

## ROOM CLEANING STANDARD

Change wastebasket liners as needed. Place closed wastebasket liner bags in the 13 gallon bag.

Always start cleaning in the corner nearest to the main point of entry

Always proceed counter-clockwise

Start with objects higher up such as:

- Curtains
- Bookshelves or display shelves (dust or polish books or display items if your daily, weekly, or monthly rotation schedule requires it)
- Sconces or lamps
- Door frames and moldings
- Picture frames

Return to the same starting corner and move inward to:

Furniture or other items with durable fabric including:

Velour, velvet, brocade, cotton, polyester or other upholstery

Dust or polish as appropriate all objects on shelves tables or occasional furniture, including chair stretchers, table bases, etc.

Smaller removable metal objects requiring polishing should be removed to a safe work area (stainless steel, tile surface) for polishing.

Complete spot polish of metals that are not removable only after covering the underlying surfaces.

Vacuum the area

- Move in parallel swaths left to right as possible starting from the end of the room farthest from the main entrance. Work backwards towards the main entrance to avoid contact with finished sections.

Finish walls by wiping down wainscoting and moldings with lightly damp microfiber cloths using diluted Murphy's Oil Soap.

Correct any nicks or scratches in the molding using the scratch cover sticks.