

CLEANING HINTS: FLOORS, SURFACES, AND WINDOWS

- When cleaning a tabletop or window, apply the cleaning agent directly to the cloth. Locate the nozzle and spray into the cloth instead of on the tabletop or window surface.
- You can also use multi-purpose pre-moistened cleaning cloths or wipes designed for special surfaces, such as stainless steel.
- Clean windows in vertical and horizontal patterns, using overlapping strokes to avoid streaks. Always work in a consistent pattern, such as left to right, to ensure you've cleaned the entire surface.
- Use your free hand to measure the work area and use it as a border marker each time you move to a new section. This helps to divide larger areas and surfaces into smaller, more manageable sections.
- Run your fingertips lightly over stove, countertop, and tabletop surfaces to locate food residue or areas requiring special attention.

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AWARE
P.O. Box 96
Mohegan Lake, NY 10547
914-528-5120

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CLEANING HINTS: FLOORS, SURFACES, AND WINDOWS *(cont.)*

- When cleaning tabletops, follow a pattern. For example, begin in the far right corner of the table surface, working from the far edge to the front edge. Use small circular movements or overlapping strokes. Work until the entire surface or section is covered.
- Use a tray or cookie sheet at the front edge of the table surface to collect crumbs.
- Check the cleaning cloth periodically to determine if it needs to be turned or requires more polish.
- Go over the entire surface once more with a clean cloth.
- When sweeping or mopping, divide the floor into smaller sections by using furniture or appliances as landmarks.
- Gather dirt toward your feet and move it with you as you sweep. When finished sweeping one section of floor, use a dustpan or dust buster to collect the pile of dust and dirt.

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