



**BUCKEYE HONORS® CUSTODIAL
TRAINING PROGRAM FOR SCHOOLS
AND UNIVERSITIES**

Training Manual

Buckeye's goal is to make cleaning and maintenance procedures easy and rewarding, providing products that are safer for the worker and environment that produce excellent results. The Buckeye Honors Program is a complete custodial training program for schools and universities that presents the products and procedures needed to meet your school or university's highest standards.

The Honors Program provides training in routine cleaning; restroom, shower and locker room cleaning; carpet care; hard floor care; gym floor care; food service procedures; summer cleaning procedures; and product safety. This program presents easy to follow procedures that are researched and proven to increase efficiency and keep your school or university looking its best.



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Glossary

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Section 1:

Routine Cleaning

Areas Requiring Routine Cleaning

- Classrooms
- Hallways
- Elevators
- Stairwells
- Lobby/Entrances
- Offices
- Cafeterias
- Gymnasiums

5-Step Cleaning Process

The Honors Program standardizes cleaning with 5 basic steps to clean any area. You will use these same 5 steps whether you are cleaning a classroom, an office, or a hallway.

1. High Dust
2. Spot Clean
3. Dust Mop
4. Empty Trash
5. Damp Mop

Supply List

Personal Protective Equipment (PPE) – Rubber Gloves, Eye Protection
Supply Cart
Mop Bucket and Wringer/Automatic Scrubber
“Wet Floor” signs
Highduster
Paper Towels/Clean Microfiber Cloths
Dust Pan/Brush
Scrub Pad
Microfiber Mop or Clean Cotton Mop
Dust Mop
Trash Can Liners
Vacuum Cleaner (if carpeted)
Push Broom
Putty Knife

Buckeye Product List

Buckeye pH Neutral Cleaner
Buckeye Muscle Cleaner
Buckeye Glass Cleaner
Buckeye Disinfectant
Buckeye Carpet Spot Remover
Buckeye Tub & Tile Cleaner
Buckeye Dust Mop Conditioner
Buckeye Stainless Steel Cleaner/Polish
Buckeye Furniture Polish
Buckeye Spray Bottles – silk screened bottles list OSHA and WHMIS product information and directions for use

**Your supervisor will indicate which product is appropriate for use in which application.*

Clean from the inside out by starting in unoccupied areas, such as classrooms, and work towards high visibility areas, such as the main lobby.

Routine Cleaning – Classrooms

Section 1

Frequency: Daily

Before you begin cleaning, prop open the door, and pick up any large debris, such as paper, and toss it in the trash can. If you find items left behind by students, teachers or visitors, such as jackets or notebooks, follow your school or university's policy regarding personal items.

High Dust

The first step is highdusting. Start at the corner of the room and clean in a clockwise pattern around the room. Use the highduster to dust all vertical and horizontal surfaces above shoulder height including ledges, window sills, door frames, pictures, vents, etc. Then work your way around from high to low.

Spot Clean/Remove Graffiti

Spray hard-to-remove soils with a Buckeye Muscle Cleaner, being careful not to overspray. Let it dwell 2-3 minutes. If it is a stubborn stain, agitate the area and then wipe it clean with a paper towel. Reapply if necessary.

Once the difficult tough soils are removed, spot clean the remaining surfaces including counters, ledges, tables, chairs, walls and doors with a Buckeye All-Purpose Cleaner. Also, routinely clean door handles, light switches, and other hand contact surfaces.

For outdoor graffiti removal, apply a Buckeye Heavy-Duty Cleaner using a pump-up sprayer and agitate with a brush. Re-wet the area and let it dwell for 5 minutes. Then rinse the area thoroughly with a pressure washer. This treatment works best if the graffiti is less than one week old.

Glass and Acrylic Plastic

Use a Buckeye Glass Cleaner to spot clean smudges and soils on windows and mirrors. A light spray is all that is necessary to do the job. Then wipe clean with a color coded microfiber cloth or paper towel. Do not use a cloth towel. It may cause streaks due to detergent residues from laundering.

White Dry-Erase Boards

White dry-erase boards should be cleaned using a Buckeye Glass Cleaner. Spray a light mist across the white board and wipe with either a cloth or microfiber towel. For restorative purposes, you may also use a Buckeye Muscle Cleaner to remove tough soils from white dry-erase boards. Simply spray and then wipe with a clean microfiber cloth.

Dust Mop or Sweep/Vacuum Carpet

Hard Floors

For hard floors you will need to dust mop or sweep. If using a traditional dust mop, treat your dust mop with a Buckeye Dust Mop Treatment the night before. Otherwise, use a microfiber dust mop. Start at the door entrance and work around the edge of the room. Angle your dust mop away from the edge. When you return to your starting point, walk over to the far side of the room and mop the remainder of the room in an "S"-pattern with the mop angled towards the entrance. Change your mop head when it becomes visibly soiled.

Then dust mop or sweep under desks and chairs. Scrape up anything stuck to the floor, like gum, with a putty knife, being careful not to gouge the floor. Collect debris in a central area, pick it up with a dust pan and broom, and deposit it in a trash cart.

Carpeted Areas

For carpeted areas, vacuum thoroughly and then spot clean carpet with a Buckeye Carpet Spot Remover. To spot clean, saturate the spot and allow it to dwell. Then agitate the spot with a brush or carpet bone starting at the outside, working towards the inside. Then blot dry with a clean, absorbent cloth.

Empty Trash

To empty trash, tie the liner. Do not push down on trash - there may be sharp objects in the trash bag. Remove the liner from the trash receptacle and place it in the trash cart. Then replace the liner. If the trash can only contains paper products, empty the trash into the trash cart and don't replace the liner.

Damp Mop

Then damp mop, clean the floor with an auto-scrubber, or vacuum if the area is carpeted.

Hard Floors

For hard floors, first post “Wet Floor” signs at the entrance of the area. If you're using a microfiber mop, first place the mop into the mop bucket. Then add Buckeye pH Neutral Cleaner solution. Once the microfiber mop is completely wet, mop the area and fill in using a figure-8 technique. You do not need to replace the Buckeye pH Neutral Cleaner solution. After each area is damp mopped, place the used microfiber mop into a bag to be laundered.

Once you've completed the five routine cleaning steps, check the area to ensure completion, then turn off the lights, close the door, and lock it, if necessary.

Routine cleaning in other enclosed areas, such as an office, lounge or hallway, is similar to cleaning a classroom. Follow the 5 basic cleaning procedures: high dust, spot clean, dust mop, empty trash, and damp mop.

High Dust

If you are using a traditional highduster, treat the highduster with a Buckeye Dust Mop Conditioner the night before. This will help attract the dust to the mop easier. Another option is to use a microfiber highduster to attract the dust.

Then start at the corner of the corridor or hallway and clean in a clockwise pattern. Use the high-duster to dust all vertical and horizontal surfaces above shoulder height including bulletin boards, pictures, signs, display cases, etc. Then work your way around from high to low.

Spot Clean/Remove Graffiti

Spot cleaning is an on-going process in high visibility areas such as hallways. Pay special attention to the following areas.

Lockers

Spray hard-to-remove soils with a Buckeye Muscle Cleaner, being careful not to overspray. Let it dwell 2-3 minutes. If it is a stubborn stain, agitate the area and then wipe it clean with a cotton or microfiber cloth. Reapply if necessary.

Drinking Fountains

Spray a clean cloth with a Buckeye Disinfectant Cleaner and wipe all drinking fountain surfaces, especially the guard and water jet.

For calcium buildup, apply a Buckeye Tub & Tile Cleaner to the area, agitate with a brush or scrubbing pad, and then rinse surfaces thoroughly.

Next, apply a Buckeye Stainless Steel Cleaner to a clean cloth and wipe down all stainless steel surfaces. This will leave a protective coating that resists finger prints and tarnishing.

Telephones

Properly clean and disinfect telephones typically located in administrative offices. Follow the 5 standardized cleaning steps in the Buckeye Honors Program. Spray a Buckeye Disinfectant Cleaner onto a cloth and wipe all telephone surfaces. Do not spray product directly onto any electrical equipment. Pay particular attention to the handset and keypad.

Glass and Acrylic Plastic

Use a Buckeye Glass Cleaner to spot clean glass cases and other glass surfaces. A light spray is all that is necessary to do the job. Then wipe clean with a color coded microfiber cloth or paper towel. Do not use a cloth towel. It may cause streaks due to detergent residues from laundering.

Dust Mop

After spot cleaning, dust mop the hallway. If using a traditional dust mop, treat your dust mop with a Buckeye Dust Mop Treatment the night before. Otherwise, use a microfiber dust mop. In hallways and other open areas, walk down one side, angling the mop away from the edge. Then pivot at the end of the hall and walk back in the opposite direction with a two or three inch overlap. Do not lift or move the mop backwards as this could scatter debris. Once the entire area has been covered, collect dust and debris in a central area for pickup and disposal. Change your mop head when it becomes visibly soiled.

Empty Trash

To empty trash, tie the liner. Do not push down on trash - there may be sharp objects in the trash bag. Remove the liner from the trash receptacle and place it in the trash cart. Then replace the liner. If the trash can only contains paper products, empty the trash into the trash cart and don't replace the liner.

Damp Mop or Vacuum

Then damp mop, clean the floor with an autoscrubber, or vacuum if the area is carpeted.

Hard Floors

For hard floors, first post “Wet Floor” signs at the entrance of the area. Then outline the area with a damp mop using a Buckeye pH Neutral Cleaner, and fill in using a figure-8 technique. Flip the mop to use all of the solution, reload the mop frequently, and change the Buckeye pH Neutral Cleaner solution often.

If you're using a microfiber mop, first place the mop into the mop bucket. Then add Buckeye pH Neutral Cleaner solution. Once the microfiber mop is completely wet, mop the area and fill in using a figure-8 technique. You do not need to replace the Buckeye pH Neutral Cleaner solution. After each area is damp mopped, place the used microfiber mop into a bag to be laundered.

Carpeted Areas

Vacuum and spot clean carpeted areas thoroughly. To spot clean carpeted areas, apply the Buckeye Carpet Spotter directly onto the spot, let it dwell for 5 minutes, and then blot with a white cloth to prevent color transfer onto the carpet.

Frequency:

High traffic – Daily

Moderate traffic – Weekly

High Dust

If you are using a traditional highduster, treat the highduster with a Buckeye Dust Mop Conditioner the night before. This will help attract the dust to the mop easier. Another option is to use a microfiber highduster to attract the dust.

Clean stairwells one flight at a time. Start at one corner of the stairwell and clean in a clockwise pattern. Use the highduster to dust all vertical and horizontal surfaces above shoulder height including ledges, exit signs, window sills, door frames, etc. Then work your way around from high to low.

Spot Clean/Remove Graffiti

Then spot clean graffiti and other tough soils on walls, doors, and ledges with a Buckeye Muscle Cleaner, being careful not to overspray. Let it dwell 2-3 minutes. If it is a stubborn stain, agitate the area and then wipe it clean with a paper towel. Reapply if necessary.

Routinely clean hand rails, window sills, door handles, and other hand contact surfaces with a Buckeye All-Purpose Cleaner.

Next, spot clean windows and mirrors with a Buckeye Glass Cleaner. Use a paper towel or designated microfiber towel, and not a cloth towel. Detergents used to launder cloth towels may cause streaking.

Dust Mop/Empty Trash

If using a traditional dust mop, treat your dust mop with a Buckeye Dust Mop Treatment the night before. Otherwise, use a microfiber dust mop. Sweep steps and dust mop landings on the flight. Then pick up the pile of debris with a dust pan and broom, and place it in the trash container on your cart.

Damp Mop or Vacuum

Hard Floors

For hard floors, first post a “Wet Floor” sign on each landing and outside each door leading to the flight of stairs you are cleaning. Then start at the top step and mop each one with a Buckeye pH Neutral Cleaner solution. Follow the outline and figure-8 technique to mop the landing area. Leave the “Wet Floor” signs in place until the floor is completely dry.

If you’re using a microfiber mop, first place the mop into the mop bucket. Then add Buckeye pH Neutral Cleaner solution. Once the microfiber mop is completely wet, mop each step and following the outline and figure-8 technique to mop the landing area. You do not need to replace the Buckeye pH Neutral Cleaner solution. After the stairwell is damp mopped, place the used microfiber mop into a bag to be laundered.

Carpeted Areas

If the stairwell is carpeted, save time and vacuum stairs using a back pack vacuum. Vacuum and spot clean carpeted areas thoroughly. To spot clean carpeted areas, apply the Buckeye Carpet Spotter directly onto the spot, let it dwell for 5 minutes, and then blot with a white cloth to prevent color transfer onto the carpet. Leave the “Wet Floor” signs in place until the floor is completely dry.

If your facility has elevators, clean them following the 5-step cleaning procedures.

Routine Cleaning – Cafeteria

Section 1

While many areas in the cafeteria may be cleaned by dietary personnel, the Custodial Department may be responsible for cleaning between meal periods, and for some daily cleaning procedures after meal service has ended.

Between Each Meal Period

Damp Wipe

Remove visible debris and damp wipe tabletops with a Buckeye Sanitizer. Spray and wipe tabletops with a paper towel or microfiber cloth, or prepare a Buckeye Sanitizer solution in a small bucket and use a clean cloth to wipe down tabletops. When using a bucket, replace the solution when it looks dirty.

Spot Sweep

Pick up debris on the floor with a broom and dustpan and spot mop for safety, when needed. For carpeted areas, use a carpet sweeper to quickly remove debris.

Damp Mop Spills (Hard Floors)

Post “Wet Floor” signs to prepare for damp mopping. You’ll need a mop, bucket, wringer, and a Buckeye pH Neutral Cleaner solution to remove any liquid spills from the floor. Replace the solution when it gets dirty to prevent soil from being redeposited onto the floor while maintaining a rinse-free cleaning solution.

Empty Trash and Recyclables

When trash and recycling containers become filled, tie liners, remove and replace. Do not push down on trash - there may be sharp objects in the trash bag. Remove the liner from the trash receptacle and place it in the trash cart. Then replace the liner. If the trash can only contains paper products, empty the trash into the trash cart and don’t replace the liner.

Once a Day After Meal Service Concludes

The previous steps are completed while the cafeteria is in use and, once the cafeteria is closed, you will follow the normal 5-step routine cleaning procedures.

High Dust

If you are using a traditional highduster, treat the highduster with a Buckeye Dust Mop Conditioner the night before. This will help attract the dust to the mop easier. Another option is to use a microfiber highduster to attract the dust.

Start at the corner of the cafeteria and clean in a clockwise pattern around the cafeteria. Use the highduster to dust all vertical and horizontal surfaces above shoulder height including ledges, lights, vents, tops of vending machines, etc. Then work your way around from high to low.

Spot Clean/Remove Graffiti

Spot clean counters, tables, chairs, vending machines, walls, doors, door handles, etc. with a Buckeye All-Purpose Cleaner. Then spot clean windows and mirrors with a Buckeye Glass Cleaner.

Dust Mop/Vacuum

Fold tables and move them to one side of the room and stack chairs on top of the tables.

Hard Floors

If using a traditional dust mop, treat your dust mop with a Buckeye Dust Mop Treatment the night before. Otherwise, use a microfiber dust mop. Scrape up any debris that is stuck to the floor with a putty knife, being careful not to gouge the floor. Start at the cafeteria entrance and work around the edge of the room.

Angle your dust mop away from the edge. When you return to your starting point, walk over to the far side of the room and mop the remainder of the room in an “S”-pattern with the mop angled towards the entrance. Change your mop head when it becomes visibly soiled. Collect debris in a central area, pick it up with a dust pan and broom, and deposit it in a trash cart.

Empty Trash

To empty trash, tie the liner. Do not push down on trash - there may be sharp objects in the trash bag. Remove the liner from the trash receptacle and place it in the trash cart. Then replace the liner. If the trash can only contains paper products, empty the trash into the trash cart and don't replace the liner.

Damp Mop/Spot Clean

Hard Floors

For hard floors, first post “Wet Floor” signs at the entrance of the area. Then outline the area with a damp mop using a Buckeye pH Neutral Cleaner, and fill in using a figure-8 technique. Flip the mop to use all of the solution, reload the mop frequently, and change the Buckeye pH Neutral Cleaner solution often.

If you're using a microfiber mop, first place the mop into the mop bucket. Then add Buckeye pH Neutral Cleaner solution. Once the microfiber mop is completely wet, mop the area and fill in using a figure-8 technique. You do not need to replace the Buckeye pH Neutral Cleaner solution. After each area is damp mopped, place the used microfiber mop into a bag to be laundered.

Once the floor has dried, remove the “Wet Floor” signs and replace the chairs.

Frequency: Daily

Lobbies and entrances are heavy traffic areas, and require more frequent cleaning. They are also the first thing people see when they walk into the building.

High Dust

If you are using a traditional highduster, treat the highduster with a Buckeye Dust Mop Conditioner the night before. This will help attract the dust to the mop easier. Another option is to use a microfiber highduster to attract the dust.

Start at the corner of the lobby or entrance and clean in a clockwise pattern within the area. Use the highduster to dust all vertical and horizontal surfaces above shoulder height including door frames, window sills, pictures, elevators, vents, trophy cases, etc. Then work your way around from high to low.

Spot Clean/Remove Graffiti

Spray graffiti and other hard-to-remove soils on walls, doors and ledges with a Buckeye Muscle Cleaner, being careful not to overspray. Let it dwell 2-3 minutes. If it is a stubborn stain, agitate the area and then wipe it clean with a paper towel. Reapply if necessary.

Routinely clean hand rails, window sills, door handles, and other hand contact surfaces with a Buckeye All-Purpose Cleaner.

Drinking Fountains

Spray a clean cloth with a Buckeye Disinfectant Cleaner and wipe all drinking fountain surfaces, especially the guard and water jet.

For calcium buildup, apply a Buckeye Tub & Tile Cleaner to the area, and then agitate with a brush or scrubbing pad. The Buckeye Tub & Tile Cleaner is a foaming acid cleaner designed for removing this type of buildup. Then rinse surfaces thoroughly.

Next, apply a Buckeye Stainless Steel Cleaner to a clean cloth and wipe down all stainless steel surfaces. This will leave a protective coating that resists finger prints and tarnishing.

Glass and Acrylic Plastic

Use a Buckeye Glass Cleaner to spot clean smudges and soils on windows and mirrors. A light spray is all that is necessary to do the job. Then wipe clean with a paper towel. Do not use a cloth towel. It may cause streaks due to detergent residues from laundering. Another option for glass cleaning is to use a color coded microfiber cloth. By using a predetermined color to clean glass you will prevent streaking caused by cloth contamination.

Dust Mop/Sweep or Vacuum Carpet

Hard Floors

For hard floors you will need to dust mop or sweep. If using a traditional dust mop, treat your dust mop with a Buckeye Dust Mop Treatment the night before. Otherwise, use a microfiber dust mop. Scrape up anything stuck to the floor, like gum, with a putty knife, being careful not to gouge the floor. Then start at the door entrance and work around the edge of the room. Angle your dust mop away from the edge. When you return to your starting point, walk over to the far side of the room and mop the remainder of the room in an “S”-pattern with the mop angled towards the entrance. Change your mop head when it becomes visibly soiled. Collect debris in a central area, pick it up with a dust pan and broom, and deposit it in a trash cart.

Dust Mop/Sweep or Vacuum Carpet

Carpeted Areas

For carpeted areas, vacuum thoroughly and then spot clean carpet with a Buckeye Carpet Spot Remover. To spot clean, saturate the spot and allow it to dwell. Then agitate the spot with a brush or carpet bone starting at the outside, working towards the inside. Then blot dry with a clean, absorbent cloth.

Empty Trash

To empty trash, tie the liner. Do not push down on trash - there may be sharp objects in the trash bag. Remove the liner from the trash receptacle and place it in the trash cart. Then replace the liner. If the trash can only contains paper products, empty the trash into the trash cart and don't replace the liner.

Damp Mop

Hard Floors

For hard floors, first post "Wet Floor" signs at the entrance of the area. Then outline the area with a damp mop using a Buckeye pH Neutral Cleaner, and fill in using a figure-8 technique. Flip the mop to use all of the solution, reload the mop frequently, and change the Buckeye pH Neutral Cleaner solution often.

If you're using a microfiber mop, first place the mop into the mop bucket. Then add Buckeye pH Neutral Cleaner solution. Once the microfiber mop is completely wet, mop the area and fill in using a figure-8 technique. You do not need to replace the Buckeye pH Neutral Cleaner solution. After each area is damp mopped, place the used microfiber mop into a bag to be laundered.

Matting

Heavy traffic areas also require extra floor care. Exterior and interior matting helps keep soil from being tracked into the building. A good matting system can collect up to 70% of the soil tracked in from outside. This is hard, abrasive soil and gravel that can wear away at floor finish or carpet fibers. Additionally, wet soils that are tracked in may cause safety hazards. Unless mats are cleaned by an outside service, vacuum and spot clean them as you would in carpeted areas. Daily cleaning of the exterior of the building, including sweeping the sidewalk, will also reduce the amount of dirt that can be tracked inside.

After you complete Routine Cleaning, clean and store your equipment. Rinse out mop heads and hang them to dry. Rinse buckets and wringers. Place dirty dust mop heads in a laundry bag. Then treat new mop heads with a Buckeye Dust Mop Treatment.

Wipe down machines and other equipment including electrical cords. Also, check electrical cords for frayed or cracked wires or missing ground pins. Report any problems to your supervisor and do not use the equipment. When using an autoscrubber, empty the recovery tank, clean off the squeegee blade and inspect it for damage. Report any damaged or worn equipment to your supervisor.

When using a vacuum cleaner, replace the bag if it's full and clean off the beater brush.

Lastly, if any products are low, refill them, change them out, or inform your supervisor. You have now completed the Routine Cleaning segment of the Honors Program, one of several major components essential to maintaining a clean and healthy learning environment. By following these standardized cleaning procedures with the Honors Program, you will continue to achieve the highest level of cleanliness in your facility.

Section 2:

Hard Floor Care

A floor is the first thing people see when they walk into your school or university. To keep floors looking their best, you need an effective hard floor care program. The Buckeye Honors Hard Floor Care Program includes three components: routine, interim and restorative maintenance.

Routine Floor Care

Section 2

Routine floor care maintenance is one of the most important parts of your floor care program. It not only contributes to a clean facility, but will also help extend your strip cycles. A routine floor care maintenance schedule should be followed daily to help you achieve the most efficient results. This routine schedule includes matting maintenance, sweeping and dust mopping, spot mopping, damp mopping or autoscrubbing, burnishing, and cleaning spills.

Matting Locations

<i>Location</i>	<i>Matting Type</i>
Outside	Scraper
Inside	Absorbent

Matting Sizes

<i>Traffic Area</i>	<i>Size</i>
Heavy	3 steps
Moderate/Light	2 steps

Matting Maintenance

Matting and matting maintenance are essential to maintaining your floors. A high quality matting system will collect up to 70% of the dirt and debris tracked in from outside that can damage your finished floors! Matting must be vacuumed, swept, and spot cleaned daily. On a monthly or as needed basis, extract or wash matting.

<i>Procedure</i>	<i>Frequency</i>
Vacuum/Spot Clean	Daily
Extract or Wash	Monthly/As needed

Outside entrance mats

Sweep the sidewalk and surrounding area daily to remove dirt and debris. Then spot clean mats with a Buckeye Carpet Spot Remover. Saturate the spot and allow it to dwell. Then agitate the spot with a brush or carpet bone starting at the outside, working towards the inside. Then blot dry with a clean, absorbent cloth.

Inside mats

Vacuum and spot clean daily. Push the vacuum slowly over the mat, and overlap at 2-3 inches per pass. Repeat if necessary. Then spot clean carpet with a Buckeye Carpet Spot Remover. Saturate the spot and allow it to dwell. Then agitate the spot with a brush or carpet bone starting at the outside, working towards the inside. Then blot dry with a clean, absorbent cloth.

Supply List

- Dust mop
- Dust pan/brush
- Broom
- Putty knife/scrapper
- Buckeye Dust Mop Conditioner/spray bottle

<i>Location</i>	<i>Frequency</i>
Heavy/Moderate/Light Traffic Areas	Daily
Major Hallways	3 times per day (once after students enter building, once mid-day, once end-of-day)

The day before dust mopping, treat dust mops with a Buckeye Dust Mop Conditioner to help attract and hold dust particles for thorough removal. Using a Buckeye Grip & Go! trigger spray bottle, lightly spray the Buckeye Dust Mop Conditioner over the entire mop and let dry.

Main hallways should be dust mopped 3 times a day – in the morning after students enter the building, mid-day, and at the end of the day. Other areas should be dust mopped daily.

Open Areas

Start at an edge of the floor and walk down one side of the area. Angle the mop head away from the edge to keep dirt and debris moving away from the wall. When you reach the other end, turn and walk back in the opposite direction overlapping the first pass at 2-3 inches. Continued this method until the entire area is completed.

Next, use a putty knife to remove any adhesive or gum from the floor, being careful not to scratch the floor finish.

Collect debris in a central area, pick it up with a dust pan and broom, and deposit it in a trash cart.

Confined Areas

In confined areas, such as classrooms, elevators and offices, start at the entrance. Begin dust mopping with the mop head angled away from the edge of the floor and outline the room, working your way back to the door. After outlining, go to the far side of the room and mop the remainder of the floor in an “S” pattern, with the mop angled toward the entrance.

In a classroom, dust mop or sweep under desks and chairs.

Once done shake, brush out, or vacuum your dust mop head. Also, remember to replace the mop head when it becomes visibly soiled, every 1-2 weeks is a typical time frame for replacement.

Collect debris in a central area, pick it up with a dust pan and broom, and deposit it in a trash cart.

After dust mopping, treat a clean dust mop with a Buckeye Dust Mop Conditioner for the next day’s use.

After you dust mop, either damp mop or use an automatic scrubber to clean the floor using a Buckeye Floor Cleaner. Damp mopping picks up any remaining dirt and debris, and will extend the life of your floor finish. Frequency depends on the amount of traffic an area receives.

<i>Location</i>	<i>Frequency</i>
Heavy/Moderate Traffic Areas	Daily
Light Traffic Areas	Weekly/As needed

1. Place “Wet Floor” signs around the area to be mopped.
2. Divide larger areas into manageable sections, and mop one section at a time. First, outline the area. Then fill in the outline using a figure-8 technique for complete coverage.

Notes:

Remember to use both sides of the mop before reloading the mop with cleaning solution.

Change your mop water frequently to prevent dirt and debris from re-depositing on the floor.

If you have changed your mop water and mop head, but your floor has a “filmy” look after it dries, you may be applying too much cleaning solution. Wring out your mop more frequently, and the film should be gone.

In confined areas such as classrooms and cafeterias where large-area damp mopping is not practical, you may spot mop. Spot mopping is simply damp mopping areas that are visibly soiled.

Supply List

Microfiber mop or clean cotton mop

Mop bucket and wringer

Scrub pad

“Wet Floor” signs

Personal protective equipment (gloves and goggles)

Buckeye Floor Cleaner

*If using an automatic scrubber:
Automatic scrubber

Non-aggressive scrubbing pads or brush equivalent

1. Place “Wet Floor” signs around the area to be cleaned.
2. Scrub and recover the Buckeye Floor Cleaner solution on the same pass.

Notes:

Use clean, non-aggressive pads, and change them when they become soiled.

Do not use excessive pad pressure since it may remove floor finish.

Rinsing is not necessary.

Clean and return equipment to storage.

Routine Floor Care – Burnishing

Burnishing finished floors removes surface scratches and restores gloss. Before burnishing floors, always dust mop and damp mop first. Burnishing a dirty floor embeds dirt and debris into the floor finish, making it look dirty and dull.

Supply List

Battery burnisher or high-speed electric or propane burnisher
Non-aggressive floor pads
Buckeye Floor Cleaner

<i>Location</i>	<i>Frequency</i>
Heavy Traffic Areas	Once weekly
Moderate/Light Traffic Areas	Once monthly

1. In large areas, walk the burnisher up and down the area, overlapping passes by 2 inches. In smaller areas, move the burnisher back and forth across the floor until the desired gloss is achieved. Replace burnishing pads frequently.
2. To remove stubborn marks and scratches, you may also use a low-speed swing machine to spray buff the floor. Spray a Buckeye Spray Restorer for Buffing & Burnishing in an “X” pattern within the area you are working in. Then buff the floor using a swing machine and a red or white floor pad, or use your burnisher.

The final part of routine cleaning is spill cleanup. One of the biggest concerns with spills is safety. A wet spill that is left on the floor can cause slip and fall injuries. Also, unknown spills can be dangerous or carry disease. When removing a spill of unknown origin, always wear protective eyewear and gloves.

Small Spills

1. Use a microfiber cloth or paper towel, and blot up the spill.
2. Then spray and wipe area with a Buckeye All-Purpose Cleaner.
3. Rinse the area if necessary.

Large Spills

1. Place “Wet Floor” signs around the spill area.
2. Fill a mop bucket with a Buckeye Floor Cleaner solution.
3. Saturate your mop in Buckeye Floor Cleaner solution, wring it out, and mop up the spill.
4. When you’re done, clean your equipment and return it to storage.

Body Fluid Spills or Spills of Unknown Origin

Follow the OSHA Bloodborne Pathogen Standard body fluid spill precautions, which are contained in the Safety section of this training program.

1. Put on Personal Protective Equipment (gloves and goggles).
2. Contain the spill. Spread absorbent material over the spill and wait a few minutes for the spill to be fully absorbed.
3. Pick up the spill. With a disposable scoop, scoop the absorbent material and spill into a regulated waste bag. Place the scoop in the bag.
4. Clean

**If the spill is small, spray the area with a Buckeye Disinfectant Cleaner, wipe, and dispose of towels in a regulated waste bag.*
**If the spill is large, damp mop the area with a Buckeye Disinfectant Cleaner, and launder the mop head after use.*
5. Decontaminate

Apply a Buckeye Disinfectant Cleaner evenly over the area, and let dwell for 10 minutes.
6. Pick up the Buckeye Disinfectant Cleaner with a mop or paper towels, and dispose of towels in a regulated waste bag or launder the mop head.

Supply List

Personal protective equipment (gloves and goggles)
“Wet Floor” signs
Clean cotton mop
Mop bucket and wringer
Absorbent cloths/paper towels
Disposable scoop
Buckeye Floor Cleaner
Buckeye Disinfectant Cleaner
Spray bottle

Section 2:

Interim and Restorative Hard Floor Care

The next part of the Buckeye Honors Hard Floor Care Program is interim and restorative hard floor maintenance. The procedures include top scrubbing and recoating to extend the life of your floor finish.

Top Scrubbing

Section 2

The purpose of top scrubbing is to remove the top layers of floor finish where scratches develop and dirt becomes embedded over time. Once the top layers of floor finish are removed, they are replaced with new coats of floor finish. Top scrubbing is an important step to making your floor finish last up to 3 years.

Top Scrubbing Preparation

1. Remove all furniture and equipment that is not fixed to the floor. Note the locations of objects so they can be properly replaced.
2. Using a putty knife, remove gum or adhesive stuck to the floor being careful not to scratch the floor.
3. Dust mop the entire floor. Pick up the dirt and debris with a dust pan, and put it in a lined trash container. For proper dust mopping procedures, view the Routine Floor Care segment.
4. Next, place “Wet Floor” signs.
5. Block doorways and other areas you need to protect from scrubbing solution with clean towels and tape.

Top Scrubbing Procedures

Now you’re ready to top scrub with the automatic scrubber or low speed floor machine.

Supply List

Personal Protective Equipment – Rubber Gloves, Eye Protection, and Slip-Resistant Shoes/Boots
Automatic scrubber or low-speed floor machine
Scrubbing pads or equivalent brush for automatic scrubber
Wet vac
Clean cotton mop
2 mop buckets and wringers
“Wet Floor” signs
Dust mop
Dust pan/brush
Putty knife
Clean towels and tape
Rayon/microfiber finish mop
An aggressive Buckeye Floor Cleaner
Buckeye Floor Finish

Automatic Scrubber

1. Fill automatic scrubber with a Buckeye Floor Cleaner properly diluted with water.
2. Then scrub the floor using the double-pass technique. On the first pass, walk slowly behind the automatic scrubber with the squeegee up and the vacuum off. Then make the second pass with the squeegee down and the vacuum on. Your supervisor will determine the correct scrubbing pad color.
3. Pick up dirty solution with the automatic scrubber, wet vac, or clean cotton blend mop.
4. Flood rinse the floor with a clean mop and clear water. After solution is removed, a final tight mop rinse is needed with clean water and a clean cotton mop.
5. High-speed burnish or low-speed buff with a burnishing or buffing pad to smooth out the roughened finished surface for better adhesion and maximum gloss.
6. Once the floor is dry, dust mop with an untreated dust mop. To ensure that your dust mop does not introduce contaminants, you may also place a clean bath towel underneath the dust mop.
7. Apply Buckeye Floor Finish with a rayon finish mop. Refer to charts for number of coats and type of floor finish. (See “Finishing Floors” section for proper techniques.)
8. Allow at least 48 hours before burnishing or buffing.
9. Clean and return equipment to storage.

Low-Speed Floor Machine

1. Fill a clean mop bucket with a Buckeye Floor Cleaner properly diluted with water.
2. Then, without wringing the mop, flood the floor with the Buckeye Floor Cleaner solution. Allow the solution to dwell 5 minutes before scrubbing.
3. Use the low-speed floor machine with a scrubbing pad to scrub the floor. Make 2 passes. Move the floor machine across the floor in overlapping strokes, moving the solution along with you. Make the second pass in the opposite direction to ensure complete coverage.
4. Pick up the dirty solution with an automatic scrubber, wet vac, or a clean, cotton blend mop.
5. Flood rinse the floor with a clean mop and clear water. After solution is removed, a final tight mop rinse is done with clean water and a clean cotton mop.
6. High-speed burnish or low-speed buff with a burnishing or buffing pad to smooth out the roughened finished surface for better adhesion and maximum gloss.
7. Once the floor is dry, dust mop with an untreated dust mop. To ensure that your dust mop does not introduce contaminants, you may also place a clean bath towel underneath the dust mop.
8. Apply Buckeye Floor Finish with a rayon finish mop. Refer to charts for number of coats and type of floor finish. (See “Finishing Floors” section for proper techniques.)
9. Allow at least 48 hours before burnishing or buffing.
10. Clean and return equipment to storage.

**If you need to top scrub a large area such as an auditorium, gym or lunchroom and you don't have an automatic scrubber, top scrub in teams of three. Two people can mop the floor with a Buckeye floor cleaner while one person scrubs the floor with a low-speed floor machine. After scrubbing, two people can push the water with squeegees towards one person with a wet vac. This will speed up the solution pickup process.*

Over an extended period of time, dirt can become deeply embedded into the floor finish, layers of floor finish can build up around edges, and traffic lane wear patterns can develop. Eventually, you will start to notice that you're not getting the most gloss when you burnish or buff your floor. You may also notice that your floor is shiny, but it may still look dirty. When top scrubbing and recoating do not produce the desired appearance, it is time to strip your floor.

When you first implement the Honor's Program, a full floor strip out is recommended to ensure maximum protection and appearance.

Stripping Floors – Preparation

1. Remove all furniture and equipment that is not fixed to the floor. Note the locations of objects so they can be properly replaced.
2. Using a putty knife, remove gum or adhesive stuck to the floor being careful not to scratch the floor.
3. Dust mop the entire floor. Pick up the dirt and debris with a dust pan, and put it in a lined trash container. For proper dust mopping procedures, view the Routine Floor Care segment.
4. Next, place "Wet Floor" signs.
5. Block doorways and other areas you need to protect from stripping solution with clean towels and tape. Also, place a clean towel at work space entrances and exits so you can wipe off your shoes before walking onto areas that are not being stripped.

Supply List

Automatic scrubber or low-speed floor machine
Wet vac
Stripping pads or equivalent brush
3 clean cotton mops – (one for stripping, two for rinsing)
3 mop buckets
2 wringers
"Wet Floor" signs
Dust mop
Dust pan/brush
Putty knife
Clean towels and tape
Waterproof stripping shoes
Buckeye Floor Stripper
Buckeye Baseboard Stripping Gel

Stripping Floors – Procedures

1. Properly dilute the Buckeye Floor Stripper into a clean mop bucket filled with cold water.
2. Fill a second mop bucket with clean water for rinsing.
3. If you have finish buildup on baseboards, in corners, or hard-to-reach areas such as door stops, apply a Buckeye Baseboard Stripping Gel prior to stripping your floor. Let it dwell while you apply the Buckeye Floor Stripper to the first section of floor. Do not spray on painted surfaces.
4. Submerge the mop in the Buckeye Floor Stripper solution and, without wringing the mop, apply using the flooding technique.
5. Let the Buckeye floor stripper dwell 10 minutes. Do not allow the solution to dry on the floor. If it does dry, apply more solution to maintain a wet surface. Large areas need to be stripped in stages to make the job more manageable.
6. Now that the Buckeye Baseboard Stripping Gel has had time to dwell, use the doodlebug with a stripping pad to scrub the floor edges, corners, and baseboards to remove old floor finish buildup. You may also use a 4-inch wide razor scraper to effectively remove floor finish buildup.

Automatic Scrubber

Follow the double-pass procedure demonstrated earlier. On the first pass, slowly walk and scrub with the squeegee up and vacuum off. On the second pass, scrub with the squeegee down and the vacuum on. Be sure to use black stripping pads. Add water as needed to keep the solution from getting thick or pasty. Never put the stripper solution in the solution tank.

Low-Speed Machine

Use the low-speed floor machine with the stripping pad or brush, and scrub the floor. Make 2 passes. Work in one direction using overlapping strokes, and then work back in the opposite direction. This ensures complete coverage. If any stripper slurry should spray onto a wall, wipe it off with a clean mop before it dries.

Pickup and Rinse

1. Pick up the stripping solution with an automatic scrubber, wet vac, or a cotton mop. For easier pickup, use a small squeegee to pull stripper slurry away from walls.
2. Immediately after pickup, flood rinse the floor with your bucket of clean water and a clean cotton mop. After the flood rinse, use a clean mop with a clean mop bucket filled with hot water to speed up the drying process. Pick up the rinse water with an automatic scrubber, wet vac, or cotton mop. Again, for easier pickup, use a small squeegee to pull water away from walls.
3. Allow the floor to air dry.
4. Run your hand across the floor to check for stripper residue, old floor finish, or alkaline residue. If you find powder or stripper residue, rinse the floor again with clean water. If you find shiny patches of old floor finish, follow the stripping procedures for the affected area, rinse and test again.
5. When the floor is clear of residue and old floor finish, clean and return the equipment to its proper place. Be sure to wipe wheels, power cords, and shoes on matting or cardboard to avoid tracking to other areas.

Once you have top scrubbed or stripped your floor, you are ready to apply Buckeye floor finish.

Depending on the type of buffing equipment you have and the area you are finishing, Buckeye offers several different floor finishes for your specific needs.

The number of floor finish coats that need to be applied will depend on whether you have top scrubbed or stripped the entire floor. Here's a floor finish application schedule after top scrubbing floors:

Top Scrub and Rcoat Floor Finish Application Schedule		
Location	Frequency	Number of Coats
Heavy traffic areas	Bi-Annually	Summer: 2-4 Mid-Year: 2
Moderate/light traffic areas	Annually	Summer only: 2-4

Strip Out Floor Finish Application Schedule	
Location	Propane/High-Speed/Low-Speed
Hallways, high visibility areas, classrooms, etc.	7 coats

**If you are following a high speed program, you will apply 4 coats of Buckeye floor finish in high visibility areas on the first day. On the second day, you will apply the remaining 3 coats. Applying a full 7 coats of Buckeye floor finish will extend your strip cycles up to 3 years.*

Floor Finish – Preparation

1. Soak your new mop in a clean mop bucket filled with clean water to remove any lint that may interfere with the floor finish. Then wring out the mop and empty the mop bucket.
2. Place “Wet Floor” signs in appropriate areas.
3. Line your mop bucket with a plastic trash can liner.
4. Pour the floor finish into the lined bucket. Steadily pour the floor finish over the mop to help prevent splashing and air bubble formation.

Supply List

- Rayon or microfiber floor finish mop
- Mop bucket and wringer
- “Wet Floor” signs
- Clean towels and tape
- Trash liners (Do not use colored trash liners.)
- Buckeye floor finish

Floor Finish (Top Scrub and Recoat) – Procedures

1. Remove the mop from the bucket and place it into the wringer. Do not wring the mop. Simply press down on the mop to squeeze out some of the excess floor finish. You know it's full when you take the mop out of the wringer, and only a few drops are dripping from the mop.

2. Apply floor finish.

Mid-year recoat for hallways and heavy traffic areas (2 coats)

Place the mop on the floor 6 inches away from baseboards. Outline your designated section, and then fill it in using the figure-8 technique. Then flip the mop over and apply the remainder of the floor finish. Reload the finish mop before it starts to drag.

Annual recoat for all areas (4 coats)

On the first, second and third coats, place the mop on the floor 6 inches away from the baseboards. Outline your designated section, and then fill it in using the figure-8 technique. Then flip the mop over and apply the remainder of the floor finish. Reload the finish mop before it starts to drag. Apply the final coat wall-to-wall.

3. Allow each coat of floor finish to dry (Average dry time is 30 to 40 minutes depending on temperature, humidity and ventilation.). Test the floor for dryness with the back of your hand. If it feels tacky, wait another 10 minutes and check it again. Once the floor is completely dry, you can apply the next coat.
4. In high humidity conditions, wait several hours or overnight before putting furniture and equipment back in place.
5. Wait 48 hours after applying the last coat to burnish or buff the floor.

Floor Finish (Restorative Strip-Out) – Procedures

Once a floor has been stripped, you will apply 7 full coats of floor finish. These coats provide the foundation of your hard floor care program and, with proper maintenance, will enable you to extend strip cycles to 36 months.

Day 1

1. After the floor has been stripped and rinsed, apply 4 coats of Buckeye Floor Finish on the first day. On the second day, apply 3 coats.
2. Remove the mop from the bucket and place it into the wringer. Do not wring the mop. Simply press down on the mop to squeeze out some of the excess floor finish. You know it's full when you take the mop out of the wringer, and only a few drops are dripping from the mop.
3. For the first coat, place the mop on the floor next to the baseboard. Apply floor finish wall-to-wall. Outline your designated section, and then fill it in using the figure-8 technique. Then flip the mop over and apply the remainder of the floor finish. Reload the finish mop before it starts to drag.
4. If any floor finish splashes on furniture, baseboards or equipment, wipe it off with a clean towel.
5. Allow each coat of floor finish to dry (Average dry time is 30 to 40 minutes depending on temperature, humidity and ventilation.). Check the floor for dryness with the back of your hand. If it feels tacky, wait another 10 minutes and check it again. Wrap the floor finish mop in a plastic bag between coats to prevent floor finish from drying on the mop.
6. Once the floor is completely dry, you can apply coat 2. Follow procedures 2-5, except maintain a 6-inch space between baseboards and mop.
7. Allow coat 2 to completely dry. Test for dryness with the back of your hand.
8. Apply coats 3 and 4 maintaining the 6-inch space between baseboards and mop.
9. Coat 4 is the final coat for day 1. Allow coats to dry completely. Keep "Wet Floor" signs out until floor is dry.
10. Clean and return equipment to storage.

Day 2

1. Apply final 3 coats of Buckeye Floor Finish. If the floor has been exposed to traffic, dust mop and damp mop the floor first.
2. Maintain the 6-inch space between baseboards and mop until the final coat. Allow each coat to dry completely before applying the next coat. Test for dryness with the back of your hand.
3. Apply the final coat wall-to-wall. Allow coats to dry completely. Keep "Wet Floor" signs out until floor is dry.
4. Clean and return equipment to storage.
5. Wait 48 hours before burnishing or buffing the floor.

Floor Sealer

If your floors are at risk of exposure to damaging spills or the floor is extremely porous, you may choose to use a Buckeye Floor Sealer to provide an extra protective layer. Most stone floors or nine-by-nine inch tile should be coated with a Buckeye floor sealer. Also, use a Buckeye floor sealer on damaged twelve-by-twelve inch tile to protect it from further damage.

Floor Sealer – Preparation

1. Prepare the floor by thoroughly stripping and rinsing.

Floor Sealer – Procedures

1. Apply one coat of Buckeye floor sealer just as you would apply floor finish using the figure-8 technique. Allow the coat to dry completely. Keep "Wet Floor" signs out until floor is dry.

Section 3:

Carpet Care

A floor is the first thing people see when they walk into your school or university, and carpeted areas are no exception. Advances in carpet design, manufacturing and maintenance have made it a viable alternative to hard floors in many schools and universities. Carpets naturally act as filters, capturing most dirt and soil. Carpets also generally hide dirt better than hard floors, so waiting to clean carpets until they look dirty is too late. Carpeted areas, like hard floors, need a standardized maintenance program in place to keep carpets looking their best. The Buckeye Honors Carpet Care Program has three components: routine, interim and restorative maintenance. Following this program, your carpets will consistently look better, your school or university will be cleaner, and you will extend the life of your carpets.

Routine Maintenance – Matting

Section 3

Matting

A good matting system is as important to carpet care as it is to hard floor care. Matting can collect up to 70% of the soil tracked into your school or university. Soil that is collected in the mats does not have to be removed from the carpeting, which makes the carpets easier to maintain. Matting and matting maintenance at all main entrances is an integral part of maintaining the floors and capturing the soil. Mats must be vacuumed daily and, if not maintained, the soil will move onto the floors.

Matting Placement

Matting should be placed both inside and outside entrances.

<i>Location</i>	<i>Type of Matting</i>
Outside	Scraper—removes solid soils
Inside	Absorbent—holds solid soils

Matting Size

Matting should be placed both inside and outside entrances.

<i>Traffic</i>	<i>Size Covered</i>
Heavy	3 steps in length
Moderate/Light	2 steps in length

Matting Maintenance

Because mats collect significant amounts of soil, it is important to clean them routinely.

<i>Procedure</i>	<i>Cleaning Frequency</i>
Vacuum/Spot Clean	Daily
Extract or Wash	Monthly or as needed

Routine Maintenance

Some soil will make it past the mats, and it is important to remove this soil quickly because the longer soil remains in the carpet, the more damage may occur. Some of the soil that gets tracked in is abrasive. If it falls below the carpet surface it can wear away at carpet fibers as traffic passes. Other soils, like spills, can be sticky or oily. This attracts additional soil, which deteriorates the carpet’s appearance more quickly, resulting in the need for more frequent restorative cleaning. Routine maintenance procedures include frequent vacuuming and spot cleaning ranging from several times a day to once a week depending on traffic patterns, weather conditions, and other factors.

Vacuuming is the first step to effective carpet maintenance. Thorough vacuuming collects most of the soil deposited on your carpets. It is important to remove soil deposited on carpets quickly. The extent of potential carpet damage depends on how long soils are present and how much traffic carpets receive. Therefore, different areas will require different vacuuming frequencies.

<i>Location</i>	<i>Vacuuming Frequency</i>
Heavy traffic areas <i>Entrances</i> <i>Lobbies</i> <i>Reception areas</i> <i>Etc.</i>	2 times daily
Moderate traffic areas	1 time daily
Light traffic areas <i>Offices</i> <i>Conference rooms</i> <i>Etc.</i>	1 time daily

The purpose of vacuuming is to remove dirt and soil from the carpet surface. This requires you to collect and contain the soil so it can be removed from the area. Dual motor vacuum cleaners effectively collect and pull soil out of the carpet. Soil particles range in size from small pebbles to microscopic particles. In order to maintain the highest indoor air quality and prevent soil from re-depositing onto surfaces, you must use high efficiency vacuum cleaner bags and filter systems that will effectively contain these soil particles. Ordinary vacuum filters and bags enable some soil particles to pass right through. These particles are then circulated through the air, and inhaled by people or re-deposited onto other surfaces. High efficiency filters and bags can contain a significant amount of these microscopic particles, resulting in a cleaner facility.

Supply List

Vacuum Cleaner
High Efficiency Filter
High Efficiency Bags

Before vacuuming, check the bag and replace it if necessary.

Open Areas

In open areas, move your vacuum cleaner slowly across the carpet. Turn and move the vacuum in the opposite direction with a 2-3 inch overlap. For heavy traffic areas, make a double pass across the carpeted area.

Confined Areas

In confined areas such as classrooms or offices, vacuum traffic lanes thoroughly and work around furniture as needed.

Baseboards

Vacuums can clean the carpet, but cleaning the baseboards and edges where the baseboards and carpet meet can be a challenge. Use a duster to clean the baseboards, and use a detail vac or attachments on a dual motor vacuum to clean the edges.

Carpet spot cleaning should be treated similar to spill cleanup on hard floors. Clean carpet spots as soon as possible. The quicker a spot or spill is cleaned, the less chance it has to become a stain.

Supply List

Personal Protective Equipment – Rubber Gloves, Eye Protection
White, Absorbent Cloth(s)
Soft Bristled Brush or Scraper

Buckeye Product List

Buckeye Carpet Spot Remover

The first step is to put on your personal protective equipment including rubber gloves and eye protection. If the spot is larger than your hand, you may save time by using an extractor to draw the spot out of the carpet.

To remove any solid matter, use the scraper. Then apply a Buckeye Carpet Spot Remover to the spot. Do not over-wet. Gently pat or agitate the spot with a brush or scraper. Allow the Buckeye Carpet Spot Remover to dwell for 5 minutes. Then scrape or brush from the outside in toward the center to prevent spreading. Next, blot the area using a white absorbent cloth. Blot starting at the edges of the spot and work toward the center. If any of the spot remains, apply the Buckeye Carpet Spot Remover, wait 5 minutes, and blot again. Wash your hands when finished.

Section 3:

Interim Maintenance

Interim carpet maintenance includes light extraction and bonnet cleaning. Over time, carpets can become soiled to the point where vacuuming and spot cleaning are not adequate, especially in heavy traffic areas. A more thorough surface cleaning or deep cleaning is needed. Interim carpet care maintenance is similar to interim hard floor care maintenance in that they both extend the life of the carpet and floor, enhance overall appearance, and provide a cleaner environment.

Interim Maintenance – Bonnet Cleaning

Section 3

Bonnet cleaning is ideal when you need to remove surface soil and the area needs to be opened to traffic quickly. Bonnet cleaning does not remove deep down soil, and should only be performed as a supplement to extraction cleaning.

If carpet was previously cleaned with another product, use a Buckeye Defoamer in the recovery tank. Buckeye Defoamer quickly and efficiently eliminates suds in all types of recovery systems, allowing for maximum performance from your equipment.

<i>Location</i>	<i>Bonnet Cleaning Frequency</i>
Heavy traffic areas	Monthly
Moderate traffic areas	Quarterly
Light traffic areas	Bi-Annually

Supply List

Low-Speed Floor Machine

Vacuum Cleaner

Carpet Bonnets/Pads

“Wet Floor” Sign

2 Pump-Up Sprayers or 1 Pump-Up Sprayer and 2 Mop Buckets

Buckeye Product List

Buckeye Carpet Surface Cleaner

Buckeye Traffic Lane Cleaner

Preparation – Bonnet Cleaning

To prepare for bonnet cleaning, properly dilute the Buckeye Carpet Surface Cleaner with water in the first pump-up sprayer. Then properly dilute the Buckeye Traffic Lane Cleaner with water in the other pump-up sprayer. If you are only using one pump-up sprayer, properly dilute the Buckeye Carpet Surface Cleaner with water in a mop bucket. Next, remove furniture if needed. If furniture cannot be removed, place wax paper or plastic film under the legs to prevent staining or rust. Vacuum the carpet thoroughly to remove all of the loose dirt or particles. Then post “Wet Floor” signs. Pre-spray traffic lanes, spots, and heavily soiled areas with Buckeye Traffic Lane Cleaner. Let it dwell for 5 minutes.

Procedures – Bonnet Cleaning

Now you are ready to apply the Buckeye Carpet Surface Cleaner. If you are using a pump-up sprayer, apply Buckeye Carpet Surface Cleaner to both sides of the bonnet or soak the bonnet in Buckeye Carpet Surface Cleaner solution in a mop bucket. The bonnet should be damp, but not overly wet. Then apply Buckeye Carpet Surface Cleaner to the area of carpet to be cleaned.

Note: It is important to apply enough Buckeye Carpet Surface Cleaner to the bonnet, pad, and carpet to reduce friction and minimize the likelihood of carpet fiber damage.

Next, place the damp bonnet and pad on the area to be cleaned. Center the low-speed machine on the bonnet and move the machine slowly across the carpet doing overlapping passes.

Note: Soil is transferred from the carpet to the bonnet. When one side of the bonnet gets dirty, apply Buckeye Carpet Surface Cleaner to the clean side if you are using the pump-up sprayer. Then flip the bonnet over and continue cleaning the carpet. When both sides of the bonnet are dirty, replace it with a clean bonnet treated with Buckeye Carpet Surface Cleaner.

If using the two-bucket technique, place the dirty bonnet in clean water and soak. Then wring out the bonnet. Place the bonnet in the second bucket of Buckeye Carpet Surface Cleaner solution properly diluted with water. Wring out the bonnet so it is damp, not overly wet, and continue. Allow the carpet to dry, usually less than 15 to 20 minutes. Use a carpet fan to accelerate drying. Once dry, vacuum the entire area. Then clean and return equipment to storage.

Extraction cleaning is a more thorough method of cleaning carpet, and the preferred interim maintenance method. Using a Buckeye Extraction Carpet Cleaner with hot water through your hot water extraction machine extracts and cleans soils from deep within the carpet fibers in a single pass. This method is also ideal for any spot or soiled area that is larger than your hand.

<i>Location</i>	<i>Extraction Frequency</i>
Heavy traffic areas	Monthly
Moderate traffic areas	Quarterly
Light traffic areas	Bi-Annually

Supply List

Vacuum Cleaner
Carpet Extractor
Pump-Up Sprayer
Carpet Fan
Carpet Brush

Buckeye Product List

Buckeye Traffic Lane Cleaner
Buckeye Carpet Extraction Cleaner
Buckeye Soil Retardant
Buckeye Defoamer

Preparation – Extraction Cleaning

Remove furniture if needed. If furniture cannot be removed, place wax paper or plastic film under the legs to prevent staining or rust. Vacuum the area thoroughly. Then properly dilute Buckeye Traffic Lane Cleaner with water in a pump-up sprayer. Next, post “Wet Floor” signs. Pre-spray spots and heavily soiled areas with Buckeye Traffic Lane Cleaner and allow it to dwell 5 minutes. Properly dilute Buckeye Extraction Cleaner with water into the extractor. The water should not be hotter than 140 degrees. If the carpet has been previously cleaned with another product, use Buckeye Defoamer properly diluted with water in the recovery tank.

Procedures – Extraction Cleaning

Now you are ready to extract the carpets. Move the extractor slowly across the floor, making overlapping passes to ensure uniform cleaning. Check the fluid release to ensure the carpet is not overly wet. Control the speed of your extractor to give the solution and brush time to work.

Note: For deeper pile carpet, brush carpet pile in one direction for uniform appearance after extracting.

Use carpet fans to accelerate drying. Once carpet is dry, vacuum to lift the pile. Remove “Wet Floor” signs. Then clean and return equipment to storage.

Section 3:

Restorative Maintenance

Over time, the soils in carpet will build to the level where routine vacuuming and light extraction are not adequate and deep cleaning is needed. Deep cleaning removes heavily embedded and abrasive soils as well as sticky, oily soils that are in the carpet. Removing these soils will revitalize your carpet's overall appearance, lengthen carpet life, and provide a cleaner environment.

Hot water extraction cleaning with a Buckeye Carpet Extraction Cleaner, followed by an application of Buckeye Soil Retardant, will thoroughly clean carpet and reduce re-soiling. Hot water extraction cleaning in restorative maintenance is similar to extracting in interim maintenance, except it covers a larger area. Interim extraction cleaning focuses on spills and traffic areas, while restorative maintenance includes the entire carpet.

Restorative Maintenance

Section 3

<i>Location</i>	<i>Extraction Frequency</i>
Heavy traffic areas	Bi-Annually
Moderate traffic areas	Annually
Light traffic areas	Annually

Supply List

Vacuum Cleaner
Carpet Extractor
2 Pump-Up Sprayers
Carpet Fan
Carpet Brush
"Wet Floor" Signs

Buckeye Product List

Buckeye Traffic Lane Cleaner
Buckeye Soil Retardant
Buckeye Carpet Extraction Cleaner

Preparation – Deep Extraction

Remove furniture if needed. If furniture cannot be removed, place wax paper or plastic film under the legs to prevent staining or rust. Vacuum the area thoroughly. Then properly dilute Buckeye Traffic Lane Cleaner with water in a pump-up sprayer. Next, post “Wet Floor” signs. Pre-spray spots and heavily soiled areas with the Buckeye Traffic Lane Cleaner. Lightly agitate with a carpet brush. Let Buckeye Traffic Lane Cleaner dwell for 5 minutes. This gives Buckeye Traffic Lane Cleaner time to dissolve the soils, making them easier to extract. Then properly dilute a Buckeye Soil Retardant with water into the pump-up sprayer. Properly dilute a Buckeye Carpet Extraction Cleaner with water into the extractor. The water should not be hotter than 140 degrees. If the carpet has been previously cleaned with another product, properly dilute Buckeye Defoamer with water in the recovery tank.

Procedures – Deep Extraction

Now you are ready to extract the carpets. Move the extractor slowly across the floor. Use the double-pass technique, making pass 2 perpendicular to pass 1. Check the fluid release to ensure the carpet is not overly wet. Control the speed of your extractor to give the solution and brush time to work. Next, apply Buckeye Soil Retardant with a pump-up sprayer. Then brush the solution across the area to help it penetrate into the carpet fibers. Use carpet fans to accelerate drying. Once the carpet is dry, vacuum the area. When finished extracting, brush carpet pile in one direction for uniform appearance. This is only necessary for deeper pile carpet. Remove “Wet Floor” signs. Then clean and return equipment to storage.

Section 4:

Restrooms, Locker Rooms and Showers

Restrooms, locker rooms and showers are high traffic areas that receive a lot of use, and require frequent cleaning and disinfecting. There are many common challenges in these areas including hard water deposits, mold, mildew, germs, odors, litter, and graffiti.

Germs, in particular, are everywhere and restrooms, locker rooms and showers are no exception. From the moment you enter these areas, germs are found on doors, floors, countertops, toilets, showers, benches, lockers, and more. Germs are microscopic organisms that can cause infection. Infection is not only spread through contact with people, but also may be transmitted through contact with the objects we touch every day. It is extremely important to clean and disinfect areas thoroughly.

One of the most important steps to cleaning and disinfecting is proper dwell time. Proper dwell time means allowing the Buckeye Disinfectant Cleaner to dwell on a surface for 10 minutes to effectively kill germs. This segment will cover how to properly clean a restroom, locker room and shower including the important step of proper disinfecting.

Let's start in the restrooms. Restroom cleaning is broken down into two major categories: daily/routine procedures and bi-annual, heavy-duty cleaning procedures completed during summer and mid-year breaks.

Routine Cleaning – Restrooms

Section 4

Routine cleaning in restrooms includes the 5 basic steps of high dusting, spot cleaning, dust mopping, emptying trash and damp mopping – with the addition of disinfecting.

Supply List

Personal Protective Equipment –
Rubber Gloves, Eye Protection
Supply Cart
Mop Bucket and Wringer
“Wet Floor” signs
Highduster
Paper Towels/Clean Microfiber
Cloths
Dust Pan/Brush

Scrub Pad
Clean Microfiber Mop
Dust Mop
Trash Can Liners
Push Broom
Putty Knife
Door Stop

Buckeye Product List

Buckeye Muscle Cleaner
Buckeye Glass Cleaner
Buckeye Disinfectant Cleaner
Buckeye Tub & Tile Cleaner
Buckeye Odor Counteractant
Buckeye Spray Bottles – silk screened
bottles list OSHA and WHMIS product
information and directions for use

1. As you enter the restroom, prop open the door with a door stop and place a “Wet Floor” sign at the entrance.
2. Lower the water in the toilet bowl with a bowl brush. Then spray the entire bowl area, inside and out, with a Buckeye Disinfectant Cleaner. Spray the inside and outside of urinals as well. Once these areas have been sprayed, allow the disinfectant to dwell for at least 10 minutes as you continued cleaning other areas in the restroom.
3. High dust anything above shoulder height, such as vents, lights and stall ledges.
4. Check that all soap dispensers are working and refill them as needed. Also, replenish paper products including paper towels and toilet paper as needed.
5. Clean glass and mirrors with a Buckeye Glass Cleaner. Spray a fine mist onto the surface and wipe clean with a microfiber cloth or paper towel. Cleaning with a cotton cloth can cause streaking on the mirror.
6. Spray the sink and counter tops with a Buckeye Disinfectant Cleaner. Then wipe them down and let them air dry.
7. Every two weeks, clean sinks, toilet bowls and urinals with a Buckeye Tub & Tile Cleaner to remove mineral deposits.
8. Spot clean walls and partitions using a Buckeye Muscle Cleaner.
9. To remove graffiti and other tough soils from these surfaces, spray a Buckeye Heavy-Duty Cleaner onto the spot, allow it to dwell a moment, and wipe clean with a paper towel, towel, or microfiber cloth.
10. After the Buckeye Disinfectant Cleaner has dwelled on the toilets and urinals for 10 minutes, return to the area to wipe down the surfaces. First, re-spray the external parts of the toilet bowls and urinals, and wipe them down with a microfiber cloth or paper towel. Work from high to low and, if using a paper towel, change it as needed. Then use the bowl brush to clean the inside of toilet bowls and urinals. To remove stubborn mineral deposits, clean toilet bowls and urinals with a Buckeye Tub & Tile Cleaner every 2 weeks.
11. Next, sweep the floor. Begin by sweeping debris toward the entrance for pickup.
12. Scrape up gum and other items that may be stuck to the floor with a putty knife. Pick up the debris with a dust pan and broom, and empty it into the trash cart.
13. Then empty all trash receptacles and replace the liners. You may need to do this several times a day in high traffic restrooms. Also, once a week, clean trash receptacles with a Buckeye Disinfectant Cleaner.
14. Damp mop the floor with a Buckeye Disinfectant Cleaner. Outline the area with a damp mop, and fill in using the figure-8 technique. Flip the mop to use all of the solution, reload the mop frequently, and change the Buckeye Disinfectant Cleaner solution as needed. For heavily soiled areas, apply more disinfectant cleaner and scrub with a deck brush. Then pick up the solution with a mop.
15. Let the Buckeye Disinfectant Cleaner air dry.
16. If the restroom has a floor drain, pour the dirty solution down the floor drain to help eliminate foul odors.
17. Once a week, after you’ve cleaned the entire restroom, apply a Buckeye Odor Counteractant to the floor and around toilets and urinals using a pump-up sprayer.
18. Return the restroom to service.

Buckeye Honors restorative procedures are designed to restore your restroom to its cleanest state using a Buckeye Heavy-Duty Cleaner. These procedures need to be completed twice a year.

Supply List

Personal Protective Equipment – Rubber Gloves,
Eye Protection
Supply Cart
Bucket and Wringer
“Wet Floor” signs
Highduster
Paper Towels/Clean Microfiber Cloths
Dust Pan/Brush
Scrub Pad
Clean Microfiber Mop

Dust Mop
Trash Can Liners
Push Broom
Putty Knife
Door Stop
Pump-up Sprayer

Buckeye Product List

Buckeye Muscle Cleaner
Buckeye Glass Cleaner
Buckeye Disinfectant Cleaner
Buckeye Tub & Tile Cleaner
Buckeye Grip & Go! Bottles – silk screened bottles
list OSHA and WHMIS product information and
directions for use

First, clean the restrooms following the 5 basic steps – high dust, spot clean and disinfect, sweep or dust mop, empty trash and damp mop.

1. As you enter the restroom, prop open the door with a door stop and place a “Wet Floor” sign at the entrance.
2. Lower the water in the toilet bowl with a bowl brush. Then spray the entire bowl area, inside and out, with a Buckeye Tub & Tile Cleaner. Spray the inside and outside of urinals as well. Let dwell.
3. High dust anything above shoulder height, such as vents, lights and stall ledges.
4. Sweep the floor and move debris towards the entrance.
5. Scrape up gum and other items that may be stuck to the floor with a putty knife. Pick up the debris with a dust pan and broom, and empty it into the trash cart.
6. Examine restroom for graffiti and tough soils. Spray a Buckeye Heavy-Duty Cleaner onto the spot, allow it to dwell a moment, and wipe clean with a paper towel, towel, or microfiber cloth.

7. For ceramic walls and partitions, apply a Buckeye Disinfectant Cleaner with a pump-up sprayer and agitate with a deck brush.
8. Then use the pump-up sprayer to rinse surfaces with clean water.
9. Wipe walls and partitions dry.
10. Wipe down pipes, flush handles, seats, and the exteriors of toilet bowls and urinals.
11. Then clean inside toilet bowls and urinals with a bowl brush, and flush the toilet.
12. Clean glass and mirrors with a Buckeye Glass Cleaner. Spray a fine mist onto the surface and wipe clean with a microfiber cloth or paper towel. Cleaning with a cotton cloth can cause streaking on the mirror.
13. Apply a Buckeye Disinfectant Cleaner to sinks and counter tops using a pump-up sprayer, wipe clean and let air dry.
14. Then empty all trash receptacles, wipe them down with a Buckeye Disinfectant, and replace trash liners.
15. For ceramic tile, use a fully loaded mop and flood the floors with a Buckeye Tub & Tile Cleaner solution. Scrub the floor with a low-speed machine and a scrubbing pad or brush.
16. Then pick up the dirty solution with a wet-vac, squeegee or mop, and flood rinse the floor with a clean mop and fresh water. Then let the floor air dry. Once the floor is dry, remove the “Wet Floor” sign.

Locker Rooms

Section 4

Locker rooms and showers also require regular cleaning and disinfecting following the 5 basic cleaning steps.

Supply List

Personal Protective Equipment – Rubber Gloves, Eye Protection	Clean Microfiber Mop
Supply Cart	Mop
Bucket and Wringer	Dust Mop
“Wet Floor” signs	Trash Can Liners
Highduster	Vacuum Cleaner (if carpeted)
Paper Towels/Clean Microfiber Cloths	Push Broom
Dust Pan/Brush	Putty Knife
Trash Cart	Door Stop
Scrub Pad	Pump-up Sprayer

Buckeye Product List

Buckeye Muscle Cleaner
Buckeye Glass Cleaner
Buckeye Disinfectant Cleaner
Buckeye Grip & Go! Bottles – silk screened bottles list OSHA and WHMIS product information and directions for use

1. High dust anything above shoulder height, such as locker tops, ledges, and vents from accumulating dust and dirt.
 2. Clean glass and mirrors with a Buckeye Glass Cleaner. Spray a fine mist onto the surface and wipe clean with a microfiber cloth or paper towel. Cleaning with a cotton cloth can cause streaking on the mirror.
 3. Spray high-touch surfaces with a Buckeye Disinfectant Cleaner. Then damp wipe counter-tops, sinks, benches, and fixtures with a Buckeye Disinfectant Cleaner.
 4. To remove graffiti and other tough soils from these surfaces, spray a Buckeye Heavy-Duty Cleaner onto the spot, allow it to dwell a moment, and wipe clean with a paper towel, towel, or microfiber cloth.
 5. Check that all soap dispensers are working and refill them as needed. Also, replenish paper products including paper towels and toilet paper as needed.
 6. Sweep or dust mop debris on the floor towards the entrance for pickup, and vacuum all carpeted areas.
 7. Empty the trash, wipe them down with a Buckeye Disinfectant Cleaner once a week, and replace the liners.
 8. Damp mop the floor with a Buckeye Disinfectant Cleaner. Outline the area with a damp mop, and fill in using the figure-8 technique. Flip the mop to use all of the solution, reload the mop frequently, and change the Buckeye Disinfectant Cleaner solution as needed. For heavily soiled areas, apply more disinfectant cleaner and scrub with a deck brush. Then pick up the solution with a mop.
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In shower areas, we often think of gang showers in locker rooms when implementing shower cleaning procedures. However, showers are also found in restrooms and dormitories. To clean showers, use a Buckeye Disinfectant Cleaner and Buckeye Tub & Tile Cleaner. For larger gang showers, these products may be applied through Buckeye's multi-product foam gun. In smaller areas, a pump-up sprayer works best.

Supply List

Personal Protective Equipment – Rubber Gloves,
Eye Protection, Safety Shoes
“Wet Floor” signs
Long Handled Scrub Brush
Buckeye Multi-Product Foam Gun

Buckeye Product List

Buckeye Disinfectant Cleaner
Buckeye Tub & Tile Cleaner

1. To prepare the locker room gang shower, close off the shower room and place “Wet Floor” signs. Remove any debris, and clear the drains.
2. Connect the foam gun reservoir filled with a Buckeye Disinfectant Cleaner to a water source, and set the foam gun to the appropriate dilution ratio. Then turn on the water and foam down the walls, fixtures and floors.
3. Let the solution dwell for at least 5-minutes. Then rewet the shower with a Buckeye Disinfectant Cleaner, scrub with a long-handled brush, and rinse the shower with cold water.

Despite your daily cleaning efforts, body oil, soap scum, or calcium and mineral deposits may build up over time. Once a week or as needed, clean the shower area with a Buckeye Tub & Tile Cleaner to remove that buildup.

1. Using Buckeye's Multi-Product Foam Gun, foam down the area with a Buckeye Tub & Tile Cleaner and let the foam dwell for 5 minutes. Then re-foam the area, scrub clean, and rinse with cold water.
2. Then spray the walls and floor with a Buckeye Disinfectant Cleaner, and allow the shower area to air dry before re-opening the area for use.

Section 6:

Food Service Procedures

The Buckeye Honors Food Service Program is broken down into three key components: preparation, cleaning, and sanitizing.

Buckeye's triple sink method to wash, rinse, and sanitize dishes, utensils, glassware, pots, pans, and other equipment that comes into contact with food.

Other food service areas must also be properly cleaned and sanitized. These areas include countertops, walls, floors, tables, food bars, salad bars, grills, ovens, food processing equipment, or any other surfaces that may come into contact with food, such as permanent and portable serving areas, stainless steel refrigeration units, and tray racks.

Supply List

Personal Protective Equipment – Rubber Gloves,
Eye Protection, and Slip-Resistant Shoes/Boots
Supply Cart
Foam Gun or Similar Applicator
Water Hose
Squeegee
Mop Buckets and Wringers
“Wet Floor” signs
Paper Towels/Clean Microfiber Cloths
Dust Pan/Brush
Scrub Pads
Microfiber Mop or Clean Cotton Mop
Dust Mop
Trash Can Liners
Vacuum Cleaner (if carpeted)
Push Broom

Buckeye Product List

Buckeye Heavy-Duty Foaming Cleaner
Buckeye Concentrated Liquid Detergent
Buckeye Disinfectant/Sanitizer
Buckeye Heavy-Duty Cleaner/Degreaser
Buckeye Disinfectant/Cleaner
Buckeye Glass Cleaner
Buckeye Grip & Go! Bottles – silk screened bottles
list OSHA and WHMIS product information and
directions for use

**Your supervisor will indicate which product is
appropriate for use in which application.*

When cleaning and sanitizing the food service area, you will need to properly dilute product for multiple applications including spray and wipe, mop and bucket, and also through foam guns.

Dilution Control System Operation and Options

Using the Action Control System® II

1. To operate the Action Control System II, turn on the water to automatically proportion and dispense a ready-to-use solution.

Note: At least 10 psi is required to transport product into the Control Master II at its proper rate.

2. To fill buckets, attach the long filling tube to the outlet barb for a controlled flow. To fill Buckeye Spray Bottles, attach the short filling tube to the outlet barb for a controlled flow.
3. When the container is filled with solution, turn off the water.

Using the Smart Center™

1. To operate the Smart Center, turn water “On” at the faucet and then press the desired push-button. This will open the water valve and allow the water to flow through the chemical eductor that mixes a chemical water solution at the desired rate. The left switch is for spray bottle cleaning, and the right switch is for mop bucket cleaning.

Note: When pushing the 4 GPM button, a slight clockwise turn allows the valve to lock on. This makes it unnecessary for the attendant to hold the button while filling large containers.

2. Turn the push-button counter-clockwise, which will release it and allow the valve to shut off. Then turn the water “Off” at the faucet.

Prepare

1. To prepare for daily cleaning and sanitizing in the food service area, remove or cover all food products, and water-sensitive, weighing and wrapping equipment.
2. Cover all exposed electrical outlets.
3. Disassemble all cutting and processing equipment, and remove food product scraps.
4. Place equipment parts, knives, trays, trolleys and utensils into the first Wash sink.
5. Fill the sink with warm, potable water and properly diluted Buckeye Concentrated Liquid Detergent for soaking cutting and processing parts, knives, and utensils to be washed by hand.
6. Scrape cutting surfaces to remove excess food product.
7. Dispose of trash.
8. Then remove all trash receptacles and matting.

Clean

1. Turn on the water supply to the dilution control system, and dispense ready-to-use Buckeye Heavy-Duty Foaming Cleaner or Buckeye Heavy-Duty Cleaner/Degreaser.
2. Apply the cleaner to the surfaces. With a brush or scrubbing pad, agitate areas that need additional cleaning, such as floors and cutting boards.
3. Then rinse surfaces with potable water. Squeegee water to the floor drains.

Sanitize

1. Turn on the water supply to the Buckeye dilution control system, and dispense ready-to-use Buckeye Disinfectant/Sanitizer.
2. Apply Buckeye Disinfectant/Sanitizer to all surfaces, drain, and let air dry. Do not rinse.
3. For the triple sink method, fill the second Rinse sink with water only and fill the third Sanitize sink with properly diluted Buckeye Disinfectant/Sanitizer.
4. Clean and rinse utensils and equipment parts. Soak them in Buckeye Disinfectant/Sanitizer solution for a minimum of 1 minute, or for the time specified by the governing sanitary code. Do not use Buckeye Disinfectant/Sanitizer at the disinfectant dilution rate.
5. Then remove and let air dry on a drain board. Do not rinse.

To clean and sanitize smallware, a collective term used to include dishes, flatware, utensils, measuring devices, pots and pans and other equipment, follow the triple sink method of washing, rinsing, and sanitizing.

DEMA 652 Profill System

To fill the sinks, you may be using the DEMA 652 Profill system. This system dispenses 2 products into each sink with the turn of a ball valve.

1. To operate the Dema 652 Profill system, turn one of the two ball valves to the “On” position to fill the sink to the desired level.
2. When the desired amount of solution has been obtained, turn the ball valve to the “Off” position.

Note: In order for the unit to operate properly, only one ball valve should be open.

Prepare

1. To prepare for cleaning and sanitizing using the triple sink method, fill a Buckeye Spray Bottle with properly diluted Buckeye Heavy-Duty Cleaner/Degreaser and spray on heavily soiled food contact items and let dwell for 5 minutes.
2. Then wash, rinse, and sanitize the triple sinks, drains, washboards, drain boards, backsplash, and exterior.
3. Use the dilution control system to fill the first Wash sink half to three quarters full with warm, potable water and properly diluted Buckeye Concentrated Liquid Detergent.
4. Fill the second Rinse sink with warm, potable water.
5. Fill the third Sanitize sink half to three quarters full with properly diluted Buckeye Disinfectant/Sanitizer. Use hot water for best results and drying time.

Note: Make sure sink drains are closed to prevent product and water waste.

Label each sink with its corresponding product.

Labels will ensure that the proper products are used.

Clean Utensils and Equipment

1. Place pre-scraped and sprayed utensils and equipment parts into the Wash sink and let them soak.
2. Wash the items using a brush or scrub pads.
3. Thoroughly rinse items in the Rinse sink. Change water frequently.

Sanitize Utensils and Equipment

1. Then place rinsed items into the Sanitize sink. Completely submerge each item in the Buckeye Disinfectant/Sanitizer solution. Allow to soak for a minimum of one minute, or for the time specified for the governing sanitary code.
2. Remove items and let air dry on a drain board. Do not wipe dry. Do not re-rinse.
3. Replace Buckeye Disinfectant/Sanitizer solution frequently for best results. Check solution strength with the QT-40 Quat test kit. The solution should be maintained at a level of 150–400 ppm.

QT-40 Quat Test Strips

1. To test the sanitize solution strength, dip the test strip into a sample of the diluted Buckeye Disinfectant/Sanitizer solution for 10 seconds. The sample should be at room temperature and should have no foam or bubbles.
2. Then remove the strip from the solution.
3. Compare the color on the test strip with the colors depicted on the test strip package. Replace Buckeye Disinfectant/Sanitizer solution when a test no longer shows 150–400 ppm.

Cleaning and Sanitizing Other Food Service Areas and Equipment

Section 6

In addition to using the triple sink method to wash, rinse, and sanitize dishes, flatware, utensils, measuring devices, pots, pans, or other equipment that comes into contact with food, there are other food service equipment and areas that need to be cleaned and sanitized including glass and stainless steel surfaces, work tables, floors, walls, trash cans, drains, and any other food contact surfaces such as permanent and portable serving areas, electronic equipment, slicers, microwaves, grills, steam tables, and more.

1. After all food is properly covered and put away, spray the food contact surface with Buckeye Heavy-Duty Cleaner/Degreaser and wipe it down.
2. Then rinse the surface with potable water.
3. Next, sanitize food contact surfaces using a Buckeye Spray Bottle or bucket filled with properly diluted Buckeye Disinfectant/Sanitizer. Let air dry. Surfaces should be wet with sanitizer for a minimum of 1 minute.

Glass and Stainless Steel Surfaces

1. To clean glass and stainless steel surfaces, fill a Buckeye Spray Bottle with properly diluted Buckeye Glass Cleaner.
2. Then spray Buckeye Glass Cleaner on a paper towel or clean cloth, wipe down the surface, and let it air dry.

Note: Pay special attention to glass around food service areas, such as salad bars and food bars.

Work Tables

1. Clean work tables daily, including counters and shelves, with a clean cloth and a Buckeye Spray Bottle properly diluted with Buckeye Heavy-Duty Foaming Cleaner, wipe down, and let air dry.
2. Rinse food contact surfaces with potable water.
3. Sanitize food contact surfaces using a Buckeye Spray Bottle or bucket filled with properly diluted Buckeye Disinfectant/Sanitizer. Let air dry. Surfaces should be wet with sanitizer for a minimum of 1 minute.

Floors

1. To clean floors, first dust mop or vacuum any debris.
2. Then mop the floors. Fill a bucket with properly diluted Buckeye Heavy-Duty Cleaner/Degreaser.
3. Mop the floors using the figure-eight technique. No rinsing is required.

Walls

1. To clean walls in the food service area, use a Buckeye Spray Bottle or bucket filled with properly diluted Buckeye Heavy-Duty Foaming Cleaner, wipe down with a clean cloth or sponge, and let air dry.

Trash Cans

1. To disinfect trash cans, use a Buckeye Spray Bottle filled with properly diluted Buckeye Disinfectant/Cleaner, wipe down the interiors and exteriors with a clean cloth, and let air dry. Allow the surfaces to remain wet with the disinfectant for the proper contact time as directed on the label.

Checkout Line/Cashier Cart Cleaning

The checkout line/cashier cart areas receive high traffic, and need to be properly cleaned and sanitized daily.

1. First, dust mop debris from around the checkout line/cashier cart. Scrape up any items that may be stuck to the counter or floor with a scraper. Pick up the debris with a dust pan and dust mop, and empty it into the trash.
2. To clean nonfood contact glass surfaces including display cases and windows, use a Buckeye Spray Bottle filled with properly diluted Buckeye Glass Cleaner, and spray and wipe. Never spray the cleaner in the vicinity of uncovered food.
3. To clean other surfaces, use a Buckeye Spray Bottle or bucket filled with properly diluted Buckeye Heavy-Duty Cleaner/Degreaser, and use a clean cloth or sponge to wipe down food contact surfaces, fingerprints, food or beverage spills, and other soils. Any food contact surfaces must be rinsed with potable water and then sanitized with properly diluted Buckeye Disinfectant/Sanitizer.

Caution: Do not allow liquid to come into contact with electronic or electrical contact surfaces.

Coffee and Tea Brewing Equipment

It is suggested that manufacturer's procedures for cleaning and sanitizing are consulted. Coffee and tea brewing equipment must be disassembled, and cleaned and sanitized daily.

Prepare

1. First, disassemble removable coffee and tea equipment parts, and wash, rinse, and sanitize following the triple sink method.

Clean

1. To clean stationary coffee and tea equipment, use a clean cloth to wipe down the surfaces using a Buckeye Spray Bottle filled with properly diluted Buckeye Heavy-Duty Cleaner/Degreaser.
2. Rinse with warm, potable water and a clean cloth.

Sanitize

1. To sanitize stationary coffee and tea equipment, wipe down the surfaces using a Buckeye Spray Bottle filled with properly diluted Buckeye Disinfectant/Sanitizer. Surfaces should remain wet with sanitizer for a minimum of 1 minute. Let air dry. Do not rinse.

Display Cases

Display cases must also be cleaned and sanitized daily.

Prepare

1. First, remove all food items, pads, dividers, and other items from the display case.
2. Then remove racks from the display case.
3. Fill the first 3-gallon bucket with warm, potable water and properly diluted Buckeye Heavy-Duty Foaming Cleaner or Buckeye Heavy-Duty Cleaner/Degreaser.
4. Fill a second 3-gallon bucket with warm, potable rinse water.
5. Fill a third 3-gallon bucket with warm, potable water and properly diluted Buckeye Disinfectant/Sanitizer.

Clean

1. To clean, wipe down the display case with a clean cloth and Buckeye Heavy-Duty Foaming Cleaner or Buckeye Heavy-Duty Cleaner/Degreaser.
2. Then rinse with potable water.
3. Spray and wipe any glass surfaces using a Buckeye Spray Bottle filled with properly diluted Buckeye Glass Cleaner.

Note: The Buckeye Heavy-Duty Foaming Cleaner foam gun may be used in this application providing the display cases allow for drainage.

Sanitize

1. To sanitize, wipe down the display case with a clean cloth and Buckeye Disinfectant/Sanitizer. Surfaces should be wet with sanitizer for a minimum of 1 minute, and let air dry. Do not rinse.
2. Then clean and sanitize display case racks and dividers in the triple sink following the triple sink method to wash, rinse, and sanitize. You may also stand racks and dividers vertically to clean and sanitize with the Buckeye Heavy-Duty Foaming Cleaner and Buckeye Disinfectant/Sanitizer foam guns.

Permanent Cutting Boards

Removable cutting boards may be cleaned and sanitized using the triple sink method. However, permanent cutting boards must be wiped down following these procedures.

Procedures

1. Scrape cutting boards and table into the trash can liner.
2. Removable Cutting Boards: Follow the triple sink method procedures in the Honors manual.
3. Permanent Cutting Boards: Use a Buckeye Spray Bottle filled with properly diluted Buckeye Heavy-Duty Cleaner/Degreaser or use the bucket method. Scrub with a brush, and then wipe with a clean cloth. Rinse with potable water and sanitize with properly diluted Buckeye Disinfectant/Sanitizer. Surfaces should be wet with sanitizer for a minimum of 1 minute.

Scales/Wrappers

When cleaning and sanitizing electrical equipment such as scales or wrappers, it is important to keep liquids from direct contact with electronic parts.

Procedures

1. The first step is to brush off all loose scraps.
2. Next, use a Buckeye Spray Bottle filled with properly diluted Buckeye Heavy-Duty Cleaner/Degreaser. Spray a paper towel or clean cloth with the cleaner, and wipe the food contact surfaces.
3. Then wipe dry with a paper towel or clean cloth.
4. Rinse with potable water.
5. To sanitize, use a Buckeye Spray Bottle filled with properly diluted Buckeye Disinfectant/Sanitizer. Spray a paper towel or clean cloth with the sanitizer, and thoroughly wet the food contact surfaces. Surfaces must be wet with the sanitizing solution for at least 1 minute. Let air dry.

Slicers

The slicer requires daily cleaning and sanitizing, and needs to be handled with caution. Food mixers and food processors should also be cleaned and sanitizing following these steps.

Procedures

1. First, turn off and unplug the slicer from its power source.
2. Close the slicer blade completely so that it is flush to the slicer table.
3. Remove loose food particles and scraps.
4. Then disassemble the slicer.
5. Wash removable, non-electrical parts in the Wash sink filled with properly diluted Buckeye Concentrated Liquid Detergent.
6. Next, place parts in the Sanitize sink filled with properly diluted Buckeye Disinfectant Sanitizer. Allow to soak for a minimum of one minute, or for the time specified for the governing sanitary code.
7. Then remove, drain, and let air dry.
8. Wipe down all fixed parts of the slicer using properly diluted Buckeye Heavy-Duty Cleaner/Degreaser and clean thoroughly.

9. Rinse with warm, potable water and a clean cloth.
10. Then sanitize the slicer with properly diluted Buckeye Disinfectant Sanitizer. Wipe, and let air dry. Surfaces should be wet with the sanitizer for a minimum of 1 minute.

Caution: Be extremely careful when cleaning cutting blade.

Microwave

It is suggested that manufacturer's procedures for cleaning are consulted.

Microwaves also require daily cleaning and sanitizing.

Clean

1. To clean the microwave, use a clean cloth and a Buckeye Spray Bottle with properly diluted Buckeye Heavy-Duty Cleaner/Degreaser to wipe down the interior and exterior surfaces, and tray. Rinse with potable water and let air dry.

Sanitize

1. To sanitize the microwave, use a clean cloth and a Buckeye Spray Bottle with properly diluted Buckeye Disinfectant/Sanitizer on all food contact surfaces, wipe, and let air dry. Surfaces should remain wet with sanitizer for a minimum of 1 minute. Do not rinse.

Griddles

Griddles require daily cleaning and sanitizing to remove grease and food product debris.

Clean

1. To clean the griddle, first turn the temperature knob to the "Off" position and allow the surface to cool to room temperature.
2. Use a scraper to remove grease and residual food product.
3. Then use a Buckeye Spray Bottle with properly diluted Buckeye Heavy-Duty Cleaner/Degreaser and apply to the surface. Use a brush or pumice stone to remove remaining debris. Rinse and let air dry.
4. Next, empty out the grease tray.

Note: Make sure to use non-scoring and non-scratching cleaning aids if the griddle has a perfluorocarbon resin (teflon) coating.

Sanitize

1. To sanitize the griddle, wipe down the surface using a clean cloth and Buckeye Spray Bottle with properly diluted Buckeye Disinfectant/Sanitizer. Let air dry. Surface should be wet with the sanitizer for a minimum of 1 minute. Do not rinse.

Grills

Grills must be scraped, cleaned, and sanitized daily to remove food product buildup.

Clean

1. To clean the grill, first burn off excess food debris that has accumulated.
2. After the grill has cooled off, use a heavy-duty grill brush and scraper to remove remaining food product.
3. Then use a Buckeye Spray bottle with properly diluted Buckeye Heavy-Duty Cleaner/Degreaser and apply to the surface. Use a brush to remove any remaining debris. Rinse and let air dry.

Sanitize

1. To sanitize the grill, wipe down the surface using a Buckeye Spray Bottle with properly diluted Buckeye Disinfectant/Sanitizer, and let air dry. Surface must be wet with the sanitizer for at least 1 minute. Do not rinse.

Steam Tables

Steam tables must be disassembled and cleaned daily.

Clean

1. To clean the steam table, first switch off the machine and drain the water.
2. Then wipe down surfaces using a Buckeye Spray Bottle with properly diluted Buckeye Heavy-Duty Foaming Cleaner or Buckeye Heavy-Duty Cleaner/Degreaser.
3. Rinse with potable water and let air dry.

Hoods

Clean the hoods above cooking equipment daily.

Clean

1. To clean hoods, wipe down surfaces using a Buckeye Spray Bottle with properly diluted Buckeye Heavy-Duty Foaming Cleaner or Buckeye Heavy-Duty Cleaner/Degreaser.
2. Rinse with potable water and let air dry.

Daily cleaning and sanitizing procedures keep your food service area clean. However, the Buckeye Honors Program also provides standardized interim procedures to keep your food service area in its healthiest state.

Supply List

Personal Protective Equipment – Rubber Gloves, Eye Protection, and Slip-Resistant Shoes/Boots
Supply Cart
Foam Gun or Similar Applicator
Water Hose
Squeegee
Mop Buckets and Wringers
“Wet Floor” signs
Paper Towels/Clean Microfiber Cloths
Dust Pan/Brush
Scrub Pads
Microfiber Mop or Clean Cotton Mop
Dust Mop
Trash Can Liners
Vacuum Cleaner (if carpeted)
Push Broom

Buckeye Product List

Buckeye Heavy-Duty Foaming Cleaner
Buckeye Concentrated Liquid Detergent
Buckeye Disinfectant/Sanitizer
Buckeye Heavy-Duty Cleaner/Degreaser
Buckeye Glass Cleaner
Buckeye Grip & Go! Bottles – silk screened bottles
list OSHA and WHMIS product information and directions for use

**Your supervisor will indicate which product is appropriate for use in which application.*

Prepare

1. First, remove or cover all food products, and water-sensitive, weighing and wrapping equipment.
2. Cover all exposed electrical outlets.
3. Disassemble all cutting and processing equipment, and remove food product scraps.
4. Place equipment parts, knives, trays, hooks, trolleys and utensils, into the first Wash sink.
5. Fill the sink with warm, potable water and properly diluted Buckeye Concentrated Liquid Detergent for soaking cutting and processing parts, knives, and utensils to be washed by hand.
6. Scrape cutting surfaces to remove excess food product.
7. Dispose of trash.
8. Then remove all trash receptacles and matting.

Using the Dispensing Guns

Clean

1. Fill the foam gun reservoir with concentrated Buckeye Heavy-Duty Foaming Cleaner, and seal reservoir. Then attach to the pistol grip. Turn the dial to the desired mixing rate letter to siphon chemical.
2. Connect the foam wand to the outlet end of the mixing head.
3. Then, with the water on, squeeze the pistol grip to foam surfaces that require cleaning including floors, walls, equipment, tables and cutting boards. Allow foam to set on the surfaces for 5 minutes.
4. For hard-to-reach areas, remove the gun's foam wand attachment and blast out debris with a high-pressure stream of Buckeye Heavy-Duty Foaming Cleaner solution.
5. With a brush or scrubbing pad, agitate areas that need additional cleaning.
6. Then quick-disconnect the Buckeye Heavy-Duty Foaming Cleaner reservoir from the pistol grip, and rinse surfaces with potable water. Squeegee water to the floor drains. Next, place parts in the Sanitize sink filled with properly diluted Buckeye Disinfectant Sanitizer. Allow to soak for a minimum of one minute, or for the time specified for the governing sanitary code.

Sanitize

1. Fill the Buckeye Disinfectant/Sanitizer gun reservoir with concentrated Buckeye Disinfectant/Sanitizer. Connect the water supply hose to the pistol grip attached to the mixing head. Place the metering stem lever in the vertical position to siphon chemical.
2. Squeeze the pistol grip, with the water on, to apply Buckeye Disinfectant/Sanitizer with the gun to all surfaces. Do not rinse.
3. Allow surfaces to air dry.
4. For the triple sink method, fill the second Rinse sink with water only and fill the third Sanitize sink with properly diluted Buckeye Disinfectant/Sanitizer.
5. Clean and rinse utensils and equipment parts. Soak them in Buckeye Disinfectant/Sanitizer solution for a minimum of 1 minute, or for the time specified by the governing sanitary code.
6. Then remove, drain, and let air dry. Do not rinse.

Coolers and Meat Cases

Prepare

1. First, remove food products and bring the unit up to room temperature.
2. Then pick up trash.
3. Next, remove racks and shelves from meat cases and coolers.

Clean

1. To clean, place racks and shelves in a Buckeye Heavy-Duty Foaming Cleaner solution properly diluted with warm, potable water or stand them vertically and spray with Buckeye Heavy-Duty Foaming Cleaner.
2. Apply Buckeye Heavy-Duty Foaming Cleaner to cooler walls and floors. Use a bucket and a clean cloth to apply Buckeye Heavy-Duty Foaming Cleaner where the foam gun is not applicable.
3. For areas requiring additional cleaning, agitate with a brush or scrub pad.
4. Then quick-connect the Buckeye Heavy-Duty Foaming Cleaner reservoir. Rinse cleaned areas, including racks, shelves and carts, with potable water.

Coolers and Meat Cases (continued)**Sanitize**

1. To sanitize, use a Buckeye Spray Bottle with properly diluted Buckeye Disinfectant/Sanitizer.
2. Apply Buckeye Disinfectant/Sanitizer to all areas. Sanitize, and allow to drain and air dry. Do not rinse.

Walk-In Refrigeration and Freezer Units**Clean**

1. Clean inside and outside doors, gaskets, and other outside surfaces daily using a paper towel or clean cloth and a Buckeye Spray Bottle filled with properly diluted Buckeye Heavy-Duty Foaming Cleaner or Buckeye Heavy-Duty Cleaner/Degreaser. Wipe and let air dry.
2. For interim cleaning, first empty the unit and bring it up to room temperature.
3. Then apply Buckeye Heavy-Duty Foaming Cleaner to walls and racks using a foam gun or bucket and a clean cloth to apply Buckeye Heavy-Duty Foaming Cleaner. To clean floors, use a mop and bucket or the foam gun.
4. For areas requiring additional cleaning, agitate with a brush or scrub pad.
5. Then quick-connect the Buckeye Heavy-Duty Foaming Cleaner reservoir. Rinse cleaned areas, including racks, shelves and carts, with potable water.

Sanitize

1. To sanitize, quick-connect the Buckeye Disinfectant/Sanitizer foam gun.
2. Apply Buckeye Disinfectant/Sanitizer to all areas. Sanitize racks and shelves, and allow to drain and air dry. Do not rinse.

Note: Before starting interim cleaning and sanitizing, walk-in freezers must be defrosted.

Reach-In Refrigeration and Freezer Units

For reach-in refrigeration and freezer units, clean and sanitize using a Buckeye Spray Bottle or bucket method.

Clean

1. Clean doors, gaskets, and outside surfaces daily using a Buckeye Spray Bottle filled with properly diluted Buckeye Heavy-Duty Foaming Cleaner or Buckeye Heavy-Duty Cleaner/Degreaser. Spray a paper towel or clean cloth with the cleaner, and clean the surfaces. Then wipe the surfaces dry with a dry paper towel or clean cloth.
2. For interim cleaning, empty the unit first and bring it to room temperature. Then spray surfaces with properly diluted Buckeye Heavy-Duty Foaming Cleaner or Buckeye Heavy-Duty Cleaner/Degreaser, or apply the cleaner with a clean cloth. Scrub as needed with a scrub pad, and then use a dry clean cloth or paper towels to pick up the cleaning solution. Surfaces must be rinsed thoroughly with potable water before sanitizing.

Sanitize

1. Then sanitize the unit using a paper towel or clean cloth and a Buckeye Spray Bottle filled with properly diluted Buckeye Disinfectant/Sanitizer. Wipe and let air dry.

Note: Before starting interim cleaning and sanitizing, reach-in freezers must be defrosted.

Ice Machine

It is suggested that manufacturer's procedures for cleaning and sanitizing are consulted.

Ice machines must be drained before interim cleaning and sanitizing.

Clean

1. Clean non-ice contact doors, gaskets, and outside surfaces daily. Wet a clean cloth or paper towel with properly diluted Buckeye Heavy-Duty Foaming Cleaner or Buckeye Heavy-Duty Cleaner/Degreaser from a Buckeye Spray Bottle or from a bucket. Clean the surfaces, and then use a dry, clean cloth or paper towel to wipe dry.
2. For interim cleaning, turn off refrigeration and drain and flush ice. Wash surfaces with properly diluted Buckeye Heavy-Duty Foaming Cleaner or Buckeye Heavy-Duty Cleaner/Degreaser, and rinse thoroughly with potable water.

Sanitize

1. Then sanitize the unit, thoroughly wet the surfaces using a Buckeye Spray Bottle filled with properly diluted Buckeye Disinfectant/Sanitizer. Drain and let air dry. Surfaces must be wet with the sanitizer for at least 1 minute.

Self-Service Serviceware and Condiment Areas

In addition to the daily cleaning, sanitizing, and restocking in the self-service serviceware and condiment areas, these areas also require interim cleaning and sanitizing.

Prepare

1. Remove eating utensils and condiments from bins and place them on a clean surface.
2. Then remove all eating utensil and condiment bins and wash, rinse, and sanitize following the triple sink method.

Clean

1. Then wipe down surfaces using a clean cloth and a Buckeye Spray Bottle with properly diluted Buckeye Heavy-Duty Foaming Cleaner. You may also apply properly diluted Buckeye Heavy-Duty Foaming Cleaner from a bucket with a clean cloth.
2. Then rinse with potable water.

Sanitize

1. To sanitize, wipe down surfaces with a clean cloth and Buckeye Disinfectant/Sanitizer and let air dry. Do not rinse.

Ovens

It is suggested that manufacturer's procedures for cleaning be consulted.

Food product debris accumulates in ovens and on oven racks, which need to be properly cleaned and sanitized.

Prepare

1. Remove oven racks and wash, rinse, and sanitize them following the triple sink method.
2. Then remove food product debris inside oven using a scraper and brush.

Ovens (continued)***Clean***

1. Scrub surfaces using a sponge or clean cloth and a Buckeye Spray Bottle with properly diluted Buckeye Heavy-Duty Cleaner/Degreaser. You may also apply properly diluted Buckeye Heavy-Duty Cleaner/Degreaser from a bucket with a sponge or clean cloth.
2. Then rinse with potable water.
3. Then replace the clean racks in the oven.

Deep Fryer

The deep fryer requires specific interim cleaning procedures, which include draining and replacing the oil.

Cleaning and Sanitizing Procedures

1. First, turn off the deep fryer, let it cool, and empty the dirty oil into a metal container.
2. Then fill the empty deep fryer with water one inch above the oil line.
3. Add specified Buckeye Heavy-Duty Cleaner/Degreaser.
4. Let low boil for 30 minutes.
5. Then turn off the deep fryer and let cool.
6. Drain the deep fryer into a metal container.
7. Then scrub the inside of the deep fryer with a brush and reapply properly diluted Buckeye Heavy-Duty Cleaner/Degreaser in a Buckeye Spray Bottle if necessary.
8. Rinse thoroughly with warm, potable water and let dry.
9. Sanitize by thoroughly wetting the inside of the fryer with a properly diluted solution of Buckeye Disinfectant/Sanitizer. Surfaces must be wet with the sanitizer for 1 minute. Drain and let air dry.
10. Clean the exterior of the fryer with properly diluted Buckeye Heavy-Duty Cleaner/Degreaser.
11. Then refill the fryer with fresh oil.

Section 8:

Working Smart/ Product Safety

Buckeye is committed to enhancing the performance and safety of its products and, through proper training and education, the safety of your workplace. Using Buckeye dilution control systems, wearing proper Personal Protective Equipment (PPE), following Occupational Safety and Health Administration (OSHA) regulations, reading Safety Data Sheets (SDS) and product labels, and learning how to use products safely are all part of working smart.

Advantages of Dilution Control Systems

Section 8

A major component of product safety is the use of dilution control systems, making it virtually unnecessary to handle concentrated products. Diluting concentrated products through dilution control systems is quick, easy, and accurate.

Buckeye dilution control systems are designed to ensure that Buckeye dilutable products are being used according to precise manufacturer specifications. This maximizes overall product effectiveness and safety, and eliminates waste. Buckeye dilution control systems offer push-button proportioning for ease of use, making it virtually automatic to properly dilute products. These systems are also

manufactured with backflow prevention. This technology prohibits products connected to the system from shooting back through the water line.

Fill bottles and mop buckets quickly with less mess and spillage, and avoid direct contact with concentrated products. For additional safety, Buckeye products may be stored in lockable boxes.

Buckeye products, packaging, and dilution control systems are color and number coded for safety and ease of use. Additionally, Buckeye provides detailed Safety Data Sheets (SDS), product labels, manuals, and wall charts in multiple languages.

OSHA Hazard Communication Standard

Section 8

The Occupational Safety and Health Administration, or OSHA, is the main federal agency that regulates workplace safety and health. OSHA enforces a federal regulation called the OSHA Hazard Communication Standard. This regulation helps protect you by providing you with information about potential hazards of the products you work with. Buckeye provides you with product safety information and training following this standard.

This comprehensive Hazard Communication Program includes Safety Data Sheets (SDS), product labels, a written hazard communication program, and employee training. It is your responsibility to read the Safety Data Sheets (SDSs) and product labels, and to use proper Personal Protective

Equipment (PPE). Follow these safe work practices to protect yourself and others from possible health or physical hazards.

A Safety Data Sheet, or SDS, is a document that provides health and safety information for a particular product. Chemical manufacturers are required to prepare a Safety Data Sheet (SDS) for every product based on the information gathered during the hazard evaluation of the product.

It is important that you know where Safety Data Sheets (SDSs) are located and how to properly read them. Consult your supervisor for their exact location in your facility. Additionally, Buckeye Safety Data Sheets (SDSs) are available 24 hours a day via our website at www.buckeyeinternational.com for your convenience.

How to Read a Safety Data Sheet (SDS)

You should be familiar with the type of information and the location of the information available on a Safety Data Sheet (SDS) so you can find it quickly when needed. Here's how to read a Buckeye Safety Data Sheet (SDS).

The medical and transportation 24-hour emergency numbers are located directly under the Buckeye International name and address. The sheet is then broken down into several sections.

Section I

General product information and a description of the intended use of the product.

Section II

Product ingredients.

Section III

Physical data and properties of the product.

Section IV

Fire and Explosion data.

Section V

Reactivity data including information about the chemical behavior of the product and product incompatibility warnings.

Section VI

Health hazard data and emergency First Aid procedures.

Section VII

Spill or leak procedures.

Section VIII

Special Protection information including proper Personal Protective Equipment (PPE).

Section IX

Handling and Storage precautions, government regulations, and product patents.

On March 26, 2012, a new hazard communication system was published in the Federal Register. The rule aligns the classification of hazardous chemicals and communications of these hazards with the United Nation's Globally Harmonized System of Classification and Labeling of Chemicals (GHS). Major changes will include a specified 16-part Safety Data Sheet (SDS), revised criteria for classifying hazards, and revised labeling provisions to include signal words and pictograms. Though the final rule became effective May 25, 2012, OSHA provided longer compliance deadlines for full implementation of the standard. The deadline for product labels and Safety Data Sheets (SDS) to be in use is June 1, 2015.

Safety Data Sheets (SDSs) are a great source of information that will help create a safer working environment. However, they are not the only source of product information. A more immediate source is the product label. Generally, a lot of the information you will need for safe handling of the product is found on its properly labeled container.

Product Labels*Section 8*

The OSHA Hazard Communication Standard requires that all product containers be labeled with the name of the product, who manufactured the product, and any hazard warnings needed for safe use of the product.

Any time a product is transferred from its original container to a new container, the person who makes the transfer is responsible for labeling the new container with the appropriate product name and hazard warnings found on the original label. Transferring products from one container to another also includes filling a spray bottle.

To help comply with the OSHA Hazard Communication Standard, Buckeye spray bottles are silk screened with the appropriate label information in English and Spanish or French, depending on the product. Buckeye's silk screened labels will not come off when they get wet. For your safety, read all product labels and use Buckeye products as directed.

Personal Protective Equipment (PPE)*Section 8*

You can also protect your health by avoiding direct contact with products. Use Personal Protective Equipment (PPE) and safe product handling practices. Personal Protective Equipment (PPE) can include safety glasses or goggles, rubber or chemical resistant gloves, and water resistant footwear. Additionally, maintain adequate room ventilation when using chemicals.

Another important part of maintaining health and safety in the workplace is to follow the OSHA Bloodborne Pathogen Standard body fluid spill precautions.

Bloodborne pathogens include any pathogenic microorganism that is present in human blood or other potentially infectious materials, and can infect and cause disease in people who are exposed to it.

These pathogens include Hepatitis B Virus (HBV), HIV-1 (AIDS virus), and other pathogens.

When something is contaminated, it means there is a presence or possible presence of blood or other potentially infectious materials on the item or surface. Treat all potentially infectious material as if it were contaminated.

Decontamination

Decontamination is the process of using physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

When to Decontaminate

Contaminated work surfaces must be decontaminated with an appropriate Buckeye Disinfectant:

1. After completion of procedures
2. Immediately when surfaces are visibly contaminated
3. After any spill of blood or other potentially infectious materials
4. At the end of the work shift if the surface may have become contaminated since the last cleaning

Supply List

Personal Protective Equipment – Rubber Gloves,
Eye Protection
Absorbent Powder
Supply Cart
Mop Bucket and Wringer
“Wet Floor” signs
Paper Towels/Clean Microfiber Cloths
Dust Pan/Brush
Tongs/Forceps
Disposable Scoop
Regulated Waste Bag
Microfiber Mop or Clean Cotton Mop
Carpet Extractor

Buckeye Product List

Buckeye All-Purpose Cleaner
Buckeye Disinfectant registered with HIV-1 (AIDS virus), Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV) kill claims or Tuberculosis (TB) kill claims
Buckeye Cleaner/Sanitizer
Buckeye Extraction Carpet Cleaner
Buckeye Spray Bottles – silk screened bottles list
OSHA and WHMIS product information and directions for use

**Your supervisor will indicate which product is appropriate for use in which application.*

First, put on PPE including safety glasses/goggles, rubber/chemical resistant gloves, and water resistant footwear. Then complete these 3 steps.

1. Contain
2. Clean
3. Decontaminate

Contain

Contain the spill with absorbent powder to prevent splashing. Wait a few minutes for the spill to be fully absorbed. If there is any contaminated, broken glassware, do not pick it up by hand. Use a brush and dust pan, tongs, or forceps – discard or decontaminate before reuse. Next, pick up the spill with a disposable scoop, and dispose of everything into a regulated waste bag.

Clean

Clean the spill area with a Buckeye All-Purpose Cleaner or Buckeye Disinfectant Cleaner to remove gross filth.

Small Spills

Spray area with the appropriate Buckeye product, wipe using a microfiber cloth or paper towel, and dispose into a regulated waste bag.

Larger Spills

First, place “Wet Floor” signs around the spill area. Then dip the mop in appropriate Buckeye product solution, wring it out, and mop up the spill. Launder the mop head before the next use.

Decontaminate

Evenly apply a Buckeye Disinfectant with HIV-1 (AIDS virus), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) kill claims, or Tuberculosis (TB) kill claim over the spill area. Let it dwell for 10 minutes. Then wipe it up with a microfiber cloth, paper towels or mop, and let it air dry. Dispose of the cloth or paper towels in the regulated waste bag or launder the mop head.

Carpet Surface Cleanup*Section 8*

The OSHA Bloodborne Pathogen Standard does not specifically address the removal of blood or bodily fluid spills from carpet. Buckeye recommends the following procedures.

First, put on Personal Protective Equipment (PPE). Then blot up the fluid with an absorbent cloth and dispose in a regulated waste bag. Extract area with a Buckeye Extraction Carpet Cleaner following label instructions. Then extract with a Buckeye Cleaner/Sanitizer or Buckeye Disinfectant Cleaner. Choose a

Buckeye disinfectant with HIV-I (AIDS virus), Hepatitis B Virus (HBV), and Hepatitis C Virus (HCV) kill claims. Let carpet dry completely before allowing traffic on the area. Decontaminate extraction equipment with an appropriate Buckeye Disinfectant. Disinfect the exterior as you would other hard surfaces. Disinfect the interior by vacuuming approximately one gallon of use-solution into the machine.