Mega Solutions

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CLEANING WORK INSTRUCTION

Created by: Antoinette D. Westmoreland Version No.: 1.0

Date Created: January 16, 2053 Responsibilities: Supervisors and Office

Staff

Objective: The objective of this cleaning work instruction document is to guide the

office staff and make them aware of the proper cleaning procedures in the

workplace.

Scope: This document involves all the office staff and applies to the entire

establishment.

Materials: Soap, water, spray bottle, bucket, disinfecting spray, vacuum cleaner,

cleaning cloth, mop, logbook

GENERAL PROCEDURE

- Log Creation
 - Prior to every cleaning session, the supervisors must create a logbook to document the activity.
 - The logbook created must contain spaces for the date, the time, the scope of the cleaning activity, and spaces for any additional notes.
 - The document must be signed by the supervisor prior to distribution to the staff.
- Personal Cubicles
 - When cleaning personal cubicles, the office staff must prioritize the confessor!
 frequently touched, such as their desk and their personal material
 - When there's not too much dirt present, disinfecting spray and cle used
 - 3. For electronics, such as laptops or computers, use disinfecting spr
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Aviation Maintenance Ratings Fundamentals ,1990

Circular United States. Office of Education,1964

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