



Work Instruction : Detail clean window coverings - as required fly screen, blinds, etc-

Introduction:

Charles Sturt Campus Services Limited prides itself on detail clean of all window coverings to a high standard.

Scope:

This procedure encompasses the preparation and detail cleaning of all window coverings which are serviced by Charles Sturt Campus Services Ltd.

Purpose:

The purpose of this procedure is to provide Charles Sturt Campus Services staff with a reference tool and guideline for: detail clean of all window coverings.

Safety Guidelines:

Read SDS for appropriate Chemical before using

NB: Always assess each job for dangers and hazards. Never place yourself or others at risk. If unsure please see Supervisor prior to commencing work.

Recommended Equipment

- Personal Protective Equipment (PPE)
- Atomiser bottle
- Recommended Chemicals
- Micro fibre cloths (refer to colour coding procedure)
- Sponge Scourers
- Bucket
- Broom or Dust control mop
- Cobweb Brush
- Banister brush and pan
- Safety Step Ladder (refer to Induction Manual – Ladder Safety)
- Hose
- Signage and Barriers (wet floor, closed for cleaning)

Procedure:

Process step 1

Assess

Work schedule for frequency

Area and identify hazards (report any issues - refer to Induction Manual – CSCS Injury/ Hazard/Incident Report Form)

Check safety of equipment

Source recommended equipment



Process step 2

Select and use PPE, signs, barriers as required

Check that the floor is flat before placing safety step ladder on it

Remove any fly screens or blinds etc

Process step 3

Internal building– Remove any dirt, dust or cob webs with the cobweb brush or banister brush from window coverings and if removed prior to cleaning ensure replaced before leaving.

Using recommended chemical and Micro fibre cloth or Sponge Scourers to wipe down the blind and or curtain rails to remove any marks or dirt.

Curtains should be taken down to be machine washed or steam cleaned whilst hanging.



Process step 4

External Building- If needed hose the fly screens to remove any dirt build up, if able remove flyscreens before hosing and replace when completed.

Process step 5

Check all equipment is in good working order before storing in cleaning cupboard (Fill in appropriate form for any replacements).

Complete CSCS Maintenance Request Form to identify anything that is unsafe or requires maintenance Place order in for any supplies/stock you need.

Refill atomiser from chemical dispenser

Rinse cloths used and either hang to dry or forward to laundry for cleaning.

Store all cleaning items used in the cleaners' room.

References:

[Home - Charles Sturt Campus Services - Charles Sturt University](#)