

How to Clean Furniture

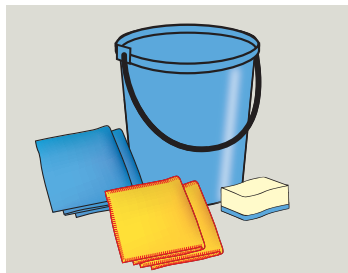
Task Card

Removal of dust, soilage, grease, finger prints, marks and deposits to leave a clean, hygienic surface.

Equipment Required



- 1 Safety Signs.
PPE - Gloves.
Plus any additional
PPE specific to the
Cleaning Solution.



- 2 Bucket (Colour coded).
Lint free cleaning cloth.
Duster or static mitten.
Non-abrasive pad.



- 3 Cleaning solution
appropriate to the
material being cleaned.

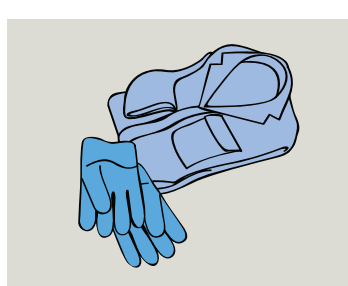


- 4 Polishing solution
appropriate to the
material being cleaned.

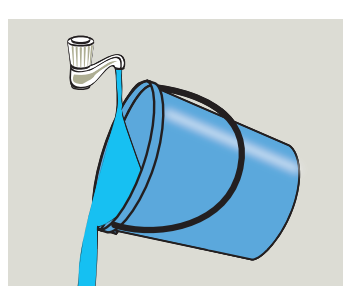
Preparation



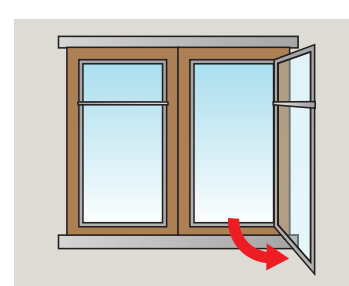
- 1 Place safety signs.



- 2 Wear appropriate PPE.

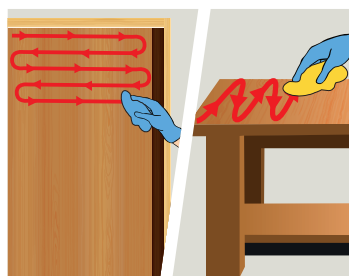


- 3 Check cleaning
equipment is clean and
ready to use. If dirty, rinse
out with clean water.

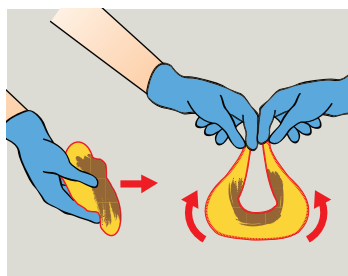


- 4 If possible, ventilate the
room, i.e. open windows.

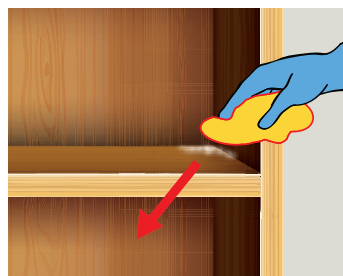
Dusting the Furniture



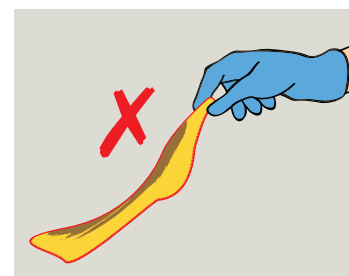
- 1 Clear surfaces to be
dusted. Using a dry, lint
free duster or static mitten,
systematically dust vertical
surfaces, from top to
bottom and horizontal
surfaces with straight,
overlapping strokes.



- 2 Re-fold duster as
necessary to ensure that
dust is not re-deposited
onto cleaned surfaces.



- 3 Draw dust out of
corners and away
from the edges of
horizontal surfaces.

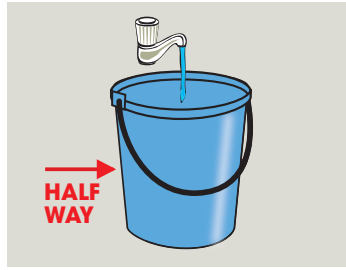


- 4 Replace duster as
necessary, do not flick the
duster.

Damp Wiping Furniture



- 1 Clear surfaces to be wiped.



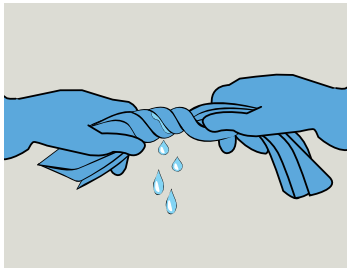
- 2 Fill bucket half way with water.



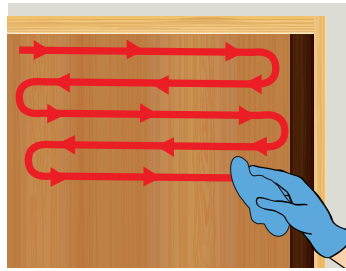
- 3 Add cleaning solution to the water according to directions on the label.
(Note: Always add chemical to water, not the other way round as to avoid chemical splashing).



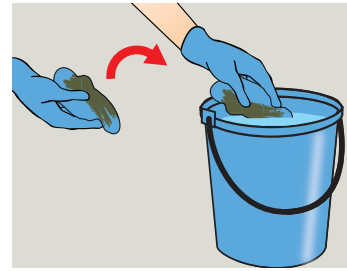
- 4 Place cloth into bucket to absorb cleaning solution.



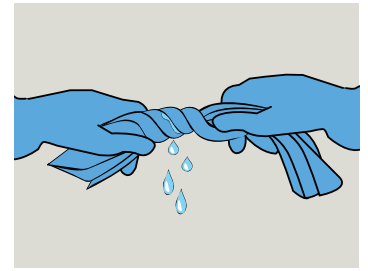
- 5 Wring out until almost dry.



- 6 Wipe the surface from top to bottom using smooth fluid strokes.

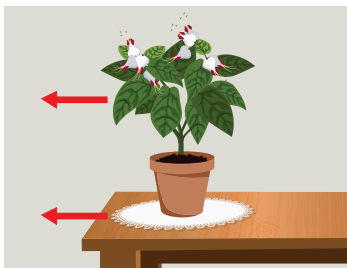


- 7 Rinse cloth in cleaning solution.

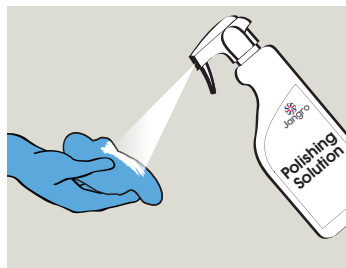


- 8 Wring out until almost dry.
Take care to avoid splashes to other surfaces, if this occurs then wipe clean with a damp cloth.

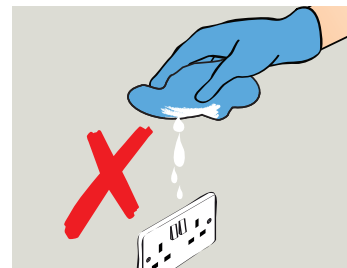
Polishing Furniture



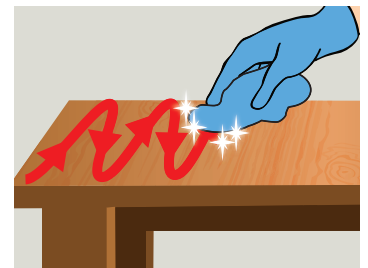
- 1 Clear surfaces to be polished.



- 2 Apply polish to a lint free cloth and wipe surface.

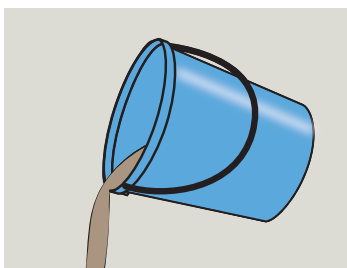


- 3 Avoid splashing polishing solution onto floors, soft furnishings, electrical equipment or sockets.

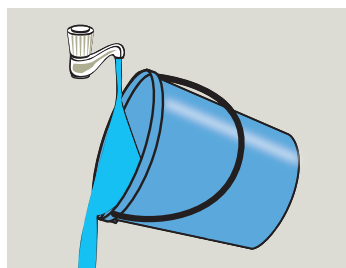


- 4 Once dry, buff to a sheen.

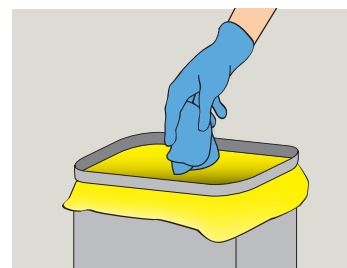
Final Stages



- 1 Discard dirty water from the bucket.



- 2 Clean and dry the bucket.



- 3 Dispose/Laundry the cloth.



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