

# 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

Own

Lease

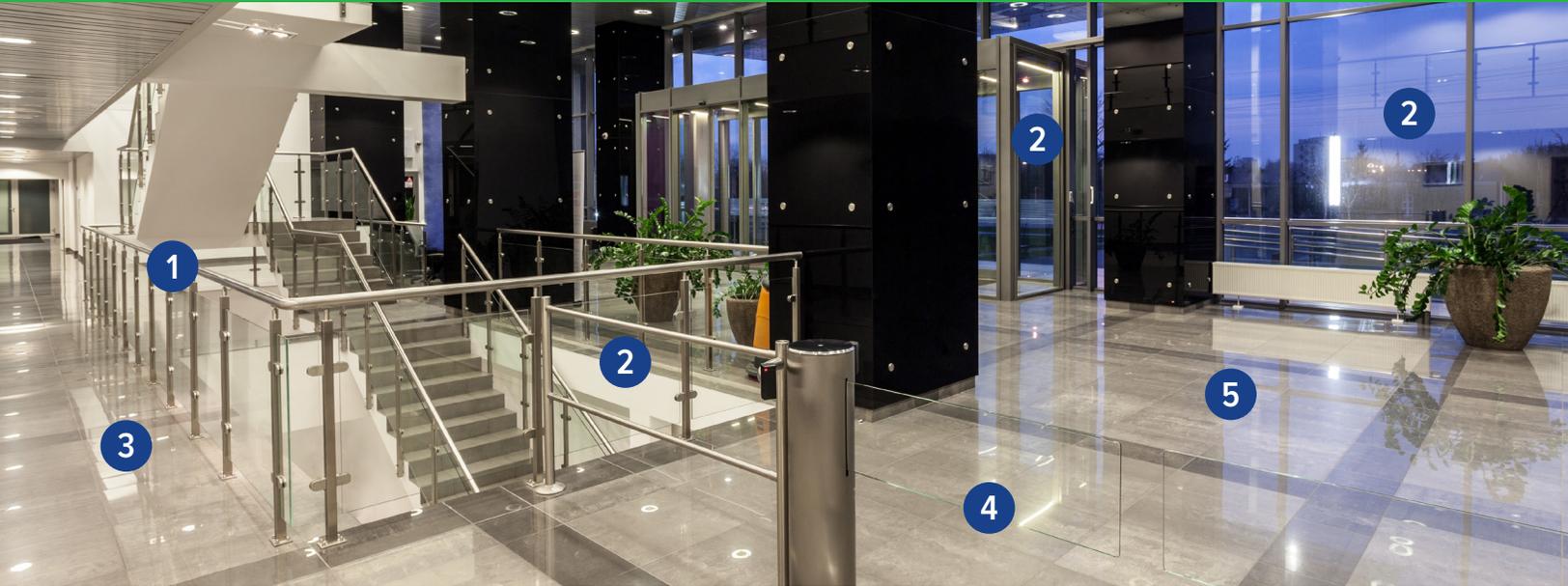
Age of the equipment: \_\_\_\_\_

# The Dustbane Way

## CLEANING A LOBBY

Cleaning a lobby begins with a simple program. Ask us about a custom program that will meet your individual needs.

Here is our baseline recommendation.



1



### Disinfectant Cleaner: M6 Oxy-Q

Sanitation is critical in lobbies to prevent the spread of germs in high-traffic areas. M6 Oxy-Q offers broad-spectrum disinfection powered by hydrogen peroxide and quaternary ammonium compounds. It cleans, disinfects, and deodorizes in one step without harsh fumes. UL ECOLOGO® Certified. DIN 02464314

- Dilute in cold water at a rate of 1:40 for disinfection.
- Available in 2 L to use with ModularFlex System or Eco Easy fill.

2



### Glass and Chrome Cleaner: M8 Glass Cleaner

First impressions matter — keep windows, mirrors, chrome, and stainless steel streak-free with M8. This biodegradable, ammonia-free formula leaves a brilliant, film-free shine that's safe for daily use. ECOLOGO® Certified

- Dilute in cold water at a rate of 1:80 for normal cleaning.
- Available in 2 L to use with ModularFlex System or Eco Easy fill.

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 floors with this trio. Strip with M12 SC Floor Stripper, seal using Accolade, and finish with Gran-Prix XL. M12 is a super-concentrated, fast-acting formula that penetrates multiple layers for efficient stripping, leaving surfaces residue-free and ready for refinishing.

- Dilute in cold water at a rate of 1:20 for heavy-duty stripping.
- Available in 2 L (M12) and 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.

6



### Chemical Dilution: ModularFlex System

House up to four chemicals in a compact, wall-mounted unit designed for safety and precision. ModularFlex uses a closed-loop system to prevent chemical contact, spills, and waste — while ensuring accurate dilution every time. It reduces storage space, improves safety, and cuts plastic and cardboard waste by up to 45–57%

- Compatible with all ModularFlex chemicals.
- Eco Easy Fill portable options available.

# The Dustbane Way

## CLEANING AN ELEVATOR

Cleaning an elevator begins with a simple program. Ask us about a custom program that will meet your individual needs.

Here is our baseline recommendation.



1

### Glass, Window and Chrome Cleaner: M8 Glass Cleaner



Keep your elevator's glass, mirrors, and stainless steel spotless with M8. Its ammonia-free, biodegradable formula ensures a crystal-clear, streak-free finish that is safe for daily use and scent-sensitive areas. ECOLOGO® Certified.

- Dilute in cold water at a rate of 1:80 for normal cleaning.
- Available in 2 L to use with ModularFlex System or Eco Easy fill.

2

### Disinfectant Cleaner: M6 Oxy-Q



Elevators are high-touch areas where germs can spread quickly. M6 Oxy-Q provides a peroxide-powered solution that cleans, disinfects, and deodorizes in one step, eliminating odours and pathogens without harsh fumes. UL ECOLOGO® Certified. DIN 02464314.

- Dilute in cold water at a rate of 1:40 for disinfection.
- Available in 2 L to use with ModularFlex System or Eco Easy fill.

3

### Floor Cleaning: Doodle Mop Plus



Up to 2 hours of uninterrupted cleaning with the cordless electric mop handle attachment. Compact and versatile, it efficiently removes dirt, grime, and grout for sparkling, germ-free floors.

- 4100 rpm motor.
- Quick charging for extended cleaning performance.

# The Dustbane Way

## CLEANING AN OFFICE AREA

Cleaning an office area begins with a simple program. Ask us about a custom program that will meet your individual needs.

Here is our baseline recommendation.



1



### Disinfectant Cleaner: M6 Oxy-Q

A clean office helps boost employee satisfaction and productivity. M6 Oxy-Q disinfects, deodorizes, and cleans in one step, powered by hydrogen peroxide and quaternary ammonium compounds. Effective on high-touch surfaces without harsh odours. UL ECOLOGO® Certified. DIN 02464314

- Dilute in cold water at a rate of 1:40 for disinfection.
- Available in 2 L to use with ModularFlex System or Eco Easy fill.

2



### Glass and Chrome Cleaner: M8 Glass Cleaner

Keep your office windows, mirrors, and chrome surfaces sparkling. M8 delivers streak-free clarity with a quick-dry, ammonia-free formula that's safe for daily cleaning. ECOLOGO® Certified

- Dilute in cold water at a rate of 1:80 for normal cleaning.
- Available in 2 L to use with ModularFlex System or Eco Easy fill.

3



### Carpets and Stains: M7 Neutral Cleaner

Deep cleaning carpets and upholstery improves air quality, extends carpet life, and helps create a healthier office environment. M7 is a pH-neutral, low-foaming formula ideal for daily maintenance and safe on most surfaces.

- Dilute in cold water at a rate of 1:160 for normal cleaning.
- Available in 2 L to use with ModularFlex System or Eco Easy fill.

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 1:40 for disinfection.
- Available in 4L & 20 L.

5



### Gladiator 464

Walk-behind sweeper designed to collect small debris quickly. With an industrial-strength build, the Gladiator offers years of reliable use in busy office settings.

- Quiet and non-disruptive.
- Up to 2.5 hours runtime.
- 25" sweeping path.

6



### Chemical Dilution: ModularFlex System

House up to four chemicals in a compact, wall-mounted unit designed for safety and precision. ModularFlex uses a closed-loop system to prevent chemical contact, spills, and waste — while ensuring accurate dilution every time. It reduces storage space, improves safety, and cuts plastic and cardboard waste by up to 45–57%

- Compatible with all ModularFlex chemicals.
- Eco Easy Fill portable options available.

# The Dustbane Way

## CLEANING AN OFFICE

Cleaning an office begins with a simple program. Ask us about a custom program that will meet your individual needs.

Here is 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. 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)

2

### Odour Control: Ourfresh 2.0



Ourfresh 2.0 is a modern, automatic air freshener dispenser designed as a superior alternative to metered aerosols. Ideal for medium-sized spaces up to 250 sq. ft., it delivers consistent fragrance with innovative Fresh Fan Technology. Eco-friendly and VOC compliant, it eliminates sticky residue and reduces fragrance overload for a safer, cleaner indoor environment.

- Dry fragrance inserts (fragrances sold separately)
- Fan-activated system triggered by light.
- 30-day refill cycle with reminder light.
- Sleek design suited for offices, lobbies, and conference rooms.

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

# The Dustbane Way

## CLEANING AN OFFICE CUBICLE

Cleaning an office cubicle begins with a simple program. Ask us about a custom program that will meet your individual needs.

Here is our baseline recommendation.



1



### 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



### Disinfectant Cleaner: M6 Oxy-Q

Spills, coffee, crumbs, and dirt can show up in unexpected places like office chairs and partitions. M6 Oxy-Q provides hydrogen-peroxide powered cleaning that removes stains while disinfecting and deodorizing in one step. UL ECOLOGO® Certified. DIN 02464314

- Dilute in cold water at a rate of 1:40 for disinfection.
- Available in 2 L to use with ModularFlex System or Eco Easy Fill.

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 high-touch areas in cubicles. Triple Action Multi is a quick, effective way to combat 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 begins with a simple program. Ask us about a custom program that will meet your individual needs.

Here is our baseline recommendation.



1



### Spot Remover: M6 Oxy-Q

Meetings often leave behind coffee spills, crumbs, and stains on chairs and tables. M6 Oxy-Q provides peroxide-powered cleaning that removes stains and disinfects in one step, making it the perfect solution for high-touch seating and surfaces. UL ECOLOGO® Certified. DIN 02464314

- Dilute in cold water at a rate of 1:160 for carpet and spot cleaning.
- Available in 2 L to use with ModularFlex System or Eco Easy fill.

2



### Disinfectant Cleaner: M6 Oxy-Q

Conference tables and shared equipment are high-touch surfaces where germs spread quickly. M6 Oxy-Q disinfects, deodorizes, and cleans in one step with a hydrogen peroxide and quaternary ammonium blend. UL ECOLOGO® Certified. DIN 02464314

- Dilute in cold water at a rate of 1:40 for disinfection.
- Available in 2 L to use with ModularFlex System or Eco Easy fill.

3



### Surface Cleaner: M8 Glass Cleaner

M8 is ideal for cleaning glass, chrome, and whiteboards in meeting spaces. Its ammonia-free, biodegradable formula provides streak-free clarity with no film or residue, even on sensitive surfaces. ECOLOGO® Certified

- Dilute in cold water at a rate of 1:80 for normal cleaning.
- Available in 2 L to use with ModularFlex System or Eco Easy fill.

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.

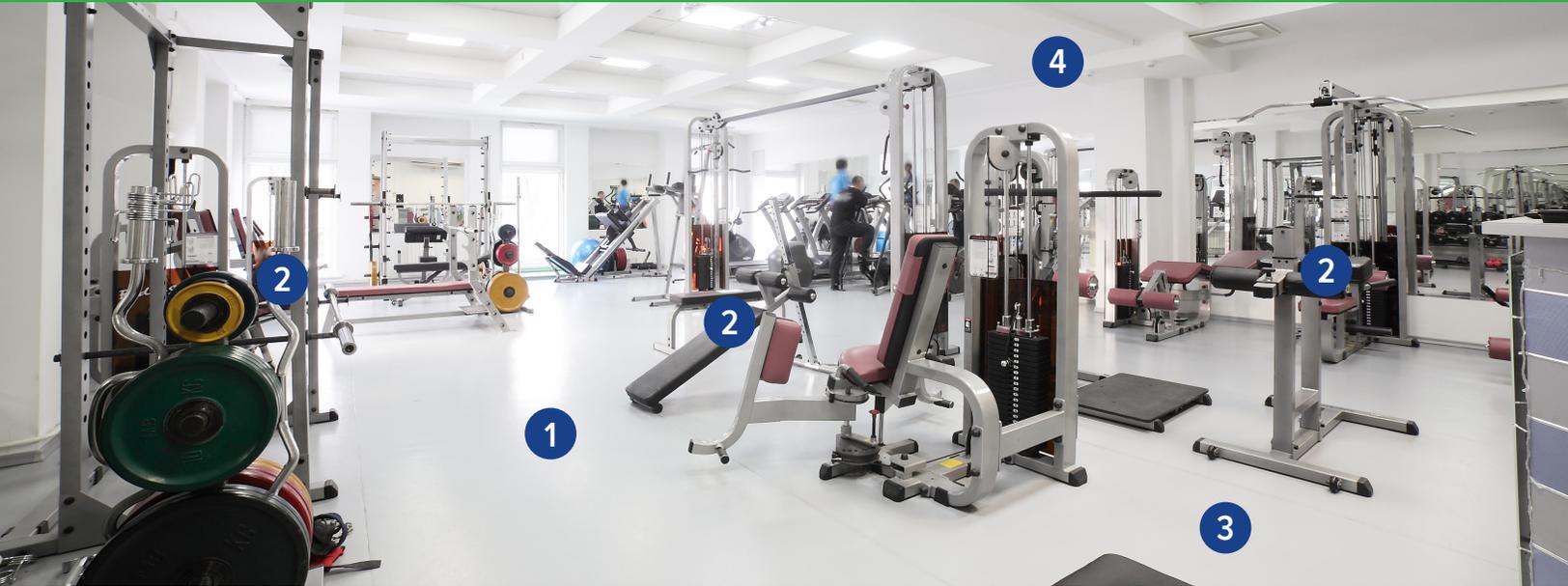
- Clean Air Technology.
- Telescopic Power Wand extends cleaning reach by 32".

# The Dustbane Way

## CLEANING A FITNESS CENTRE

Cleaning a fitness centre begins with a simple program. Ask us about a custom program that will meet your individual needs.

Here is our baseline recommendation.



1



### Neutral Detergent: M7 Neutral Cleaner

A pH-neutral cleaner designed for daily maintenance on both floors and carpets. M7 removes dirt, grime, and ice melt residue without dulling finishes, helping extend the life of your flooring while ensuring a safe, streak-free clean. UL ECOLOGO® Certified

- Dilute in cold water at a rate of 1:160 for normal cleaning.
- Available in 2 L to use with ModularFlex System or Eco Easy fill.

2



### Disinfecting Wipes: Eliminate

Fitness centres are full of high-touch equipment. Eliminate wipes encourage patrons to clean after each use, reducing the spread of germs and promoting a healthier workout environment. DIN 02459507.

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

3



### Disinfectant: UniTab

UniTab is a bleach alternative that disinfects and sanitizes without leaving harsh fumes behind. It also works as an effective deodorizer to combat odours in high-use fitness facilities. DIN 02470381.

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

4



### Odour Control: M10 Odour Control

Workout areas, locker rooms, and garbage zones can harbour persistent odours. M10 uses advanced encapsulation technology to trap and neutralize odours at the molecular level instead of masking them. Safe, VOC-free, and long-lasting, it's a smart solution for busy facilities

- Dilute in cold water at a rate of 1:80 for general deodorizing.
- Available in 2 L to use with ModularFlex System or Eco Easy fill.

# The Dustbane Way

## CLEANING A LUNCH ROOM

Cleaning a lunch room begins with a simple program. Ask us about a custom program that will meet your individual needs.

Here is our baseline recommendation.



1

### Disinfectant Cleaner: Quatromyicide V

Quatromyicide V is a hospital-grade disinfectant, sanitizer, and deodorizer that eliminates a broad spectrum of bacteria, viruses, and fungi. It's food-contact safe and leaves no residue, making it ideal for lunchrooms and kitchen prep areas. DIN 02507064

- Dilute in cold water at a rate of 1:160 for disinfection or 1:500 for sanitizing.
- Available in 2 L to use with ModularFlex System or Eco Easy Fill.



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: M11 Degreaser

Cut through grease, oil, and heavy soil buildup on counters and appliances with M11. Its non-corrosive, biodegradable formula cleans effectively while remaining safe for food service areas and hard surfaces. UL ECOLOGO® Certified

- Dilute in cold water at a rate of 1:40 for heavy-duty cleaning or 1:160 for normal cleaning.
- Available in 2 L to use with ModularFlex System or Eco Easy Fill.



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 & Chrome Cleaner: M8 Glass Cleaner

Keep your windows, mirrors, and stainless-steel surfaces spotless and streak-free with M8. Its ammonia-free, biodegradable formula delivers crystal-clear results and is ideal for daily use. ECOLOGO® Certified

- Dilute in cold water at a rate of 1:80 for normal cleaning.
- Available in 2 L to use with ModularFlex System or Eco Easy Fill.

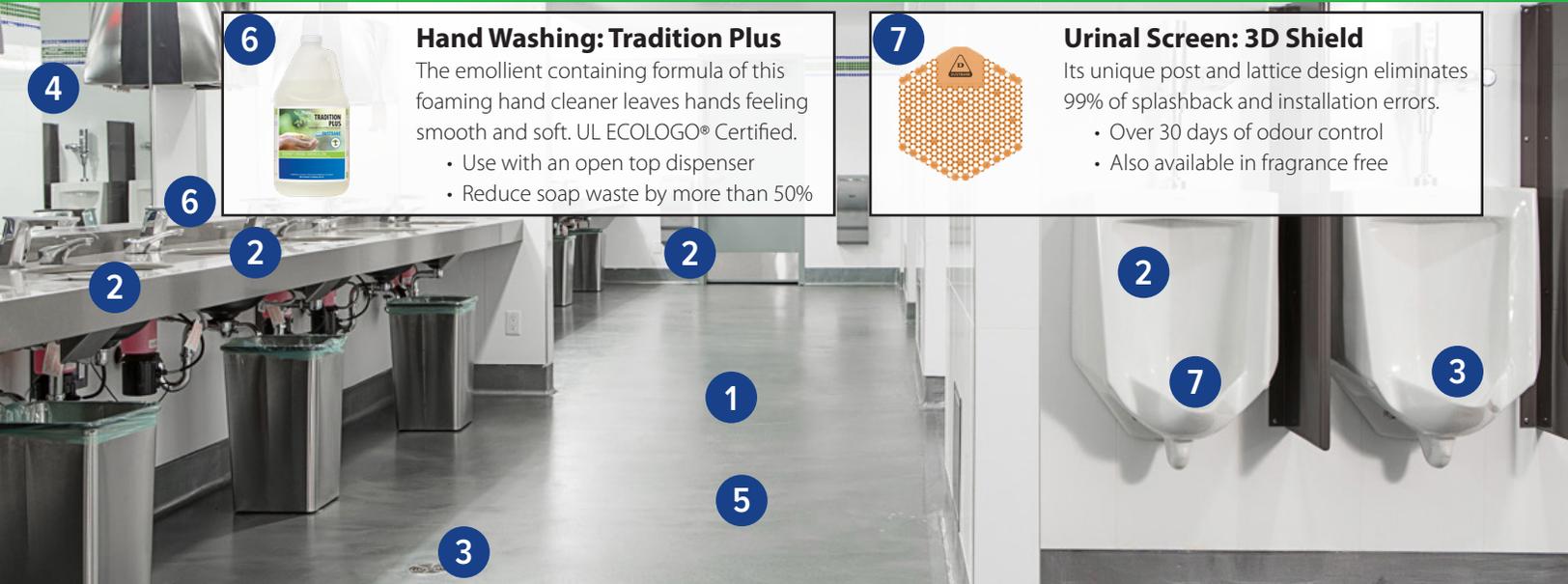


# The Dustbane Way

## CLEANING THE RESTROOMS

Cleaning restrooms begins with a simple program. Ask us about a custom program that will meet your individual needs.

Here is our baseline recommendation.



6



### 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%

7



### 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: M1 Restroom Cleaner

Humid and moist environments are breeding grounds for mold and mildew. M1 Restroom Cleaner effectively removes encrustations, soap scum, and mineral deposits from grout and tiles while leaving surfaces clean and bright. UL ECOLOGO® Certified

- Dilute in cold water at a rate of 1:20 for normal cleaning or 1:5 for toilet bowls and urinals
- Available in 2 L to use with ModularFlex System or Eco Easy Fill.

4



### Glass Cleaner: M8 Glass Cleaner

Restroom mirrors and chrome fixtures must stay spotless to preserve a clean, professional appearance. M8 delivers streak-free, ammonia-free clarity that's safe for sensitive surfaces and ideal for daily cleaning. UL ECOLOGO® Certified

- Dilute in cold water at a rate of 1:80 for normal cleaning.
- Available in 2 L to use with ModularFlex System or Eco Easy Fill.

2



### Restroom Surface Cleaner: M1 Restroom Cleaner

For deep cleaning and descaling restroom surfaces, M1 breaks down rust, soap scum, and hard water stains safely and effectively. Designed for sinks, toilets, and tiled areas, it keeps high-traffic washrooms looking clean and bright without harsh acids

- Dilute in cold water at a rate of 1:20 for restroom cleaning or 1:5 for toilet bowls and urinals
- Available in 2 L to use with ModularFlex System or Eco Easy Fill.

5



### Floor Cleaning: Square Scrub Pivot

Restroom floors require deep and consistent cleaning to remove buildup from soaps, disinfectants, and hard water deposits. The Square Scrub Pivot uses advanced orbital technology to lift embedded soils. Its pivoting head design reaches tight spaces around toilets and partitions, making it ideal for detailed restroom care.

- Designed for grout and hard-to-reach areas.
- Low vibration and quiet operation for comfortable use.

3



### Drain & Odour Control: M9 Bio-Enzyme Cleaner

Persistent odours in washrooms and drains are caused by organic buildup. M9 uses natural enzymes to break down organic matter and neutralize odours at the source, keeping restrooms fresh without harsh chemicals. Safe, sustainable, and non-toxic

- Dilute in cold water at a rate of 1:160 for odour control or 1:256 for floor cleaning.
- Available in 2 L to use with ModularFlex System or Eco Easy Fill.



## 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.