

PROFESSIONAL

FACILITY SUPPLIES

SANITATION GUIDE



CLEANING IN THE CLASSROOM

Cleaning & Sanitation



Cleaning & Sanitizing

1. Remove clutter from surfaces in classroom.
2. Dust desks, vents, shelves, white boards, etc.
3. Deep clean classroom surfaces.
4. Clean and disinfect shared objects.
5. Apply disinfectant solution to high-touch surfaces.
 - Desks and chairs
 - Door/cabinet handles
 - Play areas
 - Light switches
 - Counters and supplies
 - Sink and sink faucets
6. Clean electronics with disinfectant cleaning wipes that are safe for electronics.
7. Clean glass surfaces in classroom using glass cleaner. Clean door glass, windows, etc.
8. Replace/replenish soap, paper, tissues, and cleaning supplies in classroom.
9. Empty the pencil sharpeners.
10. Clean and wipe sink and fixtures.
11. Wipe clean the disinfectant solution from high-touch areas.
12. Empty trash cans and replace liners. Wash hands immediately after disposing waste.
13. Vacuum carpeted high traffic areas. Remove stains with a spot cleaner as needed.
14. Dust mop and wet mop floors with properly diluted disinfectant solution. Allow floor to dry.
15. Promptly dispose of cleaning cloths and wash towels used for cleaning in a timely manner.
16. Wash hands thoroughly and immediately when finished cleaning classroom.

Other Recommended Products

- NL913-A12 - Clearly The Best Aerosol
- NL780-G4 - Uno (Mint) Disinfectant
- NL776-G4 - Neutral Q 64 Disinfectant
- NL158-G4 - Balance EC Neutral Floor Cleaner
- NL851-Q12 - Clear View Glass & Mirror Cleaner



NL763-Q12
One-Step Disinfectant



NL212-Q12
Spray & Wipe Cleaner
Degreaser



NL906-QPS9
Multi-Surface &
Glass Cleaner



NL269-G4
Multi-Purpose Cleaner



NL276-G4
Multi-Purpose Cleaner



NL760-G4
Cleaner/Deodorizer,
Disinfectant, Fungicide,
Mildewstat, Virucide

CLEANING IN HEALTH CARE FACILITIES

Cleaning & Sanitation in the Patient Room



Before Entering Patient Room

1. Check for isolation status. Always execute hand hygiene.
2. Wear appropriate personal protection equipment PPE.
3. Check sharps container. Change if necessary.
4. Empty trash container. Handle plastic bags from top.

Helpful Tips Before You Clean

- Use correct cloth color, and correct number of cloths, for cleaning each area within the facility.
- Change rag as needed, **NO DOUBLE DIPPING**.
- Work from clean to dirty, high to low areas.
- Do not wear dirty gloves outside of the room.
- Clean patient restroom last.

Cleaning Patient Room

1. Clean and disinfect high touch areas (arm rails, door knobs, light switches, keyboard, patient chairs, etc.)
2. Clean and disinfect bed and surrounding areas (over the bed table, bedside tables, foot of bed, etc.). Change rag.
3. Sanitize all equipment, starting at the door and working around the perimeter of the room. Clean restroom last.
4. Clean and disinfect window sills and ledges, solid linen hamper lid, biohazard can, dry erase marker, telephone, in-room soap and paper towel dispensers, and other easily accessible equipment.

Cleaning Patient Restroom

1. Clean and disinfect high touch areas (light switches, hand rails, sink counter, door knobs, sink, etc.)
2. Clean soap and paper towel dispensers and shower/tub. Spot clean walls where needed.
3. Change rag before cleaning toilet. Clean and disinfect high touch areas: toilet flusher, toilet seat.
4. Clean and disinfect toilet paper dispenser and all areas of toilet. Clean commode frame and seat cover last.

Before Leaving Patient Room

1. Remove gloves and perform hand hygiene. Restock supplies.
2. Place wet floor sign in doorway. Mop floor (never shake mop).



NL763-Q12
One-Step Disinfectant



NL262-Q12
Toilet Bowl Cleaner



NL634-Q12
Non-Acid Bowl & Bathroom Cleaner



NL851-Q12
Glass & Mirror Cleaner



CB012-G4
One-Step Disinfectant



NL760-G4
Cleaner/Deodorizer,
Disinfectant, Fungicide,
Mildewstat, Virucide

CLEANING IN THE OFFICE

Cleaning & Sanitation



Daily Cleaning & Sanitizing

1. Organize office clutter.
2. Wash and put away dishes in the breakroom.
3. Refill bath tissue, soap, and paper towel dispensers.
4. Empty trash cans. Insert new trash bags.
5. Disinfect high-contact surfaces (doorknobs, kitchen counters, light switches, faucets, refrigerator handles, etc.)
6. Spot clean surfaces where needed.
7. Clean and sanitize toilets, urinals, sinks, paper towel dispensers, and fixtures in the bathrooms.
8. Mop, sweep, and vacuum floors in high-traffic areas. Mop all hard or tiled floors. Vacuum all carpets and mats.
9. Sweep the sidewalk or porch outside your business and tidy up exterior clutter or debris.

Other Recommended Products

- NL851-Q12 - Clear View Glass & Mirror Cleaner

Weekly Cleaning & Sanitizing

1. Clean and disinfect trash cans, floors, refrigerator, counters, etc.
2. Wipe down all glass surfaces and mirrors.
3. Polish any brass on cabinets, doors, drawers, etc.
4. Clean any walls with visible markings.
5. Dust all lamps, hard surfaces, computers, etc.
6. Discard any leftovers in the refrigerator.
7. Wipe down the inside of the refrigerator.
8. Polish and buff hard floors.
9. Clean office windows both inside and out.



NL913-A12
Glass Cleaner with
Ammonia



NL763-Q12
One-Step Disinfectant



NL906-QPS9
Multi-Surface &
Glass Cleaner



NL158-G4
Neutral Floor Cleaner



NL269-G4
Multi-Purpose Cleaner



NL276-G4
Multi-Purpose Cleaner



NL760-G4
Cleaner/Deodorizer,
Disinfectant, Fungicide,
Mildewstat, Virucide

KITCHEN & BREAKROOM

Cleaning & Sanitation



Refrigerators & Freezers

1. Dispose of food in a timely manner. Toss any personal food before the weekend.
2. Supply day-of-the-week stickers so employees can label and date their stored food.
3. The interior of company refrigerators should be cleaned and sanitized once a week.
4. Disinfect high-touch areas daily. Exterior handles, freezer ice scoop, etc.



Counters & Sinks

1. Use brushes or disposable towels for cleaning. Avoid using sponges in sink areas.
2. Stock dish soap. Dirty dishes need to be cleaned immediately and not left overnight.
3. Disinfect sink area and entire faucet daily. Sanitize surfaces using an RTU sanitizer such as Table Time 200®
4. Pre-clean spills and other food soils before sanitizing for complete germ killing effectiveness.

Trash Cans

1. Empty the trash daily. Wash interiors routinely. Cans should always be lined and tightly sealed when not in use.
2. Spray the interior of receptacles with Nyco's Sani-Spritz Spray to inhibit the growth of mold and mildew.

Appliances

1. Clean and disinfect the handles of all small appliances daily using Sani-Spritz Spray. Disinfect high-touch surfaces.
2. Clean interior and exterior of microwave, toaster, ice machine, and other small appliances.
3. Wipe the walls of any loosened spills and splatters.
4. Make coffee pots look new again by treating lime scale buildup with a good delimer.

Cleaning Kit

1. Have an emergency cleaning kit on hand so employees can clean minor messes. Place in an accessible area.
2. The kit should include items such as paper towels and/or cleaning cloths, disinfectant, extra trash bags, a mop, wet floor signs, a plunger and gloves. Refill and restock items as necessary.



RESTROOM

Procedures

Preparation

1. Wet floor sign
2. Toilet bowl brush
3. Bucket
4. Disposable gloves
5. Paper towels, microfiber cloth, or clean cloth towels



Other Recommended Products

- NL241-Q12 - Arrest Uric Acid Odor Eliminator
- NL553-Q2 - Cling On Phosphoric Acid Bowl Cleaner
- NL091-Q12 - White Lite Tile & Grout Whitener
- NL020-Q12 - Urinakleen® Scale & Odor Control

Toilets / Urinals

1. Flush toilets and urinals.
2. Apply Bowl Klean or Porcelain Cleaner to both inside and outside surfaces of toilet bowls and urinals.
3. Let cleaner stand for several minutes.
4. Brush or wipe all interior surfaces (including under flush rim) of toilets and urinals.
5. Wipe down exterior of toilets and urinals with a paper towel or clean cloth.
6. Replace urinals screens and blocks.
7. Flush toilet and urinals to complete cleaning.

Glass & Mirrors

1. Spray Clearly The Best! on surface to be cleaned.
2. Wipe with paper towel or a clean cloth until dry.

Countertops, Handles, Fixtures

1. Clean & disinfect countertops, ledges, etc. with Sani-Spritz Spray.
2. Sinks and fixtures cleaned, disinfected, wiped dry.
3. Door handles, wall switches and other "high contact" areas cleaned, disinfected, wiped dry.

Floors

1. Place 'Caution/Wet Floor' signs.
2. Sweep floor to remove any loose dirt and debris before mopping.
3. Fill mop bucket with water to fill line and add Marvalosa or Uno Lemon with proper use dilution.
4. Mop floors with a clean mop. Change solution when it becomes visibly dirty. Allow floor to air dry.



NL269-G4
Multi-Purpose Cleaner



BD-269-10
Fresh Lavender Urinal Screen
BD-276-10
Tropical Breeze Urinal Screen



NL726-A76
Metered Air Freshener



NL906-QPS9
Multi-Surface & Glass Cleaner



NL913-A12
Glass Cleaner with Ammonia



NL634-Q12
Non-acid Bowl & Bathroom Cleaner/Disinfectant



NL030-Q12
Clinging HCl Bowl Cleaner



NL760-G4
Cleaner/Deodorizer, Disinfectant, Fungicide, Mildewstat, Virucide

HAND WASHING

Procedures



Always Wash Your Hands

1. Before starting work.
2. Before and after breaks for eating or smoking.
3. After handling foods.
4. After using the bathroom.
5. After coughing, sneezing, or blowing your nose.
6. After handling items that may be contaminated.
7. After contact with a sick or injured person.



Safe Hand Washing

1. Wet hands with running water.
2. Apply hand soap.
3. Rub hands vigorously together for at least 20 seconds including wrists and back of hands.
4. Rinse hands well under running water.
5. Turn off water using disposable towel if available.
6. Dry hands completely using disposable towels or air drying system. Use a clean disposable towel to open doors to prevent recontamination.



NL358-G4
Pink Lotonized Hand
Soap



NL391-G4
White Lotonized Hand
Soap



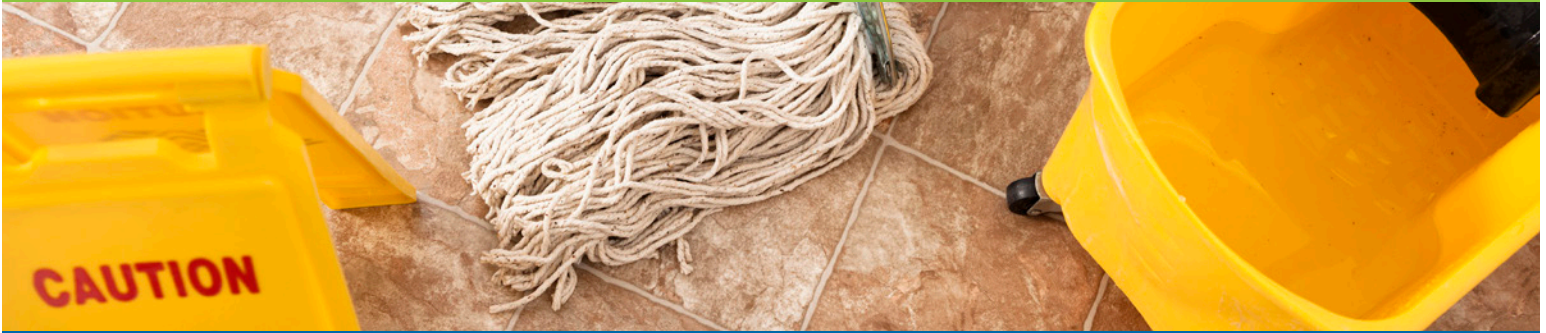
NL556-G4
Foaming Hand Soap with
Antibacterial Agent PCMX



NL591-G4
Lotonized Hand Soap
with Antibacterial Agent
PCMX

HARD SURFACE FLOORS

Procedures



Daily Maintenance

1. Dust mop floor as needed to remove loose dirt.
2. Change/clean entrance matting.
3. Damp mop/auto scrub floor using neutral cleaner.
4. Spot mop spills, etc. as needed.
5. Place 'Caution/Wet Floor' signs



Other Recommended Products

- F3910-G4 - SureGrip Daily Floor Cleaner
- NL107-G4 - Neutral 7 Floor Film Neutralizer
- NL140-P5 - Base 16 Floor Sealer
- NL147-P5 - Dyn-A-Max Finish & Wax Stripper
- NL151-P5 - Reflection 22 Floor Finish
- NL170-G4 - Restore 10 Floor Finish Restorer

Weekly Maintenance

1. Dust mop floor to remove loose dirt and soils. Use long handle scraper to remove gum and/or sticky soils.
2. Clean floor with neutral cleaner and automatic scrubber to remove dried soils.
3. Walk perimeter, scrubbing as needed with doodle bug scrub pad and bucket of neutral cleaner. Rinse with clean water.
4. Apply floor restorer to floor with mop/bucket and/or a scrubber. Allow to dry.
5. Buff/burnish cleaned floors using appropriate pad.

Monthly Maintenance

1. Dust mop floor to remove loose dirt and soils. Use long handle scraper to remove gum and/or sticky soils.
2. Scrub floor with neutral cleaner. Rinse floor if needed with clean, fresh water. Allow floor to dry.
3. Walk perimeter. Scrub areas as needed with neutral cleaner and doodle bug pad.
4. Apply coats of floor finish if needed using clean mop/applicator. Allow adequate drying time between coats and before opening up area to foot traffic.
5. Floors should be stripped annually or semi-annually. Follow strip and recoat procedures.



NL864-G4
Tile & Grout
Cleaner/Restorer



NL158-G4
Neutral Floor Cleaner



NL429-G4
Floor Cleaner & Bacterial
Grease Eliminator



NL269-G4
Multi-Purpose Cleaner



NL276-G4
Multi-Purpose Cleaner



NL108-G4
Floor & All Purpose
Cleaner

CARPET CARE

Procedures



Vacuum Cleaning Procedures

1. Work from the top to bottom when cleaning. Dust corners of room, blinds, etc. before vacuuming carpet.
2. Thoroughly vacuum area with vacuum cleaner. Vacuum corners and crevices where dust builds up.
3. Empty vacuum bags when they reach half to two-thirds full.
4. Vacuum at least once per week. Vacuum high traffic areas daily.

Other Recommended Products

- **NL513-G4 - Powerhouse** Extraction Cleaner
- **NL640-G4 - Defoam** Anti-Foam Additive
- **NL737-Q12 - Citrus Fresh** Odor Counteractant

Spot & Spill Cleaning Procedures

1. Absorb the spill:
 - Blot liquids with a white absorbent cloth, until the area is barely damp.
 - Scoop semi-solids off the carpet with a spoon.
 - Do not scrub or use a brush. Bristles can damage carpet and cause fraying.
2. Treat the spot or stain:
 - Pre-treat spots, stains and heavily soiled areas such as traffic areas with appropriate Nyco spotter.
 - Test spotter in an inconspicuous area with white cloth before using. Always follow product directions.
 - Apply a small amount of spotter to a white cloth and blot gently from the edges of the stain to the center. Repeat this action until spot is gone.
 - Once spot is gone, blot the area with cold water to remove remaining solution.



CB295-Q6
Oxygenated
Multi-Purpose
Cleaner, Spotter,
Deodorizer



NL508-Q12
Traffic Lane Cleaner &
Spot Remover



NL90390-953206
Pet Odor & Stain
Eliminator



NL529-Q6
Hard Surface &
Carpet Spot Remover



NL505-G4
Carpet & Upholstery
Shampoo



GS005-G4
Oxygenated Multi-Purpose
Cleaner & Spotter



NL507-G4
Extraction, Bonnet &
Traffic Lane Cleaner

DRAINS

Cleaning Procedures



Maintain

1. Apply Bactizyme in drains at end of day or when drains are not in use.
2. Allow Bactizyme to remain in pipes and drains for several hours before using.
3. Repeat procedure on 2-3 consecutive days in the beginning then do periodic maintenance as needed.

Drain cleaning / opening: Apply 6-12 oz. per drain.

Drain maintenance: Apply 2-4 oz. per drain.

To control small flies in drains: Add 2 oz. of Uno per gallon of water.

Grease traps / Sump pits: Add 8 oz. per 25 gallon capacity.

Septic systems: Add 8 oz. per 1000 gallon capacity.



NL044-G4
Bioenzymatic Drain
Cleaner Maintainer



NL760-G4
Cleaner/Deodorizer,
Disinfectant, Fungicide,
Mildewstat, Virucide

Automatic Dispensers

1. Automatically dispenses Bactizyme into drains at preset times, day or night.



DSP-257C
Drain Chief



DSP-1170
AutoDose

Opener

1. Pour up to 16 oz of Drain Solve® into clogged drain.
2. If drain has water backup, pour Drain Solve® directly into water near drain opening.
3. Pour additional Drain Solve® if drain is not open in 15 minutes.
4. Flush with water after drain is open.



NL013-Q12
Nonfuming Liquid Drain
Opener



NL013-G4
Nonfuming Liquid Drain
Opener

PRODUCT RECOMMENDATIONS

General Product Recommendations

TYPE OF CLEANER	PRODUCT
Hard Surface Floor Cleaner	NL158-G4 Balance EC NL269-G4 MARVALOSA Multi-Purpose Cleaner (Fresh Lavender) NL276-G4 MARVALOSA Multi-Purpose Cleaner (Tropical Breeze)
Glass Cleaner	NL913-A12 Clearly The Best! (Aerosol) NL906-QPS9 MARVALOSA Multi-Surface & Glass Cleaner
Carpet Cleaner	CB295-Q6 Ready to GO ₂ NL529-Q6 Ink Spot
Disinfectant/Sanitizer	NL760-G4 Uno (Lemon) NL763-Q12 Sani-Spritz Spray
Hand Soap	NL391-G4 White Lotion Hand Soap NL591-G4 Mystique Lotionized Hand Soap
Dish Soap	NL316-G4 Blue Velvet NL984-G4 Thrifty Pinx
Multi-Purpose Cleaner	CB295-Q6 Ready to GO ₂ NL906-QPS9 MARVALOSA Multi-Surface & Glass Cleaner
Degreaser	NL212-Q12 Swipe-It! NL539-QPS6 Citra-Blaze RTU
Wood Cleaner	NL872-G4 Pine Oil Cleaner GS004-G2 Concentrated All Purpose Cleaner
Drain Cleaner	NL013-Q12 Drain Solve® NL044-Q12 Bactizyme
Odor Counteractant	NL90390-953206 Pet Stain Remover NL737-Q12 Citrus Fresh
Laundry Detergent	NL929-G4 Liquid Laundry Detergent NL933-P50 933 Powdered Laundry Detergent
Toilet Bowl Cleaner	NL634-Q12 Kwik-Step NL030-Q12 Porcelain Cleaner
General Restroom Cleaner	NL700-Q12 White Ocean Foam NL091-Q12 White-Lite
Specialty Cleaners	NL038-616 Ice Machine Cleaner NL869-Q12 Super Shine SS (oil based) NL887-QPS6 Stainless Steel Cleaner & Polish (water based)
Pest Control	NL760-G4 Uno (Lemon) NL611-G4 N601+ (Clear)

Other Recommended Products

- **BD-269-10 - Marvalosa** Odor Control Urinal Screen (Lavender)
- **BD-276-10 - Marvalosa** Odor Control Urinal Screen (Tropical Breeze)
- **NL851-Q12 - Clear View** Glass & Mirror Cleaner



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