

# CLEANING AND HOUSEKEEPING STANDARD OPERATING MANUAL

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## Amendment Sheet

New Revised Issue Date and Revision Number	Subject of Amendment	Reviewed By (Printed) and Signature	Authorized By (Printed) and Signature	Approved Revised Issue Date
No. 01 Dec. 2021	Periodic Review- Several subjects amended.			
No. 02 Dec. 2022	Periodic Review- Several subjects amended			
No. 03 Dec. 2023	Periodic Review- Several subjects amended			
No. 04 Dec. 2024	Periodic Review- Several subjects amended			

# Office Building Cleaning Training Manual

**Rachel S Tattersall**

## **Office Building Cleaning Training Manual:**

*Franchise Opportunities Handbook*, 1994 This is a directory of companies that grant franchises with detailed information for each listed franchise    **JD's Community Services** Earl L. Burnett, 2022-02-16 The author's purpose for writing this book is to bring confidence to those who are in the cleaning services. It is the How To's in cleaning. This is a guide in being effective in cleaning. It confirms the uses of a task list and scope of work when performing cleaning services. It brings clarity and the ways of labeling chemical bottles and the use of colored cleaning rags for restrooms, kitchens and offices and changing your gloves after they are torn and after cleaning restroom and moving forward applying the methods of cleaning tables and counter tops, bottle chair legs, baseboards, changing rags before moving toward to other areas, change rags as you clean low areas and change rags to clean high areas and when cleaning floors, carpets and windows. The author provides step by step methods to assure the high quality of work to be taken. Lastly with almost thirty years of experience the author has taken the time and efforts in the detailed preparation of this manual in the hope that it will assist anyone. It is not to overshadow other businesses or a company's scope of work but to enhance those who are interested in being successful in cleaning.

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