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General Dusting



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Objectives and Materials

- The purpose of dusting is to remove dust and dirt from all fixtures and furnishings in the room.
- In some cases, dusting may not be a nightly chore.
- Materials needed include:
 - a long handled feather duster
 - several large, oiled dusting cloths
 - furniture polish (aerosol formula)
 - a portable vacuum pack with a hose attachment

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Safety

- There are not many specific safety concerns to keep in mind while dusting, just keep in mind the basics.
 - Read and follow all the instructions on the products you are using.
 - Review the proper steps to take should an emergency occur.

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Procedure

- 1. Begin by using the feather duster and/or vacuum to dust the highest points in the room.
 - These points include: ledges, shelves, clocks, coat racks, door frames and window blinds, etc.
- 2. The portable vacuum should be used to clean heating and air conditioning vents located in the ceilings and along the walls.

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Procedure Continued...

- 3. Continue to dust all lower points in the room. Every fixture or furnishing that appears dusty should be taken care of with either the feather duster or an oil rag.
 - Counter and desks tops should be cleaned with a foam cleaner and a hippe wipe.
- 4. Aerosol furniture polish can be used on all wood work.
- 5. Repeat the process until all visible dust is removed.

Special Considerations

- Personal offices require special attention.
 - The same procedure is used, start high and work low.
 - All empty horizontal surfaces should be dusted.
 - Personal items should never be moved or repositioned, dust around them where possible. If there is a question, report to a supervisor for the appropriate action.



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Special Considerations Continued...

- Electronic equipment should never be dusted. Dusting can create static electricity that interferes with proper function.
 - Electronic equipment includes: VCR's, televisions, computer screens, sound and/or video equipment.
 - Check with your supervisor for specific instructions.

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Special Considerations Continued...

- Hallways also require periodic dusting.
 - This includes: banisters in stairwells, window ledges, blinds, ceiling vents or any furniture or wood work in the hall.
 - Use the same procedures as previously outlined.



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Clean Up

- Shake the feather duster over the trash can.
- Oiled rags can be used several times.
- Empty vacuum bags as necessary
- Return all equipment to the custodial closet.
- Make a final check of the rooms completed.

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Summary

- 1. Gather materials.
- 2. Start by dusting the high points with the feather duster.
- 3. Use the portable vacuum to clean the vents and registers.
- 4. Continue dusting all other fixtures and furnishings.
- 5. Use a foam cleaner and a wipe to clean counter tops and desks.
- 6. Dust around all personal items.
- 7. Never dust electronic equipment.
- 8. Perform a final check of the room.