

How to Clean and Organise Cupboards

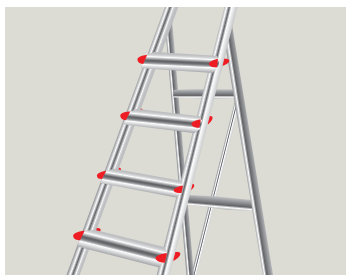
Task Card

Maintaining a clean, tidy and sanitary workplace is one of the most basic and important aspects in keeping staff happy and healthy.

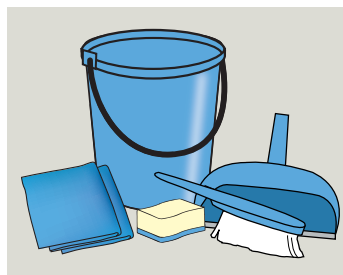
Equipment Required



- 1** Safety Signs.
PPE - Gloves.
Plus any additional PPE specific to chemical.



- 2** Step ladders, if cupboard is out of reach.
(Refer to Jangro LMS for Safe Ladder Practices).



- 3** Dustpan & Brush.
Bucket (Colour coded),
Abrasive Pad/Magic
Sponge & Cleaning Cloth.



- 4** Cleaning Solution appropriate to the material being cleaned.

Preparation



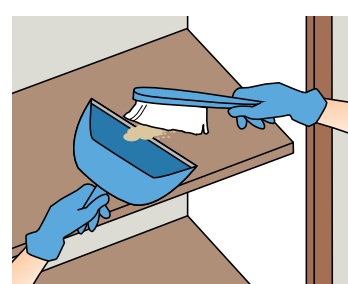
- 1** Place safety signs.
Wear appropriate PPE.



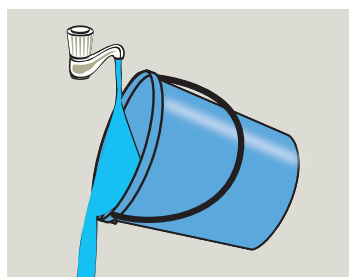
- 2** Check step ladders are in good working order and have passed safety inspection.



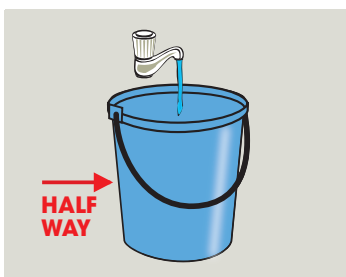
- 3** Empty cupboard and discard any unwanted/ out-of-date items.
Make sure you follow any disposal instructions especially for chemical products.



- 4** Sweep any loose debris with a dustpan and brush.



- 5** Check bucket is clean and ready to use. If dirty, rinse out with clean water.



- 6** Fill bucket half way with water.

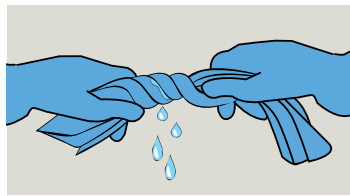


- 7** Add cleaning solution to the water according to directions on the label.
(Note: Always add chemical to water, not the other way round as to avoid chemical splashing).

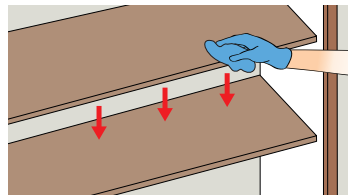
Cleaning the cupboard



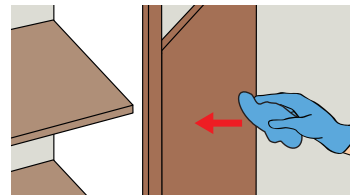
- 1** Place cloth into bucket to absorb cleaning solution.



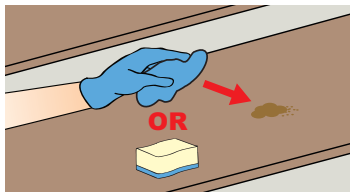
- 2** Wring excess solution/water from the cloth.



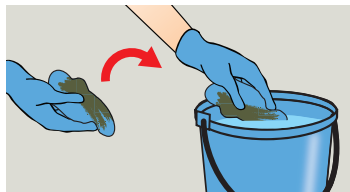
- 3** Wipe the cupboard starting from the top working down. Making sure to clean all surfaces.



- 4** Clean cupboard doors inside and out.

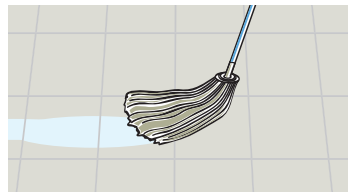


- 5** For heavy soiled areas, apply pressure to the cloth, or use the abrasive pad/magic sponge for stubborn marks.

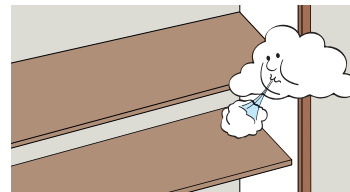


- 6** When you have covered a small area or when the cloth is dirty, insert the cloth back into the bucket. Wring the cloth and move to the next area to be cleaned.

Take care to avoid splashes to other surfaces, if this occurs then wipe clean with a damp cloth.

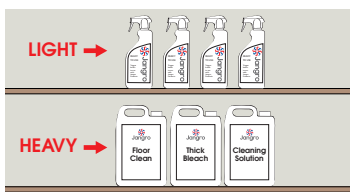


- 7** Mop the floor area if cleaning a walk-in cupboard. Start mopping at the furthest point from the door.

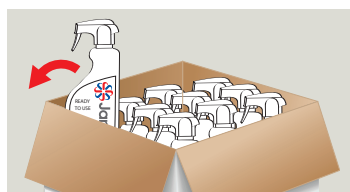


- 8** Once the cupboard has been cleaned, let the cupboard dry thoroughly.

Restocking the cupboard



- 1** Once dry, replace items back into the cupboard, placing heavy items on lowest level. Never store chemicals above shoulder height.



- 2** Unpack any boxes. Store flammable products in a metal cabinet.



- 3** Make sure all items are correctly identifiable/labelled.



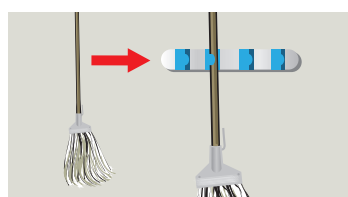
- 4** Group similar products together. Never store toilet descaler/acids next to bleach based products.



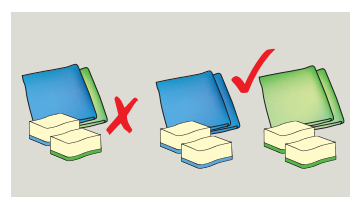
- 5** Place items used more frequently in the front of the cupboard.



- 6** Rotate stock, placing oldest at the front.

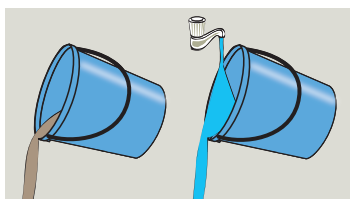


- 7** Do not place anything damp directly onto the cupboard carcass. i.e. hang mops on a wall holder.

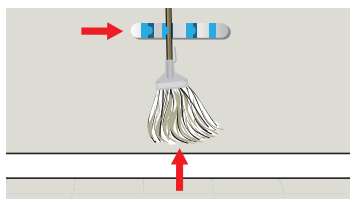


- 8** Keep colour coded items separated to avoid any possibilities of cross contamination.

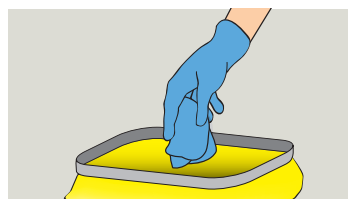
Final Stages



- 1** Discard dirty water from the bucket and clean.



- 2** Store the mop off the floor to dry.



- 3** Dispose/laundry the cloth.



- 4** Remove safety sign when area is dry and clear of trip hazards.