

SWEEPING

PURPOSE

- Removes light dust and debris from surface

MATERIALS

- Broom
- Dust pan
- Garbage Bag
- Scraper or Putty Knife
- Gloves

CLEANING SMARTLY

- Use the right broom for the surface being cleaned
- Use in conjunction with dust mopping for best results
- Best method for small areas and areas with a lot of obstacles where difficult to dust mop

TECHNIQUE

- Begin at back or furthest spot of area of being cleaned, along wall if available
- Hold broom with dominant hand on top of handle and other hand on middle of handle or as comfortable for you
- Angle broom against wall or starting edge, and gently pull broom parallel, stopping when broom is straight
- Take a step and repeat (direction will be determined by area being cleaned. Swept dirt should be collecting together into one spot)
- Work bristles of broom into corners and along baseboards to loosen accumulated dirt
- Sweep debris together into collection area, sweeping together into a pile
- Sweep up collected debris with dust pan
- Empty dust pan into garbage bag or bin
- Remove any gum or adhesive material with scraper or putty knife

Tips:

- Don't bump furniture with broom or handle
- Pay attention to spots where dirt has collected (use landmarks or choose a central area)

SAFETY

- Don't overextend or overreach
- Bend knees
- Stay alert to your surroundings

RESULT

Clear floor, free of large, loose visible dirt and debris



SWEEPING PROCEDURE

