

Room Cleaning with Microfiber

The following is a guide to efficient microfiber room cleaning. Not all surfaces need cleaning every day. Clean high touch areas such as door handles, phones, cabinet pulls, sinks, etc., at least once a day. Clean areas that rarely come in contact with humans, such as ceiling fans, vents, high walls, etc., as needed or once a week to prevent dust buildup. You will need:

Protective Gloves – You will need to wear non-porous gloves to protect your skin from infection and hazardous chemicals. Always perform hand hygiene before putting gloves on and after taking gloves off.

Masks – Masks are now and will continue to be essential. We recommend KN95 masks as N95 masks (the best) are currently rare outside of hospitals. KN95 masks are a step-down but almost as effective.

Cleaning Chemicals – Ensure you have the proper chemicals to clean specific areas and surfaces during your daily routine. Examples include:

1. **Glass cleaner for windows & mirrors**
2. **Disinfectant for hard surfaces**
3. **Toilet bowl cleaner**
4. **A neutral cleaner for floors**

Clean High to Low

Always clean a room from high to low to eliminate re-work due to falling debris. Start by using the microfiber cloth attached to the mop frame (or smaller wall washing pad and frame) to clean our walls as well as dust our upper vents. Use a microfiber cloth designated for dusting for ceiling fans and light fixtures. If possible, use a microfiber dust wand and chenille cover - they are designed for unusually shaped, hard-to-reach areas.

Once all high areas are clean, focus on cleaning, and disinfecting surface areas. Make sure employees use the correct chemical for the job. The wrong chemical may not clean effectively and may damage surfaces. Find directions and uses on bottles or the SDS sheets provided by the chemical manufacture.

NOTE: This is not a chemical guide. We recommend developing your own visual chart to match chemicals with uses and surfaces. Make sure to use the proper dwell times that each chemical recommends.

Essential Microfiber Tools

Orange & Blue 16" x 16" Microfiber Cloths

18" Microfiber Flat Mop Pads

Microfiber Flat Mop Head & Aluminum Pole
Charging Bucket

Optional Microfiber Tools

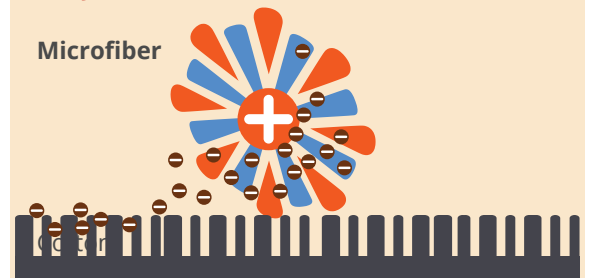
Microfiber Dust Mop

Microfiber Dust Wand & Chenille Cover

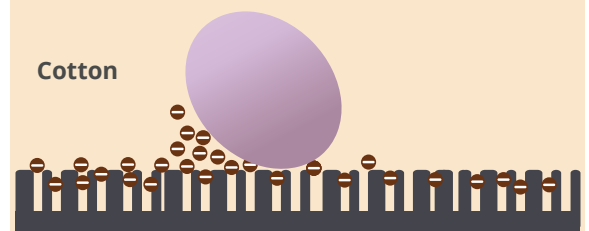
Wall Washing Mop & Frame with 10" Pad

Why Microfiber?

Microfiber



Cotton



We use microfiber as opposed to cotton because microfiber has a naturally positive charge. The charge helps to pick up the dust and dirt (which contains a negative charge) and therefore attracted to microfiber. Feather dusters and cotton cloths just push dust around, which extends cleaning time.

The Importance of Color-Coding

When cleaning surfaces, implement our microfiber cloth color-coding system. Prevent cross-contamination by using specific cloths for each type of surface area (especially important when cleaning hazardous areas such as bathrooms and hospitals). By using different colors on different surfaces, we are working smarter and safer. Each facility will have a unique microfiber color-coding system. Bay Towel uses two colors of microfiber cloth for cleaning, as noted to the right.



Clean the room in a clockwise rotation, so if you are interrupted, or a coworker takes over, everybody will know what is clean. Leave the cloth and cleaning supplies where you stop, and you'll never have to guess what is clean.

Mopping with Microfiber

We use microfiber flat mop technology to obtain superior results than the previous generation of cotton cleaning mops. For dry and wet floor cleaning, a figure-8 motion is recommended. If you were to simply push back and forth, you run the risk of pushing debris into a corner. With a sweeping figure-8 motion ensures that all debris is picked up and held by the mop pad.

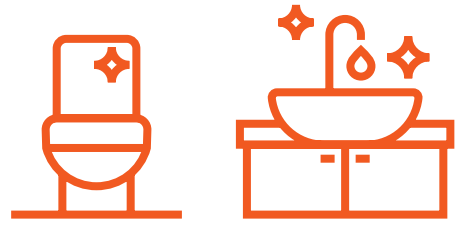
We don't want to cross-contaminate by bringing germs from the bathroom into our hallways. Always change out mop heads from one room to another (flat mops enable you to carry many mop heads in single charging bucket).

Charging buckets are shaped like flat mops with airtight lids. To 'charge' microfiber means to pre-soak in the cleaning solution by adding a stack of mops (let's say 20) to the bucket, covering the mops in disinfectant, then turning the bucket upside down for 20 minutes to ensure each mop is fully saturated.

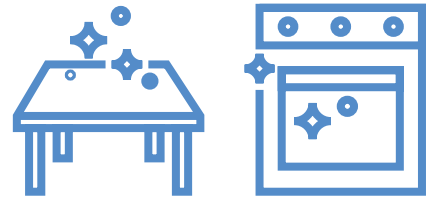
For each room, start by putting a fresh mop on our hardware. This can be done quickly as Velcro® mops allows for quick release of mop heads.

Start from the furthest part of the room and work our way to the door (using the figure-8 method described above). Once you are done with the room, take the soiled mop off and place it in a discard bucket. Start with a fresh mop from the bucket to clean your next space.

ORANGE Bathrooms Only



BLUE: General Purpose



Blue Microfiber Mop

Change head after every room to prevent cross-contamination.

Charging Bucket - Carries pre-soaked mops and eliminates trips to change mop water.

