



St. James-Assiniboia School Division  
Safe Work Procedure  
Cleaning interior windows

<b>Facility:</b> All schools	<b>Written by:</b> SJSD Cleaners	<b>Approved by:</b> Paul Deacon	<b>Date Created:</b> April 13, 2007	<b>Date of last review:</b> January 14, 2020
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<b>Hazards Present:</b> Slip and fall, Corrosive chemicals, MSI- Back injury, cuts	<b>PPE or Devices Required:</b> Rubber gloves, Non-slip footwear, "Wet Floor" sign Goggles	<b>Recommended Training:</b> Lift/material handling training, "Back to Basics" training, WHMIS
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**NOTES: Extra caution is required when young children are present.**

- Do not leave buckets with water unattended unless they are in a room with the door closed.
- Do not leave janitor carts with spray bottles unattended.
- Use a handle extension instead of a ladder if possible.

**Safe work procedure:**

1. This procedure is for cleaning a large area or number of windows. You should have the following tools available before starting the job: Paint scraper, window brush, bucket with cleaning solution spray bottle of window cleaner (if necessary), squeegee, microfiber cloth.
2. Remove tape and marks from window with razor. It may help to wet the tape before scraping it off with the razor.
3. Dust glass. Use the brush with soap and water for the initial cleaning. Use a squeegee to remove most of the water then dry the window with a rag.
4. Spray glass cleaner on window to remove grease or tape. Check the Label on the bottle to review the precautions. If you need more information consult the MSDS. The MSDS will indicate if you need to wear goggles. You should wear gloves at all times during the window cleaning to protect your skin.
5. Use squeegee to remove window cleaner from window. Finish off the job with a clean rag.

<b>Guidance documents:</b> Manitoba Workplace Safety and Health regulation <ul style="list-style-type: none"><li>• 2.1 Safe Work Procedures</li><li>• 6.1 Personal Protective Equipment</li><li>• 35 Workplace Hazardous Materials Information Systems</li></ul> St. James-Assiniboia School Division Policy: <ul style="list-style-type: none"><li>• EBB-R Safe Work Procedures</li><li>• EBBA Personal Protective Equipment</li><li>• EBBAB-R Managing hazardous chemicals/materials</li></ul>	Employee name: _____  Employee signature: _____  Date of review: _____
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