



LG CLEANING

Quality Cleaning for Your Business

LG Cleaning Janitorial Guidelines

The following Guidelines are designed to help our employees streamline their duties and for quality assurance checks.

These Guidelines must be adhered to on a **DAILY** basis for each facility.

FIRST CLOCK IN THRU LAND LINE PHONE

SECOND PUT ON GLOVES

The breakdown of Guidelines for the different areas are as follows:

Reception Area/Foyer/Entrance:

- Sweep and mop all Floors, and vacuum Carpets
- Clean front Entrance Glass
- Check for Cobwebs and remove from Baseboards/Ceiling
- Dust and Disinfect Furniture
- Dust and Disinfect Ledges/Frames/Picture Frames
- Clean Privacy Reception Glass
- Empty Trash Cans and replace Liners as needed
- Ensure all Areas are clean and arranged neatly/put all Magazines and Books away

Break Room:

- Clean Countertops
- Wipe Microwave inside and out, Clean and Shine Front
- Clean and Disinfect Sinks, Shine chrome
- Wipe down Kitchen furniture and clean Tables
- Sweep and mop Floor
- Empty all Trash Cans and replace Liners
- Check and replace all Soaps and Paper Towels in Dispensers

Restrooms:

- Clean/Disinfect all Toilets, Urinals, Wash Basins
- Wash down walls under Soap Dispensers and Paper Towel Dispensers so grime does not build up
- Dust all the tops of Paper Towel Dispensers, Soap Dispensers, Toilet Paper Dispensers, Hand Rails, and back of Toilets.
- Clean/Disinfect all Sinks and Mirrors and shine Chrome
- Refill Toilet Paper
- Refill Paper Towel Dispensers
- Check Soap Dispensers
- Empty all Trash Cans and replace Liners
- Sweep and Mop Floors with Disinfectant

Exam Rooms:

- Clean/Disinfect all Sinks, shine Chrome
- Clean/Disinfect all Countertops
- Empty all Trash Cans and replace Liners as needed
- Sweep Floors and/or Vacuum
- Mop Floors
- Dust all Monitors

Office Areas:

- Empty all Trash Cans and replace Liners as needed
- Dust including Tops of Computer Towers and Monitors
- Sweep and/or/Vacuum all Floors
- Mop all Floors

Exterior/Entrances:

- Empty all Trash Cans and replace Liners
- Empty all Cigarette Dispensers
- Pick up any loose Trash in the entrance

Janitorial/Supply Closet:

- Wash out Vacuum and Filters
- Straighten up and put back all Items (remember the office staff use these closets too)
- Refill your Supply Pouch on the Trash Can so it is ready for the next employee
- Wash out Mop Bucket and Mop
- Drape Mop across Mop Bucket to dry

FINAL WALK THROUGH:

- Walk back through and double check all Trash Cans
- Walk through and check all Doors to be locked, including both sets of Front Doors
- Set Alarm when leaving if building is empty. Let Doctor know you are leaving if they are still in the office

FINALLY CLOCK OUT USING A LAND LINE PHONE BEFORE LEAVING FACILITY.

These Guidelines must be adhered to on a **QUARTERLY** basis for each facility.

- Dust all Baseboards and Corners to remove Dust and Cobwebs
- Wash down all Bathroom Walls and Baseboards
- Remove Exterior Dust from all Return Vents in bathrooms
- Dust all Blinds and Window Sills
- Remove any surface Stains from Stainless Steel Sinks with Brillo Soap Pads as needed
- Wash down all Kitchen Cabinet Door Fronts as needed
- Dust all chairs (including the legs).

Any other area that needs cleaning upon approval.

Failure to abide by these Guidelines will result in disciplinary action, up to and including termination.

EMPLOYEE JANITORIAL GUIDELINES ACKNOWLEDGMENT AND RECEIPT

The Employee Janitorial Guideline Booklet describes important information about the expectations from LG CLEANING employees. I understand that I should consult management regarding any questions not answered in the handbook.

I have entered into my employment relationship with LG CLEANING voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or LG CLEANING can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

This Guideline booklet contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with LG CLEANING.

I understand that, except for employment at-will status, any and all procedures may be changed at any time by LG CLEANING and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge receipt of the Employee Janitorial Guidelines Booklet, and I understand that it is my responsibility to READ and COMPLY with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date