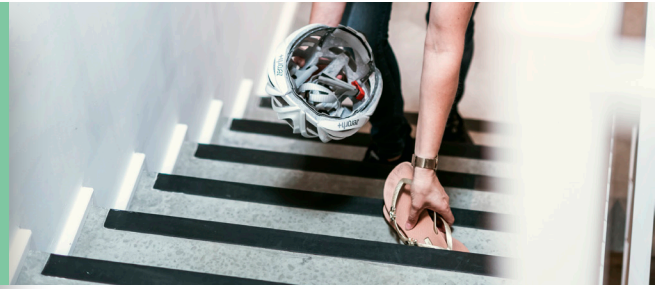


ORGANIZED CLEANING

CARTE SAFETY INSTRUCTION CARD APRIL



BEFORE YOU START

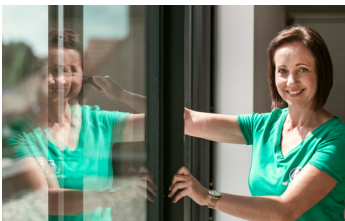
- ✓ While working, wear **work clothes and work shoes or sneakers with anti-slip coating**. In case of wet and/or non-hygienic work, wear gloves.



- ✓ Go over the **cleaning schedule** with the client. Make clear agreements. Clean thoroughly before starting the cleaning and clear the passages.



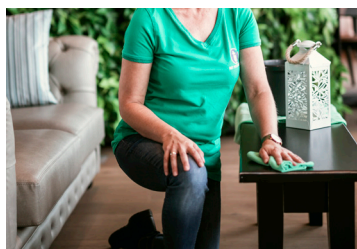
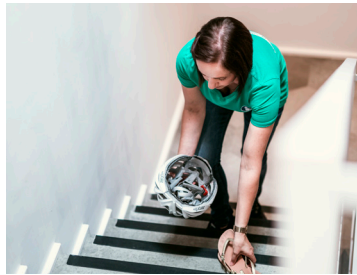
- ✓ Before you start in a space, **ventilate the space well**.



- ✓ Check your equipment for loose parts.
- ✓ Do not work in professional areas & do not polish cars.

HOW TO WORK EFFICIENTLY?

- ✓ Respect the order of basic tasks:
 - **Clean up first** before you start cleaning. Move only light objects and place them on a stable surface.
 - It is smart to **dust first and then vacuum**.
 - **Then brush with wet**.



- ✓ If possible, always follow a **fixed route**, that way you won't forget any rooms. In a house you work **from top to bottom**, in an apartment **from back to front**.
- ✓ **Work in the right order**, from dirty to clean and always towards the dry surface (the exit).

⚠ Keep in mind these **tips**:

- **Use a different microfiber cloth in different colors per product and per room.**
- **Place the bucket in the sink**, this way you avoid splashing.
- **Do not place a bucket on wooden surfaces** (parquet or wooden table), in order to avoid water damage caused by splashes and knocks.
- **Do not use hot water or scouring sponges**. Be careful with abrasive products.



BE CAREFUL



- ⚠ Give extra **attention to working safely**. Do not rush and always work forward and not backward.



- ⚠ Do not stand on a chair or table.



- ⚠ Do not place chairs on the table to avoid nonergonomic postures and damage from falling and bumping hazards.

DEALING WITH PETS

- ✓ **Always ask your clients to put pets aside** (bench, garden, shed) during your presence.
- ✓ **Are you allergic to pets? Please let your office know.** This way it can be taken into account when assigning families and scheduling.
- ⚠ If for some reason pets are present in your workplace, **keep the following tips in mind and be cautious:**
 - Be careful with sudden movements or loud noises.
 - Do not pet the dog or cat.
 - Do not groom animals or clean up droppings.
 - Keep pets away from household products.
 - Do not throw objects at pets.

