

CLEANING PROCEDURES

Purpose: To outline the cleaning procedures and expectations in Ramsey and Pound Hall.

Scope: Facility Operations Staff

Procedures:

I. CLEANING

- a. All equipment within Ramsey and Pound Hall should be regularly cleaned, top to bottom. It is the responsibility of all Facility Operations staff members to ensure our equipment looks brand new.
- b. Tasks will appear via the “Task” module on Connect2, but staff members are strongly encouraged to clean what is necessary, even if it’s not on the task list.
- c. Simple Green is used to clean dirt and grime, while Bioesque is used to disinfect touchpoints (padding and handles).
- d. The blue solution is used to clean windows and mirrors.
- e. Rags should be used to clean equipment, while paper towels can be used to clean windows and mirrors.
- f. Rags should be washed, dried, and folded when supply is low.
- g. Tops of equipment should be dusted using dusters and poles. The dusters can be washed and reused.
- h. Scrub brushes are available and can be used on anything with grooves and ridges. These work well on stairmills, foot pedals, etc.
- i. All Facility Operations staff members are responsible for doing laundry.
- j. Cleaning solution should always be sprayed directly on the RAG, not the equipment.
- k. Staff members are encouraged to walk the facility and look for equipment that needs attention. Staff members should not be standing still if there is equipment in the facility that needs to be cleaned.
- l. When inspecting equipment for cleanliness, staff should check the following areas:
 - i. Tops of equipment for dust
 - ii. The base of the equipment for dirt and grime
 - iii. Any nooks and crannies for dirt and grime
 - iv. Padding and handles for sweat marks
 - v. Cardio bases/frames for sweat, dirt, grime, dust, etc.
 - vi. Anything with grooves or ridges that collects dirt and grime
 - vii. Window ledges for dust
 - viii. Mirrors, windows, glass, etc. with smudges, spatter, or spots
- m. Staff members are encouraged to wear gloves while cleaning.
- n. Cleanings will be verified by the Facility Manager, Program Assistant, or Professional Staff.
- o. Staff members will be held accountable should leadership determine they are not completing the cleaning to the best of their ability.