

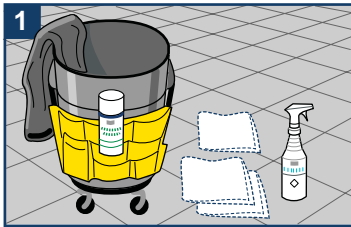
# Removing Trash & Dusting



Provided by:



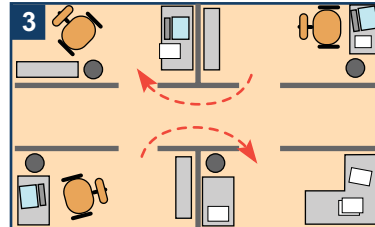
Great Western Supply Co.



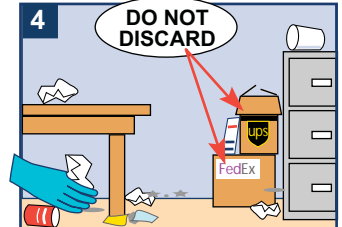
1 Gather equipment.



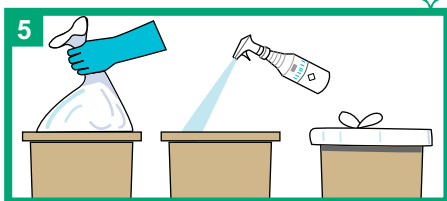
2 Wear proper personal protective equipment.



3 Move counter clockwise through the work area.



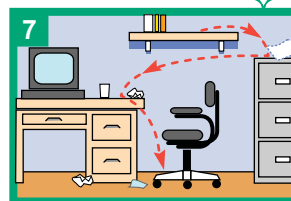
4 Pick up obvious trash.



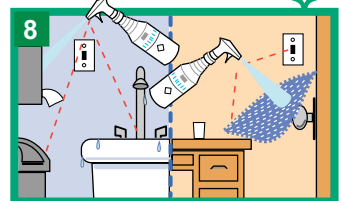
5 Empty trash cans. Remove liners if torn or wet. Disinfect trash can, replace and tie liners. Return trash can to original place.



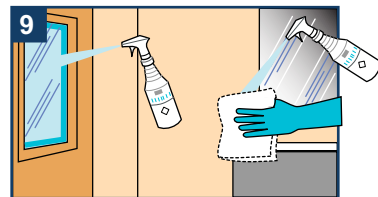
6 Separate trash from recycling.



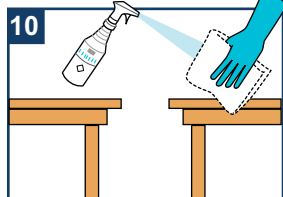
7 Dust from top to bottom; pick up trash as you go.



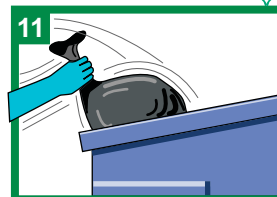
8 Disinfect high touch surfaces. Allow disinfectant to dwell if possible.



9 Spot clean all interior glass.



10 Clean table tops.



11 Dispose of trash properly to insure pests are not attracted to the trash area.

 = Green Cleaning Process

## Green Cleaning Tips

- Use lint-free dusting cloths or a vacuum instead of feather dusters.
- Neatly fold dust cloths to expose multiple sides for absorbing dust. Use microfiber cloths when possible.
- If needed, train occupants how to separate recyclables.
- Make sure all recyclable containers are properly marked.
- Use properly diluted products, preferably through a dispensing system.
- Make sure all spray bottles are properly labeled.
- Never mix cleaning products together.
- Trash must be removed and disposed of properly before weekends and holidays.
- Make sure you use the right size liner.

## Great Western Supply Company

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