



Daily Office Cleaning Training Card



Cleaning Tasks:		Split!	Application Method
Pick up paper and any debris on floor and throw in trash. Use proper PPE and signage.			
Replace trash liners. Place trash in utility cart for disposal.			
Spray and wipe trash cans with Split! in a spray bottle with a microfiber cloth.		Split! Non-Detergent	Microfiber Cloth-S/Btl.
Dust vents with a microfiber dusting tool or microfiber cloth.			Microfiber Dusting Tool
Spot Clean vents with Split! Non-Detergent Cleaner as needed.		Split! Non-Detergent	Microfiber Cloth-S/Btl.
Dust horizontal surfaces and desks where needed with a microfiber dusting tool or microfiber cloth.			Microfiber Dusting Tool
Clean desks, touch areas and horizontal surfaces using Split! in a spray bottle.		Split! Non-Detergent	Microfiber Cloth-S/Btl.
Spot Clean glass and mirrors with Split! and a microfiber cloth.		Split! Non-Detergent	Microfiber Cloth-S/Btl.
Go back over any glass or mirrors that are still smudged with a dry microfiber.			Microfiber Cloth-Dry
Vacuum carpet and hard floors with a backpack vacuum or an upright vacuum.			Backpack/Upright Vacuum
Spot mop any hard surface floor areas with Split! diluted 4 oz per gallon.		Split! Non-Detergent	Microfiber floor tool/bucket
Spot Clean carpet with Split! Follow spot cleaning for carpets procedures.		Split! Carpet & Upholstery	Microfiber Cloth-S/Btl.
Equipment Needed:		Notes:	
Always wear appropriate Personal Protective Equipment. <ul style="list-style-type: none"> • Microfiber Cloths-wet cleaning • Microfiber Cloths-dry cleaning • Microfiber Dusting Tools • For hard to reach areas use proper safe equipment with extension poles • Backpack/Upright Vacuum 	Display wet floor signs where needed. <ul style="list-style-type: none"> • Microfiber floor tool and bucket • Quart Bottles&Trigger Sprayers • Bottle Labels • Split! Carpet and Upholstery • Split! Non Detergent Cleaner • Can Liners 	Note - Keep wet floor signs in place until the floor is dry. 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. If you can remove dry dirt first with a dry cleaning system, wet cleaning will be much easier and faster.	



Daily Classroom Cleaning Training Card



Cleaning Tasks:		Split!	Application Method
Pick up paper and any debris on floor and throw in trash. Use proper PPE and signage.			
Refill paper products dispensers and hand soap dispensers where applicable.			
Replace trash liners. Place trash in utility cart for disposal.			Microfiber Cloth-S/Btl.
Spray and wipe trash cans with Split!		Split! Non-Detergent	Microfiber Dusting Tool
Dust vents and spot clean vents as needed. Use microfiber dusting tools.		Split! Non-Detergent	Microfiber Cloth-S/Btl.
Dust horizontal surfaces and desks where needed with a microfiber dusting tool or microfiber cloth.			Microfiber Dusting Tool
Clean desks, touch areas and horizontal surfaces using Split! in a spray bottle.		Split! Non-Detergent	Microfiber Cloth-S/Btl.
Spot Clean glass and mirrors with Split! and a microfiber cloth.		Split! Non-Detergent	Microfiber Cloth-S/Btl.
Go back over any glass or mirrors that are still smudged with a dry microfiber.			Microfiber Cloth-Dry
Vacuum carpet and hard floors with a backpack vacuum or a upright vacuum.			Backpack/Upright Vacuum
Spot mop any hard surface floor areas with Split! diluted 4 oz per gallon.		Split! Non-Detergent	Microfiber floor tool/bucket
Spot Clean carpet with Split! Follow spot cleaning for carpets procedures.		Split! Carpet&Upholstery	Microfiber Cloth-S/Btl.
Equipment Needed:		Notes:	
Always wear appropriate Personal Protective Equipment. <ul style="list-style-type: none"> • Microfiber Cloths-wet cleaning • Microfiber Cloths-dry cleaning • Microfiber Dusting Tools • For hard to reach areas use proper safe equipment with extension poles • Backpack/Upright Vacuum 	Display wet floor signs until floor dries. <ul style="list-style-type: none"> • Microfiber floor tool and bucket • Quart Bottles&Trigger Sprayers • Bottle Labels • Split! Carpet and Upholstery • Split! Non Detergent Cleaner • Paper products,Liners,Hand Soap 	Note - Keep wet floor signs in place until floor is dry. Note - To clean whiteboards and blackboards, use Split! Restorative Cleaner in a spray bottle diluted 16 oz per gallon or a 10 quart bucket, same dilution. Clean with a microfiber cloth. Have dry microfibers available to dry surface after cleaning. 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.	