

A Matter of SECURITY

When we are given keys to a secure area, make sure that we **NEVER** leave that area unlocked—not even for a minute! Once we receive a key to such an area, our company becomes responsible for that area's security. Before leaving, double check these areas and make sure the alarms are on. Try the doors to ensure that no debris is preventing proper closure. If someone else is working with you, have them verify that the area is secured properly! Being **SECURITY** conscious will prevent losses.

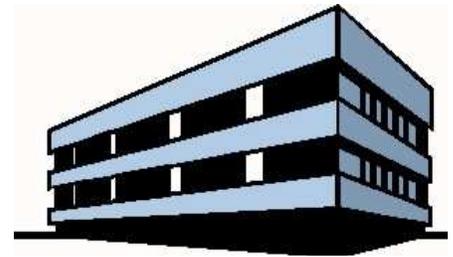
SAFETY

Loose fluorescent tubes should never be left in the Janitor's Closet. Old tubes should be marked 'USED' and placed in a box or brought to the garbage. Remember—these can explode and cause injury! Notify maintenance personnel or the office.

THE PROFESSIONAL CLEANER: JANITOR CLOSETS

Professional Cleaners require on-site areas where s/he may keep their cleaning materials, equipment, supplies and other necessary items. Most commercial buildings will provide a Janitor's Closet for that purpose. All Professional Cleaners appreciate this, but should ask themselves the following questions:

1. **Appearance** - Is my Janitor's Closet clean and tidy?
2. **Storage** - Do I need shelves for storage - or do I tend to *store* everything on the floor? If I do need extra shelving, have I notified the office?



3. **Supplies** - If I clean in a large commercial building which usually has Janitor Closets on each floor - do I have adequate washroom supplies in each Closet?
4. **Floor** - Is it clean and free from debris?
5. **Bucket** - Did I leave dirty water in the bucket? Is my mop in the dirty water? If I choose to keep the mop in the bucket, did I make sure that the bucket contained clean, soapy water?
6. **Cleaning Rags** - Have I left any dirty cleaning rags lying around in the Janitor's Closet? If there are dirty cleaning rags, did I put them in an appropriate container until ready for washing?
7. **Equipment** - If I have cleaning equipment such as vacuums, buffers, etc., stored in the Janitor's Closet, are they stored in such a way that they are not subject to damage from other materials?

TIPS **Acid Bowl Cleaners and Bleaches:** These cleansers should be handled with utmost care since they can cause skin burns and, if spilled, could damage carpets. Wipe top and bottom of containers! Secure them on the cart! **NEVER** use these products when non-corrosive cleaners/bleaches would do the job! Use **ONLY** when required—to remove rust or when a strong cleaning is needed!

