

EASY CLEANING IDEAS

The following items will provide easier cleaning once the building is completed and should save many, many dollars in long-term cleaning expenses.

GENERAL

1. Arrange for smooth traffic flow throughout the facility to shorten the number of steps that have to be walked. Try to avoid a traffic pattern that will produce over-wear in certain areas.
2. Attempt to eliminate internal windowsills, ledges and all dust catching surfaces.
3. Corridors should have no recesses in the wall or projections.
4. Mount cigarette urns, drinking fountains and other items on walls, rather than on floors.
5. Provide round corners where possible so they will not collect dust.
6. The use of ornamental hardware or trim requires excessive labor for cleaning and polishing. Use stainless steel (second choice – aluminum) instead.
7. Install rubber cove bases rather than wooden baseboards to provide a scuff-free surface and rounded joints, which are easily cleaned.
8. Be sure that plenty of conduits are installed in the building for running all types of wiring so that wiring is not exposed.
9. Install radiant heating pipes in sidewalks for snow removal.

FLOORS

1. Seal concrete, terrazzo and wood floors to provide a hard, smooth surface that can be mopped easily and quickly, and will not entrap dust and soil.
2. Terrazzo has proven to be the most durable and easiest to clean material. Quarry tile is particularly adaptable to kitchens and other areas where moisture is a problem.
3. Sub-floors should be properly cured and carefully surfaced before the application of composition tiling.
4. Vinyl composition tile provides a good floor at a reasonable price.
5. Flooring should be of light to medium color so as not to show soil, scratches or scuffmarks – the right floor finish on a light colored floor will also help eliminate scratches and scuff marks.
6. Do not scrub newly laid tile until thoroughly set.
7. Try to avoid the meeting of floors at different levels. They should be flush.
8. Try to avoid putting different flooring material next to one another i.e., carpet next to tile or wood.

WALLS AND CEILINGS

1. Use paints that are durable and washable, or use other washable materials such as plastic coverings.
2. Glazed tile should be used on walls (i.e. custodial closets, hallways, stairways, restrooms, kitchens, etc.)
3. Metallic perforated ceilings are much easier to clean and otherwise maintain than fiber materials.
4. Prohibit affixing of calendars, posters and other papers to wall and partitions. Provide bulletin boards and desk calendars.

WASH ROOMS

1. Rest room fixtures and stalls should be hung from wall or ceiling to leave the entire floor area open for easy sweeping and mopping.
2. Each rest room must have a floor drain for emergency spillages.
3. Brightly lit rest rooms stay cleaner, reduce loitering and abuse of facilities.
4. Paint walls with light colored, light reflective materials. Enamels are suggested.
5. Arrange fixtures in rest room so they may be used in proper order, eliminating dripping when walking from showers to lockers or from sink to towels.
6. Utilize a soap dispenser, which can be refilled without spillage.
7. Utilize dispensers with metal or plastic containers.
8. Dispensers and cabinets should be large enough to require a maximum of once-per-day service, if possible.

CUSTODIAL FACILITIES

1. Provide an adequate centralized area for the exclusive storage of cleaning materials and equipment.
2. When possible, install floor drains in custodial closets with 8" curbing, instead of utility sinks.
3. Provide adequate sources of both hot and cold water for custodial use.
4. Provide plenty of electrical outlets for custodial use in corridors and large rooms. An outlet should be located near the door of each room.
5. Provide for the laundering and treating of dust mops, mitts and cloths. Provide a space for cleaning wet mops, Venetian blind and floor pads.
6. Provide private shower and locker facilities for the custodians.

OPENINGS

1. Provide a recess in the vestibule floor with a metal grating and galvanized pan to catch dust and dirt. This will remove most of the soil that is tracked into the building.

2. Use mats and/or runners at doors and between areas where it is necessary to catch soil. Doors should have clearance to open/close over mats.
3. Smooth glass is easier to maintain than corrugated, rubbed or embossed glass.
4. Translucent or tinted glass is easier to maintain than transparent glass.
5. The use of tinted glass in windows which filter out ultra-violet rays may eliminate the need for blinds or shades.
6. Install vertical pivot type windows so that both sides can be cleaned from the inside of the building.
7. Where caulking is used, it should be smooth and continuous.
8. Use aluminum framing rather than wood or painted steel.

FURNISHING

1. Choose lighting fixtures that do not have grills for covers.
2. Attempt to minimize the amount of furniture to be moved when cleaning by using built-ins or wall-mounted furniture.
3. Wooden furniture is much more difficult to maintain than metal or composition type furniture.
4. Fabrics are dust-catchers and should be eliminated when possible (curtains, drapes, etc)
5. Place waste receptacles immediately adjacent to areas where waste is created.
6. Use waste containers made of plastic so they will not rust, soften or soil easily.
7. Waste receptacles should be of adequate size and have covers when used for odor-producing materials, edibles, dusty waste, etc.

CONSTRUCTION

When your facility is going to be under construction, either new or remodeling, you as a cleaning person must get involved. Construction done right will effect your cost of cleaning for years to come.