



RESOURCE LIBRARY - STEWARDING
Cleaning Ceilings and Airvents 清洁天花板和排风口

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Standard:

All ceilings and air vents must be cleaned at least a week.

Procedures:

1. Stepladder is available from storeroom and must be used when cleaning ceilings and vents.
2. Call colleague to give a hand for ladder.
3. Prepare solution hot water with detergent and rags.
4. Ensure ladder is stable before attempting to climb up.
5. Use solution of hot water and cleaning detergent on a damp cloth to wipe dust and dirt from ceiling/vents.
6. Rinse with a clean damp cloth.
7. Replace ladder back to store room.

NB: Do not use a Broom or Duster to clean vents to prevent dust getting into food and never use stainless steel scourer for cleanness.

-End-

标准:

天花板及排风口至少要每星期清洁一次。

程序:

1. 准备好梯子，清洁天花板和排风口时必须使用。
2. 叫同事帮助扶着梯子。
3. 准备热水和清洁剂溶液及抹布。
4. 上梯前要确保梯子已放置稳妥。
5. 将抹布在准备好的溶液里清洗，然后用此抹布擦掉天花板及排风口上的灰尘。
6. 用干净的湿布擦净。
7. 将梯子放回库房。

注意: 不要用扫帚清洁排风口, 以防灰尘落到食品里并且不要用钢丝球做清洁。

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