

WINDOW CLEANING

PURPOSE

To enhance the building appearance and business image.

SUPPLIES AND EQUIPMENT

- Applicator
- Extension pole (if required)
- Scraper
- Chamois
- Squeegee
- Bucket
- Cleaning solution
- Squeegee holster
- Angle adapters
- Sponge

PROCEDURES WHERE A POLE IS REQUIRED

- 1) Measure the height of the window to be sure your extension pole is set at the right length.
- 2) Attach the washing applicator to the pole
- 3) Dip applicator in cleaning solution and drain off excess water. There are many cleaning solutions used by window cleaners but we recommend a product that is specifically designed for this purpose. Some use ammonia but not everyone can tolerate the odor. Some use T.S.P. (tri sodium phosphate) but this can damage and dry out some caulking and sealers used to seal around windows. It may also darken aluminum.
- 4) Run the applicator along the top edge of the window.
- 5) Wet the upper portion of the window, just as if you were painting it.
- 6) Remove the applicator and replace with a squeegee. The squeegee when not in use should be carried in a squeegee holster to prevent nicks in the rubber and damage to the squeegee.
- 7) Start at the top right hand side of the window and pull the squeegee straight down a few feet to a comfortable pole angle from where you are standing.
- 8) On the next stroke pull the squeegee down diagonally so as not to leave any streaks on the window and at the bottom of each stroke tap the squeegee lightly on the glass to drain it so you avoid dripping water on the glass when you bring it up again.

9) Place a chamois on the end of the pole and wipe the top and down the sides of the moulding so no drops of water will fall on the window (always make sure the chamois is clean).

10) For the lower portion of the window that you can reach by hand wet the remaining part of the window with the applicator.

11) For the beginner pull the squeegee horizontally from one edge to the other. The squeegee should be pulled on slight angle to ensure the water always runs to the bottom of the squeegee.

12) The second step in becoming a professional is to turn the squeegee before you reach the edge, the end of the blade will clean the edge of the window, this way there is no need to stop the motion. (This will take practice).

13) Always wipe edges and sills dry and clean when finished. When working inside take care not to splash water on floor or carpets.

14) When using a scraper to remove tape, paint, cement, etc., from window, always wet window to avoid damaging it and use a cutting motion with the scraper. The scraper can also be placed on the pole to get high-level areas.

15) In hard to reach areas you may attach an angle adapter on the pole.

16) When cleaning high windows with an extension pole for efficiency we recommend two poles and two persons, one to wet and wash and one to squeegee. Use caution not to get excess water on upper edge of window to prevent dripping while you are using the squeegee. When cleaning low windows the same method is used as described in paragraphs 10, 11 and 12.

***Note:** If using a sponge never wring out; always squeegee water out.