**PREPARE THE ABOVE ITEMS BEFORE STARTING THE DAILY CLEANING PROCEDURE.**

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**1. Remove Debris**

**Products Used:** NiftyNabber®

**Action:** Clean debris from urinals and toilets. Check and flush urinals and toilets.

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**2. Dispense Cleaning Solution**

**Products Used:** Dispenser

**Action:** Spray germicide or bowl cleaner inside urinals and toilets.

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**3. Replenish Supplies**

**Action:** Replace toilet seat covers, paper towels, soap dispensers and empty the trash cans.

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**4. Dusting & Spot**

**Products Used:** Pro Duster

**Action:** Use Pro Duster to spot clean dividers and other high-access surfaces.

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**5. Sweep Floor**

**Products Used:** Ergo Dust Pan

**Action:** Sweep floor removing all dust and debris before mopping.

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**6. Clean Surfaces**

**Products Used:** Microfiber cloth, Sprayer On A Belt

**Action:** Spray cleaning solution onto the microfiber cloth and wipe down all surfaces (mirrors, sinks, countertops, door knobs, faucets, paper towel dispensers).

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**7. Clean Urinals/Toilets**

**Products Used:** Ergo Toilet Bowl Brush, Microfiber Cloth, Sprayer On A Belt

**Action:** Clean inside urinals and toilets with brush. Spray and wipe down surfaces with solution and microfiber cloth.

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**8. Mop Floor**

**Step 1** Collapse mop by stepping on the foot pedal.

**Step 2** Dip mop in back section of bucket then wring out.

**Step 3** Dip mop in front section of bucket containing cleaning solution. Return to back section and wring out.

**Step 4** Drop the mop to the floor and continue to mop in an "S Pattern".

**Step 5** Dip mop in back section of bucket then wring out. Dip in front section of bucket containing cleaning solution. Return to back section and wring out. Continue mopping in "S Pattern".

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**Products Used:**
Dual-Compartment Mop Bucket (COMBR/COMBG or COMSG/COMSR (not shown)), SmartColor Micro Mop MM40R, EZ Flat Mop Holder SM40G or SM40R, Ergo TelePole EP18R or EP24R, NiftyNabber NN40R, Sprayer On A Belt SDABG, SmartColor MicroWipe 4000 MF40R or MF40Y, Pro Duster LMDUR, Ergo DustPan (with broom) EDPR or EDTBG/EDTBR, Ergo Toilet Bowl Brush Complete BBIWR (with brush) or BSWHR (with swab). Warning sign not included.