Open Swept App and check location instructions, Security info, and any updated notes prior to starting shift.

ALL STEPS TO THIS SYSTEM ARE TO BE DONE CLOCKWISE .

Please double check your work prior to locking up and leaving location

1 TRASH & RECYCLABLES

Clear Recycle Bags
White 13 Gallon Bags
Black 30 Gallon Bags
Construction Trash Bags

Differs by Location

2 ASSESS DEEP CLEAN DWELL

Bathroom(s) & Kitchen(s):

Toilets
• TB Cleaner • Pumice Stone
• Degreaser (Green)
• Disinfect (Red)

Sinks
• BKF • Small Brush
• Sponge

3 CLEAN
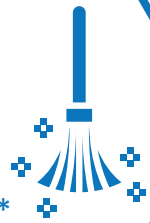
Bathroom(s) & Kitchen(s):

Bathroom
• Toilet Brush
• Multi (Yellow)
• Sponge

Kitchen
• Scrub (Metal)
• Degreaser (Green)
• Sponge

8 MOPPING

• Pole
• Flat Mop
• Microfiber Pad
• Bucket

Differs by Location

Differs by Location

FINAL CHECK & SUPPLIES

Check Location Supply Inventory and Request as needed.

4 SANITIZE DISINFECT RESTOCK

• Disinfect (Red)
(3 Min San | 10 Min Dis)
• Restock Soap | Trifold Towels
• Do High Touch Areas
(Handles, Faucets, Counters)

7 VACUUM & EDGE

• Upright
• Backpack & Attacments
• Cannister & Attachments

Differs by Location

6 DUSTING & GLASS

• Apron
• Microfiber Towel
• Multi (Yellow)
• Glass (Blue)
• Pole
• Cobweb Brush

5 POLISH

Bathroom(s) & Kitchen(s):
• Glass (Blue)
• Stainless Steel
• Microfiber Towel

WHEN ALL STEPS ARE COMPLETE PLEASE CHECK SECURITY INFO IN SWEPT APP ON HOW TO LOCK UP PARTICULAR LOCATION. THANK YOU!