Microfiber clothes:
3.25.2016

**Red** - Bathroom Toilets/Urinals

To be used *ONLY* while cleaning and disinfection toilets, urinals, sanitary boxes and immediate surrounding area within the stalls or the walls around toilets and urinals where urine, feces or other bodily fluids may be present.

This cloth should *NOT* be used to clean the sink area or other “touchable” surfaces within the restroom. The red/dark pink cloth should *NEVER* be used outside the restroom for cleaning.

**Pink cloths** - Other bathroom surfaces (NON red), except mirrors & windows

To be used *ONLY* while cleaning and disinfecting restroom sinks.

This cloth should *NEVER* be used for general cleaning tasks outside the restroom areas.
**Green Cloths - glass and mirrors**

To be used **ONLY** for cleaning glass or mirrors. **NEVER** use cloths used on restroom mirror outside restroom until it has been properly washed.

This cloth should **NEVER** be used for disinfecting sinks, toilets, “touchable” surfaces or showers within restroom.

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**Orange Cloths - Drinking fountains**

To be used **ONLY** for cleaning drinking fountains.

This cloth should **NEVER** be used for cleaning glass, mirrors, disinfecting sinks, toilets, “touchable” surface or showers.
Blue Cloths – General use (not listed by other microfiber color)

To be used as a multi-purpose dry/wet cleaning cloth – outside restroom areas. This cloth should NEVER be used cleaning and disinfecting within the restroom.

To be used for all general cleaning outside the restroom and not list as for other microfiber color.

Additional information:

- Proper care / maintenance is the responsibility of each custodian.
- Use 4 square folding to maximize microfiber cloths.
- Washing after every use – to be more efficient have enough microfiber cloths that you can have a washing cycle. Example of this is have 30 of each so you can cycle clean cloths, 10 used a week and wash them every other week, washing 20 and the 10 clean in use during the week other 20 being washed.
- Use washer and dryer available at General Services to keep these clean, never use bleach or fabric softener.

Washing instructions for your microfiber cloths:

**MICROFIBER TOWELS & SPA APPAREL**- Washing is easily done by just placing the products into a washing machine and washing with any soap or detergent you prefer. However, there are four restrictions: (1) **Never wash Microfiber products with cotton fabrics...especially towels!** The Microfiber products will treat the lint generated by the cotton fabric like dirt and store the tiny cotton particles within the microfibers. (2) **Never use fabric softener.** The Microfiber will accumulate fabric softener as if it were “Scotch Guard” (water repellant) and saturate the microfibers, reducing their effectiveness. (3) **Use low temperature when drying.** (4) Unless the towel is Safe-2-Bleach®, **do not use chlorine bleach.**

**AFTER YOUR TEST WASH, YOU MUST WASH & MACHINE-DRY ALL TOWELS BEFORE THEIR USE**- Nothing will bang more lint out of the towel than a few good spin cycles in the dryer. Washing also makes your towels softer and more absorbent. Remember to clean the lint trap before and after each drying cycle. A good wash formula is 1 cup of white vinegar with ½ cup of detergent. This will help release lint, break the towels in, and keep them fresh.