



**Cleaning Innovations That Matter.**

**CleanDegrees® Education Program  
Cleaning and Training Procedures Workbook**

To assist you with delivering healthier, cleaner environments...Betco® now offers CleanDegrees® Education Cleaning Procedures.

Betco's CleanDegrees® Education Cleaning Procedures address the most critical areas...“touch points”...in an education facility. Consistent surface cleaning and disinfection of “touch points” is critical to reducing the risk of transferring infections and disease. “Touch Points” are any surface that is “touched frequently” by students, visitors and faculty. They are:

- **Classroom & Hallway Floors**
- **Lockers**
- **Desktops**
- **Drinking Fountains**
- **Door Handles**
- **Restroom Sinks & Faucets**

Betco's “Touch Point” Cleaning Procedures assist your custodial staff in implementing a thorough cleaning and disinfection program that ensures a healthier learning environment, decreases student and faculty absenteeism and verifies the level of clean with our ATP Meter System.

Prior to cleaning, review the Safety Precautions and the Supply Checklist below.

### **Safety Precautions:**

1. Before beginning with any cleaning task be sure that you fully understand how to use the chemicals and equipment required.
2. Read and understand the MSDS, as well as the product label for every product you use. **Note: Be careful not to use cleaning chemicals on any surface for which they are not intended. Never mix chemicals because it could cause serious or even fatal injury.**
3. Practice universal precautions when cleaning any blood or body fluid spills, or soiled materials that could contain these or other potentially infectious substances. Refer to Betco's Bloodborne Pathogen Training Module for information.
4. Limit accidents through posting the proper caution signs, such as “Wet Floor” signs, prior to cleaning.
5. Always wear the proper Personal Protective Equipment (PPE) to protect yourself from exposure to germs and cleaning chemicals.
6. One of the best ways to reduce cross-contamination is frequent hand washing. Be sure to thoroughly wash your hands after every cleaning task.
7. Be sure that the correct dilution rates are used according to manufacturer's recommendations for your cleaning chemicals. Betco's Chemical Management Systems ensure that dilution rates are correct.
8. Always prepare disinfectant solutions daily or change the water often, especially if visibly soiled, in order to ensure their effectiveness. Use screened or labeled bottles to prevent cross-contamination of product.
9. When finished with all necessary procedures and all surfaces are dry, remove any posted signs. Clean all equipment and tools and return to designated storage area.
10. Report any problems, equipment malfunctions or damaged PPE items to supervisor.

## Supply Checklist:

At the beginning of each work day, your custodial staff should inventory their janitor cart(s) to ensure that they have the following items:

1. Betco Chemical Products:
  - pH7Q Ultra All Purpose Cleaner
  - Fight-Bac<sup>®</sup> RTU Disinfectant Cleaner
  - ViBright<sup>™</sup> Disinfectant Porcelain & Bowl Cleaner
  - Clario<sup>®</sup> UltraBlue Foaming Antibacterial Hand Cleaner
  - Clario<sup>®</sup> Foaming Alcohol-Free Sanitizer
  - Clear Image Concentrate Glass Cleaner
  - Symplicity<sup>™</sup> Sanibet<sup>™</sup> Multi-Range Sanitizer
  - GT Cleaner
  - FiberPRO<sup>®</sup> Spot Bet Carpet Spot Cleaner
2. Betco Hard Floor Equipment:
  - Stealth<sup>™</sup> DRS26BT/DRS32BT Scrubber
  - Stealth<sup>™</sup> DRS21BT MicroRider<sup>™</sup> Scrubber
  - Genie<sup>®</sup> B All Purpose Automatic Scrubber
  - GeneSys<sup>™</sup> 15 Small Area Cleaning Machine
  - HF14 Dual Motor Vacuum Cleaner
  - FiberPRO<sup>®</sup> Air Mover Floor Dryer
3. ATP Meter System and Swab:
  - SystemSURE Plus ATP Meter
  - Ultrasnap Swab
4. Remaining Products:
  - Vinyl or Latex Disposable Gloves
  - Microfiber Cloths, Color-Coded
  - Microfiber Dust Mop
  - Microfiber High and Low Dusters
  - Plastic Bag for soiled cleaning/drying microfiber cloths
  - Paper Towels and Toilet Paper
  - Trash Can Liners
  - Toilet Bowl Brush/Caddy
  - "Wet Floor" and "Caution" Signs

## Remember These Procedures During Cleaning:

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. **Take initial ATP Meter Reading of each area and record on survey form.**
3. For proper disinfection, disinfectants require a **specified** contact (*dwelt*) time. **Always** follow the manufacturer's label for required contact (*dwelt*) times.
4. Before disinfecting, remove any filth, such as soap scum, rust or graffiti with an appropriate cleaning product.
5. Clean from top to bottom, this brings soil to the lowest level as you go about your routine.
6. When cleaning a room begin at the door and work clockwise around the room. This will make certain that you do not overlook any area.
7. When wiping surfaces, clean in a consistent pattern, such as up and down and then back and forth to ensure you clean the entire surface.

8. Continually change cloths to avoid cross-contamination. Color code areas, i.e., red microfiber cloth for restroom, green microfiber cloth for cafeteria, yellow microfiber cloth for classrooms and offices, blue microfiber cloth for common areas/hallways.
9. **Take final ATP Meter Reading of each area and record on survey form.**

### **Location - Common Areas, Hallways & Stairwells** (*Touch Points – Door Handles, Drinking Fountains, Lockers & Floors*)

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. **Take initial ATP Meter Reading of door handles, drinking fountains, lockers and floors and record on survey form.**
3. Remove obstacles, i.e., trash (*replace liners*), trash cans, and post “wet floor” / “caution” signs.
4. Clean entrance doors and door handles with Betco’s Fight-Bac® RTU Disinfectant Cleaner, Clear Image Glass Cleaner and a blue microfiber cloth to remove fingerprints, smudges, etc.
5. Dust hard-to-reach areas, such as vents, door ledges, light fixtures, etc. Next clean hand railings, lockers and horizontal surfaces with Betco’s pH7Q Ultra All Purpose Cleaner and a blue microfiber cloth.
6. Clean all parts of the drinking fountains using Betco’s Fight-Bac® RTU Disinfectant Cleaner and a blue microfiber cleaning cloth. Next, run fountain briefly to flush any disinfectant out of the fountainhead.
7. Clean lockers using Betco’s pH7Q Ultra All Purpose Cleaner following manufacturer’s directions for contact (*dwell*) time and a blue microfiber cloth.
8. Thoroughly vacuum all matting with Betco’s HF14 Dual Motor Vacuum Cleaner and remove noticeable spots with Betco’s FiberPRO® Spot Bet Carpet Spot Cleaner.
9. Remove matting to clean floor. Next, mop the entire floor using a clean dry microfiber dust mop to remove debris. Dispose of soils properly.
10. Fill Betco’s Stealth™ 21" DRS21BT MicroRider™ Scrubber with cool water and pH7Q Ultra All Purpose Cleaner.
11. Attach the red scrub pad to the scrubber and place “wet floor” / “caution” signs at hallway entrances.
12. Clean floors with Betco’s Stealth™ DRS21BT MicroRider™ Scrubber. When floor areas are completely dry, remove “wet floor” / “caution” signs, clean equipment and return everything to the storage closet.
13. **Take Final ATP Meter Reading of door handles, drinking fountains, lockers and floors and record on survey form.**
14. Remove disposable gloves and be sure to thoroughly wash your hands to reduce cross-contamination.

### **Location - Common Areas, Carpet Care**

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. Place “Caution Sign” in the area you are working to prevent trips and falls.
3. Vacuum high traffic areas daily and the entire carpeted area weekly.
4. Plug Betco’s HF14 Dual Motor Vacuum Cleaner into centrally located outlet to increase productivity.
5. Overlap strokes slightly until the entire area is vacuumed.
6. Use Betco’s HF14 Dual Motor Vacuum Cleaner accessory tools for hard-to-reach areas and detail vacuuming.
7. Pay attention to any stains or spots that appear in the carpet.
8. Test product in an inconspicuous area before applying any cleaning chemical to carpet.
9. Apply Betco’s FiberPRO® Spot Bet Carpet Spot Cleaner directly to the spot and follow specific label instructions.
10. Use a circular motion and apply Betco’s FiberPRO® Spot Bet Carpet Spot Cleaner outside the perimeter of the spot, to avoid spreading of spot.
11. Allow appropriate contact (*dwell*) time, then use a tapping brush and blot with a white towel to absorb the soil.
12. Rinse the area thoroughly with clean water.
13. Once carpet has dried, use Betco’s HF14 Dual Motor Vacuum Cleaner to remove any residue.
14. Remove disposable gloves and be sure to thoroughly wash your hands to reduce cross-contamination.

## Location - Classrooms & Offices (*Touch Points - Door Handles, Desktops & Floors*)

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. **Take initial ATP Meter reading of door handles, desktops and floors and record on survey form.**
3. When cleaning a classroom or office begin at the door, post “wet floor” / “caution” signs, remove trash, replace liners and work clockwise around the room. This will make certain that you do not overlook an area.
4. Clean from top to bottom (*vents, lights, etc.*), this brings soil to the lowest level as you go about your routine.
5. For proper disinfection of desktops, chairs, work stations, computers, computer mouse, doors, door handles, etc., disinfectants require a specified contact ( *dwell*) time. Disinfect with Betco’s pH7Q Ultra All Purpose Cleaner. Always follow the manufacturer’s label for required contact ( *dwell*) times.
6. When wiping surfaces, clean in a consistent pattern with a yellow microfiber cloth, such as up and down and then back and forth to ensure you cover the entire surface.
7. Clean floors with Betco’s pH7Q Ultra All Purpose Cleaner and Genie® B All Purpose Automatic Scrubber to remove dirt. When floors are completely dry, remove “wet floor” / “caution” signs, clean equipment and return everything to the storage closet.
8. **Take Final ATP Meter reading of door handles, desktops and floors and record on survey form.**
9. Remove disposable gloves and be sure to thoroughly wash your hands to reduce cross-contamination.

**Note:** For items such as toys, cots, mats or similar items that may come into contact with children’s hands or mouths, please refer to the manufacturer’s instructions on cleaning or laundering that item.

## Location - Restrooms (*Touch Points - Door Handles, Sinks, Faucets & Floors*)

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. **Take initial ATP Meter Reading on door handle, sinks, faucets and floor and record on survey form.**
3. Place “wet floor” / “caution” sign at entrance to restroom.
4. Apply Betco’s ViBright™ Disinfectant Porcelain & Bowl Cleaner around the toilet bowl and up under the rim.
5. Clean entrance door and door handle with Betco’s Fight-Bac® RTU Disinfectant Cleaner and a red microfiber cloth to remove fingerprints, smudges, etc.
6. When cleaning the restroom begin at the door, remove trash, replace liners and work clockwise around the room. This will make certain that you do not overlook an area.
7. Clean from top to bottom (*vents, lights, stall partitions, etc.*), this brings soil to the lowest level as you go about your routine.
8. Clean mirrors with Betco’s Clear Image Glass Cleaner to remove water marks, smudges, etc. and red microfiber cloth.
9. For proper disinfection of restroom sinks, faucets, counters, etc., disinfectants require a specified contact ( *dwell*) time. Disinfect with Betco’s Fight-Bac® RTU Disinfectant Cleaner. Always follow the manufacturer’s label for required contact ( *dwell*) times.
10. When wiping surfaces, clean in a consistent pattern with a red microfiber cloth, such as up and down and then back and forth to ensure you cover the entire surface.
11. Spray toilet seat with Betco’s Fight-Bac® RTU Disinfectant Cleaner and wipe it with a red microfiber cloth.
12. Refill hand soap dispenser with Betco’s Clario® UltraBlue Antibacterial Foaming Hand Soap, refill other dispenser with Betco’s Clairo® Alcohol Free Foaming Sanitizer and wipe all dispensers with Betco’s Fight-Bac® RTU Disinfectant Cleaner and red microfiber cloth to remove germs.
13. Refill paper towel and toilet paper dispensers.
14. Clean tile floors with Betco’s Genie® B All Purpose Automatic Scrubber and pH7Q Ultra All Purpose Cleaner.

15. When floors are completely dry, remove “wet floor” / “caution” signs, clean equipment and return everything to the storage closet.
- 16. Take final ATP Meter Reading of door handle, sinks, faucets and floor and record on survey form.**
17. Remove disposable gloves and be sure to thoroughly wash your hands to reduce cross-contamination.

### **Location - Gymnasiums** (*Touch Points - Door Handles, Lockers, Drinking Fountains & Floors*)

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
- 2. Take initial ATP Meter reading on door handles, drinking fountains, lockers and floors and record on survey form.**
3. Clean entrance doors and door handles with Betco’s Fight-Bac® RTU Disinfectant Cleaner, Clear Image Glass Cleaner and a blue microfiber cloth to remove fingerprints, smudges, etc.
4. Clean all parts of the drinking fountains using Betco’s Fight-Bac® RTU Disinfectant Cleaner and a blue microfiber cleaning cloth. Next, run fountain briefly to flush any disinfectant out of the fountainhead.
5. Clean lockers using Betco’s pH7Q Ultra All Purpose Cleaner following manufacturer’s directions for contact (*dwell*) time and a blue microfiber cloth. Also, benches, shower stall and fixtures, sinks, towel dispensers, urinals, toilets, etc. should be cleaned with a Betco’s Fight-Bac® RTU Disinfectant Cleaner on a daily basis by using the previously stated spray and wipe procedure.
6. Thoroughly vacuum all matting with Betco’s HF14 Dual Motor Vacuum and remove noticeable spots with Betco’s FiberPRO® Spot Bet Carpet Spot Cleaner.
7. Remove matting to clean floor. Next, mop the entire floor using a clean dry microfiber dust mop to remove debris. Dispose of soils properly.
8. Place “wet floor” / “caution” signs in appropriate areas.
9. Fill Betco’s Genie® B All Purpose Automatic Scrubber with cool water and pH7Q Ultra All Purpose Cleaner.
10. Clean tile floors with Betco’s Genie® B All Purpose Automatic Scrubber. When floors are completely dry, remove “wet floor” / “caution” signs, clean equipment and return everything to the storage closet.
11. For wood floors, vacuum matting and then remove it to clean the floor. Next, mop the entire floor using a clean dry microfiber dust mop to remove debris. Dispose of soils properly.
12. Fill Betco’s Stealth™ DRS26BT/DRS32BT Riding Scrubber with cool water and GT Cleaner.
13. Clean wood floors with Stealth™ DRS26BT/DRS32BT Riding Scrubber and a red pad. When floors are completely dry, remove “wet floor” / “caution” signs, clean equipment and return everything to the storage closet.
- 14. Take final ATP Meter reading on door handles, drinking fountains, lockers and floors and record on survey form.**
15. Remove disposable gloves and be sure to thoroughly wash your hands to reduce cross-contamination.

**Note:** When cleaning exercise mats, follow the mat manufacturer’s recommendations.

### **Location - Cafeteria** (*Touch Points - Door Handles & Floors*)

1. Before cleaning, perform hand hygiene and put on appropriate Personal Protection Equipment (PPE).
2. Place “wet floor” / “caution” sign at entrance of door.
- 3. Take initial ATP Meter reading of door handles and floor and record on survey form.**
4. Clean entrance doors and door handles with Betco’s Fight-Bac® RTU Disinfectant Cleaner, Clear Image Glass Cleaner and a green microfiber cloth to remove fingerprints, smudges, etc.
5. When cleaning the cafeteria begin at the door, remove trash, replace liners and work clockwise around the room. This will make certain that you do not overlook an area.
6. Clean from top to bottom (*vents, lights, etc.*), this brings soil to the lowest level as you go about your routine.
7. For proper disinfection of tabletops, chairs, benches, vending machines, cash registers, etc., disinfectants require a specified contact (*dwell*) time. Disinfect Betco’s pH7Q Ultra All Purpose Cleaner. Always follow the manufacturer’s label for required contact (*dwell*) times.

8. When wiping surfaces, clean in a consistent pattern with a green microfiber cloth, such as up and down and then back and forth to ensure you cover the entire surface.
9. Remove matting (*if applicable*), to clean floor. Next, mop the entire floor using a clean dry microfiber dust mop to remove debris. Dispose of soils properly.
10. Fill Betco's Stealth™ 21" DRS21BT MicroRider™ Scrubber with cool water and pH7Q Ultra All Purpose Cleaner.
11. Attach the red scrub pad to the scrubber and place "wet floor" / "caution" signs at hallway entrances.
12. Clean floors with Betco's Stealth™ 21" DRS21BT MicroRider™ Scrubber. When floors are completely dry, remove wet floor signs, clean equipment and return everything to the storage closet.
- 13. Take final ATP Meter Reading on door handles and floors and record on survey form.**
14. Remove disposable gloves and be sure to thoroughly wash your hands to reduce cross-contamination.

**Note:** On a periodic basis clean the walls with Betco's pH7Q Ultra All Purpose Cleaner to remove food/liquid buildup. Be sure **not to use disinfectant** on any areas that come in **direct contact with food**. Use Betco's Symplicity™ Sanibet™ Multi-Range to sanitize food prep areas and cafeteria lines.