

Method Instruction Booklet

ISS GROUP SERVICE PRODUCTS AND PERFORMANCE

Method Instruction Booklet



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Method Instruction Booklet

ISS GROUP SERVICE PRODUCTS AND PERFORMANCE

Method Cards for Floors



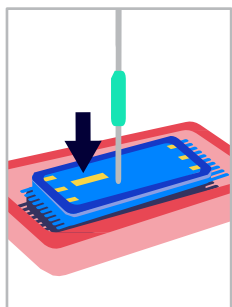


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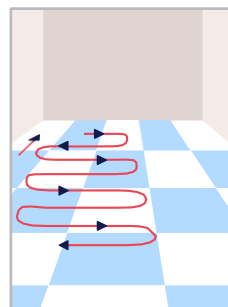
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F101 Hard Floors: Damp Mopping with a Pre-Wetted Velcro Mop

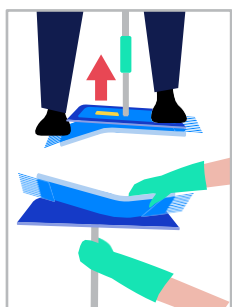
How to damp mop a hard floor with a pre-soaked Velcro mop



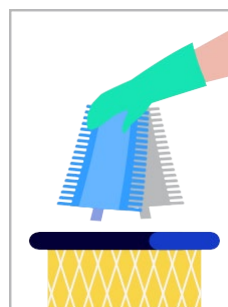
1. Put gloves on. Place safety sign in the area. Check and assemble equipment, position any cleaning sign. Remove any loose dirt. Attach the soaked mop to the Velcro holder by pressing the holder down. Set the mop handle in a position suitable for your height.



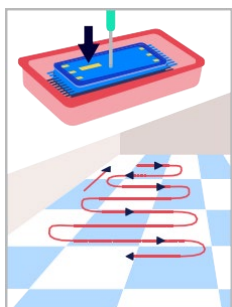
2. Next, clean the corners and edges. You should then start at the point furthest away from the door. Working backwards, clean back and forth in an S-shaped motion. Replace the mop once necessary. It is important to assume an upright posture.



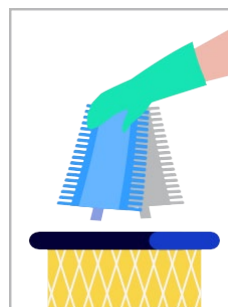
3. Remove the mop from the holder if it is or heavily soiled.



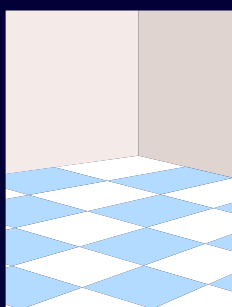
4. Place the mop in a laundry bag.



5. Repeat Steps 1 to 4 until the entire area has been cleaned. Once floor dried remove cleaning signs.



6. Once you have finished, add all unused mops to the laundry bag and wash them. Clean the Mop Frame with a damp cloth. Rinse the box out with clean water and leave to dry. Once floor is dry remove cleaning warning signs.



Cleaning detergents

According to care instructions, floor conditions (e.g. TASKI Jontec 300, TASKI Sprint 200, TASKI Sani4-in-1, Lotus Pro or equivalent ecological product)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre

What you will need

- Cleaning warning sign
- Mop Frame
- Mop Box
- Cleaning trolley
- Laundry bag
- Pre-wetted Velcro flat mop
- Protective gloves

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

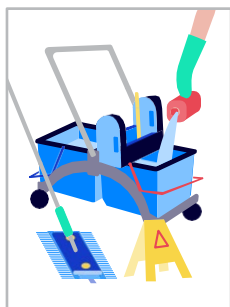


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F102 Hard Floors: Damp Mopping with a Flat Mop

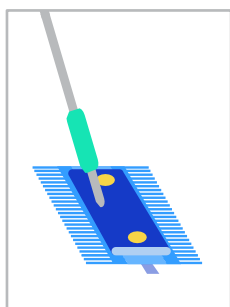
How to damp mop a hard floor using a flat mop and the two-bucket method



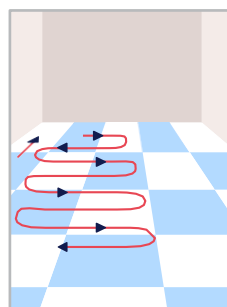
1. Put gloves on. Place safety sign in area. Check and assemble equipment. Remove any loose dirt from the floor. Fill a blue bucket with cold water and add the cleaning product according to the manufacturer's recommendations. Fill the red bucket halfway with water and attach the mop wringer to the red bucket.



2. Wet the mop in the blue bucket and wring out any the excess water.



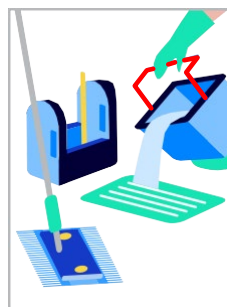
3. Attach the damp mop to the folding holder.



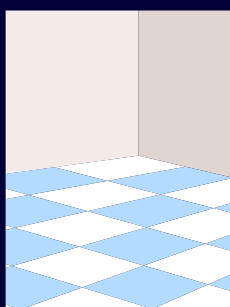
4. First, clean the corners and edges and avoid splashes. You should then start at the point furthest away from the door. Working backwards, clean the floor back and forth in an S-shaped motion. Ensure you keep a leading edges. It is important to assume an upright posture.



5. Rinse the mop regularly in the red bucket and wring it out. Next, wet the mop in the blue bucket and wring it out. Hold the mop by the mop pockets to avoid touching the soiled fringes. Change the soiled cleaning solution if necessary. Once floor is dry remove cleaning warning signs.



6. Wash the mop after each use. Rinse & dry the bucket, mop wringer and mop holder with clean water.



Cleaning detergents

- According to care instructions, floor (e.g. TASKI Jontec 300, TASKI Sprint 200, TASKI Sani4-in-1, Lotus Pro or equivalent ecological product)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre

What you will need

- Flat mop holder
- Two-bucket wet mopping system
- Red and blue bucket (e.g. indicated by colour of handle)
- Mop wringer
- Flat mop
- Protective gloves
- Cleaning warning signs

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment

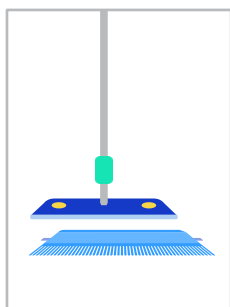


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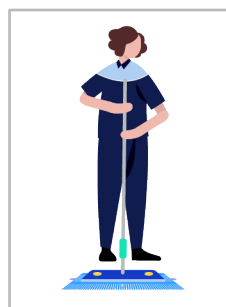
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F103 Hard Floors: Dry Mopping

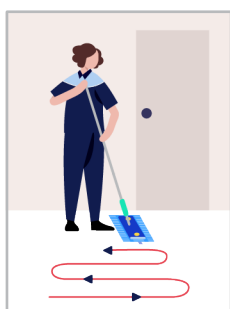
How to dry mop hard floors with a Velcro dry mop



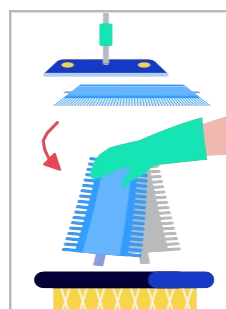
1. Put gloves on. . Put out cleaning sign. Check and assemble equipment. Attach the dry mop to the holder by pressing the holder down. Set the mop handle in a position suitable for your height



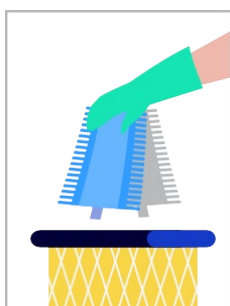
2. Large areas: Start at the door with the dry mop in front of you, moving in a forward direction, whilst keeping a leading edge. It is important to assume an upright posture.



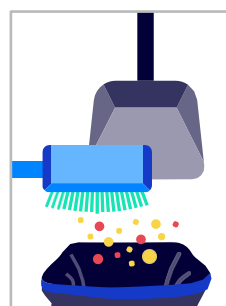
3. Smaller areas: First, mop the edges and corners. You should then start at the point furthest away from the door, keeping a leading edge. Working backwards, moving the mop back and forth in an S-shaped motion. It is important to assume an upright posture.



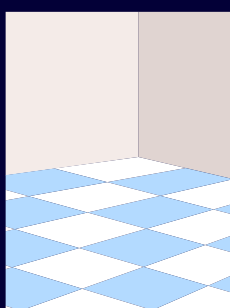
4. Replace the mop if it is heavily soiled.



5. Once you have finished, remove the mop from the cleaning appliance and remove any coarse dirt with a dustpan and brush as required. Place the mop in a laundry bag.



6. Use a dustpan and brush to pick up any remaining dirt and put the dirt in a rubbish bag.



Cleaning detergents

- No cleaning detergents required for this method.

Things to check and be aware of

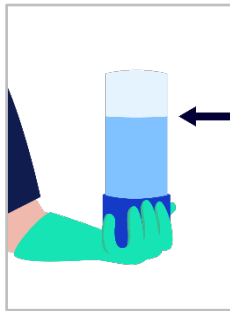
- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre

What you will need

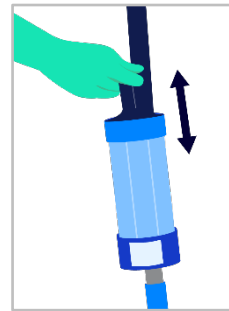
- Laundry bag
- Dustpan
- Brush
- Flat Mop holder
- Dry Mop
- Protective gloves
- Cleaning warning signs

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

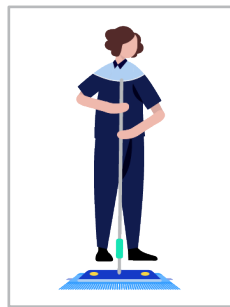
F104 Hard floors: Wet Mopping with a Spray Mop



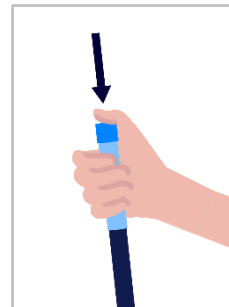
1. Put gloves on. Place a safety sign in the area. Fill the pressure cylinder(s) with cold water up to the "Spray Max" mark and add the relevant amount of cleaning product in line with the manufacturer's recommendations. Close the bottle(s). Check the operation of the pressure relief valve by pulling the red pin. Next, remove any loose dirt.



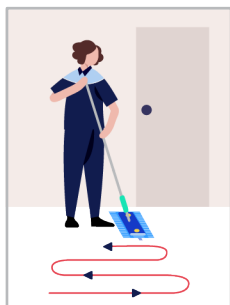
2. Place the pressure cylinder in the holder and snap it into place. Pressurise the cylinder by pushing the black plunger five to six times. When the pressure relief valve opens, the maximum pressure has been reached.



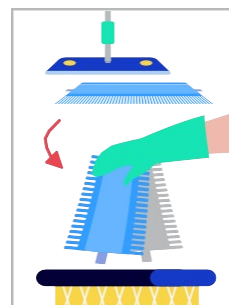
3. Place a dry or disposable mop on the floor, position the mop holder on it centrally, and secure it in place.



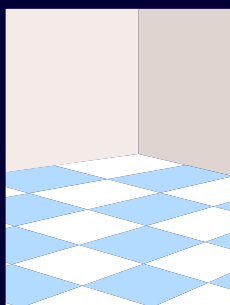
4. Press the dosing button to spread the cleaning solution on the floor in front of the mop.



5. First, clean the corners and edges. You should then start at the point furthest away from the door. Working backwards, clean back and forth in an S-shaped motion. It is important to assume an upright posture. Press the dosing button again if required.



6. Pull the mop off the Velcro strap and put it in a laundry bag. Attach the mop as described in Step 3. After use, release the pressure from the pressure cylinder by pulling the red pin. Clean the appliance with a damp cloth, rinse the cylinder(s) out with clean water and leave to dry. Remove safety signs once floor is dry



Cleaning detergents

According to care instructions, floor conditions (e.g. TASKI Jontec 300, TASKI Sprint 200, TASKI Sani4-in-1, Lotus Pro or equivalent ecological product)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre

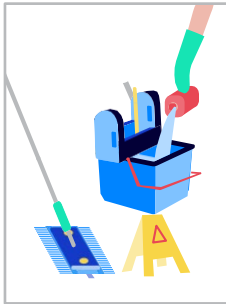
What you will need

- Spray mop system
- Flat mops
- Laundry bag
- Protective glove
- Cleaning warning signs

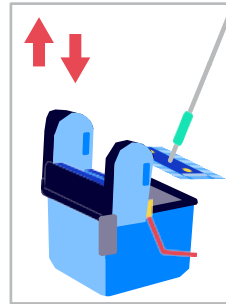
SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS.

F107 Hard Floors: Single-bucket Flat Mopping

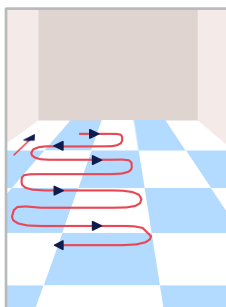
How to damp mop a hard floor using a flat mop and the single-bucket method



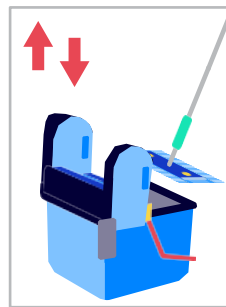
1. Put on gloves. Place safety sign/s in the area. Check and assemble equipment, remove any loose dirt from the floor. Fill the bucket with cold water and add the cleaning product according to the manufacturer's recommendations. Attach the mop to the folding holder.



2. Wet the mop in the bucket and wring out any excess chemical solution.



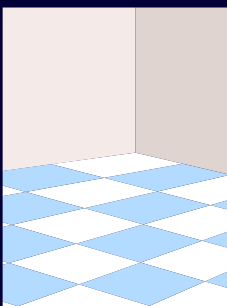
3. First, clean the corners and edges and avoid splashes. You should then start at the point furthest away from the door. Working backwards, clean the floor back and forth in an S-shaped motion, keeping a leading edge. It is important to assume an upright posture.



4. Rinse the mop regularly in the bucket and wring it. Hold the mop by the mop pockets to avoid touching the soiled fringes. Change the soiled cleaning solution if necessary.



5. Wash the mop after each use. Rinse and dry the bucket, mop wringer and mop holder with clean water. Remove the safety signs once the floor is dry.



Products

- According to care instructions or floor conditions floor (e.g. TASKI Jontec 300, TASKI Sprint 200, Lotus Pro or equivalent ecological product)

Things to check

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre

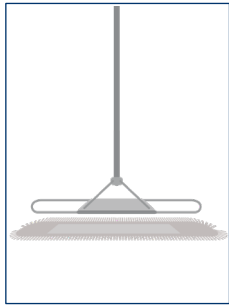
What you will need

- Flat mop holder
- Single-bucket wet mopping system
- Mop wringer
- Flat mop
- Cleaning warning signs

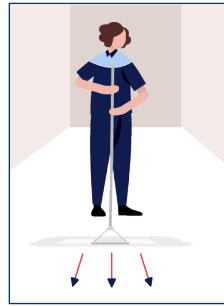
SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

F108 Hard Floors: Sweeping with wide dust mop

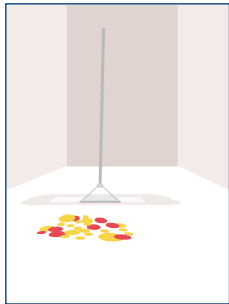
How to sweep large areas to remove waste and loose dirt.



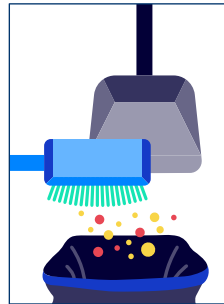
1. Put on gloves. Place safety sign/s in the area. Check and attach the mop to the mop frame.



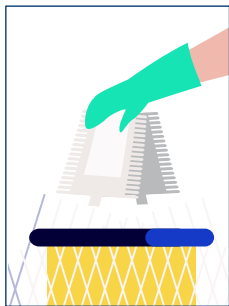
2. Push the dry mop in front of you. It is important to assume an upright posture.



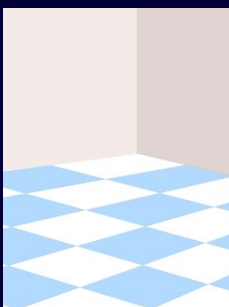
3. Push the waste and loose dirt to a central point of collection.



4. Use a dustpan / shovel and broom to pick up any remaining dirt. Put the dirt in a waste bag / container



5. Once you have finished, remove any coarse dirt from the mop with a vacuum cleaner as required. Place the mop in a laundry bag when heavily soiled. . Remove safety signs



Products

- No cleaning detergents required for this method.

Things to check

- Make sure no loose dirt or dust is visible

What you will need

- Dust mop
- Mop holder
- Dustpan
- Cleaning Signs
- Protective Gloves

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

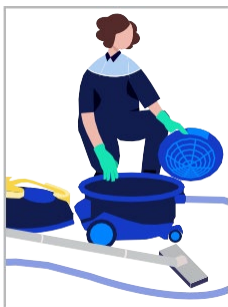


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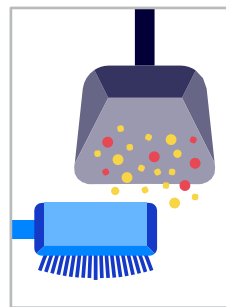
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F111 Hard Floors: Vacuuming

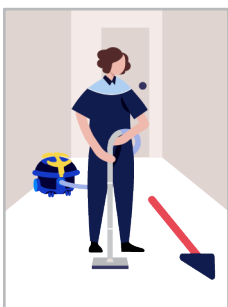
How to vacuum a hard floor



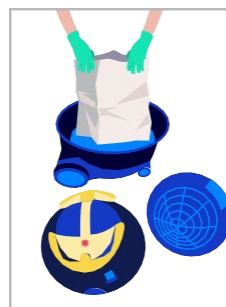
1. Put gloves on. Position cleaning warning signs. Check the vacuum cleaner is in good operational condition, has up to date PAT, cable undamaged, clean filter, bag no more than $\frac{3}{4}$ full and that you have all the required accessories to hand. Use a nozzle suitable for the hard surface.



2. Remove from the floor any chewing gum, adhesive tape and larger pieces of waste or dirt that may get stuck in the vacuum cleaner pipe or damage the vacuum cleaner. Remove all movable items of furniture (with the customer's consent).



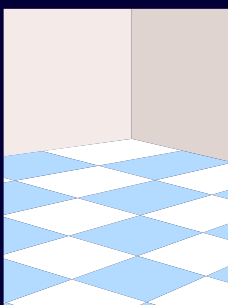
3. Start at furthest point from power socket, without overstretching cable and vacuum the surface to be cleaned in straight lines. Watch out for skirting boards, corners and edges. Work systematically by making sure that each line overlaps slightly.



4. Check whether the dust bag is $\frac{3}{4}$ full and replace it if necessary.



5. Clean the vacuum cleaner and cable with a dry cloth and coil the cable up loosely, whilst checking for damage. Remove any cleaning warning signs.



Cleaning detergents

- No cleaning detergents required for this method.

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre

What you will need

- Tub Vacuum cleaner
- Waste bag
- Vacuum cleaner dust bag
- Blue microfibre cloth
- Protective gloves
- Cleaning warning signs

SAFETY: Hazard warnings and safety advice can be found in the relevant RAMS

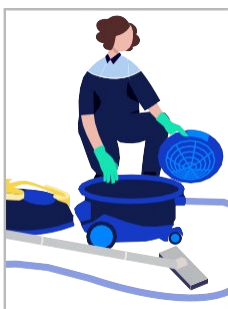


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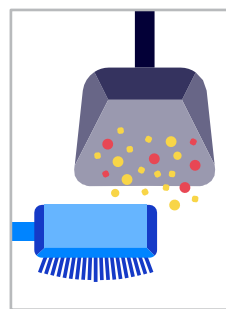
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F112 Carpet Cleaning: Vacuuming

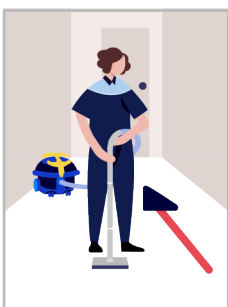
How to vacuum a carpet with a tub vacuum cleaner



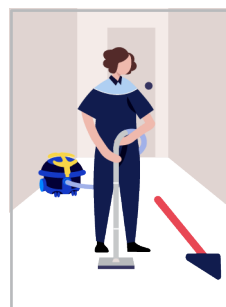
1. Put gloves on. Position cleaning warning signs. Check the vacuum cleaner is in good operational condition has up to date PAT, cable undamaged, clean filter, bag no more than $\frac{3}{4}$ full and that you have all accessories to hand.



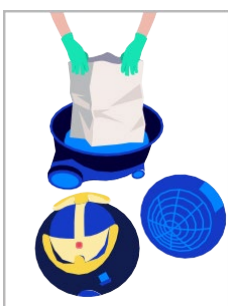
2. Remove from the floor any chewing gum, adhesive tape and any pieces of waste or dirt that may get stuck in the vacuum cleaner pipe or damage it. Remove all movable items of furniture (only with the customer's consent or if required to do so).



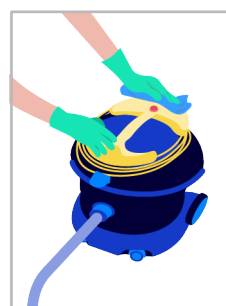
3. Small areas: Start at the point furthest away from the door. Work backwards, paying particular attention to skirting boards and corners, to avoid leaving footprints. Work systematically and make sure each line overlaps the other slightly.



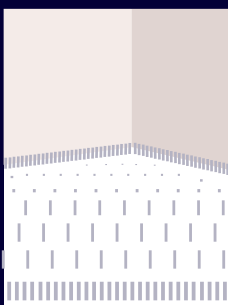
4. Large areas: Start at the furthest point without overstretching the cable and clean the entire floor.



5. Check the capacity of the dust bag is no more than $\frac{3}{4}$ full and replace it if necessary.



6. Clean the vacuum cleaner with a dry cloth and coil the cable up loosely. Start coiling the cable up at the fixed end of the vacuum cleaner. Remove cleaning warning signs.



Cleaning detergents

- No cleaning detergents required for this method.

Things to check and be aware of

- Make sure the carpet is clean and free of loose dirt
- Always wear gloves when touching microfibre

What you will need

- Tub Vacuum cleaner
- Waste bag
- Vacuum cleaner dust bag
- Blue microfibre cloth
- Protective gloves
- Cleaning warning signs

SAFETY: Hazard warnings and safety advice can be found in the relevant RAMS



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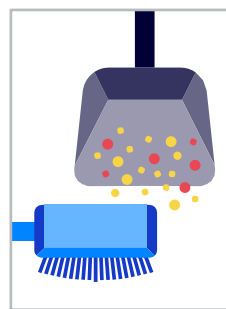
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F113 Carpet Cleaning: Upright Vacuuming

How to vacuum with a carpet with an upright vacuum cleaner



1. Put gloves on. Position cleaning warning signs. Check the vacuum cleaner is in good operational condition has up to date PAT, cable undamaged, clean filter, bag no more than $\frac{3}{4}$ full and that you have all the accessories to hand. Adjust the height of the brushes if necessary.



2. Remove from the floor any chewing gum, adhesive tape and any pieces of waste or dirt that may get stuck in the brush vacuum cleaner or damage it. Remove all movable items of furniture (only with the customer's consent).



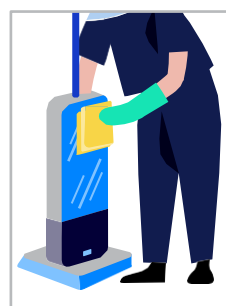
3. Small areas: Start at the point furthest away from the door. Work in straight lines, pushing the vacuum cleaner in front of you. Pay particular attention to skirting boards and corners. Work systematically and make sure each line overlaps the other slightly.



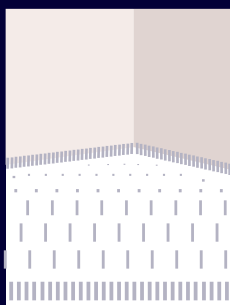
4. Large areas: Start at the socket and vacuum the entire floor.



5. Replace the dust bag if $\frac{3}{4}$ full.



6. Clean the machine and cable with a dry cloth and coil the cable up loosely. Start coiling the cable up at the fixed end of the vacuum cleaner. Once you have finished, remove coarse dirt from the brush if necessary. Remove cleaning warning signs



Cleaning detergents

- No cleaning detergents required for this method.

Things to check and be aware of

- Make sure the carpet is clean and free of loose dirt

What you will need

- Upright vacuum cleaner
- Vacuum cleaner dust bag
- Waste bag
- Blue microfibre cloth
- Protective gloves
- Cleaning warning signs

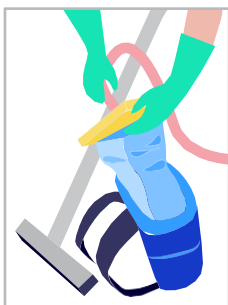
SAFETY: Hazard warnings and safety advice can be found in the relevant RAMS



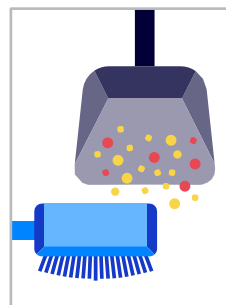
Scan the QR code
for video instruction

F114 Carpet Cleaning: Vacuuming with a Backpack Vacuum Cleaner

How to vacuum a carpet with a backpack vacuum cleaner



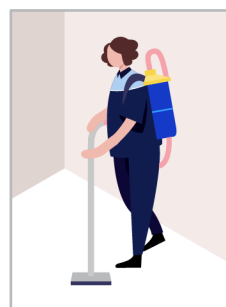
1. Put gloves on. Position cleaning warning signs. Check the backpack vacuum cleaner is in good operational condition, has up to date PAT, cable undamaged, clean filter, bag no more than $\frac{3}{4}$ full and that you have all the required accessories to hand.



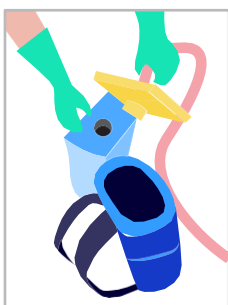
2. Remove from the floor any chewing gum, adhesive tape and any pieces of waste or dirt that may get stuck in the brush vacuum cleaner or damage it. Remove all movable items of furniture (only with the customer's consent).



3. Small areas: Start at the point furthest away from the door. Do not work backwards. Pay special attention to skirting boards and corners and avoid leaving footprints. Work systematically and make sure each line overlaps the other slightly.



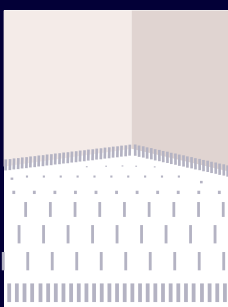
4. Large areas: Choose a starting point and work systematically to ensure you vacuum the entire area.



5. Replace the dust bag if $\frac{3}{4}$ full.



6. Clean the machine and cable with a dry cloth and coil the cable up loosely. Start coiling the cable up at the fixed end of the vacuum cleaner. Remove cleaning warning sign.



Cleaning detergents

- No cleaning detergents required for this method.

Things to check and be aware of

- Make sure the carpet is clean and free of loose dirt

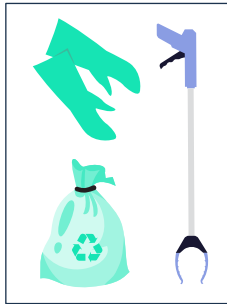
What you will need

- Backpack vacuum cleaner
- Vacuum cleaner dust bag
- Waste bag
- Blue microfibre cloth
- Protective gloves
- Cleaning warning sign

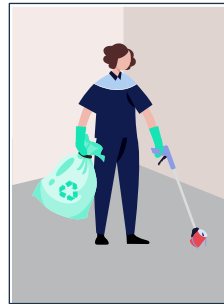
SAFETY: Hazard warnings and safety advice can be found in the relevant RAMS

F120: Litter picking

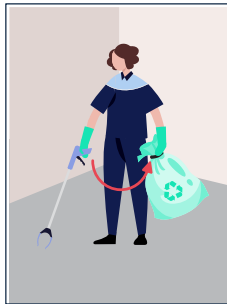
How to pick litter from floors with a litter picker / pick-up tool.



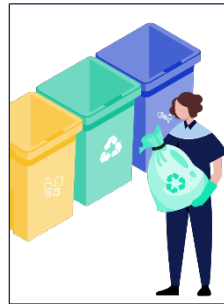
1. Check equipment. Wear personal protective equipment (PPE). Hold the litter picker in one hand and the waste bag in the other hand.



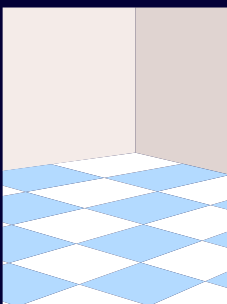
2. Pick the litter using the litter picker / pick-up tool and place directly into the waste bag.



3. Change hand used regularly for health reasons.



4. Dispose of waste / waste bags in accordance with local regulations. Ensure you do not put your hand underneath the bag, so you consider risk of potential sharps injuries.



Products

- No cleaning detergents required for this method.

Things to check

- Make sure no loose dirt or dust is visible

What you will need

- Litter picker / pick-up tool
- Waste bags
- Gloves



Scan the QR code
for video instruction

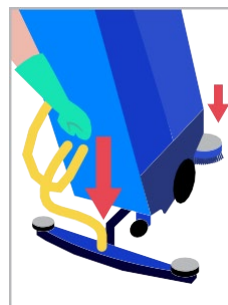
Method Instruction Booklet ISS GROUP SERVICE PRODUCTS AND PERFORMANCE

F140 Hard Floors: Scrubber Drier

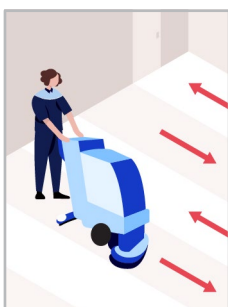
How to clean a hard floor using a scrubber drier and the direct application method



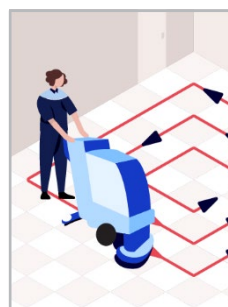
1. Put gloves on. Prepare the machine and check its technical condition. Remove any loose dirt from the floor. Fill the clean water tank with water (and add the cleaning product if machine doesn't have an automatic dosing system) following the manufacturer's recommendation. Mount the guide plate with pad or a scrubbing brush. Check squeegee blade is free from debris.



2. Place a cleaning warning sign/barrier in the area. Lower the brush unit and the suction nozzle.



3. Electric machines: Work in overlapping lines away from the socket. Scrub the surface to be cleaned and vacuum any dirty water immediately. Make as few changes of direction as possible and avoid tight turns. Periodically check that the floor is acceptable and squeegee blade free from debris. Remove Sign/barrier.



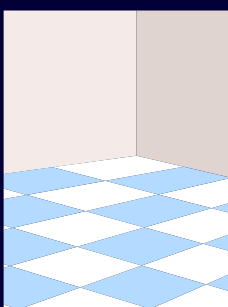
4. Cordless machines: Work anticlockwise in overlapping lines. Scrub the surfaces to be cleaned and vacuum any dirty water immediately. Periodically check that the floor is acceptable and squeegee blade free from debris. Remove Sign/barrier.



5. Once the cleaning solution has been used, empty the wastewater tank and rinse it. Fill the clean water tank with water and add the cleaning product following the manufacturer's recommendation.



6. Once you have finished, empty the wastewater tank and rinse it. Also, empty and rinse the clean water tank, clean brushes and guide plate with pad. Clean the machine with a dry cloth. Cordless machines: Charge the batteries. Electric machines: Clean the cable with a damp cloth and coil the cable up loosely.



Cleaning detergents

- According to care instructions, floor conditions (e.g. • TASKI Jontec 300, Lotus Pro, Low-foam cleaning agent)

Things to check and be aware of

- Make sure the flooring is clean and free of loose dirt
- * Ensure appropriate training received prior to operating any machinery *

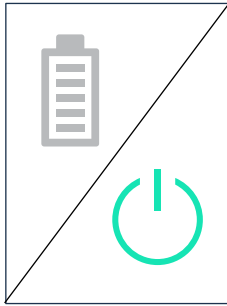
What you will need

- Safety sign/barrier
- Brush or guide plate with pad
- Scrubber drier
- Blue or green cloth
- Protective gloves
- Cleaning warning signs

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

F150 Hard Floors: Vacuum Sweeping (walk-behind)

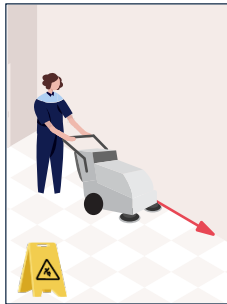
How to sweep floors with a walk-behind vacuum sweeper.



1. Put on gloves. Check that the vacuum sweeper is in good operational condition. Disconnect the battery charging device. Follow machine operating instructions.



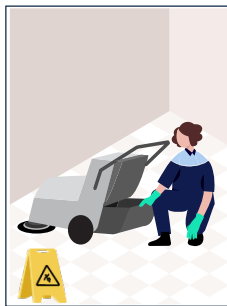
2. Place a safety sign/barrier at all entrance points. Select the sweeping program.



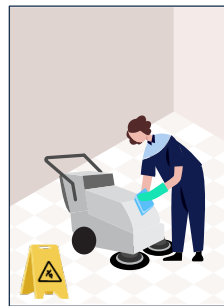
3. Clean along the edges with the side brush. Ensure to stay within the yellow safety line.



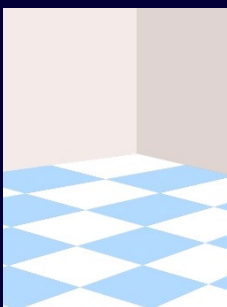
4. Work anticlockwise in overlapping lines. Remove Safety Sign/barrier on completion.



5. Turn off the machine. Remove the waste container from the machine and empty it when needed or when finished. Afterwards slide the waste container back in and lock it in place. Make sure the waste container is properly fastened and sits tight in place.



6. Check the wear parts, clean or replace as necessary. Clean the outside of the machine with a damp cloth. Check if the battery needs charging and, if necessary, attach the battery charging device.



Products

- No cleaning detergents required for this method.

Things to check

- Make sure no loose dirt or dust is visible

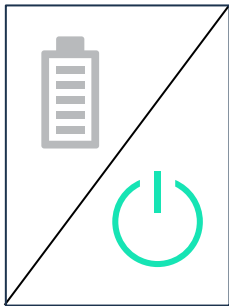
What you will need

- Walk-behind vacuum sweeper
- Gloves
- Damp cloth
- Safety sign/barrier
- Protective Gloves

SAFETY: Hazard warnings and safety advice can be found in the relevant Safety Data Sheet and RAMS

F151 Hard Floors: Vacuum Sweeping (Ride-on)

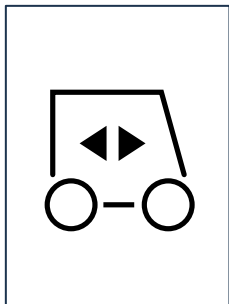
How to sweep floors with a ride-on vacuum sweeper.



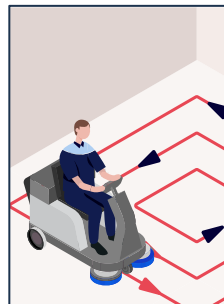
1. Check that the vacuum sweeper is in good operational condition. Disconnect the battery charging device. Follow machine operating instructions.



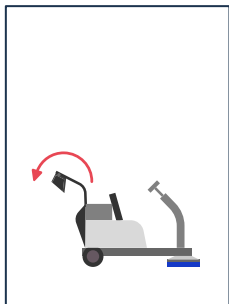
2. Adjust the driver seat. Select the sweeping program.



3. Adjust the driving speed to the conditions in order to achieve an optimal cleaning result.



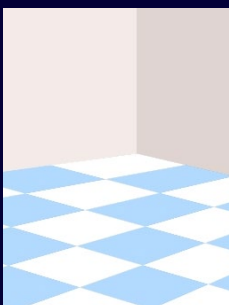
4. Place a safety sign/barrier at all entrance points. Work anticlockwise in overlapping lines.



5. Put on Gloves. Turn off the machine. Park the machine on an even surface to empty the waste container. Afterwards slide the waste container back in and lock it in place. Make sure the waste container is properly fastened and sits tight in place.



6. Check the wear parts, clean or replace as necessary. Clean the outside of the machine with a damp cloth. Check if the battery needs charging and, if necessary, attach the battery charging device.



Products

- No cleaning detergents required for this method.

Things to check

- Make sure no loose dirt or dust is visible

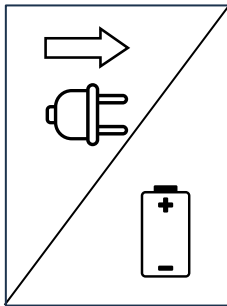
What you will need

- Ride-on vacuum sweeper
- Gloves
- Damp Blue Cloth
- Safety Signs/Barriers

SAFETY: Hazard warnings and safety advice can be found in the relevant Safety Data Sheet and RAMS

F152 Hard Floors: Industrial Sweeping

How to sweep floors in dirt-intensive production environments.



1. Check that the industrial sweeper is in good operational condition. Disconnect the battery charging device. Follow machine operating instructions.



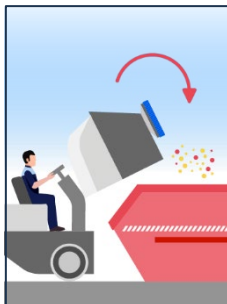
2. Adjust the driver seat. Turn on the machine. Select the sweeping program. Release the break. Adjust the driving speed to the conditions in order to achieve an optimal cleaning result.



3. Put out Signs/barriers for each entrance point. Clean along the edges with the side brush.



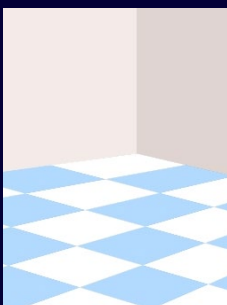
4. Ensure to stay within the yellow safety line where applicable.



5. Park the machine on an even surface to empty the waste container/hopper. Afterwards slide the waste container/ hopper back in and lock it in place. Make sure the waste container is properly fastened and sits tight in place.



6. Turn off the machine. Check the wear parts, clean or replace as necessary. Clean the outside of the machine with a damp cloth. Check if the battery needs charging and, if necessary, attach the battery charging device. Remove Signs/barriers



Products

- No cleaning detergents required for this method.

Things to check

- Make sure no loose dirt or dust is visible

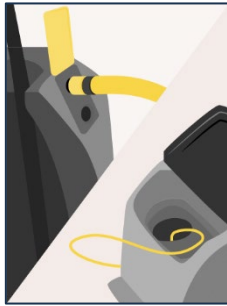
What you will need

- Industrial sweeper
- Gloves
- Damp Blue Cloth
- Signs/Barriers

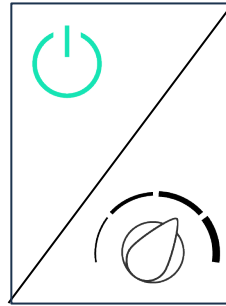
SAFETY: Hazard warnings and safety advice can be found in the relevant Safety Data Sheet and RAMS

F160 Hard Floors: Walk-behind scrubber dryer with pre-sweeping function

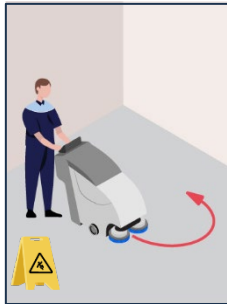
How to sweep and wet-scrub floors in one step for the daily maintenance cleaning of large areas.



1. Put on Gloves. Prepare the machine and check its technical condition. Remove the battery charging device where necessary. Fill the clean water tank with water and add the cleaning chemical following the manufacturer's recommendation. Mount the adequate scrubbing brush or pad.



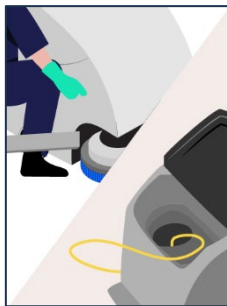
2. Place a safety sign in the area. Turn on the machine and select the appropriate cleaning program. Lower the brush unit and the suction nozzle. Adjust the driving speed to the conditions in order to achieve an optimal cleaning result.



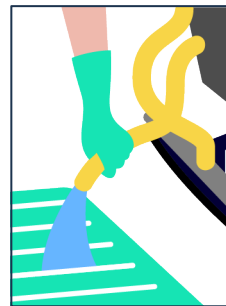
3. Put out safety signs/barriers at all entrance points. Ensure you stay within the yellow safety line where applicable. Work anticlockwise in overlapping lines. Scrub the surfaces to be cleaned and vacuum up any water puddles immediately.



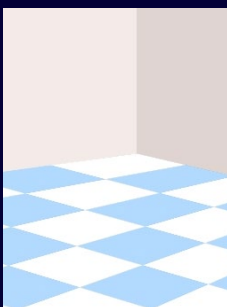
4. Frequently empty the waste container of the sweeper unit. Remove Safety signs.



5. Once the cleaning solution is used, empty the wastewater tank and rinse it. Fill the clean water tank with water and add the cleaning chemical following the manufacturer's recommendation.



6. Once you have finished, empty the sweeper container and the wastewater tank and rinse both. Also rinse the clean water tank, brushes and suction unit. Clean the machine with a damp cloth. Cordless machines: Charge the batteries.



Products

- According to care instructions, floor conditions and Pure Space standard assortment guidelines

Things to check

- Make sure no loose dirt or dust is visible

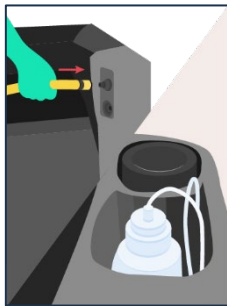
What you will need

- Safety sign/barrier
- Gloves
- Walk-behind scrubber dryer with pre-sweeping function
- Damp Blue Cloth

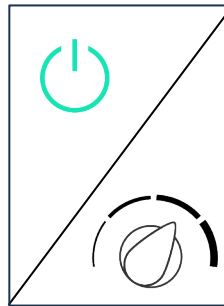
SAFETY: Hazard warnings and safety advice can be found in the relevant Safety Data Sheet and RAMS

F161 Hard Floors: Ride-on scrubber dryer with pre-sweeping function

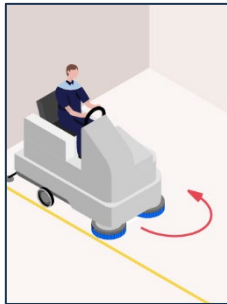
How to sweep and wet-scrub floors in one step for the daily cleaning of large areas.



1. Put on Gloves. Prepare the machine and check its technical condition. Remove the battery charging device where necessary. Fill the clean water tank with water and add the cleaning chemical following the manufacturer's recommendation. Mount the adequate scrubbing brush or pad.



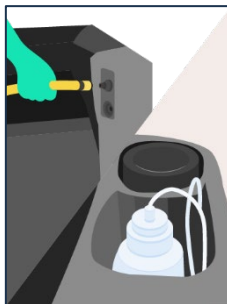
2. Turn on the machine and select the appropriate cleaning program. Lower the brush unit and the suction nozzle. Adjust the driving speed to the conditions in order to achieve an optimal cleaning result.



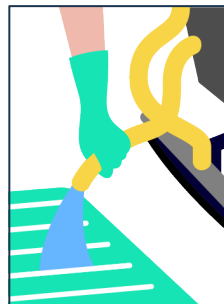
3. Put out Safety Signs/barriers at all entrance points. Ensure you stay within the yellow safety line where applicable. Clean along the edges with the side brush. Work anticlockwise in overlapping lines. Scrub the surfaces to be cleaned and vacuum up any water puddles immediately.



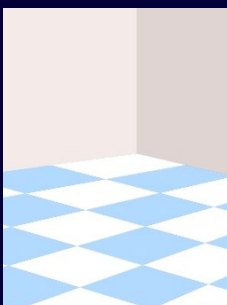
4. Frequently empty the waste container of the sweeper unit. Remove safety signs/barriers.



5. Once the cleaning solution is used, empty the wastewater tank and rinse it. Refill the clean water tank with water and add the cleaning chemical following the manufacturer's recommendation.



6. Once you have finished, empty the sweeper container and the wastewater tank and rinse both. Also rinse the clean water tank, brushes and suction unit. Clean the machine with a damp cloth. Cordless machines: Charge the batteries.



Products

- According to care instructions, floor conditions and Pure Space standard assortment guidelines

Things to check

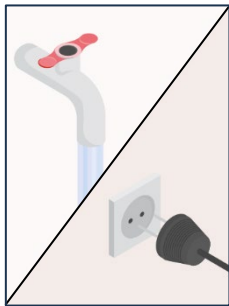
- Make sure no loose dirt or dust is visible

What you will need

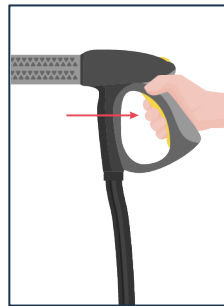
- Gloves
- Ride-on scrubber dryer with pre-sweeping function
- Damp Cloth
- Safety Signs/Barriers

F170: High-pressure cleaning with cold water

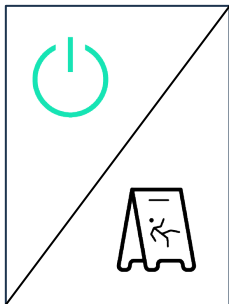
How to pressure wash floors, walls and surfaces with a cold water high-pressure cleaner



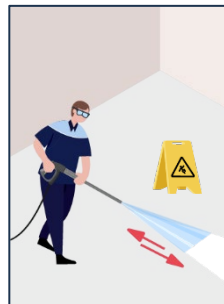
1. Check that the high-pressure cleaner is in good operational condition. Connect the water hose to the machine and plug the electric cable in the socket.



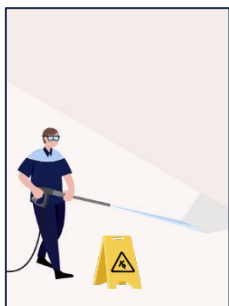
2. Vent the device by opening the water tap.



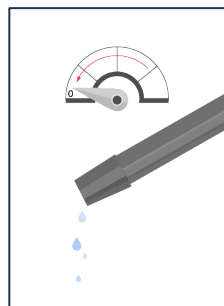
3. Put up a Safety sign/barrier. Start the high-pressure cleaner. Activate the high-pressure gun until a continuous and even jet of water emerges.



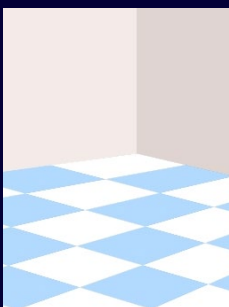
4. Wet all surfaces with water. Clean with high pressure from bottom to top, from back to front, from clean to dirty sections.



5. Conduct a final rinse of all previously cleaned surfaces from top to bottom and from back to front to flush away any residues of dirt.



6. Turn off the device. Close the water tap. Press the trigger on the spray lance. Empty the residual water from the water hose. Clean the outside of the device with a damp cloth. Remove Safety signs/barriers.



Products

- No cleaning detergents required for this method.

Things to check

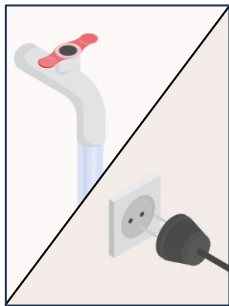
- Make sure no loose dirt or dust is visible

What you will need

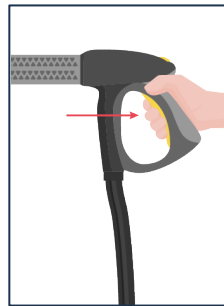
- Cold water high-pressure cleaner
- Safety sign/barriers
- Safety glasses
- Damp Cloth

F171: High-pressure cleaning with hot water

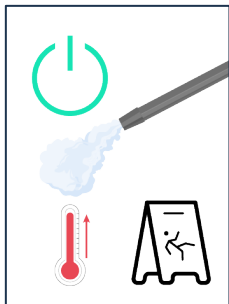
How to pressure wash floors, walls and surfaces with a hot water high-pressure cleaner



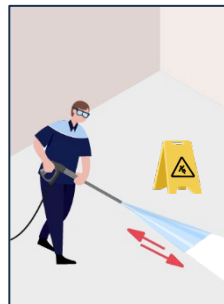
1. Check that the high-pressure cleaner is in good operational condition. Connect the water hose to the machine and plug the electric cable in the socket.



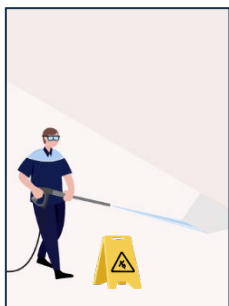
2. Vent the device by opening the water tap.



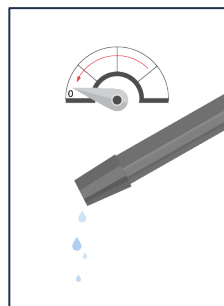
3. Start the high-pressure cleaner. Activate the high-pressure gun until a continuous and even jet of water emerges. Select the temperature.



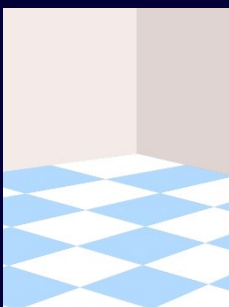
4. Wet all surfaces with water. Clean with high pressure from bottom to top, from back to front, from clean to dirty sections.



5. Conduct a final rinse of all previously cleaned surfaces from top to bottom and from back to front to flush away any residues of dirt.



6. Turn off the device. Close the water tap. Press the trigger on the spray lance. Empty the residual water from the water hose. Clean the outside of the device with a damp cloth.



Products

- No cleaning detergents required for this method.

Things to check

- Make sure no loose dirt or dust is visible

What you will need

- Hot water high-pressure cleaner
- Safety sign
- Safety glasses
- Damp Cloth

F172: Chewing Gum removal

How to remove chewing gum remnants



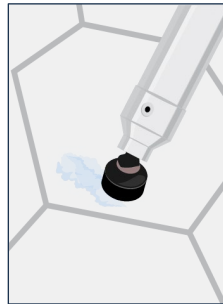
1. Put on Gloves Prepare the steam cleaner according to the manufacturer's instruction.



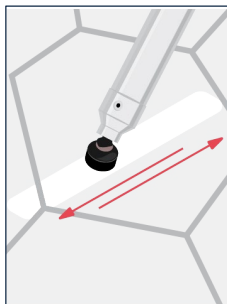
2. Fit the harness properly to your body. Tighten or loose the webbing through the harness buckles to get a snug fit.



3. Start the machine according to the instructions on how to use the machine.



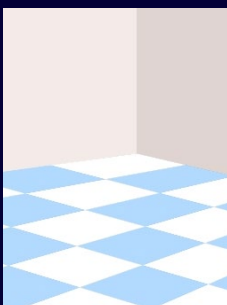
4. Spray steam and cleaning solution for 3 seconds onto the chewing gum. Start agitating the spot softly with the bristles of the nozzle.



5. Start scrubbing the spot with the bristles of the nozzle until the spot disappears.



6. When you are done with the chewing gum removal, maintain the machine according to the manufacturer's recommendation.



Products

- According to care instructions, floor conditions and Pure Space standard assortment guidelines

Things to check

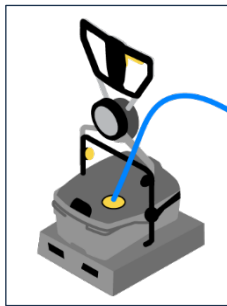
- All chewing gum remnants are removed completely.

What you will need

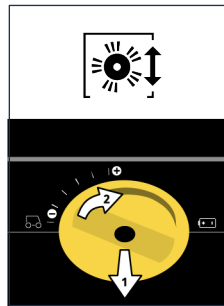
- Chewing gum removal machine (steam cleaner)
- Gas
- Nozzle
- Gloves

F173 Hard Floors: Deep scrubbing with counter-rotating roller brushes

How to deep clean a hard floor using the compact counter-rotating roller brush machine



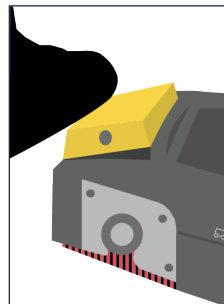
1. Remove any loose dirt from the floor. Prepare the machine and check its technical condition. Fill the clean water tank with water and add the cleaning chemical following the manufacturer's recommendation. Mount the adequate scrubbing brushes.



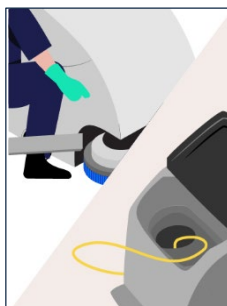
2. Place the Safety sign/barrier in entrance points to the area. Pull out the rotary handle of the brush contact pressure (1) Set it to the desired level (2) Push the rotary handle back in. Connect the cable to the main plug.



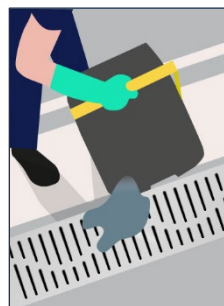
3. Lower the handle to a comfortable position



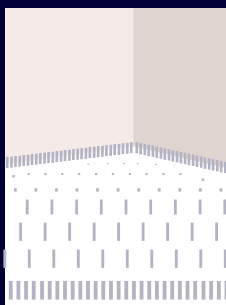
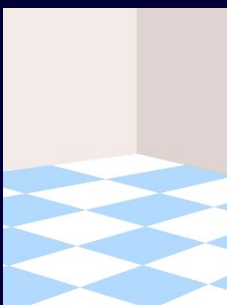
4. Press the pedal to lower the vacuum bar. Press the yellow buttons on the handle to start the water flow. Start cleaning in lanes, working in a forward- and backward motion.



5. Once the cleaning solution is used, empty the wastewater tank and rinse it. Refill the clean water tank with water and add the cleaning chemical following the manufacturer's recommendation.



6. After finishing, disconnect the electric cable from the machine. Empty the wastewater tank and rinse it. Also rinse the clean water tank, brushes and suction unit. Clean the machine with a damp cloth. Clean the cable with a damp cloth and wind the cable loosely. Remove the Safety sign/barriers.



Products

- According to care instructions, floor conditions and Pure Space standard assortment guidelines

Things to check

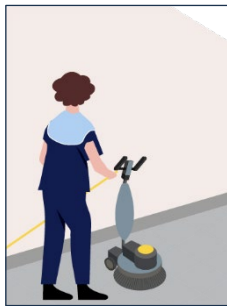
- Make sure there is no visible or adhesive dirt

What you will need

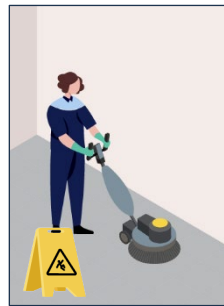
- Safety sign/barrier
- Gloves
- Counter-rotating roller brush machine
- Damp Cloth

F174 Hard Floor: Deep scrubbing with a single disc machine

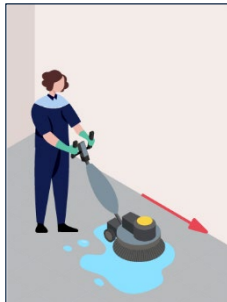
How to deep clean a hard floor using a single disc machine.



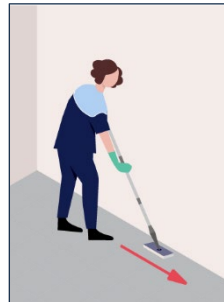
1. Put on gloves. Start by removing loose dirt. Carry out safety checks and mount the water tank. Prepare the cleaning solution according to the manufacturer's recommendation. Mount the driving disc with the tool.



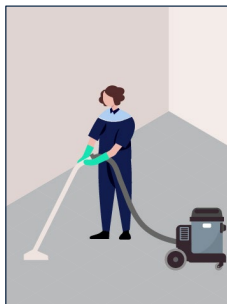
2. Place the Safety sign/barrier at entrance points. Start cleaning at the furthest point from the door/electric plug. Spread the cleaning solution generously working backwards in lanes. Use the edge cleaning tool for hard-to-reach sections.



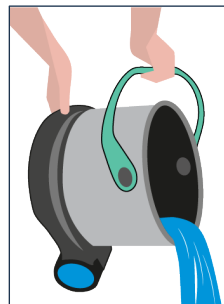
3. Let the cleaning solution work on the floor for 2-5 min. Proceed by scrubbing with the single disc machine.



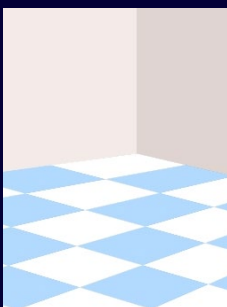
4. Scrub edges with a manual floor pad / doodle bug, if necessary.



5. Pick up the dirty solution with a wet vacuum cleaner. Wipe base board if necessary.



6. Empty the water tank of the single disc machine and the wet vacuum cleaner. Clean the machines and the cable with a damp cloth. Wind the cable loosely. Clean / wash the pad. Remove Safety signs/barriers



Products

- According to care instructions, floor conditions and Pure Space standard assortment guidelines

Things to check

- Make sure there is no visible or adhesive dirt

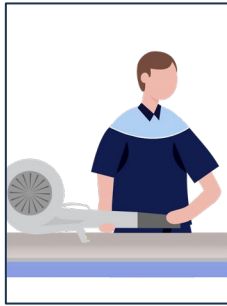
What you will need

- Safety sign/barrier
- Low speed single disc
- Water tank
- Driving disc
- Pad, Brush
- Doodle bug with pad
- Wet vacuum cleaner
- Damp Cloth

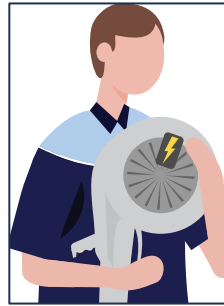
SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

F175: Clear debris with a leaf blower

How to clear dry leaves and other debris quickly with a leaf blower



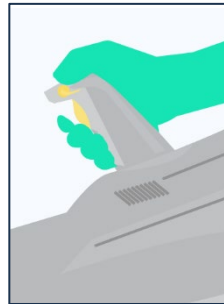
1. Check that the blower is in good operational condition.



2. Insert the battery



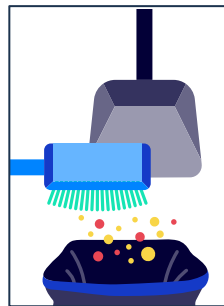
3. Put Gloves on. Fit the harness properly to your body. Tighten or loose the webbing through the harness buckles to get a snug fit.



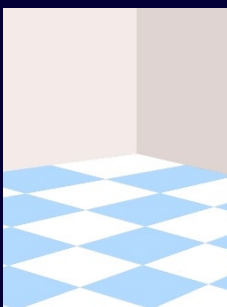
4. Lock the air speed in the required position.



5. Blow the rubbish / leaves to the collection point.



6. Use a dustpan and brush to pick up all dirt and put the dirt in a waste bag or container. Clean the outside of the device with a damp cloth. Remove batter and recharge.



Products

- No cleaning detergents required for this method.

Things to check

- Make sure no loose dirt or dust is visible

What you will need

- Leaf blower
- Gloves
- Safety glasses
- Ear Protection

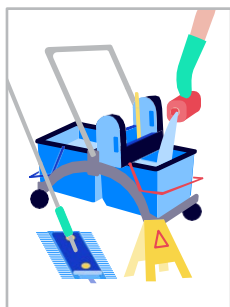
SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS



Scan the QR code
for video instruction

F201 Hard Floors: Disinfecting with a Flat Mop

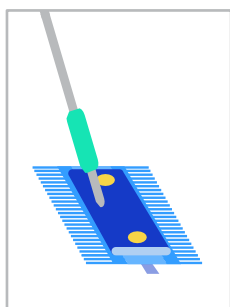
How to disinfect a hard floor using a flat mop and the two-bucket method once a Hard Floor has previously been cleaned using Detergent see F101 or F102



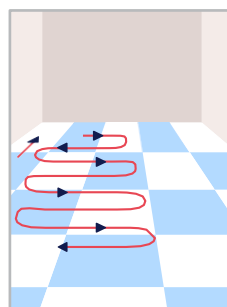
1. Put gloves on. Place a safety sign in the area. Check and assemble equipment, position cleaning warning signs. Add the right amount of disinfectant to the blue bucket according to the manufacturer's recommendations. Fill the red bucket halfway with water and attach the mop wringer to the red bucket.



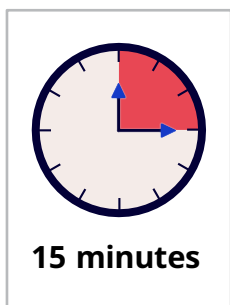
2. Wet the mop in the blue bucket and wring out any excess disinfectant solution.



3. Attach the damp mop to the folding holder.



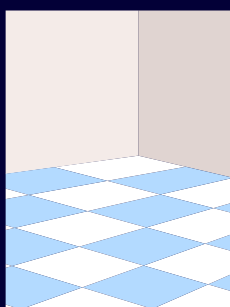
4. Disinfect the corners and edges first. You should then start at the point furthest away from the door. Working backwards, clean the floor back and forth in an S-shaped motion. Ensuring you keep a leading edge. It is important to assume an upright posture.



5. Use the mop to apply the disinfectant solution evenly and across the entire floor surface. The floor must be wet across its entire surface (contact time in line with the recommended dose). Do not rinse, wipe or rub dry. The floor must not be walked on for at least 15 minutes.



6. Wet the mop with the disinfectant regularly and wring it out. Hold the mop by the mop pockets to avoid touching the soiled strings. Replace the mop after each room. Remove cleaning warning signs when dry.



Cleaning detergents

- Disinfectant according to Pure Space Plus standard assortment guidelines using Oxivir Plus or Lotus Pro

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Make sure that surfaces are fully and evenly covered and left unused for at least 15 minutes.
- Always wear gloves when touching microfibre

What you will need

- Flat mop holder
- Two-bucket wet mopping system
- Red and blue bucket (e.g. indicated by color of handle)
- Mop wringer
- Flat mop
- Protective gloves
- Cleaning warning signs

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

Method Instruction Booklet

ISS GROUP SERVICE PRODUCTS AND PERFORMANCE

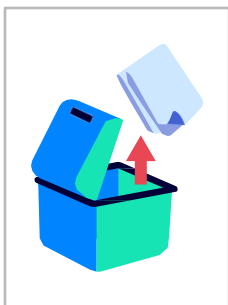
Daily Cleaning Method Instruction Cards for Inventory/Surfaces



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for video instruction

I101: Damp Cleaning with a Pre-Wetted Cloth

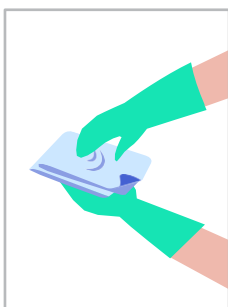
How to clean a waterproof surface in an interior area with a pre-wetted cleaning cloth (direct application method)



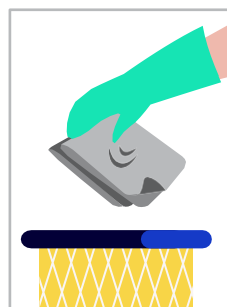
1. Put gloves on. Position safety signs. Remove a folded cleaning cloth pre-wetted with cleaning solution from the box.



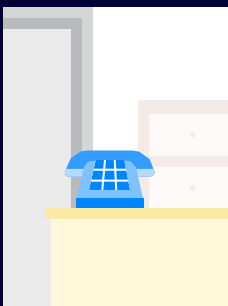
2. First, clean lightly soiled areas followed by heavily soiled areas. Clean the surface back and forth in an S-shaped motion. Allow the cleaned surfaces to dry.



3. As soon as one side of the cloth is saturated with dirt, turn it over. Repeat until all eight sides of the cloth are saturated with dirt, then replace it with a clean cloth.



4. Place the dirty cloth in a laundry bag. Once you have finished, put any unused cleaning cloths into the laundry bag so they can be washed. Rinse the box with clean water and leave it to dry.



Cleaning detergents

- According to Pure Space standard assortment guidelines for inventory cleaning (e.g. TASKI Sprint 200, Lotus Pro or Ecological product) for blue or green cloth cleaning

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre

What you will need

- Box
- Pre-wetted blue or green microfibre cloth
- Blue or green spray/dosing bottle
- Laundry bag
- Protective gloves
- Safety Signs

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS



Scan the QR code
for video instruction

Method Instruction Booklet

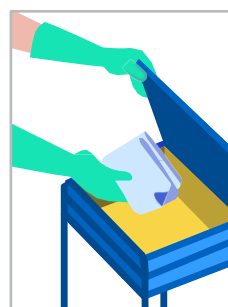
ISS GROUP SERVICE PRODUCTS AND PERFORMANCE

I102 Surfaces: Spray Cleaning

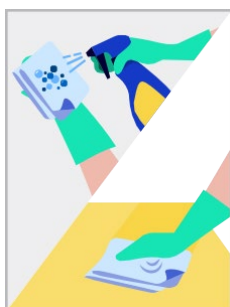
How to clean a waterproof surface in an interior area using the spray method and a microfibre cloth



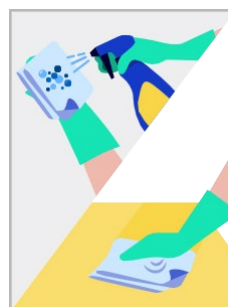
1. Remember to wear protective gloves and eye protection (if required). Warning sign to be positioned before equipment set up. Use a ready-to-use cleaning product or fill a spray bottle with water and add the cleaning product according to the dosage recommendations..



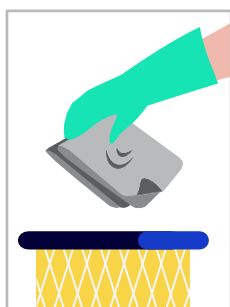
2. Take a clean, dry microfibre cloth and fold it twice in the middle.



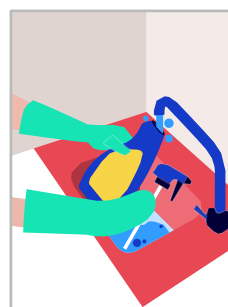
3. Spray the cleaning solution on the cloth and clean the surface by first cleaning lightly soiled areas and then heavily soiled areas. Clean the surface back and forth in an S-shaped motion.



4. As soon as one side of the cloth is saturated with dirt, turn it over and spray a clean side.



5. If the cloth is saturated with dirt, replace it with a clean one. Place the dirty cloth in a laundry bag.



6. Rinse the spray bottle regularly in a sluice sink and leave it open to allow it to dry (at least once a week) before refilling.



Cleaning detergents

- According to Pure Space standard assortment guidelines for inventory cleaning (e.g. TASKI Sprint 200, Lotus Pro or Ecological product) for blue or green cloth cleaning

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibers

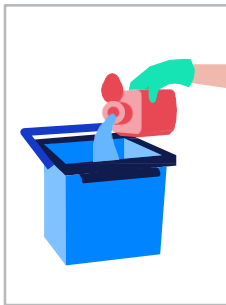
What you will need

- Blue or green microfibre cloth
- Blue spray bottle
- Laundry bag
- Protective gloves
- Eye Protection
- Safety Signs

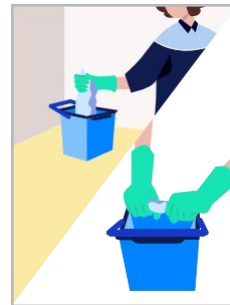
SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

I103 Surfaces: Wet Cleaning with Single-Bucket

How to clean a waterproof surface in an interior area using the single-bucket method (direct application method)



1. Remember to wear protective gloves and eye protection (if required). Safety Signs to be positioned. Fill a bucket with cold water and add the cleaning product according to the dosage recommendations.



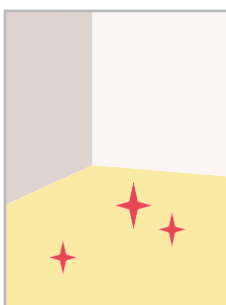
2. Wet the cloth in the bucket and wring it out until it has the desired moisture level. Fold the cloth twice in the middle.



3. Clean the surfaces. Once one side of the cloth is saturated with dirt, turn the cloth over and use a clean side.



4. Rinse the cloth in the bucket regularly. Replace the cloth and cleaning solution if necessary.



5. Allow the cleaned surfaces to dry.



6. Once you have finished, wash the cloth in the laundry and rinse the bucket in a sluice sink.



Cleaning detergents

- According to Pure Space standard assortment guidelines for inventory cleaning (e.g. TASKI Sprint 200, Lotus Pro or Ecological product) for blue or green cloth cleaning

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibers

What you will need

- Blue or green bucket (e.g. indicated by colour of handle)
- Blue or green microfibre cloth
- Protective gloves
- Eye Protection
- Safety Signs



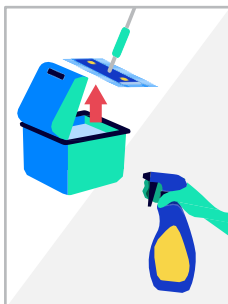
Scan the QR code
for video instruction

Method Instruction Booklet

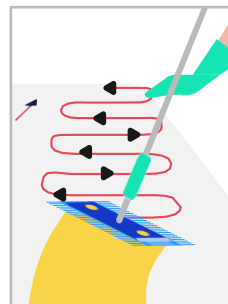
ISS GROUP SERVICE PRODUCTS AND PERFORMANCE

I104 Surfaces: Damp Cleaning with a Pre-Wetted table mop

How to clean a waterproof surface in an interior area with a pre-wetted table mop (direct application method)



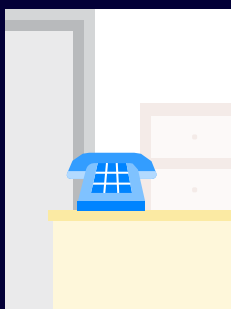
1. Put gloves on. Position safety signs. Remove a table mop wetted with cleaning solution from the box. Make sure you have a spray bottle ready containing the appropriate ready-to-use cleaning product.



2. Working backwards, clean the surface in an S-shaped motion. Do not lift the mop from the surface until all areas are covered.



3. Place the dirty mop in a laundry bag. Once you have finished, put any unused table mops into the laundry bag so they can be washed. Rinse the box in a sluice sink and leave it to dry.



Products

- According to Pure Space standard assortment guidelines for inventory cleaning (e.g. TASKI Sprint 200, Lotus Pro or Ecological product) for blue or green cloth cleaning

Things to check

- Make sure there is no visible dirt

What you will need

- Box
- Pre-wetted blue or green cleaning mops
- Blue spray bottle
- Laundry bag
- Protective gloves
- Safety Signs

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS



Scan the QR code
for video instruction

Method Instruction Booklet

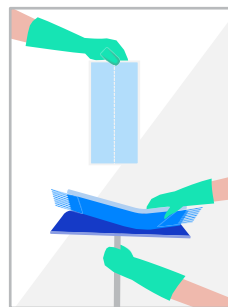
ISS GROUP SERVICE PRODUCTS AND PERFORMANCE

I105 Surfaces: Glass wall cleaning with window mop

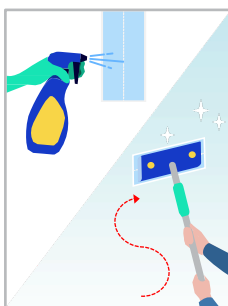
How to clean a waterproof surface in an interior area using the spray method
and a glass mop



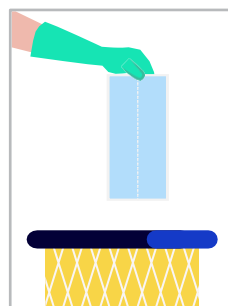
1. Put on gloves. Position safety signs. Use a ready-to-use cleaning product or fill a spray bottle with water and add the cleaning product according to the dosage recommendations.



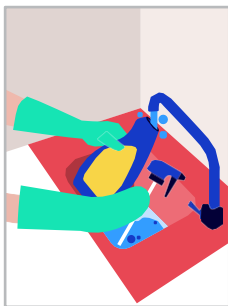
2. Take a clean, dry Glass mop and attach it to the mop handle.



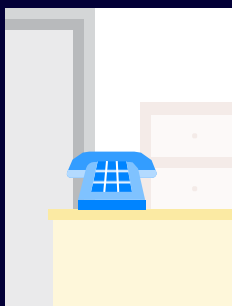
3. Spray the cleaning solution on the mop and clean the surface by working in an s-shaped motion from top to bottom. Do not lift the mop from the surface. Re-spray the mop if necessary.



4. If the cloth is saturated with dirt, replace it with a clean one. Place the dirty cloth in a laundry bag.



5. Rinse the spray bottle regularly in a sluice sink and leave it open to allow it to dry (at least once a week) before refilling.



Cleaning detergents

- According to Pure Space standard (e.g. water or Lotus Pro)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre

What you will need

- Glass mop
- Mop handle
- Mop box
- Spray bottle with glass cleaning detergent
- Laundry bag
- Protective gloves
- Safety Signs

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

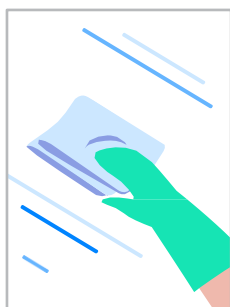


Scan the QR code
for video instruction

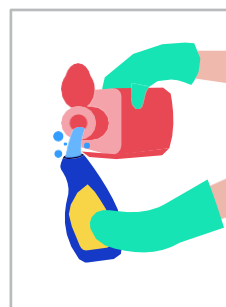
Method Instruction Booklet ISS GROUP SERVICE PRODUCTS AND PERFORMANCE

I201 Surfaces: Disinfecting Spray Method

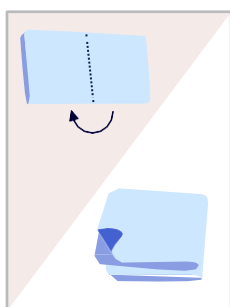
How to disinfect surfaces and objects using a spray bottle



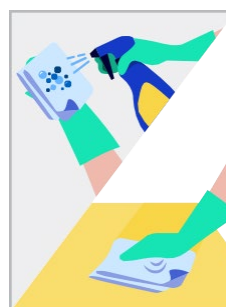
1. Put gloves on.
Position safety signs.
Before disinfection,
surfaces must be cleaned
using method I 101, 102,
103 or 104, and allowed to
dry.



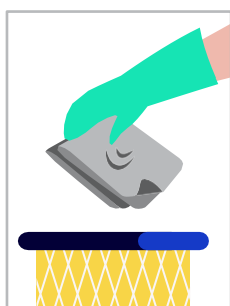
2. Use a ready-to-use
disinfectant or fill a spray
bottle with water and
add the cleaning product
according to the dosage
recommendations.



3. Take a clean, dry
microfibre cloth and fold it
twice in the middle.



4. Spray the disinfectant
solution on the cloth and
clean the surfaces back and
forth in an S-shaped motion.
The surface must be wet
across its entire area (contact
time in line with the
recommended dose). Do not
rinse, wipe or rub dry. The
surface should be left unused
for at least 15 minutes.



5. Once you have finished,
put the microfiber cloth in the
laundry for washing.



Cleaning detergents

- Disinfectant according to Pure Space Plus standard (e.g. Oxivir Plus, Lotis Pro or other chemical agreed for contract)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Make sure that surfaces are fully and evenly covered and left unused for at least 15 minutes.
- Always wear gloves when touching microfibers

What you will need

- Blue or green microfibre cloth
- White microfibre cloth (dry)
- Protective Gloves
- Safety Signs

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

I202 Surfaces: Disinfecting with Single-Bucket

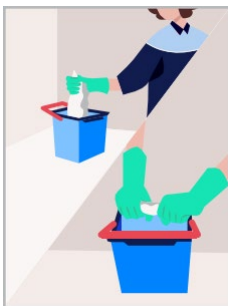
How to disinfect a pre-cleaned, waterproof surface in an interior area using the bucket method



1. Put on gloves.
Position safety signs.
Before disinfecting, surfaces have to be cleaned using method I 101, 102, 103 or 104, and allowed to dry.



2. Wear protective gloves.
Fill a bucket with cold water and add the disinfectant product according to the dosage recommendations.



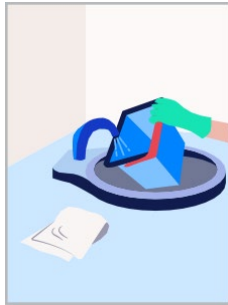
3. Dip the cloth into the bucket and wring it until it stops dripping.



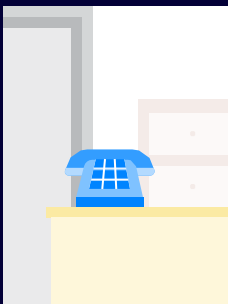
4. Use the cloth to apply the disinfectant solution evenly and across the entire surface. The surface must be wet across its entire area (contact time in line with the recommended dose). Do not rinse, wipe or rub dry. The surface should be left unused for at least 15 minutes.



5. Rinse the cloth regularly in the disinfectant solution.



6. Once you have finished, wash the cloth and rinse the bucket in a sluice sink.



Cleaning detergents

- Disinfectant according to Pure Space Plus standard (e.g. Oxivir Plus, Lotus Pro or other chemical agreed for contract)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Make sure that surfaces are fully and evenly covered and left unused for at least 15 minutes.
- Always wear gloves when touching microfibers

What you will need

- Blue or green microfibre cloth
- Bucket
- White microfibre cloth
- Protective gloves
- Safety Signs

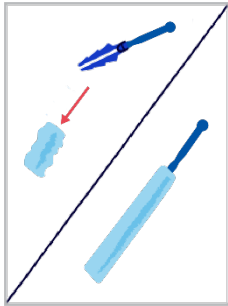
SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS



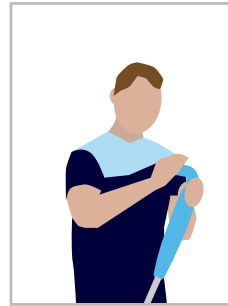
Scan the QR code
for video instruction

I301 Surfaces: Removing Dust from Hard-to Reach Spaces with an Interior Mop

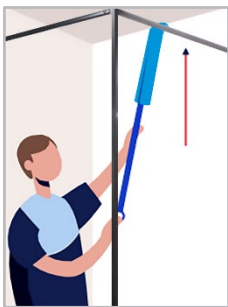
How to dust spaces using the interior mopping method



1. Put gloves on. Position safety signs. Attach the interior mop to the mop handle.

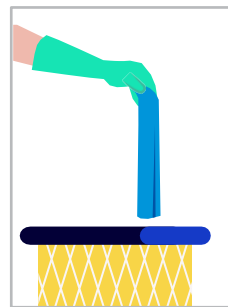


2. Bend the interior mop to allow it to reach the top of the surface that you will be cleaning

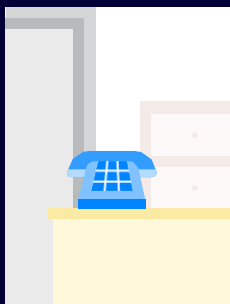


3. Place the interior mop on the surface. Start at the edge, working your way from top to bottom in a wiping motion.

Note: The surfaces are highly sensitive and must be treated with caution. Sharp edges or corners will damage the surfaces.



5. If the mop is saturated with dirt, replace it with a clean one. Place the dirty mop in a laundry bag.



Cleaning detergents

- No cleaning detergents required for this method.

Things to check

- Make sure no loose dirt or dust is visible

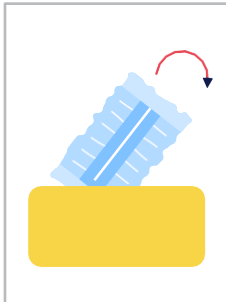
What you will need

- Edi Clean or Twist Dusty XL multi-duster
- Protective Gloves
- Safety Signs

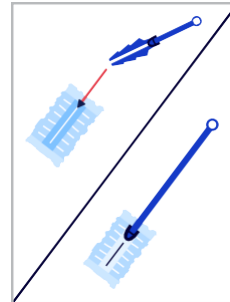
SAFETY: Hazard warnings and safety advice can be found in the relevant RAMS

I302 Surfaces: Removing Dust from Hard-to Reach Spaces with Swiffer method

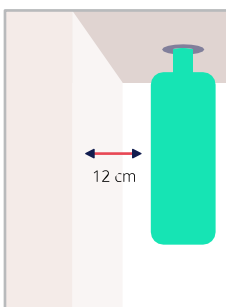
How to dust spaces using the Swiffer method



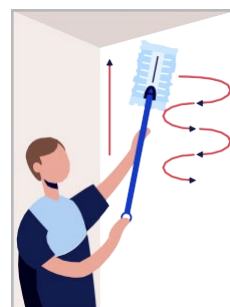
- 1.** Put gloves on. Position safety signs. Take the swiffer-duster out of the packaging.



- 2.** Attach the swiffer-duster to the bracket. The handle must be inserted into the designated brackets. Insert the extension into the multi-duster holder if necessary.

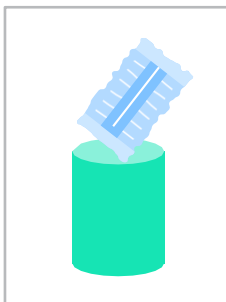


- 3.** Remove any covers to gain better access to the surface to be dusted.

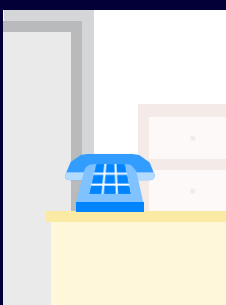


- 4.** Place the multi-duster on the surface. Start at the edge, working your way from top to bottom in a wiping motion.

Note: The surfaces of a Swiffer are highly sensitive and must be treated with caution. Sharp edges or corners will damage the surfaces.



- 5.** Replace or discard the swiffer-duster when it is heavily soiled and is no longer effective. Reapply any removed covers as described in Step 3.



Cleaning detergents

- No cleaning detergents required for this method.

Things to check

- Make sure no loose dirt or dust is visible

What you will need

- Swiffer duster
- Swiffer handle

SAFETY: Hazard warnings and safety advice can be found in the relevant RAMS

Method Cards for Washroom

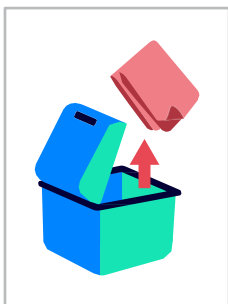


Scan the QR code
for video instruction

Method Instruction Booklet ISS GROUP SERVICE PRODUCTS AND PERFORMANCE

W101 Sanitary Facilities: Damp Cleaning using a Pre-Wetted Cloth

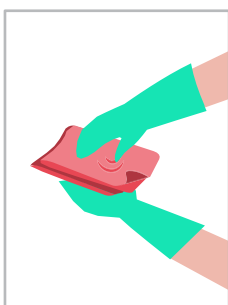
How to clean a waterproof surface in a sanitary area using a pre-wetted cleaning cloth (direct application method)



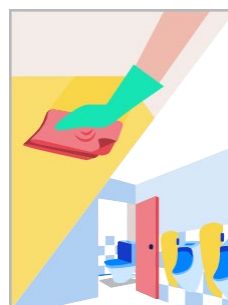
- 1.** Put on protective gloves.
Position Safety Signs, Take a pre-wetted folded cleaning cloth from the box.



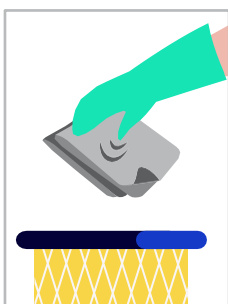
- 2.** First, clean lightly soiled surfaces (mirrors, doors, sinks, dispensers, etc.) with the red microfibre cloth. Allow the cleaned surfaces to dry.



- 3.** As soon as one side of the cloth is saturated with dirt, turn it over. Repeat until all eight sides of the cloth are saturated with dirt, then replace it with a clean cloth.



- 4.** Continue cleaning the heavily soiled surfaces with a red cloth (toilet).



- 5.** Place the dirty cloths in a laundry bag. Once you have finished, put any unused cleaning cloths into the laundry bag so they can be washed. Rinse the box with clean water and leave it to dry.



Cleaning detergents

- According to Pure Space standard assortment guidelines for washroom cleaning (e.g. TASKI 4-in-1, Lotus Pro or other approved chemical agreed for contract)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre

What you will need

- Mop box
- Pre-wetted red microfibre cloths
- Red or white sponge pad
- Protective gloves
- Cleaning warning signs

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

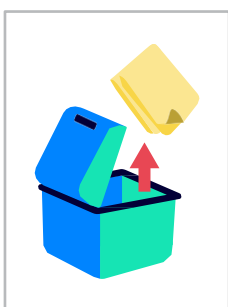


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for video instruction

Method Instruction Booklet ISS GROUP SERVICE PRODUCTS AND PERFORMANCE

W102 Sanitary Facilities: Damp Cleaning using a Pre-Wetted Cloth, Two Color System

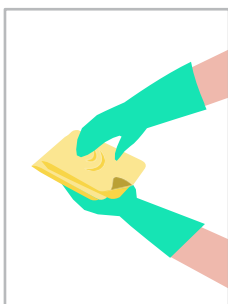
How to clean a waterproof surface in a sanitary area using a pre-wetted cleaning cloth (direct application method)



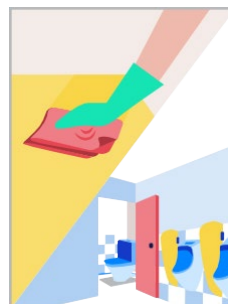
1. Put on protective gloves. Position warning signs. Take a pre-wetted folded cleaning cloth from the box.



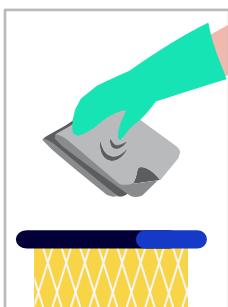
2. First, clean lightly soiled surfaces (mirrors, doors, sinks, dispensers, etc.) with the yellow microfibre cloth. Allow the cleaned surfaces to dry.



3. As soon as one side of the cloth is saturated with dirt, turn it over. Repeat until all eight sides of the cloth are saturated with dirt, then replace it with a clean cloth.



4. Continue cleaning the heavily soiled surfaces (toilet). Use a red microfibre cloths to do so.



5. Place the dirty cloth in a laundry bag. Once you have finished, put any unused cleaning cloths into the laundry bag so they can be washed. Rinse the box out with clean water and leave it to dry.



Cleaning detergents

- According to Pure Space standard assortment guidelines for washroom cleaning (e.g. TASKI 4-in-1, Lotus Pro or other approved chemical agreed for contract)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibers

What you will need

- Mop boxes for red and yellow cloths
- Pre-wetted red microfiber cloths
- Pre-wetted yellow microfiber cloths
- Laundry bag
- Protective gloves
- Red or white sponge pad
- Cleaning warning sign

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

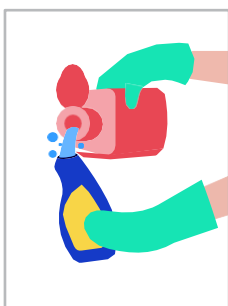


Scan the QR code
for video instruction

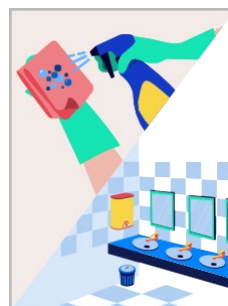
Method Instruction Booklet ISS GROUP SERVICE PRODUCTS AND PERFORMANCE

W103 Sanitary Facilities: Spray Cleaning

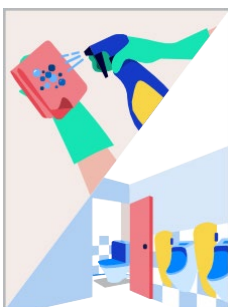
How to clean a waterproof surface in a sanitary area using the hygienic spray method and a microfibre cloth



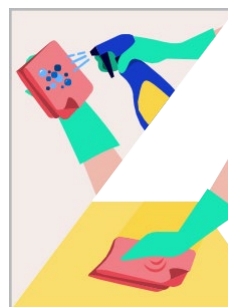
1. Put on protective gloves and eye protection if required by COSHH Assessment.. Position warning signs. Use a ready-to-use cleaning product or fill the spray bottle with water up to the relevant mark and add the cleaning product according to the dosage recommendations.



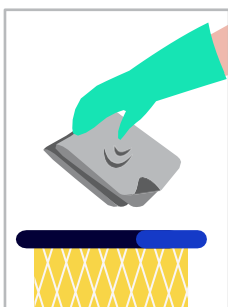
2. Fold a clean, dry red microfibre cloth twice in the middle. Spray the cleaning solution on the cloth and clean the lightly soiled surfaces (mirrors, doors, sinks, dispensers, etc.). For stubborn dirt, spray the cleaning solution directly onto the surface and clean it with the red cloth.



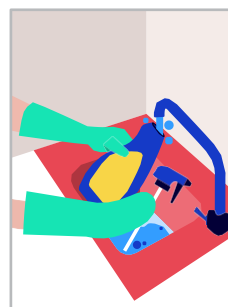
3. Take a clean, dry red microfibre cloth and fold it twice in the middle. Spray the cleaning solution on the cloth and clean the heavily soiled surfaces (toilet). For stubborn dirt, spray the cleaning solution directly onto the surface and clean it with the red cloth.



4. As soon as one side of the cloth is saturated with dirt, turn it over and spray a clean side.



5. If the cloth is saturated with dirt, replace it with a clean one. Place the dirty cloth in a laundry bag.



6. Rinse the spray bottle regularly in a sluice sink and leave it open to allow it to dry.



Cleaning detergents

- According to Pure Space standard assortment guidelines for washroom cleaning (e.g. TASKI 4-in-1, Lotus Pro or other approved chemical agreed for contract)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre

What you will need

- Bucket for red cloths
- Red microfibre cloths
- Red or white sponge pad
- Laundry bag
- Red Spray bottle
- Protective gloves
- Eye Protection
- Cleaning warning sign

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

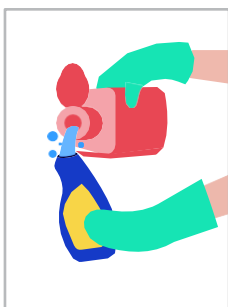


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for video instruction

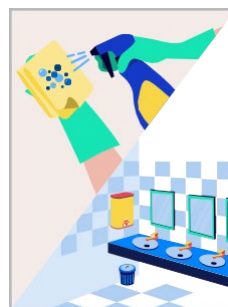
Method Instruction Booklet ISS GROUP SERVICE PRODUCTS AND PERFORMANCE

W104 Sanitary Facilities: Spray Cleaning, Two Color System

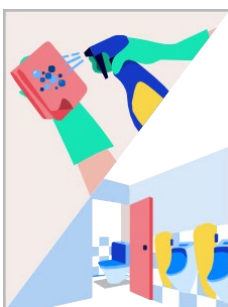
How to clean a waterproof surface in a sanitary area using the hygienic spray method and a microfibre cloth



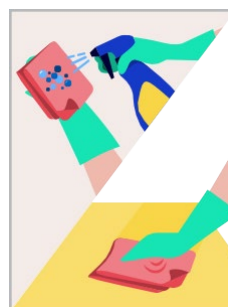
1. Put on protective gloves and eye protection if required by COSHH Assessment. Position warning sign. Use a ready-to-use cleaning product or fill the spray bottle with water up to the relevant mark and add the cleaning product according to the dosage recommendations.



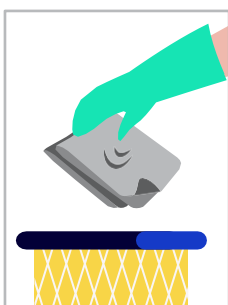
2. Fold a clean, dry yellow microfibre cloth twice in the middle. Spray the cleaning solution on the cloth and clean the lightly soiled surfaces (mirrors, doors, sinks, dispensers, etc.). For stubborn dirt, spray the cleaning solution directly onto the surface and clean it with the yellow cloth.



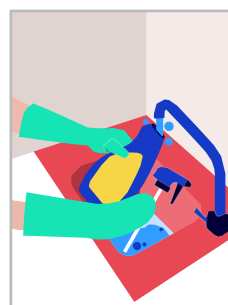
3. Take a clean, dry red microfibre cloth and fold it twice in the middle. Spray the cleaning solution on the cloth and clean the heavily soiled surfaces (toilet). For stubborn dirt, spray the cleaning solution directly onto the surface and clean it with the red cloth.



4. As soon as one side of the cloth is saturated with dirt, turn it over and spray on a clean side.



5. If the cloth is saturated with dirt, replace it with a clean one. Place the dirty cloth in a laundry bag.



6. Rinse the spray bottle regularly and leave it open to allow it to dry.



Cleaning detergents

- According to Pure Space standard assortment guidelines for washroom cleaning (e.g. TASKI 4-in-1, Lotus Pro or other approved chemical agreed for contract)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre
- Always use a foam nozzle when spray cleaning with acidic products

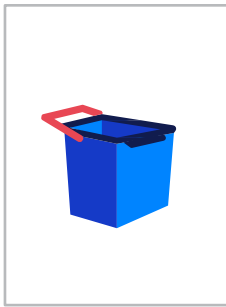
What you will need

- Mop boxes for yellow cloths
- Yellow microfibre cloths
- Yellow microfibre cloths
- White sponge pad
- Laundry bag
- Protective gloves
- Eye Protection
- Cleaning warning sign

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

W105 Sanitary Facilities: Wet Cleaning with Single-Bucket Method

How to clean a waterproof surface in a sanitary area using the single-bucket method (direct application method)



1. Put on protective gloves and eye protection if required by COSHH Assessment. Position warning sign. Fill the bucket with water and add the cleaning product according to the dosage recommendations.



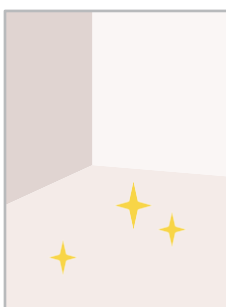
2. Fold the cloth twice in the middle. Use it to clean any lightly soiled surfaces (mirrors, doors, sinks, dispensers, etc.). Use the red sponge pad for stubborn dirt.



3. Wet the red cloth in the red bucket and wring it out until it has the desired moisture level. Fold the cloth twice in the middle. Use it to clean any heavily soiled surfaces from the outside in (e.g. toilet). Use the red sponge pad for stubborn dirt.



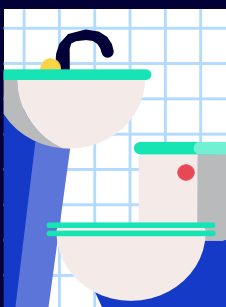
4. Rinse the cloth and sponge pad regularly in the red bucket. Replace cloths, sponge pads and cleaning solutions as necessary.



5. Allow the cleaned surfaces to dry.



6. Once you have finished, put the cloths and sponge pads in the laundry and rinse the buckets out in a sluice sink.



Cleaning detergents

- According to Pure Space standard assortment guidelines for washroom cleaning (e.g. TASKI 4-in-1, Lotus Pro or other approved chemical agreed for contract)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre

What you will need

- Red bucket (indicated by handle color on this card)
- Red microfiber cloths
- Red sponge pad
- Laundry bag
- Protective gloves
- Eye Protection
- Cleaning warning sign

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

W106 Sanitary Facilities: Wet Cleaning with Two-Bucket Method

How to clean a waterproof surface in a sanitary area using the two-bucket method (direct application method) (not all countries use the two-bucket and two-color cloth system)



1. Put on protective gloves. Position warning sign, Fill both buckets with water and add the cleaning product according to the dosage recommendations.



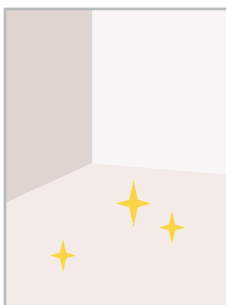
2. Wet the yellow cloth in the yellow bucket and wring it until it has the desired moisture level. Fold the cloth twice in the middle. Use it to clean any lightly soiled surfaces (mirrors, doors, sinks, dispensers, etc.). Use the yellow sponge pad for stubborn dirt.



3. Wet the red cloth in the red bucket and wring it until it has the desired moisture level. Fold the cloth twice in the middle. Use it to clean any heavily soiled surfaces from the outside in (e.g. toilet). Use the red sponge pad for stubborn dirt.



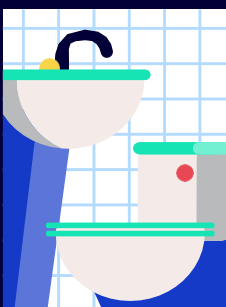
4. Rinse the yellow cloth and sponge pad regularly in the yellow bucket, and the red cloth and sponge pad regularly in the red bucket. Replace cloths, sponge pads and cleaning solutions as necessary.



5. Allow the cleaned surfaces to dry.



6. Once you have finished, put the cloths in laundry and and dispose of sponge pads and rinse the buckets with clean water.



Cleaning detergents

- According to Pure Space standard assortment guidelines for washroom cleaning (e.g. TASKI 4-in-1, Lotus Pro or other approved chemical agreed for contract)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre

What you will need

- Red and yellow buckets (e.g. indicated by handle color)
- Red microfibre cloths
- Yellow microfibre cloths
- Red or white sponge pad
- Laundry bag
- Protective gloves
- Cleaning warning sign

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS



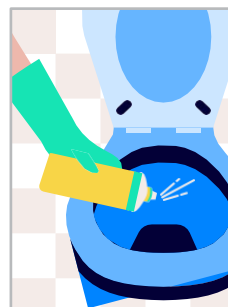
Scan the QR code
for video instruction

W107 Sanitary Facilities: Cleaning Toilets

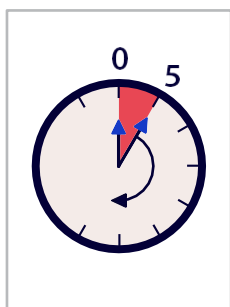
How to clean a toilet during daily cleaning



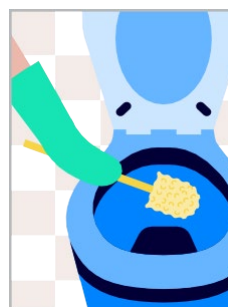
1. Put on protective gloves, position warning signs, flush toilet and then plunge to lower water level below normal level. Clean the toilet bowl with the toilet brush to remove any residue. Rinse the toilet.



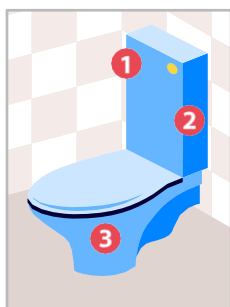
2. Distribute the cleaning product under the toilet rim, in the toilet bowl and on the rim. To distribute the cleaning product, use the toilet brush and then leave the toilet brush in the toilet bowl.



3. Allow the product to work for at least 5 minutes.



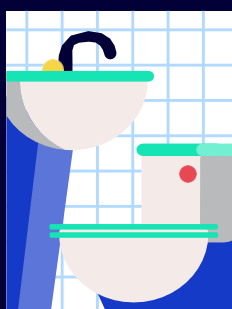
4. Remove stubborn residues with the toilet brush and then activate the rinsing process. Clean the brush during the rinsing process.



5. Use a red cleaning cloth and, if necessary, a red sponge pad to clean the flushing lever, the outer sides of the cistern and the outside of the toilet lid. Change the cloth side regularly.



6. Change the cloth and clean the inside of the toilet lid, the toilet seat (seat and rim) and the outer toilet bowl.



Cleaning detergents

- According to Pure Space standard assortment guidelines for washroom cleaning (e.g. TASKI 4-in-1, Lotus Pro or other approved chemical agreed for contract)
- It is good practice only to use toilet bowl cleaner once a week, on other days washroom cleaning detergent is sufficient

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibers
- Always use a foam nozzle when spray cleaning with acidic products

What you will need

- Mop box
- Pre-wetted red microfibre cloths
- Red or white sponge pad
- Toilet brush
- Laundry bag
- Protective gloves
- Cleaning warning sign

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS



Scan the QR code
for video instruction

W108 Sanitary Facilities: Cleaning of Urinals

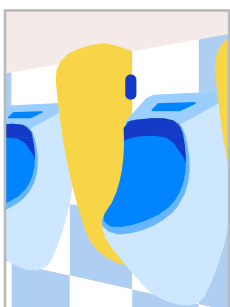
How to clean a urinal with a brush and microfibre cloth



- 1.** Put on protective gloves. Position warning signs. Remove any debris. Foam the inside of the urinal with the cleaning agent.



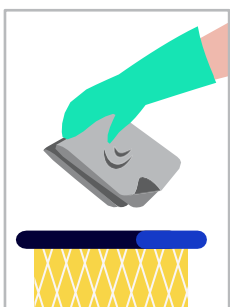
- 2.** Clean the outside with a red microfibre cloth. Use a dry, pre-soaked or wet cloth depending on the method, paying attention to the lowest part of the urinal.



- 3.** Use the red microfibre cloth to clean the partitions between the urinals.



- 4.** Clean the inside of the urinal with a toilet brush and rinse it by flushing the urinal.



- 5.** Put the dirty microfibre cloth in the laundry bag.



Cleaning detergents

- According to Pure Space standard assortment guidelines for washroom cleaning (e.g. TASKI 4-in-1, Lotus Pro or other approved chemical agreed for contract)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibers
- Always use a foam nozzle when spray cleaning with acidic products

What you will need

- Mop box
- Pre-wetted red microfiber cloths
- Red or white sponge pad
- Toilet brush
- Laundry bag
- Protective gloves
- Foam spray bottle
- Cleaning warning sign

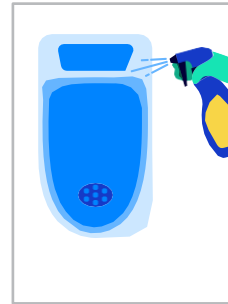
SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

W109 Sanitary Facilities: Cleaning Waterless Urinals

How to clean a waterless urinal using the spray and wipe method and a microfibre cloth



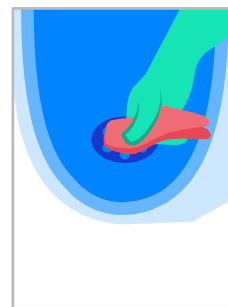
1. Put on protective gloves. Position warning signs. Spray the interior of the urinal with the manufacturer approved cleaning agent.



2. Spray the outside of the urinal with the cleaning agent.

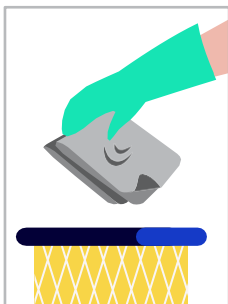


3. Clean the outside with a microfibre cloth.



4. Next, clean the inside with the microfibre cloth and then the filter. Change the cloth side if necessary.

Important: Never flush the urinal with product that has not been approved by manufacturer



5. Put the dirty microfibre cloth in the laundry bag.



Cleaning detergents

- Use chemical recommended by urinal supplier only, as using a different chemical could harm the system.

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibers
- Always use a foam nozzle when spray cleaning with acidic products

What you will need

- Mop box
- Pre-wetted red microfiber cloths
- Red or white sponge pad
- Laundry bag
- Protective gloves
- (Foam) spray bottle
- Cleaning warning sign

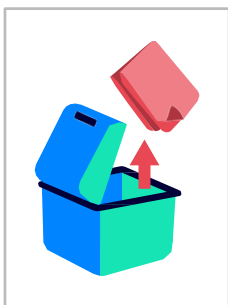
SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS



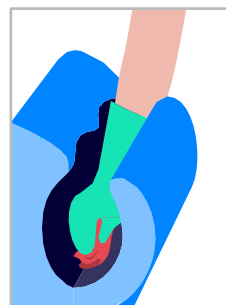
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W110 Sanitary Facilities: Cleaning Hand Driers

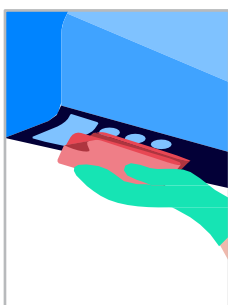
How to clean a hand-drier with a pre-wetted cleaning cloth



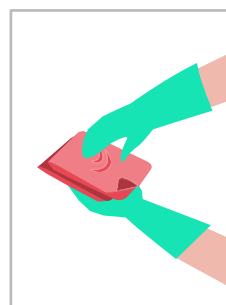
1. Put on Protective Gloves.
Position warning signs Make sure you're wearing gloves and eye protection (if required) . Take a folded pre-wetted cleaning cloth from the box.



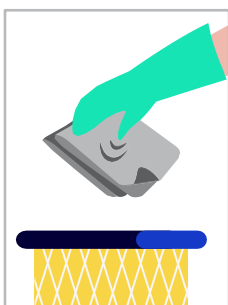
2. Clean the surface inside the unit and pay particular attention to the seals.



3. Clean the outside of the unit as well as the air inlet on the underside of the unit.



4. As soon as one side of the cloth is saturated with dirt, turn it over. Repeat until all eight sides of the cloth are saturated with dirt, then replace it with a clean cloth.



5. Place the dirty cloth in a laundry bag. Once you have finished, put any unused cleaning cloths into the laundry bag so they can be washed. Rinse the box with clean water and leave it to dry.

Instruction on cleaning of Dyson Hand Dryers

SWITCH OFF the main switch (which is provided by the side of the dryer) Damp wipe in / out only. DO NOT spray any chemical product onto the surface to the machine. NEVER dismantle any parts of the Hand Dryer If you are unsure ask your line manager, NEVER take any risk which may harm you or others



Cleaning detergents

- According to Pure Space standard assortment guidelines for washroom cleaning (e.g. TASKI 4-in-1, Lotus Pro or other approved chemical agreed for contract)

Things to check and be aware of

- Make sure there is no visible or adhesive dirt
- Always wear gloves when touching microfibre

What you will need

- Mop box
- Pre-wetted yellow microfibre cloths
- Laundry bag
- Protective gloves

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

Method Instruction Booklet

ISS GROUP SERVICE PRODUCTS AND PERFORMANCE

Method Cards for Waste Management

WM101: Waste Management

How to remove the bulk waste from waste bins and dispose in accordance with local regulations.



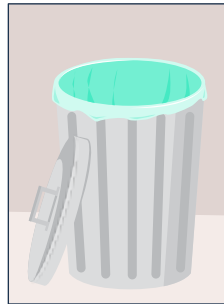
1. Wear personal protective equipment (PPE). Ensure you have the right-size new garbage bag available.



2. Pull out the full waste bag.



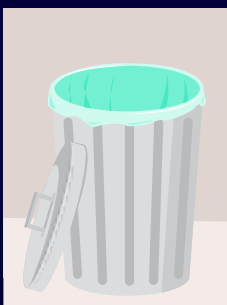
3. If applicable, tie up the waste bag.



4. Equip the waste bin with a new waste bag.



5. When moving/carrying waste ensure you do not put your hand underneath bag, due to safety. Dispose of waste / waste bags in accordance with local regulations.



Products

- No cleaning detergents required for this method.

Things to check

- Waste bins are empty and equipped with a new waste bag.

What you will need

- Waste bags
- Gloves

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and/ or RAMS

Method Cards for Preparation

P101 Pre-Wetting of Mops & Cloths during Washing Process

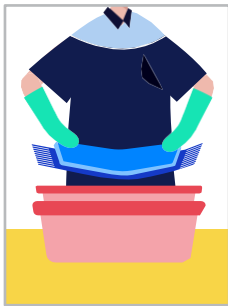
Pre-wetting of fabrics during washing process



1. Put on protective gloves. Position warning signs and then put the soiled fabrics into the machine and ensure there is sufficient cleaning product in the containers for the final rinsing stage according to washing instructions.



2. Remove the mops and cloths from the machine and place them in their corresponding box.



3. Close the boxes. The mops and cloths are ready for use.



Cleaning detergents

- According to Pure Space standard assortment guidelines for inventory, washroom and floor cleaning (depending on color of textiles)

Things to check and be aware of

- Make sure the mops or cloths have the right moisture level
- Always wear gloves when touching microfibers

What you will need

- Washing machine with automatic dosing system
- Mop boxes
- Microfibre cloths and mops in required colors
- Protective gloves
- Warning signs

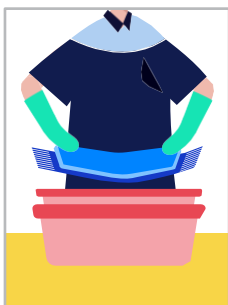
SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS



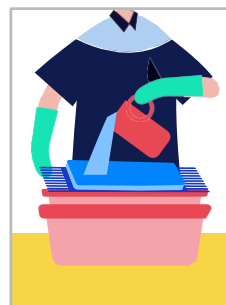
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P102 Pre-Wetting of Mops: Manual Preparation

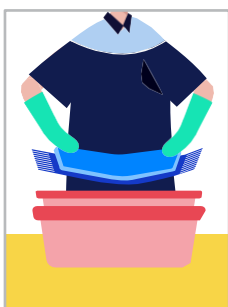
How to prepare mops using the pre-wetted method



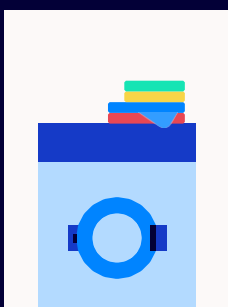
- 1.** Put on protective gloves. Position warning signs. Place the mops upright in the box. Make sure that the wide edge of the mop is at the bottom.



- 2.** Pour the cleaning solution over the mops. The amount of cleaning solution is determined by the number and type of mops to be prepared. Close the box and leave the cleaning solution for approximately 15 minutes.



- 3.** Check to see that liquid has been absorbed throughout all mops. If not, turn the mops over and place them lengthwise in the box and leave for a further 5 minutes. Make sure that the Velcro side is at the top, ready to attach.



Cleaning detergents

- According to Pure Space standard assortment guidelines for floor cleaning (mop cleaning)

Things to check and be aware of

- Make sure the mops or cloths have the right moisture level
- Always wear gloves when touching microfibers
- Always wear protective glasses when working with concentrated chemicals

What you will need

- Measuring cup
- Mop box
- Mops
- Protective gloves
- Protective glasses
- Warning Signs

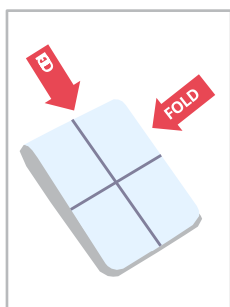
SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS



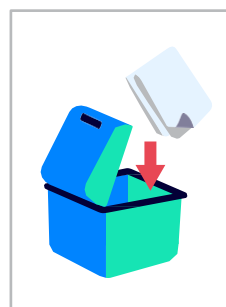
Scan the QR code
for video instruction

P103 Pre-Wetting of Cloths: Manual Preparation

How to prepare pre-wetted cloths in a preparation box



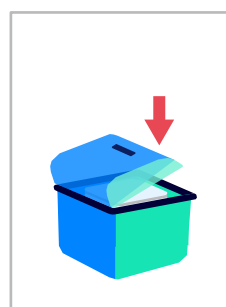
1. Put on protective gloves. Position warning signs. Fold the cloths twice in the middle.



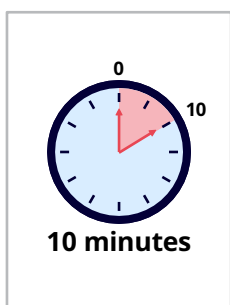
2. Put the cloths in the cloth box. Make sure that the opening of the microfibre cloths is at the top.



3. Pour the cleaning solution over the cloths. The amount of cleaning solution is determined by the number and type of cloths to be prepared.



4. Close the box.



5. Wait approx 10 mins and check to see that liquid has been absorbed throughout all cloths. If not, turn the cloths over and place them lengthwise in the box and leave for a further 5 minutes. Rinse the measuring cup with clean water and leave it to dry.



Cleaning detergents

- According to Pure Space standard assortment guidelines for inventory and washroom cleaning (depending on colour of textiles)

Things to check and be aware of

- Make sure the mops or cloths have the right moisture level
- Always wear gloves when touching microfibers
- Always wear protective glasses when working with concentrated chemicals

What you will need

- Buckets for red, blue, green and yellow cloths
- Measuring cup
- Red microfibre cloth
- Blue microfibre cloth
- Green microfibre cloth
- Yellow microfibre cloth
- Protective gloves

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS



Scan the QR code
for video instruction

P104 Postprocessing: Cleaning Trolley and making it ready for next day

How to prepare trolley for the next working day



1. Remove garbage bag and replace it with a new one. Empty the laundry bag, and remove consumables and equipment from the trolley



2. Clean cloth and mop boxes as well as trolley trays from inside and out with a blue cloth



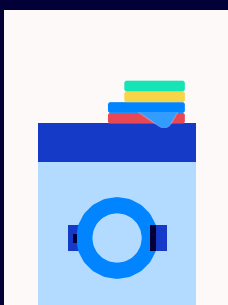
3. Include consumables and equipment for the next shift on the trolley



4. Equip the trolley with cloths and mops for the next shift (in case of manual pre-wetting this will be done before the next shift following the instructions in P102 and P103)



5. Park the trolley and throw away the garbage according to waste guidelines



Cleaning detergents

- According to Pure Space standard assortment guidelines for inventory cleaning (blue cloth)

Things to check and be aware of

- Make sure the cloths have the right moisture level
- Always wear gloves when touching microfibers

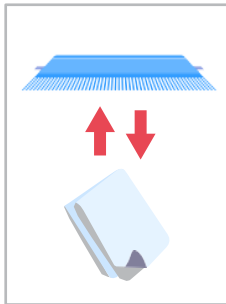
What you will need

- Blue cloth
- Fresh consumables
- Clean cloths
- Clean mops

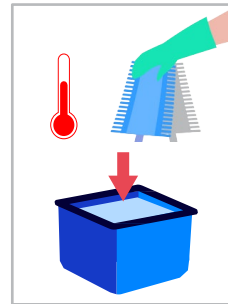
SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS

P201 Washing of mops and cloths: Manual Washing

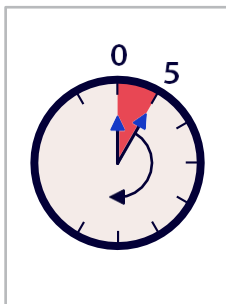
How to do manual washing of mops and cloths



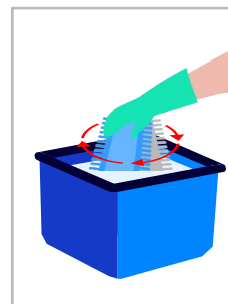
1. Put on gloves. Position warning signs. Separate microfibre mops and cloths as they must be washed separately



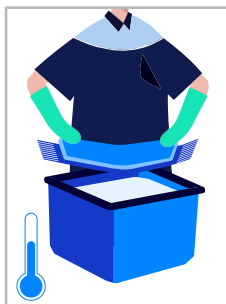
2. Put the dirty cloths or mops in a clean bucket filled with a dilution of liquid detergent and warm water to ensure better cleaning results.



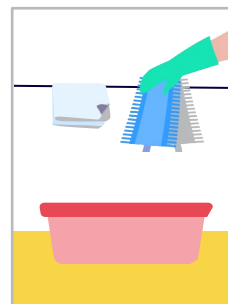
3. Let them soak for five minutes



4. Swirl the microfibre cloths or mops around and rub them together in the bucket of water to loosen dust and other grime they have accumulated. You only need to do this for a minute or two



5. Rinse the cloths and mops in cool water. Wring out the excess water so the cloths are not dripping. Run water for 30 seconds in sink to ensure wastewater is fully flushed away prior to hanging textiles



6. Hang each cloth separately on suitable drying rack with a drip tray underneath to avoid wet floor and slip/ trip hazard. Let them dry completely before using them to clean again



Products

- According to care instructions and Pure Space cleaning chemicals standard ranges

Things to check

- Always wear gloves when touching microfibers

What you will need

- Bucket
- Measuring cup
- Plastic gloves
- Drying racket
- Drip tray
- Protective gloves

SAFETY: Hazard warnings and safety advice can be found in the relevant COSHH Assessment and RAMS