



CLEANING FOR HEALTH & HYGIENE

# OFFICE SPACES

featuring: Key Products • How-To Videos • Daily Checklist

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Everything.



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# MICROFIBER CLEANING CLOTHS

Our microfiber products come in multiple colors and sizes to clean a variety of surfaces. Use these with the appropriate cleaning solution for your cleaning and sanitization needs.

Click [HERE](#) to view our full selection of microfiber cleaning cloths.

## FEATURES

- Can be extensively laundered without degradation
- Eliminate more debris particles than standard fibers
- Color coding systems help prevent cross contamination



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# MICROFIBER MOPS & ACCESSORIES

Our microfiber mops come in two forms: flat and tube. Use with appropriate cleaning solutions to clean all floors.

Click [HERE](#) to view our full selection of microfiber mops and accessories.

## FEATURES

- Two styles: Flat and Tube
- Outperform yarn mops in both cleaning and durability
- Color coding systems help prevent cross contamination



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# SOAP DISPENSERS

Safe and effective hand washing is critical for preventing the spread of contamination. Our soap dispenser models cover a range of products including liquid and lotion soaps, foam soaps, and liquid hand sanitizers.

Click **HERE** to view our soap dispenser options.

## FEATURES

- See-thru components allow for easy monitoring of soap supply levels
- Multiple models available for dispensing foam soaps, liquid soaps, and hand sanitizers



# TOILET SEAT COVERS

Toilet seat covers provide protection and ease of mind for users. Rest Assured® toilet seat covers are available in different styles for use in a number of dispensers.

Click [HERE](#) to view our full selection of toilet seat covers and [HERE](#) for toilet seat cover dispensers.

## FEATURES

- Available in ½ fold, ¼ fold, and lever dispenser options.
- Self-disposing design allows the seat cover to be flushed without touching it



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# WASTE RECEPTACLES

Durable waste receptacles are essential for cleaning any kind of workplace. Advanced Gator® Containers come in 32-, 44-, and 55-gallon sizes. Value-Plus™ Slim Containers hold 23 gallons. All of our containers have multiple color options to suit your needs.

Click [HERE](#) to view our full selection of receptacles.

## FEATURES

- Built-in vents allow for easy removal of full trash bags
- Advanced Gator® Containers have offset ridges to allow hassle-free nesting



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# MOP BUCKETS & WRINGERS

Mop with ease and safety using mop bucket and wringer combos. We have a variety of models with features like embossed graduation marks, sediment drain grates, waste water buckets, and handles that reduce back strain while wringing.

Click [HERE](#) to view our full selection of mop buckets and wringers.

## FEATURES

- Color coding can prevent cross contamination
- Castors allow for easy, skid-free movement
- Optional sediment drain grate keeps debris inside the bucket



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# WASHROOM CLEANING

Washrooms need to be cleaned just as regularly as other parts of a business. To make the most of your cleaning supplies, we recommend toilet bowl mops and caddies to keep all your supplies in one place and easy to use.

Click **HERE** to see our full line of toilet bowl mops and caddies.

## FEATURES

- Deluxe toilet bowl mops feature acid-resistant mop strands and lightweight handles for user comfort
- Caddies hold 32-oz bottles of cleaner snugly with a locking strap
- A hinged lid keeps mops concealed and contains odors



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# MATERIAL HANDLING

Cleaning supplies need to be transported quickly and efficiently, so products like utility carts, caddies, and maids' baskets are built with function in mind. Use caddies to move waste receptacles without lifting. Carts and baskets make carrying tools and cleaning solutions a breeze.

Click [HERE](#) for more material handling products.

## FEATURES

- Optional maids' basket inserts hold up to three (3) bottles of cleaning solution or aerosol
- Utility carts use textured shelves with built-in rims to keep items from falling off
- Janitors' carts have extended handles to keep hands away from trash



## BROOMS & DUST PANS

Properly sweeping clears away physical debris so floors can be sanitized more thoroughly. To do this, we offer a number of brooms and dust pans to make the job as easy as possible.

Click [HERE](#) for more brooms and dust pans.

### FEATURES

- Angled plastic brooms feature waterproof bristles
- Corn brooms have strong natural bristles for cleaning a variety of floors
- Lobby dust pans allow for hands-free emptying



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# DISPENSING

Using cleaning solutions requires having the proper dispensing tools for the job. Buckets, pails, and bottles carry solutions while trigger sprayers and pumps dispense them in premeasured amounts.

Click **HERE** for more dispensing supplies.

## FEATURES

- Graduation marks allow users to measure fluid levels
- Color-coding can prevent cross-contamination



# SAFETY

Safety supplies are made to ensure the wellbeing of workers and customers alike. Bloodborne Pathogen Kits ensure the safe and sanitary removal of spilled bodily fluids, blood, and other potentially infectious substances. Wet Floor Signs indicate slip hazards while our new line of TriVu® 3-Sided Safety Signs include messaging for curbside pickup and social distancing.

Click [HERE](#) for more safety items.

## FEATURES

- Bloodborne Pathogen Kit complies with OSHA Bloodborne Pathogen Rule 29 CFR 1910.1030
- A pinch handle makes the wet floor sign easier to set up with one hand
- Social distancing signs available with or without mask requirement



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# DISPOSABLE GLOVES & MASKS

Disposable gloves allow workers to perform their jobs with added protection from potentially infectious materials. Job requirements and working conditions should always be considered before selecting a glove. Ear loop masks provide 99.5% bacterial filtration - please note these are not recommended for medical uses.

Click **HERE** to view our latex gloves and **HERE** to view our nitrile gloves.

Click **HERE** to view ear loop masks.

## FEATURES

- Latex gloves have a comfortable fit and excellent flexibility during use
- Nitrile gloves are puncture resistant and are comparable to latex without the risk of allergic reactions
- Different color options make it easier to detect rips and tears
- Masks include anti-fog sweat band across bridge of nose

# RESOURCES

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Scan these QR codes for instructional videos



How to Safely  
Use Disposable  
Gloves



How to Safely  
Use Ear-Loop  
Face Masks



How to  
Safely Use  
N95 Masks



How to Clean a  
Toilet Bowl



How to Clean  
Hard Surfaces



How to Clean  
High Touch  
Surfaces



How to Use a  
Microfiber  
Floor Pad



How to Use a  
Microfiber  
Wet Mop



How to  
Use the  
Mopster®

# CLEANING CHECKLIST

## OFFICE SPACES

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### PUBLIC AREAS

#### HOURLY TASKS

- Clean door handles
- Require hand sanitizer supplies are adequate at high contact locations
- Wear and dispose of gloves between tasks

#### DAILY TASKS

- Sweep the floor thoroughly
- Vacuum carpets and door mats
- Mop the floors
- Clean and sanitize customer and employee touchpoints
- Polish mirrors, glass and chrome surfaces
- Empty and reline trash bins

#### WEEKLY TASKS

- Dust window ledges, light fittings and fixtures
- Dust skirting boards
- Polish windows and picture frames
- Wipe down walls
- Clean and disinfect trash bins
- Check air freshener levels

### OFFICE AREAS

#### HOURLY TASKS

- Clean and sanitize door handles
- Clean and sanitize touchpoints on office equipment & switches
- Clean and sanitize tables and hard surfaces

#### DAILY TASKS

- Sweep the floor thoroughly
- Vacuum carpets and door mats
- Mop the floor
- Clean sinks
- Empty bins
- Wipe down office chairs and desks

#### WEEKLY TASKS

- Dust window ledges, light fittings and fixtures
- Dust skirting boards
- Polish windows and picture frames
- Wipe down walls
- Unclog sinks
- Clean and disinfect bins
- Check air freshener levels
- Ensure feminine hygiene disposal bins have been emptied
- Bleach toilet brushes

### WASHROOMS

#### HOURLY TASKS

- Clean and disinfect door handles and grab handles
- Ensure feminine hygiene dispensers are adequately stocked

#### DAILY TASKS

- Clean sinks
- Clean and disinfect toilets
- Polish mirrors and glass surfaces
- Re-stock toilet paper and hand towels
- Empty bins

#### WEEKLY TASKS

- Polish windows
- Wipe down window ledges
- Clean and disinfect door handles and grab handles
- Clean and disinfect baby changing tables
- Clean and disinfect waste paper bins
- Ensure feminine hygiene disposal bins have been emptied
- Bleach toilet brushes
- Check air freshener levels

A woman with curly hair, wearing a dark blazer and a watch, is seated at a desk in a bright office. She is looking at a computer monitor and has her hands on the keyboard. The background is softly blurred, showing office furniture and a window.

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