

Cleaning Schedules for Jireh Metal Facilities

General Office Environment Cleaning Program		
Area/Item	Method	Frequency/Comments
Breakroom Tables/ window sills / door refrigerator and cabinet handles	Clean with neutral detergent, warm water and clean cloth Wipe or Spray with Disinfectant	Daily and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse & dry Let stand 10 minutes then wipe & air dry
Work surfaces / phones / printers and copiers / keyboards / tables	Clean with neutral detergent, warm water and clean cloth and dry with disposable paper towels Wipe or Spray with Disinfectant	Before and after use; if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry Daily - Let stand 10 minutes then wipe
Carpets & Rugs	Vacuum	Daily
Waste bins	Empty Clean with neutral detergent and warm water Wipe or Spray with Disinfectant	Daily Weekly and immediately if soiled Let stand 10 minutes then wipe & air dry
Bathroom & Toilet Area Cleaning Program		
Area/Item	Method	Frequency / Comments
Wash sink area, faucet, surrounding counters, soap dispensers.	Clean with detergent and warm water. Wipe or Spray with Disinfectant	At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse & dry. Let stand 10 minutes then wipe & air dry
Both sides of toilet seat, toilet handles, door knobs or cubicle handles.	Clean with detergent and warm water. Wipe or Spray with Disinfectant	At least daily and immediately if soiled. If soiled with blood or body fluids, following cleaning, disinfect, rinse and dry. Let stand 10 minutes then wipe & air dry
Toilet bowls	Use toilet cleaner as per manufacturer's instructions.	At least daily and immediately if soiled.

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Work surfaces & tables	Clean with neutral detergent, warm water and clean cloth and dry with disposable paper towels	Before and after use; if soiled with blood or body fluids, following cleaning, disinfect, rinse and dry
Door handles, Overhead door controls	Clean with neutral detergent, warm water and clean cloth Wipe or Spray with disinfectant	Daily and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse & dry Let stand 10 minutes then wipe & air dry
Forklifts / Crane controls	Clean with neutral detergent, warm water and clean cloth Wipe or Spray with disinfectant	Daily (beginning of each shift)
Production, Toolroom, and Maintenance Equipment	Clean with neutral detergent, warm water and clean cloth Wipe or Spray with disinfectant	Daily and immediately if soiled i.e. if soiled with blood or body fluids, following cleaning, disinfect, rinse & dry Let stand 10 minutes then wipe & air dry
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