

# How to Clean Glass & Mirrors

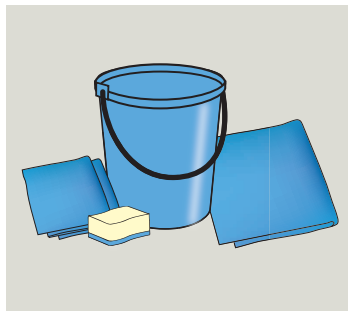
## Task Card

Guide to clean all glass and mirrored surfaces to leave them sparkling and streak free.

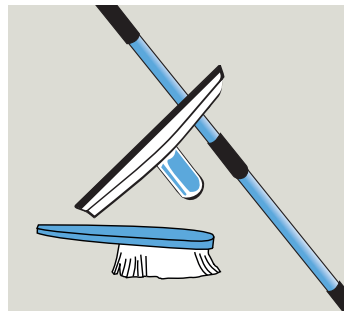
### Equipment Required



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



- 2** Bucket (Colour coded).  
Cleaning cloths.  
Sponge.  
Towel.



- 3** Telescopic pole.  
Squeegee.  
Small brush.

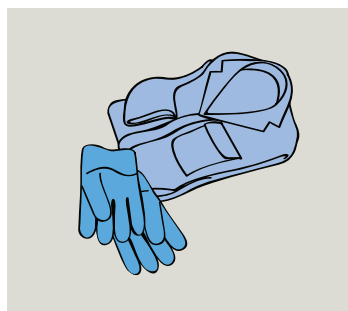


- 4** Neutral Detergent.  
Glass & Mirror Cleaner.

### Preparation



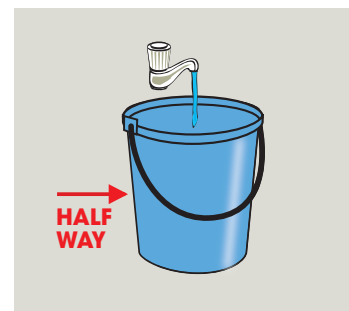
- 1** Place safety signs.



- 2** Wear appropriate PPE.



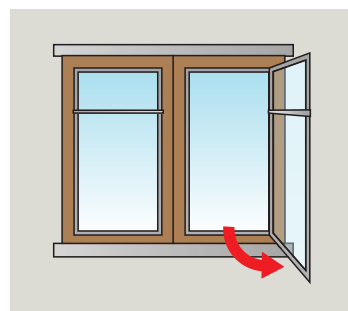
- 3** Check bucket is clean  
and ready to use. If dirty,  
rinse out with clean  
water.



- 4** Fill bucket half way with  
water.



- 5** Add neutral detergent  
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).



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

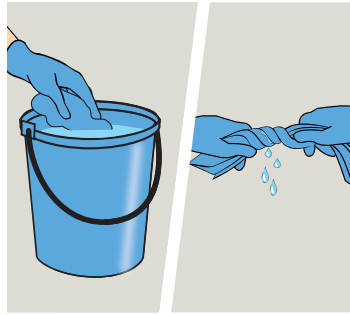


- 7** Clear the cleaning area of  
any moveable objects.

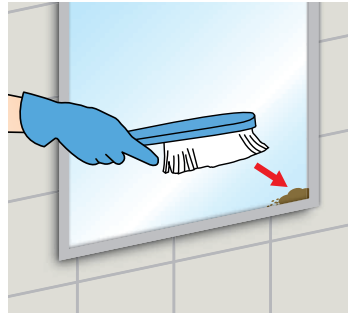
## Cleaning the Glass/Mirror



- 1 Place towel on window ledge/under surface to be cleaned to soak excess cleaning solution.



- 2 If cleaning very dirty glass/mirror, first soak a sponge/microfibre cloth in cleaning solution and wring out.



- 3 Clean corners with small brush.



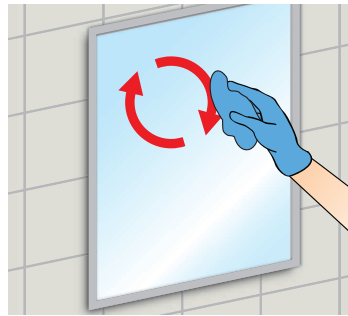
- 4 Clean glass/mirror in a circular motion.



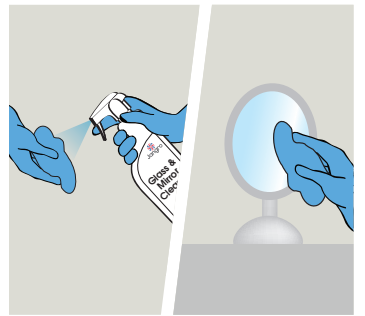
- 5 Wipe off excess water with a squeegee/chamois or microfibre cloth.



- 6 Spray Glass & Mirror cleaner sparingly onto the surface.



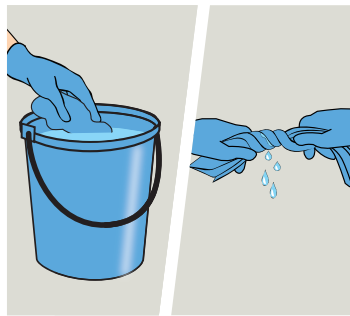
- 7 Wipe immediately in a circular motion with a clean, dry lint-free cloth.



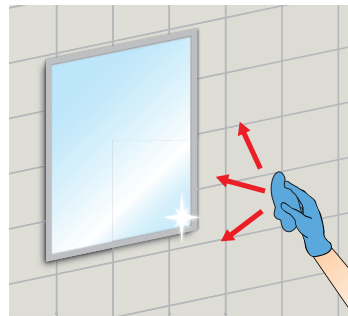
- 8 For small areas spray onto cloth then wipe surface.



- 9 Buff the surface to a shine



- 10 Using a colour coded cloth wrung out in cleaning solution.

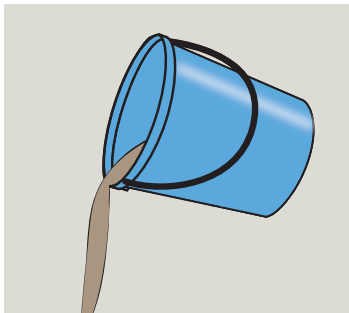


- 11 Wipe surrounding surfaces.

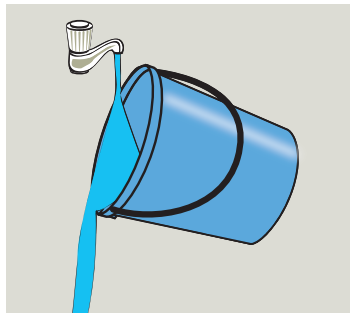


- 12 Replace items.

## 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.