

Module 6

MICRO FIBRE CLEANING

Q&A and Practical Module

1. Put out warning signs.
2. Ensure that correct PPE is worn. – follow the **Risk Assessment**.
3. Gloves must be worn for this task
4. Colour coding.



5. Micro fibre damp wiping with cloth

- Put out warning signs. – why do we need to put out warning signs? – what are the pitfalls of not placing out warning signs?
- Ensure that correct PPE is worn. – why do we need to wear PPE? – what can happen if you don't wear correct PPE?
- Always use correct colour coded cloth. – why is it important to have colour coding? – how do you prevent cross contamination?
- Ensure that the cloth is damp and moistened to the correct level i.e. no water should be dripping from the cloth once it has been wrung out.
- Fold the cloth into four to maximise usage. – what are the benefits of following this procedure? – what can happen if we do not maximise usage?
- Place the hand on the cloth, and then wipe the surface logically ensuring every part of the surface has been cleaned. – why is it important clean logically?
- When the side of the cloth you are using is dirty, turn it over and use the clean side – what benefits are there to constantly folding the cloth?
- Repeat the process until all 8 squares have been used. Once the cloth is soiled, repeat the process with a clean cloth until the task is finished
- If moving between different areas, then ensure that you are using the correct colour coded cloth for each area i.e. General areas – blue, and toilet areas – red.- why is it important to follow colour coding policy?

- Once task is complete, remove all warning signs and return to correct cleaning cupboard. – **what are the pitfalls to not returning equipment to the cleaning cupboards?**
- Used cloths to be then sent to the laundry for cleaning. – **what happens if we do not regularly clean our cloths etc.?**

6. Dry mopping microfiber

Put on Personal Protective Equipment appropriate to the task.

- Put out warning signs. - **why do we need to put out warning signs? – what are the pitfalls of not placing out warning signs?**
- Ensure correct PPE is worn. – **why do we need to wear PPE? – what can happen if you don't wear the correct PPE?**
- Use a vacuum to help with any large debris or pick up manually. – **Why would you pick up large debris? – what can happen if you don't?**
- Use a scraper, or abrasive pad to Remove any gum or stubborn stains.
- Attach the microfiber mop head to the pole, by applying pressure from the pole. Adjust the mop handle to a comfortable height, usually chest level. – **why is it important to make sure you are at a comfortable height?**
- In straight lines, sweep as far as possible in a continuous motion, slightly overlapping as you go. – **why should you overlap each stroke? – what are the results if you don't?**
- Once dirty, remove soiled mop head and replace with a clean one and repeat until task is completed. – **what can happen if you continue to use a dirty head?**
- When task is completed remove all soiled heads and send to laundry for cleaning. – **why it is the best practice to clean soiled heads?**
- Remove all warning signs. – **why do we remove signs once completed?**
- Check all equipment for faults and return to the correct cleaning cupboard. - **what are the pitfalls to not returning equipment to the cleaning cupboards? – why do you check for faults? – what should you do if you find any faults?**



CLOTHS AND MOPS SHOULD NEVER BE MIXED.