



# **THE CLEANING STANDARD**

## **Manual One**

WHOLE HOME HOUSEKEEPING  
A Basic Guide for the Professional

*April Anderson* Publication- 2013

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# AN INTRODUCTION

My name is April....I am a mother of 3 and a grandmother of 6...I am a self-professed natural nut...some say I am bohemian and gypsy-like but to many throughout the United States and Canada, I am affectionately known as "just another natural nut"

I wasn't always this way. They say that a changed life usually stems from a traumatic event in one's world. Mine was an on-the-job accident involving toxic synthetic cleaning products which left me highly sensitive to our world of synthetics. There are stores I cannot shop in, homes I cannot visit, and products I cannot use all because of one moment in time when I did not have control of my environment.

## LET ME REINTRODUCE MYSELF

My name is April and I am a toxic statistic. Living proof, the synthetic cleaning products you use in your home and business are harmful to you, your loved ones, your employees, and the environment.

In 2005, my company was the first maid service in Ontario to use only 100% natural cleaning products and when Eco-Maids closed its doors in 2012 it was one of only a small handful of cleaning companies in the United States and Canada to be able to stand behind that claim.

I was a mentor with The Global Cleaning Association (2006-2018). Since 2006, I have been volunteering my time to assist business owners in the cleaning industry (Canada, the United States, the United Kingdom, and Australia) with start-up and successful growth of their eco businesses.

I was instrumental in introducing Ted Fagan and his Eco-Mist Solution products to the U.S. commercial janitorial market.

I studied Aromatherapy....specifically the use of pure organic essential oils in the art of cleaning naturally and the beneficial properties for the health and well-being of staff and clients.

I have been published in Andrew Niskers (a film maker turned activist with award-winning films such as Garbage! and Chemerical) Chemerical Cookbook.

I handcrafted cleaning products (Just Another Natural Nut) for the consumer and commercial industry that are truly 100% natural. Used by Eco-Maids from 2005-2012 and to this day used by professional cleaning companies in the United States and Canada in 1,000's of homes yearly. Proven to be safe and effective.

I am an advocate for change. Through workshops and seminars, I show the consumer how their spending habits and a few simple changes in their lives can affect positive change around them.

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## LET'S START CLEANING

### GENERAL CLEANING

#### Telescopic Duster

High dusting of ceilings – take the telescopic duster and go around all the edges between wall and ceiling and then dust all corners from ceiling to floor. Dust the ceiling near light fixtures and fans.

Dust ceiling fixtures – always make sure lights are off and bulbs have cooled down before dusting. Dust chain that extends from the ceiling

Dust ceiling fans – turn the fan off and allow it to stop – dust blades by the top, underside and sides (this is where the worst build-up is) – dust the motor as well as the pole coming from the ceiling Dust the tops of door and window frames.

Dust behind and the floor under furniture where a vacuum will not get at (dressers, tables, beds, couches, chairs, etc.). Dust on top of high furniture and cabinets. Dust walls behind furniture (in areas where dust seems to collect – especially behind cabinets in bathrooms and bedrooms. Dust wall lights in bathrooms (make sure lights are off and cooled) Dust the top of the fridge.

#### Regular Duster/Paint Brush

Dust in between stair railing slats

Dust small slat blinds front and back (close blinds all the way to clean the front and then turn blinds to the opposite and dust back) – dust the top of blinds

Dust underneath tables (kitchen, dining, coffee, end, etc) for cobwebs. Use the duster for beds and chairs that have slats to get dust in between

Dust plants

Dust baseboards (tops and sides)

Dust oil painting and original artwork

Dust electronics – sides and tops of tvs, front, top and sides of stereo equipment as well as dvd players (use duster to get underneath tv and stereos as far as you can go)

#### In Every Room

- Check for cobwebs
- Spot clean walls
- Spot clean windows
- Dust doors, door frames, window sills, baseboards, and spot clean as needed.
- Vacuum and wash floors

REMEMBER – you are always starting on your left (right if you are left-handed) and going in circles, starting at the top and working your way to the bottom so nothing is missed.

## Front Door – Inside & Out

Clean all glass inserts at the front door as these are focal points.

You will not be able to reach the top so just use the telescopic duster to rid the ledge and glass of dirt and dust.

Wash down all trim work and rims.

Use a toothbrush or a plastic knife with the cloth wrapped around it to get into crevices your cloth cannot get at.

## Front Hallway/Foyer - Stairway

Take a good look to ensure the proper placement of items you move to clean.

Use a paintbrush to dust lamp shades and intricate woodwork.

Roll up floor mats to take outside and shake. Place back in position once the floor is dried. Vacuum, if they are heavy rugs and roll them to wash the floor.

If the rugs have tassels on the ends, make sure not to run the vacuum near them as they will rip and ruin the vacuum and/or rug. When placing rugs down make sure tassels are neat.

Remember any glass, which is a focal point, must be polished inside and out. (Windows on either side of the front door or glass pane inside of the door).

Make sure to wipe along the outside of stairs and boards at the back and side.

Wash down the handrail, top and sides.

Use your duster to dust the area between rails, and spot clean rails as needed.

## Living Room

Never use a damp cloth on original artwork or oil paintings

Throw blankets are to be taken outside and shaken if needed, and always folded neatly before being replaced.

Always remove items for proper dusting of furniture. Never spray directly on furniture, spray on cloth  
Dust wall hangings and knick-knacks.

Check underneath couch cushions to see if they need to be vacuumed. Fluff pillows and arrange them neatly.

If furniture is on wheels, it can be moved to clean underneath.

Light chairs can be moved for easier vacuuming and cleaning.

Vacuum couches and chairs as needed to remove pet hair, lint, etc.

Use a vacuum cleaner with edges to get in tracks of sliding doors and wipe tracks with a wet cloth.

When you are not able to lift area rugs, run the vacuum under the edges of the carpet to get dust and dirt that collects underneath.

Patio doors are a focal point and must be cleaned each visit. For the most part, the inside will just need spot cleaning and full cleaning about every 4 visits. The outside will have to be done each visit, weather permitting.

## Family Room – Games Room

Vacuum couches and chairs as needed to remove pet hair, lint, etc.

Air hockey and Fozz ball tables are to be wiped with a damp cloth. Pool tables with a soft bristle hand brush.

Remember to dust the bases of floor lamps.

Always wipe the cords of all lamps, electronics, etc. as needed to get rid of dust build-up.

Be gentle with computer equipment. Always use a dry cloth to dust and use a paintbrush to clean the keyboard.

Use a paintbrush to clean dials of the stereo and video equipment.

Wipe down remotes and uniformly place them on top of tv or stand unless there is a box or container to hold them.

## Dining Room – Eating Area

Dust wall hangings, knick-knacks, and furniture

When polishing the glass on the artwork, make sure to spray on cloth not picture to ensure there will be no leakage to ruin the art.

Remember to dust and clean the underside of the table and chairs.

When chairs and tables have an intricate design, use your large paintbrush to dust.

Always move chairs out to do a proper vacuum and cleaning of floors, and align them when placed back.

Dust the bottom of chair legs, as this is where a lot of dust and hair tend to collect.

Dust the curtain rod

For candle wax on the table, use hot water cloth to remove, making sure to completely dry after.

When there is a china cabinet, only do the outside, being very careful with glass as it tends to be very thin compared to glass top tables, etc.

## Bedrooms

If the bed is unmade, make it. If it looks messy, straighten it.

Always wipe down the headboard and footboard on the bed.

Blinds are to be dusted on both sides with the duster.

When cleaning the windowsills remember to do the whole framework inside especially where the lock is.

Always check under the bed before vacuuming as you do not want to vacuum up items placed underneath. If there are small items you know should not be there, remove them and place them on the dresser.

Pick up any clothing left on the floor, chances are they are dirty and need to go to the laundry room or put in the laundry hamper

Always vacuum walk-in closets

If the bedroom has hardwood floors, use a duster Always check to see if carpets need to be edged to get all dust bunnies from under the bed, dressers, and nightstands too. Vacuum underneath if accessible

## Kitchen

Never spray directly onto cupboards.

Use a toothbrush to get around handles, if needed.

Remember to wash the counter lip.

When cleaning the exhaust hood, always make sure to clean underneath as well.

Wash down the soap dispenser/bottle, getting all the built-up gunk off the cap and sides.

Wash under top cupboards and along cupboard sides.

Clean the top of the stovetop with all-purpose, using non-abrasive cleaner if needed.

Wash down the oven handle using a toothbrush to get crumbs etc. out of crevice.

Polish front of the oven

Wipe down the sides of the stove when possible.

Open the bottom drawer to wipe the top rim.

Use a toothbrush to clean around the outlet and light switches on the stove.

Remove all items from the counter to properly clean, replacing them in the proper location.

Use a toothbrush around the sink edge to get dirt caught up between the sink and counter.

Sinks should be scrubbed out with non-abrasive cleaner. Rinse well and polish dry. Do not leave a stainless-steel sink wet!

Wipe down the top of the fridge. Clean the front and sides (where accessible).

Wash the handle on both the fridge and freezer, using a toothbrush if it does not come clean with just a cloth.

Open fridge and wipe rubber seal, making sure to get all dirt out of accordion style seal.

Wipe down the edges of the doors on both the fridge and freezer.

Wipe down the ice cube and water area if the fridge has one, removing the tray to wash.

Wipe down and polish all small appliances on the counter.

Wipe down the outside and lid of the garbage can.



## Bathrooms

Spray inside shower and/or tub, sink, and toilet with glass cleaner and let sit.

Mirrors – spray with glass cleaner, wipe and polish. Check the mirror frame, Wall beneath and beside the mirror for toothpaste splatter.

Vanity counters – remove items, spray the counter with all-purpose, wipe and polish dry. Remember to clean the overhang edge and backsplash area. Wipe all items and replace them in their original spots on the counter.

Sink – spray with all-purpose, scrub with cloth and polish dry. Use a toothbrush to get around the edges. Clean and polish taps.

Vanity cupboards and drawers – spray with all-purpose and wipe. Do not forget handles. Clean open sides of the vanity.

Shower – spray sides with all-purpose, using circular motion scrub with a cloth to remove soap scum, spray again wipe and polish dry.

Glass shower doors – use all-purpose spray and with circular motion, remove soap scum and polish with glass cleaner, do not forget to clean the track.

Tub – use non-abrasive scrub and cloth to remove soap scum, spray with glass cleaner to remove the residue wipe and polish dry.

Wipe down and polish all extras using glass cleaner – towel bars (properly folding towels), wall art, knick-knacks, toilet paper holder, garbage can

Clean toilet inside and out, using a toothbrush to get into the hard-to-reach places to remove urine build-up.