



Daily Office Cleaning Procedures

Office Cleaning Instructions:

1. Pick up paper and any debris on floor and throw in trash. Use proper PPE and signage.
2. Replace trash liners. Place trash in utility cart for disposal.
3. Spray and wipe trash cans with **Split! Non-Detergent Cleaner** in a Spray bottle diluted 16 oz per gallon with a microfiber cloth.
4. Dust vents with a microfiber dusting tool or microfiber cloth.
5. Spot Clean vents with **Split! Non-Detergent Cleaner** as needed.
6. Dust horizontal surfaces and desks where needed with a microfiber dusting tool or microfiber cloth.
7. Clean desks, touch areas and horizontal surfaces using **Split! Non-Detergent Cleaner** in a Spray bottle.
8. Spot Clean glass and mirrors with **Split! Non-Detergent Cleaner** in a spray bottle and a microfiber cloth.
9. Go back over any glass or mirrors that are still smudged with a dry microfiber.
10. Vacuum all open floor surfaces, carpet and hard floors with a backpack vacuum or a commercial upright vacuum.
11. Spot mop any hard surface floor areas with **Split! Non-Detergent Cleaner** diluted 4 oz per gallon in a mop bucket cleaning with a microfiber floor tool and pad.
12. Spot Clean carpet with **Split! Carpet and Upholstery Cleaner** and a microfiber cloth. Follow spot cleaning for carpets procedures.
13. Note - Keep wet floor signs in place until the floor is dry.
14. Note - for more stubborn cleaning areas, use **Split! Restorative Cleaner** in place of the **Non-Detergent Cleaner**. Follow directions from other training documents for the cleaning procedures.

Hygiene Questions? Remove Bio-Film.

Split! Non-Detergent Cleaners microscopically split all organic, non-solid molecules to pieces, on contact. Our patented ingredients for removal of bio-film cannot be matched by any detergent disinfectant. Not even close.

Infection Prevention experts now more fully understand the role of bio-film in the transmission of nosocomial infections. A fundamental obstacle to our procedures for cleaning, sanitation, and infectious disease prevention, bio-film is comprised of biological pollutants that are or were living. Bio-film includes living organisms such as bacteria, viruses, fungi, and dust mites as well as dead substances such as animal dander and dried insect droppings.

Bio-film creates the ideal environment for germs to attach to a surface and thrive as a community. Even assuming detergent disinfectant procedures are killing 100% of the germs (which they are not) if we don't remove the bio-film, their breeding grounds remain. Manufacturers of disinfectant detergents are aware of this, and say on their labels to use their products only on pre-cleaned surfaces.

We now have the real-time ability to measure bio-film and its removal from touch points in public areas and hospital environments. The SystemSURE Plus luminometer from Hygiena uses ATP technology to measure Adenosine Triphosphate, the universal energy molecule found in all living cells. Readings are measured in RLUs, Relative Light Units, in direct proportion to the amount of ATP present on a given surface or touch point. A reading of 0 to 10 indicates the surface as "pass"; 11 to 30 indicates "caution"; and 31 and above indicates "fail". Current detergent-based disinfectants and protocols may lower RLU readings to be somewhere close to 31. Split! Non-Detergent Cleaner lowers RLU readings to zero – on contact, virtually every time.