

CARETAKING TIPS

1. ORGANIZE YOUR WORK

Have a schedule based on the most productive time to clean any given area. Planning 1 to 2 days or even 1 - 2 hours in advance enables one to increase their productivity and quality of workmanship.

2. ENSURE HIGH PROFILE AREAS ARE CLEAN

Visitors and staff will notice these areas first (front doors, offices, washrooms, stairs, etc.). PERCEPTION IS VERY IMPORTANT!

3. SET YOUR STANDARDS HIGH; MAKE YOUR GOALS REALISTIC

Setting high standards and achieving them will give you a lot of satisfaction. Setting realistic goals that lead to these high standards will make your tasks less stressful.

4. CLEAN RAGS / CLEAN EQUIPMENT

Always make sure your rags and equipment are clean for doing tasks in high profile areas. People notice if dirty tools are being used and form a judgment about the cleanliness of your facility.

5. KEEP SUPPLIES CLOSE

Store supplies in the closest storage area to the area the work will be done. Eliminates traveling back and forth to get a job done.

6. CARRY A SMALL NOTEPAD AND PEN

Record any needed repairs or service that requires outside assistance. Report it as soon as possible. If it is not an urgent task, review your notes at the end of the shift or at a break and notify your supervisor or repair service. Also record any unusual problems or situations. Make sure that each note has the time and date plus an identifying description of the location.

7. HAVE A BOTTLE OF GLASS CLEANER AND A CLEAN RAG HANDY

Glass cleaner can do a lot of small cleaning tasks until proper maintenance can be done later. As you move through your facility, touching up these small things will keep up that "POSITIVE PERCEPTION" that is our goal.

8. CLEAN YOUR EQUIPMENT REGULARLY

Build 1/2 hour per week into your schedule for equipment maintenance. Clean equipment reflects a "POSITIVE PERCEPTION". Clean the filters on vacuum; clean dry mops; wash down all power equipment and cords; clean out buckets; lightly grease yoke connectors on pad holders.