

# Training Information

## ELEVATOR CLEANING (CARPETED)

### Tools & Materials Needed:

Goggles and gloves  
Screen for ash trays  
Clean white cloths  
Spray bottle of disinfectant  
Stainless Steel Cleaner & Polish  
Upright vacuum cleaner  
Carpet Stain Remover

### Procedures:

1. Check all elevator lighting including up and down lights, floor number lights, punch pad lights, overhead lights. If any of these are not in working order, report this to your supervisor.
2. If exterior ash trays are used, empty ash trays or use a screen to remove cigarettes.
3. Turn off power to elevator.
4. Pick up loose debris in elevator.
5. Put on personal protective equipment.
6. Spray a white cloth until wet with disinfectant. Clean the floor punch pad using the wetted cloth. Clean and disinfect the hand rail. Clean and polish stainless steel.
7. Vacuum and spot clean the carpet.
8. Clean and polish the exterior of the elevator doors.
9. Spray clean and disinfect the ash tray.