

OFFICE BUILDING

CLEANING GUIDE



Increase Your Productivity

By knowing exactly which products to use in specific areas, you can get the job done faster and more efficiently.

Keep Your Customers Happy

A clean establishment is a big part of employee and customer satisfaction. Make sure your cleaning tasks aren't forgotten.

Explore the Multitude of Uses

Our products can be used for various applications that might not have been previously considered. See what they can do for your particular setting.

Site Survey

First Analysis



BASIC INFORMATION

Primary Contact:

Phone:

Email:

Facility Address:

Company Name:

☐ Single Site

☐ Multiple Sites

FACILITY INFORMATION

Client's Challenges:

Client's Desired Outcome:

Client's Priorities:

☐ General Cleaning

☐ Disinfection

☐ Degreasing

☐ Odour Control

☐ Carpets

☐ Floors

☐ Washrooms

☐ Glass/Windows

☐ Green Footprint

☐ Ready-to-Use

☐ Concentrated/Proportioning System

☐ Other: _____

Type: ☐ Commercial

☐ Industrial

☐ Educational

☐ Healthcare

☐ Other: _____

Total Number of Employees: _____

Estimated Daily Visitors: _____

Largest Surface Area: _____

Smallest Surface Area: _____

Total Surface Area: _____

CURRENT PURCHASING PRACTICES

Maintenance done by: ☐ Contractor

☐ Internal

If contractor, please provide name: _____

Frequency of Cleaning: ☐ Daily

☐ Weekly

☐ Monthly

☐ Quarterly

☐ Annually

Who purchases janitorial supplies for the facility? _____

How do you purchase your cleaning products? ☐ As Needed

☐ Through Procurement Contracts*

Other (Explain): _____

**If you purchase through procurement contracts, please answer the following:*

Does your current contract include ECOLOGO products? _____

When does your contract expire? _____

Purchasing based on: ☐ Cost-in-Use

☐ Jug

5S Program:

☐ Yes

☐ No

Current Cleaning Equipment: _____

Is the equipment owned or leased? _____

☐ Own

☐ Lease

Age of the equipment: _____

The Dustbane Way

Cleaning a Lobby



Cleaning a lobby starts with a simple program. Ask us about a custom program that will meet your individual needs. Here's our baseline recommendation.



1



Disinfectant Cleaner: Quat Plus

Sanitation is of high importance in common areas in order to prevent the spread of germs and disease. Quat Plus kills germs on surfaces, offering the performance of a neutral quat that destroys a wide range of bacteria, fungi and viruses without the harsh smell of chemicals. UL ECOLOGO® Certified. DIN 02298694.

- Dilute in cold water at a rate of 1:80.
- Available in 4 L.

2



Glass and Chrome Cleaner: Azure

Clean windows make a good first impression and set the tone for the rest of the facility. Keep your windows, mirrors, chrome and stainless steel sparkling clean and streak free. APE, VOC and ammonia free. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:16.
- Available in 750 ml (RTU) & 4 L.

3



Multi-Purpose Cleaner: Excelsior

The use of Excelsior as a general purpose hard surface cleaner will minimize your chemical inventory while providing the cleaning results you strive for. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:64.
- Available in 4 L & 20 L.

4



Floor Care System

Get safe and outstanding looking floors with this trio. Strip with Time-Out Plus, seal using Accolade and complete the process by using Gran-Prix XL as a floor finish.

- Dilute Time-Out Plus in cold water at a rate of 1:20.
- Available in 4 L.

5



Hurricane 450 XTT

Walk behind scrubber perfect for cleaning floors and promoting a healthy environment. A cost-saving alternative to cleaning with a mop and bucket.

- 20" scrubbing path.
- Height-adjustable handle.

The Dustbane Way

Cleaning an Elevator



Cleaning an elevator starts with a simple program. Ask us about a custom program that will meet your individual needs. Here's our baseline recommendation.



1



Glass, Window and Chrome Cleaner: Azure

Keep your glass surfaces, chrome and stainless steel sparkling clean and streak free. APE, VOC and ammonia free. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:16.
- Available in 750 ml (RTU) & 4 L.

2



Disinfectant Cleaner: Quat Plus

Quat Plus kills germs on surfaces and objects offering the performance of a neutral quat that eliminates malodours by destroying a wide range of bacteria, fungi and viruses without the harsh smell of chemicals. UL ECOLOGO® Certified. DIN: 02298694.

- Dilute in cold water at a rate of 1:80.
- Available in 4 L.

3



Floor Cleaning: Doodle Mop Plus

Up to 2 hours of uninterrupted cleaning with the cordless electric mop handle attachment which can be charged quickly. 4100 rpm motor to efficiently remove dirt, grime and grout for sparkling, germ-free floors.

The Dustbane Way

Cleaning an Office Area



Cleaning an office area starts with a simple program. Ask us about a custom program that will meet your individual needs. Here's our baseline recommendation.



1



Disinfectant Cleaner: Quat Plus

A clean office leads to more satisfied and productive employees. Quat Plus kills germs on surfaces eliminates odours by destroying a wide range of bacteria, fungi and viruses without the harsh smell of chemicals. UL ECOLOGO® Certified. DIN 02298694.

- Dilute in cold water at a rate of 1:80.
- Available in 4 L.

2



Glass and Chrome Cleaner: Azure

Keep your windows, mirrors, chrome and stainless steel sparkling clean and streak free. APE, VOC and ammonia free. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:16.
- Available in 750 ml (RTU) & 4 L.

3



Carpets and Stains: Eco-Expert

Deep cleaning carpets and upholstery will give a more positive impression to your employees and provide a more sanitary environment that helps to prevent the spread of disease, all while prolonging the life of your carpet. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:125.
- Available in 4 L & 20 L.

4



Multi-Purpose Cleaner: Excelsior

Reduce the amount of products required to clean your office building. The use of Excelsior as a general purpose hard surface cleaner will minimize your chemical inventory while providing the cleaning results you strive for. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:64.
- Available in 4 L & 20 L.

5



Gladiator 464

Walk behind sweeper perfect for collecting small debris, with an industrial-strength body that will offer years of worry-free use..

- Quiet and not disruptive.
- Up to 2.5 hours of runtime
- 25" sweeping path.

The Dustbane Way

Cleaning an Office



Cleaning an office starts with a simple program. Ask us about a custom program that will meet your individual needs. Here's our baseline recommendation.



1



Cleaning Wipes: Triple Action Multi

If you work in an office, you know all too well how quickly a cold or bug can circulate around the office one colleague at a time. Triple Action Multi wipes make it easy to quickly clean desk surfaces and prevent the spread of germs. Its convenience will encourage your staff to maintain their office space clean. These wipes work great on white boards and also absorb spills quickly, keeping your chairs and carpets spotless without any risk of discoloration. DIN: 02452723.

- Ready-to-use.
- 7" x 8" wipes (120 wipes per container)

3



Carpet Cleaning: Tracker

Keep your office carpets free of dirt and debris for years to come with the Tracker vacuum.

- 1 gallon upright vacuum
- HEPA Media vacuum bag for advanced filtration and easy dirt disposal
- On-board tools: telescopic Power Wand, crevice tool and natural bristle dusting brush
- All metal high-wear components

2



Odour Control: Air Max

Offices can be a source of malodours that are distracting to you and other coworkers. The Air Max is designed to offer consistent and powerful odour control for a full 30 days and are far more effective than gels, wicks and aerosols.

- Available in mango, cotton blossom and cucumber melon.

The Dustbane Way

Cleaning an Office Cubicle



Cleaning an office cubicle starts with a simple program. Ask us about a custom program that will meet your individual needs. Here's our baseline recommendation.



2



Multi-Purpose Cleaner: Excelsior

The use of Excelsior as a general purpose hard surface cleaner will help prevent the spread of germs while minimizing your chemical inventory and providing the cleaning results you strive for. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:64.
- Available in 4 L & 20 L.

2



Spot and Stain Remover: Eco-Expert

Spills, coffee, crumbs, dirt and other debris end up in places you least expect, like your office chair. You don't need a harsh chemical to remove stains and spots from the chair; a small amount of Eco-Expert will get the job done. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:125.
- Available in 4 L & 20 L.

3



Carpet Cleaning: 1200 XT Box Extractor

Deep clean stains and odours in carpeting with the 1200 XT Box Extractor. Maintaining a clean carpet will extend its life while improving the quality of the air in the office and promoting a healthier environment.

4



Carpet Cleaning: Tracker

Keep your office carpets free of dirt and debris for years to come with the Tracker vacuum.

- 1 gallon upright vacuum
- HEPA Media vacuum bag for advanced filtration and easy dirt disposal

5



Cleaning Wipes: Triple Action Multi

Computers, desks, keyboards and phones are just some of the high-touch areas in a cubicle. Triple Action Multi is a great option for combatting bacteria and viruses in open spaces.

- Ready-to-use.
- 7" x 8" wipes (120 wipes per container)

The Dustbane Way Cleaning a Conference Room



Cleaning a conference room starts with a simple program. Ask us about a custom program that will meet your individual needs. Here's our baseline recommendation.



1



Spot Remover: Oxy D.S.T.

After long meetings, spills, coffee, crumbs, dirt and other debris end up in your office chairs. Keeping your chair clean is a chore you must perform to keep stains off your patrons' clothes. You don't need a harsh chemical to remove stains and spots from the chair; a small amount of Oxy D.S.T. will suffice. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:20.
- Available in 4 L.

2



Disinfectant Cleaner: Quat Plus

Boardrooms are the setting for many meetings, some of which can determine the very future of a business. Maintaining the table clean will impress your guest and set the table for success. UL ECOLOGO® Certified. DIN: 02298694.

- Dilute in cold water at a rate of 1:80.
- Available in 4 L.

3



Surface Cleaner: Azure

Azure is the ideal choice for sensitive surfaces. Its mild formula can clean your white board and can also act as a dust collector when sprayed lightly on a microfiber cloth. APE, VOC and ammonia free. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:16.
- Available in 750 ml (RTU) & 4 L.

4



Carpet Cleaning: Tracker

An upright vacuum such as the Tracker is highly effective for debris pickup and will help maintain room cleanliness. This model features all metal high-wear components and offers years of worry-free use.

- Clean Air Technology.
- Telescopic Power Wand extends cleaning reach by 32".

The Dustbane Way

Cleaning a Fitness Centre



Cleaning a fitness centre starts with a simple program. Ask us about a custom program that will meet your individual needs. Here's our baseline recommendation.



1



Neutral Detergent: Film Away

A neutral detergent that works on both floors and carpets to remove residue left behind from floor strippers, ice melter and hard water build-up to extend the life of your flooring. Film Away's neutral pH formula is an excellent multitask cleaner that offers superior cleaning power. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:80.
- Available in 4 L.

2



Disinfecting Wipes: Eliminate

Fitness centers can be a dirty place. This area, where many people are sweating on equipment, creates an environment that may as well be a playground for bacteria, viruses and other troublemakers. Having readily available disinfecting wipes to wipe down the equipment after each use will encourage patrons to clean the equipment and maintain the sanitary standards of your facilities. DIN: 02459507.

- Ready-to-use.
- 6"x 7" wipes (180 wipes per container).

3



Disinfectant: UniTab

UniTab is a bleach alternative that offers fitness centres a quick means of sanitizing or disinfecting without leaving behind harsh fumes. UniTab also works as an excellent deodorizer that can combat odours. DIN: 02470381.

- Dilute 2 tablets per 1 L of water for disinfection.
- Dilute 1 tablet per 20 L of water for sanitizing.

The Dustbane Way

Cleaning a Lunch Room



Cleaning a lunch room starts with a simple program. Ask us about a custom program that will meet your individual needs. Here's our baseline recommendation.



1



Disinfectant Cleaner: Quat Plus

Quat Plus kills germs on surfaces and objects and offers the performance of a neutral quat that eliminates odours by destroying a wide range of bacteria, fungi and viruses without the harsh smell of chemicals. UL ECOLOGO® Certified. DIN: 02298694.

- Dilute in cold water at a rate of 1:80.
- Available in 4 L.

4



Hand Soap: Tradition Plus

Washing your hands on a regular basis is essential in reducing the spread of common illnesses. Use with the open top dispenser to reduce the amount of soap dispensed by more than 50%. UL ECOLOGO® Certified.

- Available in 4 L.

2



Cleaner & Degreaser: Emerald

With its safe yet powerful formula, Emerald effectively cuts through grease, oil and heavy soiled surfaces, while having a reduced environmental impact and leaves no film behind. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:128.
- Available in 750 ml (RTU), 4 L & 20 L.

5



Dish Soap: Vayselle

Vayselle's formula is tough on grease and fat and leaves dishes sparkling clean while being mild on hands. UL ECOLOGO® Certified.

- Ready-to-use.
- Available in 1 L, 4 L & 20 L.

3



Glass and Chrome Cleaner: Azure

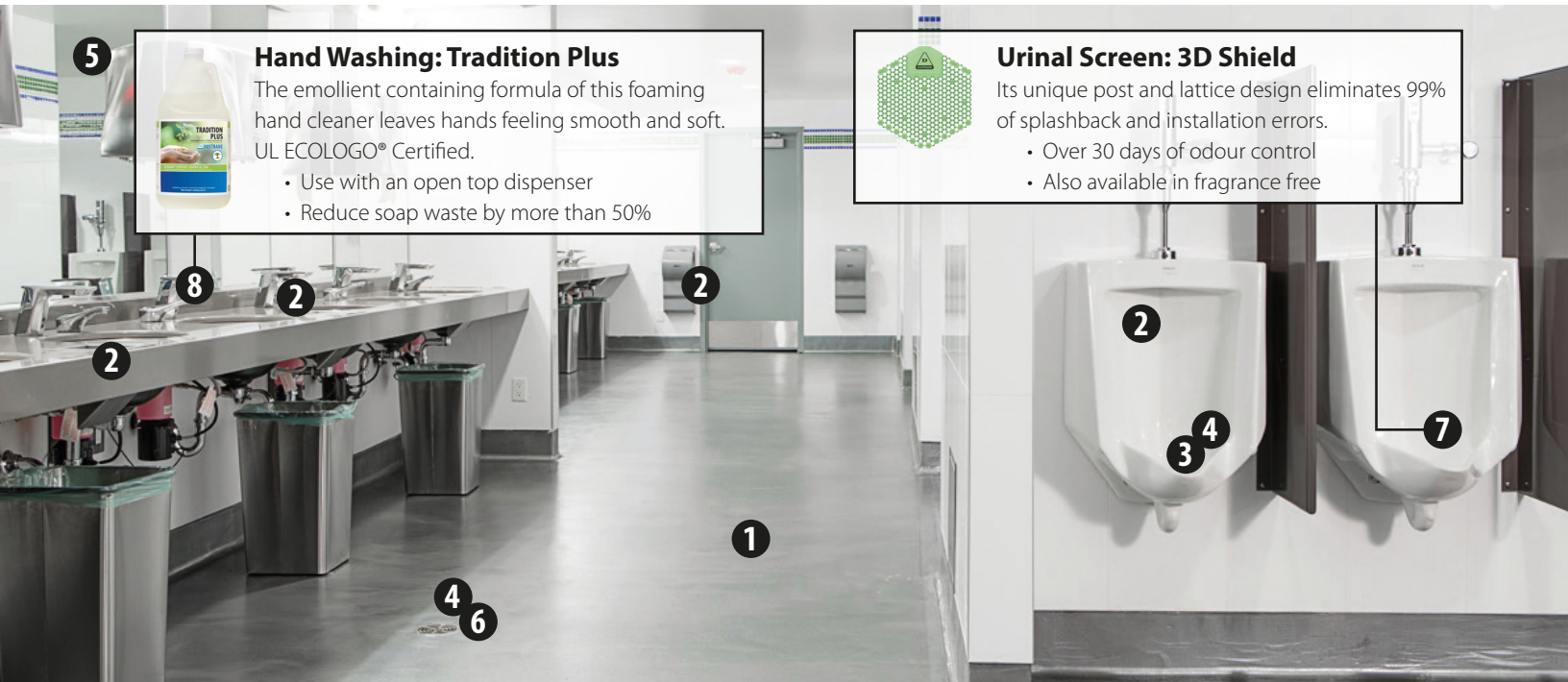
Keep your windows, mirrors, chrome and stainless steel sparkling clean and streak free. APE, VOC and ammonia free. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:16.
- Available in 750 ml (RTU) & 4 L.

The Dustbane Way Cleaning the Restrooms



Cleaning restrooms starts with a simple program. Ask us about a custom program that will meet your individual needs. Here's our baseline recommendation.

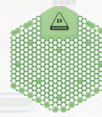


5

Hand Washing: Tradition Plus

The emollient containing formula of this foaming hand cleaner leaves hands feeling smooth and soft. UL ECOLOGO® Certified.

- Use with an open top dispenser
- Reduce soap waste by more than 50%



Urinal Screen: 3D Shield

Its unique post and lattice design eliminates 99% of splashback and installation errors.

- Over 30 days of odour control
- Also available in fragrance free

1

Tile & Grout Cleaner: Blu-Lite Plus

Humid and moist environments are breeding grounds for mold and mildew. Grout, being porous, absorbs the water below the surface and carries these contaminants below the surface, which can lead to discoloration and the appearance of being dirty.

- Dilute in cold water at a rate of 1:40.
- Available in 1 L & 4 L.



4

Drain Cleaner: Bio-Bac II

Malodours in washrooms and shower stalls are far from appealing to patrons. Drains are one hiding place where germs can lurk. Bio-Bac II's enzyme based formula will eat away the odour causing bacteria. UL ECOLOGO® Certified.

- Use concentrated.
- Available in 4 L.



2

Disinfectant Cleaner: Blu-Lite Plus

Germs are spread incredibly easily especially in public areas. More patrons means more germs – and as these patrons head to the restroom to freshen up, they must be extra clean. The use of a disinfectant cleaner will ensure your surfaces are germ free. DIN: 02362333.

- Dilute in cold water at a rate of 1:40.
- Available in 1 L & 4 L.



5

Glass Cleaner: Azure

All establishments must maintain cleanliness in order to attract and retain customers. As it is human nature to look at ourselves in the mirror, this surface must be kept spotless to preserve a clean appearance. UL ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:16.
- Available in 750 ml (RTU) & 4 L.



3

Drain Opener: Nitro

Most restroom drain clogs result when dirt, skin flakes, and especially hair binds to soap scum on the walls of drain pipes. Over time, this gunk accumulates and reduces water flow and can lead to flooding. Nitro clears the toughest clogs quickly and safely.

- Available in 1 L.



6

Floor Cleaning: Square Scrub Pivot

The Square Scrub Pivot boasts the latest orbital technology to evenly remove floor finish down to the deepest layers - preparing the floor for a fresh coat. Gymnasium floors will shine like new and look fresher, longer.





Vision

To be a growth company focused on continuously improving customer experience through people, products and processes while making a positive impact on society and the environment.



CUSTOMER INTIMATE

Meet customer expectations.



EXECUTE

Deliver results.



GROWTH

Be a high growth company where staff also grow professionally.



RESPECTFUL & INCLUSIVE

Show all stakeholders respect.
Communicate effectively and listen to learn from others.



MEANING

Positively impact people and the planet.