed/ Disinfected
- Floor Mopped and Dried
- Outside Of Appliances Wiped
- Small Appliances Wiped
- Window Sills Cleaned
- Baseboards Dusted or Wiped
- Spot Wipe Walls
- Trash Emptied
- Dishes Washed
- Shelves/ Cabinets (inside & out)
- Wash/ wipe Table and Chairs
- Clean Switch Plates
- Dust Walls & Cobwebs



Toilets Bathroom:

- Sink Cleaned, Disinfected
- Tiles Cleaned
- Chrome Fixtures
- Toilet Cleaned/ Disinfected
- Refill Hand Soap
- Countertop Items Organized
- Paper Towels Refilled
- Mirrors Cleaned
- Windows Sills Wiped Down
- Wipe Baseboards
- Mop and Dry Floor
- Clean Switch Plates
- Dust Walls & Remove Cobwebs
- Empty Bins



Auditoriums Theaters and Libraries:

- Carpet Vacuumed/ Edged
- Wash/ Wipe Table and Chairs
- Clean Switch Plates
- Hardwood/ Tile Floors Mopped/Dried
- Dust/wipe shelves and computers