

THE 7-STEP CLEANING PLAN CHECKLIST

Cleaning without a plan is like building a puzzle without looking at the cover of the box: when you can't see the end result it's much harder than it needs to be.

If you want to improve your facility cleaning, start with the big picture then focus on the pieces.

○ Take Charge

ACTION: Decide today to make your cleaning program better.

Pro Tip: Ask each member of your cleaning team to give you a list of the areas they think need the most improvement.

○ Traffic

ACTION: Create a list of the most frequently used zones in your building.

Pro Tip: Nearly 80% of dirt "walks" in your front door: get an effective matting system.

○ Tasks

ACTION: List all the tasks and the frequency of each: Routine, Periodic, or Restorative.

Pro Tip: Use an online project management tool to track each task's schedule.

○ Team

ACTION: Talk to your team and find out which jobs they're proficient in. Bring in a cleaning professional to help.

Pro Tip: Ask your team what new duties they're interested in trying.

○ Training

ACTION: Invest in training: Products don't clean buildings, people clean buildings.

Pro Tip: Veteran or beginner, you can always improve your skills. Create a plan to help your team grow.

○ Tools

ACTION: Have your team make a list of new equipment that would improve their effectiveness.

Pro Tip: Talk to an industry expert to learn what new tools and techniques are available.

○ Track

ACTION: Go through your facility often to inspect the areas you're improving, especially high-traffic locations. Make sure each task is complete and hold your team accountable.

Pro Tip: Make a checklist of your walk-through: don't rethink the procedure each time.

Please, go over these steps with a member of your team. If someone else at your workplace handles cleaning, send this to them and offer to help. Sometimes, the best way for a breakthrough is to bring in an outsider: we can start this process with a Cleaning Checkup.

<http://bit.ly/7stepcleaningchecklist>