

Task Sheets

General

Agar has developed the following Task Sheets as an easy reference for cleaning staff. Offering a comprehensive step by step guide for many cleaning tasks, the Task Sheets will facilitate staff training and provide a framework for auditing the effectiveness of cleaning functions. By following these procedures cleaning staff will not only operate more productively and efficiently, you can also be assured that the cleaning functions will be performed at consistently high standards.

The information provided in these task sheets is general in nature and must be read in conjunction with the relevant Agar Product Data Sheets (PDS), Safety Data Sheets (SDS) and product labels to ensure that Agar products are safe for the intended application. Furthermore we recommend that you incorporate this data into your Risk Assessments for any tasks you may be considering. PDS and SDS information is available at www.agar.com.au. Your intended use of any Agar products recommended must be consistent with the safe and correct use as per the PDS, SDS and product label, especially the warnings and the use of Personal Protective Equipment (PPE) listed.



The Chemistry of Cleaning

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Issued: 2 March, 2015

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TASK SHEET – GC01

How to clean

GLASS & MIRRORS

Issued: 2 March, 2015

Fast Glass will remove marks and soilage from coffee tables, mirrors, windows, stainless steel, chrome and highly polished surfaces.

To clean large or heavily soiled windows, see Task Sheet GC02.

When: As needed

Products to use: **FAST GLASS**

Equipment: Paper towel
or Lint free cloth
Spraygun



Do This:

1. Wear rubber gloves if skin contact is likely to occur.
2. Lightly spray **Fast Glass** directly onto surface to be cleaned.
3. Polish dry with paper towel or lint free cloth.
4. Remember to clean or replace the cloth regularly to prevent streaking from soil re-depositing back onto the glass from the soiled cloth.

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TASK SHEET – GC02

How to clean **WINDOWS**

Issued: 2 March, 2015

- When:** As needed
- Products to use:** **AMMODET**
- Equipment:** Plastic bucket
Soft brush or Lambswool applicator
Window squeegee
Chamois or Sponge



Do This:

1. Wear rubber gloves.
2. Mix $\frac{1}{4}$ to $\frac{1}{2}$ cup of **Ammodet** to 10 litres of warm water in a plastic bucket. Dilution rate may vary due to degree and persistence of soilage.
3. Apply the **Ammodet** solution to the window using the brush or lambswool applicator. Brush each part of the window at least once.
4. Squeegee dry, starting at the top and working across the window, then down and across, and so on to the bottom.
5. Wipe up the residues of solution from the window frame or floor using a chamois or sponge.

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TASK SHEET – GC03

How to clean

HARD SURFACES

Issued: 2 March, 2015

For use on all hard surfaces where a residual fragrance is desired.

When: As needed

Products to use: **BREEZE**
FLORAL
or **SPICE**

Do This:

1. Dilute ½ to ¾ cup of detergent to 10 litres of water (dilution rate may vary depending on soilage).
2. Mop or wipe surface to be cleaned.
3. Always clean walls from bottom up to ensure cleaned surfaces stay clean. Wipe streaks with dry cloth.
4. Continuously wring mop or cloth in solution.
5. Wipe surface dry.
6. Polish chrome fittings until shiny.
7. Do not rinse.

Air Fresheners:

1. Dilute detergent as follows:
Breeze: dilute with water to 1:30
Floral: dilute with water to 1:10
Spice: dilute with water to 1:10
2. Using spray gun, spray high into room.

For Heavy Odours:

1. Dilute Breeze to 1:10 parts water.
2. Remove odour source by flushing, rinsing or mopping with solution.
3. Do not rinse clean.
4. Breeze will leave lingering fragrance.

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TASK SHEET – GC04

How to

POLISH FURNITURE

Issued: 2 March, 2015

Splendour will clean and shine all polished wood, rubber, plastic, metal and ceramic surfaces that are not water sensitive. Surface will remain glossy with a protective finish.

When: As needed

Products to use: **SPLENDOUR**

Equipment: Soft lint free cloth
Spraygun



Do This:

1. Wear rubber gloves if skin contact is likely to occur.
2. Lightly spray or wipe a light film of **Splendour** onto surface to be cleaned.
3. Wipe off and buff with a soft clean cloth.
4. Remember to replace cloth before it becomes heavily soiled.

Note: Do not use Splendour on floors, steps or walkways. Avoid over-spray onto these surfaces. If Splendour is used on these surfaces, clean with Magic neutral detergent.

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TASK SHEET – GC05

HEAVY DUTY CLEANING

Issued: 2 March, 2015

When: As needed

Products to use: **AMMODET**
CHLORADET
PRESTO
or **SHIFTER**



Do This:

1. Ensure suitable gloves/protection is worn.
2. Sweep floor to remove all litter and dirt. Scrape if necessary.
3. Dilute detergent as follows:
For Ammodet, dilute with warm water as follows:
Use ¼ to ½ cup per 10 litres of water.
For Chloradet, dilute with hot water as follows:
Light duty cleaning: 6 mls per litre
Medium duty cleaning: 50 mls per litre
Heavy duty cleaning: 100 mls per litre
For Presto, dilute with hot water as follows:
Light duty cleaning: 10 to 12.5 mls per litre
Heavy duty cleaning: 25 mls per litre
Degreasing: Use neat to 200mls per litre
For Shifter, dilute with hot water as follows:
Light soilage: ½ cup per 10 litres
Heavy soilage: ¾ cup per 10 litres
4. Wash the surface using cotton mop or sponge, allowing detergent time to break down soilage. If floor is heavily soiled, a deck scrubber should be used to agitate solution, aid soil breakdown and spread solution evenly.
5. When the mop or sponge becomes loaded with soil, dip it in detergent solution and wring it out. Continue mopping.
6. If the bucket of detergent becomes heavily soiled, tip out and prepare a fresh one. Do not mop the floor with dirty water.
7. Rinse surfaces in contact with detergent with potable water after use.

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TASK SHEET – GC06

How to

DISINFECT SURFACES & FITTINGS

Issued: 2 March, 2015

When: As needed

Products to use: LEMON
ORCHIDS
or TANGO



Do This:

1. Scrub or spray area to be disinfected using either of the following:
 - Lemon or Tango diluted to $\frac{3}{4}$ cup per 10 litres of water.
 - Orchids, diluted with hot water to 34mls per litre for heavy duty cleaning, or 17mls per litre for light duty cleaning.
2. Leave solution in contact with surface for as long as possible.
3. Rinse surface with water.
4. Allow to dry.

Note: Discard any unused solution at end of the day.

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TASK SHEET – GC07

ALL PURPOSE CLEANING

Issued: 2 March, 2015

Suitable on all hard surfaces including floors, walls, glass and fittings.

When: As needed

Products to use: **HC-90**
MAGIC
or **SUPERFORCE**



Do This:

1. Wear rubber gloves if skin contact is likely to occur.
2. Dilute detergent:
 - If using HC-90, dilute with hot water as follows:
Heavy soilage use $\frac{3}{4}$ cup per 10 litres of water.
Light soilage use $\frac{1}{2}$ cup per 10 litres of water.
 - If using Magic, dilute with hot water as follows:
Heavy soilage use $\frac{1}{2}$ cup per 10 litres of water.
Light soilage use $\frac{1}{10}$ cup per 10 litres of water.
 - If using Superforce, dilute with hot water as follows:
Heavy soilage, use $\frac{3}{4}$ cup per 10 litres of water.
Light soilage, use $\frac{1}{2}$ cup per 10 litres of water.
3. Mop, sponge or wipe detergent onto surface to be cleaned.
4. Allow detergent time to break down soilage.
5. Scrub surface until soilage has been removed.
6. Rinse clean and wipe surface dry.

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TASK SHEET – GC08

DEGREASING

Issued: 2 March, 2015

To remove grease and oil from engines, machinery, tools and workshop floors.

When: As needed

Products to use: DRIVE AWAY



Do This:

1. Wear rubber gloves if skin contact is likely to occur.
2. Use Drive Away diluted with water to 1:4 i.e. add 1L Drive Away to each 3L of water.
3. Spray, wipe or brush solution onto greasy surface.
4. Allow five minutes for Drive Away to activate.
5. Cleaning may need to be assisted by scrubbing.
6. Wipe or wash clean with water.

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TASK SHEET – GC09

How to clean

STAINLESS STEEL

Issued: 2 March, 2015

For steel panels in and around doorways, windows, lifts, etc.

When: As needed

Products to use: **STAINLESS STEEL OIL**
or **STEEL SHINE**

Do This:

For Stainless Steel Oil:

1. Apply small amount of Stainless Steel Oil to a soft clean cloth.
2. Wipe a thin film of oil onto surface.
3. Wipe dry until surface is clean and shiny.
4. Will leave surface with thin film, protected surface and enabling marks to be easily wiped off.

For Steel Shine:

1. Spray Steel Shine directly onto surface.
2. Using a soft cloth, spread polish evenly over surface.
3. Leave to dry to a glossy shine.
4. If surface is heavily soiled, wash using heavy duty detergent prior to applying polish.



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TASK SHEET – GC10

BLEACHING

Issued: 2 March, 2015

For cleaning, whitening and sanitising.

When: As needed

Products to use: BLEACH



Do This:

1. Wear suitable rubber gloves and ensure adequate ventilation.
2. Dilute Bleach to 1:10 with water.
3. Mop or sponge area to be cleaned.
4. Rinse surfaces and wipe dry.

For toilets:

1. Add 60mls of Bleach to toilet bowl and allow to act overnight.

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TASK SHEET – GC11

SPRAY & WIPE CLEANING

Issued: 2 March, 2015

For removing daily dirt and grime from all hard surfaces.

When: As needed

Products to use: SOLSPRAY
or WIPE AWAY

Do This:

1. Dilute detergent with hot water into 500ml spray bottle, as follows:
 - Light Soilage: 25mls
 - Heavy Soilage: 100mls
2. Spray surface to be cleaned with detergent.
3. Wipe surface with clean cloth to dry and polish surface.
4. Remember to replace cloth before it becomes heavily soiled.

Note: Solspray is also an effective pre-spotter on carpets and upholstery.

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TASK SHEET – GC12

HANDWASHING

Issued: 2 March, 2015

When: After going to the toilet, handling rubbish or handling any raw foodstuffs that could contain bacteria.

Products to use: **GARLAND
FINE GOLD or
SILVAN**

Do This:

1. Remove all rings, watches and jewellery.
2. Wet hands with warm water.
3. Apply Hand Soap, dispensed from liquid soap dispenser.
4. Wash hands thoroughly beginning with palm to palm.
5. Wash backs of hands and wrists.
6. Rub between fingers.
7. Rub fingernails in circular motion in palm.
8. Work on the thumbs.
9. Finally, use tips of fingers to cleans palms.
10. Rinse hands with warm water.
11. Dry with a clean disposable towel.



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TASK SHEET – GC13

How to clean

FLOOR MOPS

Issued: 2 March, 2015

Cleaning floor mops will ensure a longer life for the mop and prevent any germs or odours from breeding.

When: Daily

Products to use: **SANITISER**
or **BLEACH**



Do This:

For Sanitiser:

1. Mix Sanitising solution in a wringer bucket, using 125mls per 10L water.
2. Dip mop head in solution and wring out.
3. Repeat until clean.
4. Wring dry and store in clean and dry area. If possible hang from wall hooks or holders.

For Bleach:

1. Always wear gloves, and use in ventilated area.
2. Dilute Bleach to 20 mls per litre of water.
3. Soak mop head in solution for maximum of thirty minutes.
4. Once clean, wring dry and store in clean and dry area. If possible hang from wall hooks or holders.

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TASK SHEET – GC14

CARE AND STORAGE OF EQUIPMENT

Issued: 2 March, 2015

- All equipment including mops, buckets, brooms, brushes, squeegees, cloths and sponges should be washed and stored in clean dry area. Hang mops, brooms and squeegees from hooks if possible.
- Wringer buckets must be washed out after use and left to drain. Any debris in rollers, eg. mop strands, must be removed.
- Screen printed spray and squeeze bottles are available for Agar products, outlining correct usage rates and first aid advice. Ensure bottles are filled with the correct products and as per directions.
- Never mix chemicals or introduce unauthorised chemicals.
- Clean sinks and drain outlets in cleaners room from any debris.
- Regularly mop around sink area.
- Use separate cleaning equipment for toilet and washroom areas.



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TASK SHEET – GC15

STORAGE OF CHEMICALS

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- If dispenser unit is fitted ensure feed tube reaches the bottom of the container. Protect openings with loose caps. Store product containers out of the way.
- If not using dispenser, ensure drums are properly capped and stored in dry clean condition. Always replace caps to prevent contamination.
- Ensure labels are facing front and easily readable.
- Utilise shelving space.
- Mop and sweep storage area daily.
- Drums that are not being used should be stored separately in a clean and secure area.
- Different classes of dangerous goods should be stored apart.
- Place all empty drums in an external area for pick up and return.
- Dispose of old or superseded stock appropriately.



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TASK SHEET – GC16

GRAFFITI REMOVER

Issued: 2 March, 2015

To remove graffiti from hard surfaces.

When: As needed

Products to use: **GRAFFITI REMOVER**



Do This:

1. Pour some Graffiti Remover into a jar or can.
2. Use a brush to apply the product onto the graffiti (for metal, fibreglass, tiles and glass, use a soft bristle brush for brickwork and concrete, use a stiff nylon or wire brush).
3. Scrub with the brush for a minute, then leave for 5 minutes to activate. Keep the area wet with Graffiti Remover.
4. Brush the graffiti again with the brush or a nylon scourer.
5. Wipe the graffiti off with a rag.
6. If any graffiti is left, repeat steps 2 to 5 until it is all gone.
7. Rinse the treated areas by brushing with clean water.

AGAR

The Chemistry of Cleaning

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TASK SHEET – GC17

DLX DEGREASER

Issued: 2 March, 2015

To remove grease and oil from engines, machinery, tools and workshop floors.

When: As needed

Products to use: DLX CITRUS DEGREASER



Do This:

1. Wear rubber gloves if skin contact is likely to occur.
2. Use DLX neat or diluted with water to 1:10
(Use DLX neat where there are very heavy oil and grease deposits)
3. Spray, wipe or brush solution onto greasy surface.
4. Allow five minutes for DLX to activate.
5. Cleaning may need to be assisted by scrubbing.
6. Wipe or wash clean with water.

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TASK SHEET – GC18

How to clean

BLOOD/BODY FLUID SPILLS

Issued: 2 March, 2015

The following procedure is for the treatment of spilled blood and body/substances which may be encountered in your work place. This procedure has been prepared from the information in the National Code of Practice for the Control of Work-related Exposure to Hepatitis and HIV (Blood-borne) Viruses [NOHSC:2010(2003)] section 4.3.2 Spills. This procedure is to be used as an aid only and references to the code should be made for complete compliance to the code for such matters as hazard identification, risk assessment, and risk control.

When: As needed

Products to use: **NOVADET**
CITRUS EXTRA
CHLORADET



Do This:

1. Spill to be attended to immediately.
2. Erect 'wet floor' or 'cleaning in progress' and barricades to stop people accessing the area
3. Put on disposable rubber or latex gloves, face shield, waterproof apron and rubber boots. Take spare gloves with you.
4. Confine and contain the spill as necessary using paper towel or toilet paper.
5. Cover the spill with paper towels or absorbent granules, depending on the size of the spill, to absorb the blood or body/fluid/substance.
6. Use a dust pan and scraper to pick up the wet paper and place into a yellow biohazard container and treat as clinical waste.
7. Clean the surface as follows:

<u>Floors</u>	<u>Carpet</u>	<u>Mirrors, Desks, Walls, Doors</u>
Mop with 1 part Agar NOVADET diluted with 50 parts warm water.	HWE with 1 part Agar CITRUS EXTRA diluted with 30 parts warm water.	Hand wash with cloths and a solution of 1 part Agar CHLORADET with 10 parts cold water.

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TASK SHEET – GC18

Continued

How to clean

BLOOD/BODY FLUID SPILLS

Page 2 of 2

- Notes when cleaning:
- a) Do not use spray triggers.
 - b) Do not use brushes which flick particles into the air.
 - c) Draw the HWE wand over the carpet slowly, without flicking the pile.
 - d) Leave treatment of the carpet for stains (eg. Blood or browning) until the carpet has completely dried.
 - e) Dispose of all cleaning cloths into a plastic bag and into the yellow biohazard container.
8. Leave sign and barricades in place and take all cleaning items to your cleaners room. Clean mops, buckets, and HWE equipment and allow to air dry outside in the sun. Dispose of your gloves.
 9. Remove all signs and barricade only when the surfaces have been dry for at least 1 hour.
 10. Report the incident to your supervisor and ask for the yellow biohazard container to be disposed of correctly and that the container is replaced.



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