

# ELEVATOR CLEANING (HARD FLOOR)

## Tools & Materials Needed:

- Goggles and gloves
- Cleaning Cart
- Mop Bucket & Wringer
- Neutral Cleaner
- Screen for Ash Trays
- Putty Knife
- Broom & Dust Pan
- Clean white cloths
- Spray bottle of disinfectant
- Wet Floor Signs

## Products:

Stainless Steel Cleaner & Polish

## Procedures:

1. Check all elevator lighting including up and down lights, floor number lights, punch pad lights, overhead lights. If any of these are not in working order, report this to your supervisor.
2. If exterior ash trays are used, empty ash trays or use a screen to remove cigarettes.
3. Turn off power to elevator and place Wet Floor Signs outside elevator.
4. Pick up loose debris in elevator.
5. Sweep the floor and pick up soil with dust pan. Remove gum or tar with putty knife.
6. Put on personal protective equipment.
7. Spray a white cloth until wet with disinfectant. Clean the floor punch pad using the wetted cloth. Clean and disinfect the hand rail. Clean and polish stainless steel.
8. Dip the mop in the neutral cleaner and wring out. Damp mop the floor.
9. Clean and polish the exterior of the elevator doors.
10. Spray clean and disinfect the ash tray.

