

## **Work Instruction : Maintaining Janitorial Dispensers**

### **Introduction:**

*CSCS Limited cleans a wide variety of buildings and equipment at Charles Sturt University.*

### **Scope:**

*This procedure encompasses the safe and most effective method to maintain janitorial dispensers.*

### **Purpose:**

The purpose of this procedure is to provide CSCS Ltd cleaning staff with a reference tool and guideline to maintain janitorial dispensers. Each person entering their office, classroom or university space; at the very most we want them to recognise our contribution to their environment, and at the very least carry on oblivious to what we really do. In order to maintain customer satisfaction and to ensure no complaints we need to ensure janitorial dispensers are maintained consistently to standard.

### **Safety Guidelines:**

Read SDS for appropriate chemical before using

*CSCS Online Induction Series*

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

### **Recommended Equipment:**

- PPE
- Graffiti remover.
- Micro fibre cloths (refer to colour coding procedure)
- Spatula or knife.

Where practical ensure all dispensers are visually checked each day and restocked as required. Particular attention needs to be placed on understanding building occupancy levels, and planned events need to be taken into consideration.

## **Procedure:**

### **Process step 1**

#### **Assess**

Work schedule for frequency.

Area and identify hazards (report any issues - refer to *CSCS Online Induction Series*  
Check equipment for safety.

Source recommended equipment

### **Process step 2**

#### **Hand Towel Dispensers-**

- Visually check each day and restock as required
- Wipe clean daily ensuring the dispenser is free fingerprints and residue, detail clean according to service level agreement.
- Ensure replacement stock levels are adequately maintained in cleaners' rooms etc.

#### **Procedure**

- ✓ Insert plastic key into dispenser top and open lid
- ✓ Remove wrapping from interleaf paper pack and place into dispenser being sure to put pack in the correct way
- ✓ If using hand roll dispenser unclip release button ,slide empty roll out and remove cardboard cylinder and renew with full hand roll and slot back in ensuring paper is accessible from the rear and close lid ensuring latch is clipped
- ✓ Fill
- ✓ Close lid and lock
- ✓ Remove key

## **Toilet Roll dispensers**

- Visually check each day and restock as required
- Wipe clean daily ensuring the dispenser is free fingerprints and residue, detail clean according to service level agreement.
- Ensure replacement stock levels are adequately maintained in cleaners' rooms etc.

## **Procedure**

1. Insert plastic key into dispenser top
2. Open dispenser and remove empty roll
3. If using double dispenser ensure roll is completely spent before renewal if using single dispenser please ensure there is enough to cover till next service
4. Replace with full roll ensuring tape holding end has been removed and paper is down
5. move slider underneath unit over allowing access to second roll (refill if required)
  - 6) Close unit and press to lock
  - 7) Remove key

## **Soap Pods-**

- Visually check each day and restock as required
- Wipe clean daily ensuring the dispenser is free fingerprints and residue, detail clean according to service level agreement.
- Ensure replacement stock levels are adequately maintained in cleaners' rooms etc.



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### Procedure

- 1) Press button underneath unit to open
- 2) Remove spent pod
- 3) Replace with full pod ensuring it is pushed back into unit properly
- 4) Close unit