
Efficient Kitchen Cleaning

SETUP CHECKLIST::

Before going into the house, make sure your cleaning tray is stocked as follows:

- 1 Spray bottle of All-Purpose Cleaner (APC)
- 1 Spray bottle of Glass Cleaner (GC)
- 1 Squirt bottle of Sink & Tub Cleaner (STC)
- 1 White scrub pad/sponge combination (white pad)
- 1 Green scrub pad/sponge combination (green pad)
- 1 Pad of #000 steel wool
- 1 16" feather duster
- 1 Whisk broom
- 1 Pair of rubber gloves
- 1 Spray bottle of floor cleaner
- 10 Cleaning cloths (folded)
- 3 Terry cloth Sh-Mop covers
- 1 Scraper
- 1 Professional "toothbrush"
- 1 Razor blade holder with sharp blade & extra blade pack
- 1 Cleaning apron

Hand carry into the home:

- 1 Sh-Mop

Once into the home, put on your apron tightly and:

- (a) After tightening spray cap, put **APC** spray bottle into **right apron loop**
- (b) After tightening spray cap, put **GC** spray bottle into **left apron loop**
- (c) Put three to five **cleaning cloths** into *one* apron pocket
- (d) Place **feather duster** into one *back pant pocket*
- (e) Place **whisk** into the *other back pant pocket*
- (f) Place **scraper, toothbrush** and **Razor blade holder** in *apron pockets*
- (g) Place a white pad in an apron pocket
- (h) Place steel wool into an apron pocket

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- (i) Lean your Sh-Mop and broom just inside the kitchen door
- (j) Place carryall tray on the counter top to the right of the sink
- (k) Put any trash containers in the doorway or just outside the door
- (l) Lay any throw rugs to be vacuumed outside the kitchen door

Cardinal Rules

- (1) **ALWAYS** wear your apron
- (2) **ALWAYS** place your cleaning tray on the counter to the right of the sink
- (3) **ALWAYS** have your APC in the right apron loop and your GC in the left apron loop
- (4) **NEVER** place your APC or GC spray bottles down on the counter
- (5) **ALWAYS** clean top-to-bottom, back-to-front, left to right around the room
- (6) **DON'T** retrace your steps; **ONCE** around the room

KITCHEN CLEANING PROCEDURES

REGULAR VISIT:

1. Look up and check for cobwebs. Use your feather duster to knock them down. **DO THIS ONLY OVER THE AREA IN WHICH YOU ARE STANDING.** You will repeat this process as you move around the kitchen to clean it. **AVOID RETRACING YOUR STEPS.**
2. Spray APC onto finger-print areas of cupboards and wipe with a cleaning cloth. Don't spray entire cabinet door area. Spraying and wiping surfaces that aren't dirty is wasting valuable time. Always clean and wipe down cabinet hardware (handles, knobs, hinges, etc.).
3. When your cleaning cloth gets too soiled for streakless cleaning, put it into an apron pocket. Take a fresh, dry cloth out and sling it over your shoulder using the first one for general wiping and the fresh one for wiping hardware, chrome and brass fixtures. In other words, you will normally use two cleaning cloths as you move around the room. When a cloth gets too wet or soiled put it in your tray and take out another fresh one.
4. Once you've cleaned the fingerprints off the upper cupboard door in front of you, if the wall area between the cupboard and counter top has splatters, spray and wipe this area next. **REMEMBER. WE WANT TO AVOID RETRACING OUR STEPS. CLEAN ONLY THE AREA IMMEDIATELY IN FRONT OF YOU AT THIS TIME.**

FIRST TIME VISIT:

1. Same
2. On the first visit, it will be necessary to spray and wipe entire outside cupboard area to remove built-up film of grease, dirt, and dust which have accumulated over time (instead of just fingerprints which normally are all that accumulate between regular cleaning visits).
3. Same
4. On the first visit, it will be necessary to spray and wipe this entire area to remove built-up film of grease, dirt, and dust which have accumulated over time on this surface. However, vertical surfaces do not normally get as dirty as horizontal surfaces between regular, ongoing cleaning visits. Even so, this area needs to be checked and thoroughly cleaned periodically.

REGULAR VISIT:

5. Spray and wipe the countertop area in front of you (picking up your carryall tray, wiping the surface beneath it, then replacing the tray). Horizontal surfaces like countertops need to be cleaned on every visit.
6. Work from back to front, move countertop items just far enough forward toward you in order to clean behind and beneath them.
7. Before moving items back, now is the time to dust them (or spray and wipe if necessary).
8. Continue cleaning down in front of you by cleaning the vertical surface below the counter. Check around drawer handles and knobs for fingerprints. Be sure to wipe the tops of drawers as you come to them.
9. To clean around knobs or handles, corners and other hard-to-reach areas, use your professional toothbrush and APC, then a cloth to wipe dry.
10. Move to your right to repeat the process of cleaning the next area from top to bottom, back to front, and from left to right. You will clean kitchen appliances as you encounter them moving around the room.

FIRST TIME VISIT:

5. Same.
6. Same.
7. Dusting will not be sufficient on a first-time cleaning. You will need to spray and wipe the items.
8. On the first visit it will be necessary to spray and wipe this entire area to remove built-up film of grease, dirt, and dust which have accumulated over time on this surface.
9. Same.
10. Same.

"Globs" that don't wipe clean easily - Spray with APC and agitate with your white pad. To make sure the area is clean, spray an area next to the dirty area, rub your white pad on the clean area and then over the dirty area. When the dirty area "feels" like the clean area, you can be sure that's it's equally clean.

COUNTERTOP PROBLEMS

TIP: Don't worry if your white pad gets dirty because you're just using it to loosen dirt; not to remove it ~ which is what you'll use your cleaning cloth for. Wait until you get to the sink to rinse your white pad.

Dried food matter - Put your cleaning cloth away. Spray the area with APC. Use your scraper to scrape the matter loose, being careful not to scratch the surface of the counter. Keep the scraper blade at a low angle.

GLASS AND MIRRORS

Spray area **evenly and lightly** with GC and wipe until dry with a clean, dry cloth. Using a wet cloth will take longer to wipe the glass dry.

TIP: Using too much GC will not get the surface any cleaner, and it will take two or three times longer if you over-spray.

**DOORWAY
AREAS AND
ELECTRIC
SWITCHPLATES**

Look up as you pass kitchen doorway areas. Watch for **cobwebs** at the top of door frames. Use your duster to knock them down.

Check for **fingerprints** around **doorways** and electrical wall **switchplates**. Children especially have a habit of grabbing doorways as they pass by them.

**OPEN
SHELVES**

REGULAR VISIT:

Unless otherwise instructed, you will clean only the leading edges of shelves using your feather duster.

TIP: If you do move items to clean the shelf, be sure to return them to the same relative position they were in. Clients do not appreciate it when their nick-knacks, books, etc. are rearranged on the shelf.

FIRST TIME VISIT:

Unless otherwise instructed, you will thoroughly clean the entire shelf. Move all the items to the right side and clean the left side. Then, move the items to the left and clean the right side area of the shelf.

TIP: If there are too many items on the shelf, move just enough items to the counter or floor (whichever is the least distance) to provide space to move the remaining items as instructed above.

**REFRIGERATOR
(OUTSIDE)**

REGULAR VISIT:

1. Normally, you will feather-dust the top of the fridge, moving around any items stored on top of it.
2. Using GC spray and wipe fingerprints away from the refrigerator door. Don't waste time cleaning the entire door (or the entire refrigerator) unless it actually needs it. However, make sure it looks clean and shiny before you move on.

3. Clean around the nameplate, hinges and the rubber gasket on the door using APC, your toothbrush, and a cleaning cloth. Open the door while cleaning the rubber gaskets.

4. While the door is open, clean the air vents near the floor using your whisk or a cleaning cloth.

TIP: You can clean small messes inside the fridge, but a thorough inside cleaning is not part of your routine cleaning procedure.

FIRST TIME VISIT:

1. On the first visit, you should remove items from the top of the refrigerator and use APC and a cleaning cloth to remove the buildup of grease, dust and dirt (you may need to use your white scrub pad or scraper, if necessary).

2. You will also need to wipe down the entire exterior of the refrigerator with APC or GC and a cleaning cloth.

3. Clean around the nameplate, hinges and the rubber gasket on the door using APC, your toothbrush, and a cleaning cloth. Open the door while cleaning the rubber gaskets.

4. While the door is open, clean the air vents near the floor using your whisk or a cleaning cloth.

CHECK THE INSTRUCTIONS TO SEE IF CLIENT WANTS INTERIOR OF THE REFRIGERATOR CLEANED TOO.

THE STOVE

THE HOOD:

1. Start by cleaning the inside of the hood using APC and a cleaning cloth. Vents can be best cleaned in the dishwasher (and your Team Manager can instruct the client how to do so).
2. Clean the outside of the hood using the same materials.

STOVE TOPS:

Gas Ranges:

- 3A-1 Remove the grates on the left side and place them on the counter on the right. Spray and wipe the left side. Use your white pad to remove the burned-on food. If this doesn't work well, use your steel wool. If that still doesn't work, use a very small amount of Sink and Tub Cleaner on the cleaning cloth and rub the dirty surface.
- 3A-2 After cleaning the left side, wipe and replace the left grates and remove the right grates, placing them just to the right of the stove. Clean the middle of the stove top and the right side, then replace the right grates. **The grates themselves are not cleaned.**

Electric Ranges:

- 3B-1 You can usually clean around the chrome (or aluminum) burner rings by spraying APC and using your toothbrush. Before wiping, use your white pad to clean the metal itself; then wipe dry using a clean cloth. As usual, work from back to front and from left to right. If necessary, use steel wool to clean the metal rings.
- 3B-2 If you can't get the stove top clean without removing the metal ring, then go ahead and lift up whichever ring you need to. Spray APC and agitate it with your white pad. If necessary, pull the burner up and remove the drip tray (dumping loose debris into an apron pocket). Use APC and the white pad or steel wool to clean, wipe and replace.

TIP: If the rings are really dirty, they should be placed in the dishwasher instead of spending a lot of time hand-cleaning them. **NEVER USE RAZORBLADE ON STOVE TOPS OR FRONTS.**

STOVE FRONT:

4. Start down the front of the stove, cleaning the burner control knobs first. Use APC and your toothbrush and a clean cloth.
5. If you can't get the area behind the knobs clean without removing them, first clean and wipe the knobs while they're in place.
6. Then, pull each knob off and set them to the right of the stove in the same relative position in which they were on the face of the stove panel (making it easy to relocate them correctly)
7. While the knobs are off, clean the area behind that you weren't able to reach while they were in place (using APC and a white pad, then wiping dry before replacing the knobs).

THE OVEN DOOR:

8. Open the oven door to clean inside the window. Use APC and your razorblade or steel wool on the oven window. This must be done even if you're not cleaning inside the oven.
9. Close the door and wipe the front of the stove as necessary.

COUNTERTOP APPLIANCES

Remember that you need to clean each item as you encounter it; you're not to come back later, thereby retracing your steps.

Unplug the toaster, wet it liberally with APC, and wipe dry. If needed, use a white pad or steel wool and APC, using the toothbrush where necessary. Wipe the chrome dry and streakless. Use similar process for other kitchen countertop appliances.

THE SINK AREA

1. You started your trip around the kitchen to the right of the sink. You should wind up your trip around the room to the left of the sink.
2. Since dishwashing is not in our job description, there should not be any dishes in the sink. If there are just a few dishes, it's OK to put them in the dishwasher. But if there's a sink full, refer the problem to your team manager.
3. Clean above the rim of the sink using APC and a cloth ~ all except the bowl of the sink itself. Use your toothbrush around the faucets and where the sink meets the countertop. DO THIS EVERY TIME YOU CLEAN THE KITCHEN.
4. Use the Sink and Tub Cleaner to clean the bowl of the sink. The product should be sitting in your carryall tray, right next to the sink where you originally left it when you started. Use your white pad to agitate the cleaner on the bottom and sides of the sink. Use your toothbrush to clean the little groove around the drain.
5. Rinse the sink thoroughly. Use your fingers to feel that the cleanser has been removed and that the sink is clean. Rinse well.
6. Now, dry the faucet spigot and handles with a dry cloth. They should remain shiny and show no water spots.
7. Return the Sink and Bowl Cleaner to the carryall tray and set the tray just outside the kitchen door (but out of the path of the vacuum person).

VACUUMING

Using the "bare floor tool", vacuum into the room (to avoid blowing the dust around via the vacuum exhaust, or dragging the cord through dirt). Pay particular attention to corners and grout areas.

WASH THE FLOOR

1. Close the sink drain and run an inch or two of warm water into the sink.
2. Pour a small amount of Floor Cleaner into the sink water.
3. Dip the Sh-Mop cover into the sink, wring it out (but leave it almost soaking wet), and place the cover on the Sh-Mop head.
4. Start cleaning the floor at a point furthest away from the exit door to the kitchen.
5. When the Sh-Mop cover gets too dirty, put the soiled cover into a lined apron pocket, dip a clean one into the sink, put the fresh one back onto the Sh-Mop, and continue. Repeat as necessary until you have completed washing the kitchen floor.
6. When you're passing the sink for the last time, drain the water, rinse the sink, and dry the chrome as necessary.
9. Sh-Mop your way out of the kitchen.

HINT: Areas in front of the stove, fridge and sink usually require heavier cleaning than lower traffic areas. Be prepared to use your scraper to loosen globs on the floor; use the white pad to remove smears and heel marks.

THE KITCHEN FLOOR