

**University Dining Services**

**Tainter General Cleaning Manual**

**Updated 2/2005**

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**Warning: If you have any questions about the use of chemicals, check the hazardous materials book or ask someone with experience with the chemical for help. Do not use a chemical if you are unsure of what protection you need, what the chemical does, or if you aren't sure if you can combine this chemical with another. Your health and safety are important to us.**

## **Monday**

### **AM**

- \_Vacuum and mop co-ed lounge. Wipe all table and chairs, spot clean and arrange furniture as needed.  
Dust and mop pool room.
- \_Check information in the pigeon holes, straighten, wipe and replace information as needed.
- \_Co-ed Lounge: Clean/arrange room/remove trash.
- \_Check with Lead worker to obtain stock list and stock shelves and freezers of C-store.
- \_Drop all tray glides. Wipe all faces of units.
- \_remove and wash panels on bars

**Monday**

**PM**

Dining area-

Help put chairs up and vacuum carpet.

Both office areas-

Sweep, vacuum, and scrub floor. Remove trash.

Serving area-

Sweep and scrub floor, remove trash, and move equipment on wheels and replace.

Tray glides-

Drop all tray glides and wipe all surfaces.

Back Corridors-

Vacuum mats and sweep and scrub floor.

Mop Room-

Rinse out all mops and mop buckets after use and mop up floor area around sink. Keep all equipment clean and in good working condition. Treat dust mops.

Hard to reach areas-

Touch up with a mop and bucket.

Coolers-

Sweep and mop.

Hoods and Filters-

Run filters through dishwasher. Wipe hoods over cook's area inside and outside.

## Tuesday

### AM

- \_Vacuum and mop co-ed lounge. Wipe all table and chairs, spot clean and arrange furniture as needed.  
Dust and mop pool room.
- \_Check information in the pigeon holes, straighten, wipe and replace information as needed.
- \_Co-ed Lounge: Clean/arrange room/remove trash.
- \_Check with Lead worker to obtain stock list and stock shelves and freezers of C-store.
- \_Drop all tray glides. Wipe all faces of units.
- \_remove and wash panels on bars
- \_Clean glass in Co-ed lounge and pool room.
- \_**Every other Tuesday:** Boil out fryers.

**Tuesday**

**PM**

Dining area-

Help put chairs up and vacuum carpet.

Both office areas-

Sweep, vacuum, and scrub floor. Remove trash.

Serving area-

Sweep and scrub floor, remove trash, and move equipment on wheels and replace.

Tray glides-

Drop all tray glides and wipe all surfaces.

Back Corridors-

Vacuum mats and sweep and scrub floor.

Mop Room-

Rinse out all mops and mop buckets after use and mop up floor area around sink. Keep all equipment clean and in good working condition. Treat dust mops.

Hard to reach areas-

Touch up with a mop and bucket.

Tea Room-

Vacuum and arrange furniture. Dust sills and plants.

Loading Dock-

Sweep and scrub-down floor. Straighten up recycling.

**Wednesday**

**AM**

\_Vacuum and mop co-ed lounge. Wipe all table and chairs, spot clean and arrange furniture as needed.  
Dust and mop pool room.

\_Check information in the pigeon holes, straighten, wipe and replace information as needed.

\_Co-ed Lounge: Clean/arrange room/remove trash.

\_Check with Lead worker to obtain stock list and stock shelves and freezers of C-store.

\_Drop all tray glides. Wipe all faces of units.

\_remove and wash panels on bars

**Wednesday**

**PM**

Dining area-

Help put chairs up and vacuum carpet.

Both office areas-

Sweep, vacuum, and scrub floor. Remove trash.

Serving area-

Sweep and scrub floor, remove trash, and move equipment on wheels and replace.

Tray glides-

Drop all tray glides and wipe all surfaces.

Back Corridors-

Vacuum mats and sweep and scrub floor.

Mop Room-

Rinse out all mops and mop buckets after use and mop up floor area around sink. Keep all equipment clean and in good working condition. Treat dust mops.

Hard to reach areas-

Touch up with a mop and bucket.

Tainter Patio Area-

Dust window sills and clean windows in dining room. Remove leaves, snow, and cobwebs. Check doors when cleaning in this corner.



**Thursday**

**AM**

\_Vacuum and mop co-ed lounge. Wipe all table and chairs, spot clean and arrange furniture as needed.  
Dust and mop pool room.

\_Check information in the pigeon holes, straighten, wipe and replace information as needed.

\_Co-ed Lounge: Clean/arrange room/remove trash.

\_Check with Lead worker to obtain stock list and stock shelves and freezers of C-store.

\_Drop all tray glides. Wipe all faces of units.

\_remove and wash panels on bars

\_Delime dish machine.

**Thursday**

**PM**

Dining area-

Help put chairs up and vacuum carpet.

Both office areas-

Sweep, vacuum, and scrub floor. Remove trash.

Serving area-

Sweep and scrub floor, remove trash, and move equipment on wheels and replace.

Tray glides-

Drop all tray glides and wipe all surfaces.

Back Corridors-

Vacuum mats and sweep and scrub floor.

Mop Room-

Rinse out all mops and mop buckets after use and mop up floor area around sink. Keep all equipment clean and in good working condition. Treat dust mops.

Hard to reach areas-

Touch up with a mop and bucket.

Kitchen and Dish Room-

Sweep and dust; mop, scrub, and move equipment; and place everything back in correct place.

**Friday**

**AM**

\_ Vacuum and mop co-ed lounge. Wipe all table and chairs, spot clean and arrange furniture as needed.  
\_ Dust and mop pool room.

\_ Check information in the pigeon holes, straighten, wipe and replace information as needed.

\_ Co-ed Lounge: Clean/arrange room/remove trash.

\_ Check with Lead worker to obtain stock list and stock shelves and freezers of C-store.

\_ Drop all tray glides. Wipe all faces of units.

\_ remove and wash panels on bars

**Friday****PM**Dining area-

Help put chairs up and vacuum carpet.

Both office areas-

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Serving area-

Sweep and scrub floor, remove trash, and move equipment on wheels and replace.

Tray glides-

Drop all tray glides and wipe all surfaces.

Back Corridors-

Vacuum mats and sweep and scrub floor.

Mop Room-

Rinse out all mops and mop buckets after use and mop up floor area around sink. Keep all equipment clean and in good working condition. Treat dust mops.

Hard to reach areas-

Touch up with a mop and bucket.

Loading Dock-

Sweep and scrub-down floor. Straighten up recycling.

## **Tray Glides**

1. Wipe surface of tray glide off.
2. Wipe underneath tray glide.
3. Make sure there are no objects resting on tray glide surface.
4. Wipe underneath of tray glide.
5. Check underneath. If the tray glide has support arms, push these arms in to drop tray glide down. If there are no support arms, lift tray glide straight up so that the hinge allows tray glide to fold down.
6. Wipe the back surface of tray glide.

## **Ovens**

### Safety Equipment Needed:

- Chemical Goggles
- Neoprene (black) Gloves
- Neoprene Apron

1. Make sure oven is off and cool
2. Spray grease strip and then scrub out.
3. Scrub racks at pots and pans sink.
4. Place racks in dish machine.

### Other Equipment Needed:

- Grease Strip

## **Vacuums**

1. Before using open back cover and check dust bag.
2. If dust bag is to the line on it or is full, replace dust bag before using.

**Co-ed Lounge**

- Tables wiped down, chairs arranged, and carpet vacuumed
- Wood floor swept and mopped
- Empty garbage cans and recycling bins. **Weekly: put these through dish machine.**
- Dust entertainment center
- Use a feather duster on blinds
- Move chairs out of entrance/exit area
- Dust pigeon hole area and refill pamphlets
- Vacuum entry rugs

## Dish Machine

### Daily after each meal:

1. Press red button on box in the middle of dish machine to turn off.
2. Lift up the three compartment doors along side of dish machine. **Warning: steam coming out from these doors burns.**
3. Open all three drains located to the right of each compartment door.
4. Pull baskets from the bottom of each compartment and take over to sprayer sink in dish room.
5. Pull flat screens from beneath the dish conveyer belt of each compartment and take over to sprayer sink in dish room.
6. Pull main drain on the right side of dish machine.
7. Take all rubber curtains out and move over to sprayer sink in dish room.
8. Take power hose and spray inside. Get all pipes and spray arms.
  - Spray three openings and side trap doors.
  - Look for foreign objects.
  - Spray down traps.
9. Get a bucket of hot, soapy water and wash entire outside of machine off.
10. Power hose outside of machine off.
11. Clean baskets and flat screens in sink. Scrub brush rubber curtains.
12. Put flat screens, baskets, and rubber curtains back in.
13. Close drains.
14. Put main drain back in.
15. Close compartment doors.
16. **If this is the last cleaning of night: then process is complete and you don't need to follow instructions #16-#19.**  
**If this is a midday cleaning: turn fill lever near bottom on and continue instructions with #16.**
17. Wait 7 minutes for tanks to fill.
18. Run machine 10-12 minutes to get back up to temperature.
19. Press red button on box in the middle of dish machine again to turn on.
20. Use a test strip on a plate to check if machine is ready for use.
21. If test strip works, start using again.

## **Closing Checklist for the Dish Room**

- Run all dishes, silverware, and utensils through.
- Turn off garbage disposal.
- Run the tray glide pieces through (conveyor pieces and garbage disposal piece).
- As a LAST STEP, run garbage lids through dish machine.
- Shutdown and clean dish machine.
- Put dishes, plates, cups, bowls, etc. away.
- Take all glass racks down.
- Soap, scrub, and rinse glass rack area and tray glide area.
- Replace glass racks.
- Turn off conveyor.
- Take garbage out.
- Mop and squeegee dish room floors.
- Drain sinks in pot and pan area. Empty catch plates.
- Wash, scrub, and rinse pots and pans area. Don't forget the sinks!
- Wipe off the carts.
- Straighten up mop room by emptying mop buckets, picking up aprons, change dirty mop heads.



## Weekly Dish Machine Cleaning Procedure

### Safety Equipment Needed:

- Face Shield
- Gloves
- Arm shields
- Goggles

### Other Equipment Needed:

- 1 spray bottle of full strength lime-away
- Hot soapy water
- 1 bottle brush
- scrubbie pad

1. Drain dish machine.
2. Remove 5 curtains, 3 baskets, 3 flat screens, and 7 spray arms.
3. Remove black end caps from spray arms.
4. Fill 2 sinks in pots and pans area with hot water adding 3 cups of lime-away per sink.
5. Put all parts listed in #2 in sinks.
6. Lift feeder tray and clean under conveyor line.
7. Flip open little doors on take off side. Remove drain cover and clean lift take off tray. Clean and spray with hose.
8. Clean 3 holding tanks.
9. Clean all parts in pots and pans sink. Run a brush through sprayer arms and put black caps back on.
10. Put all parts back in machine.
11. Close all drains.
12. Put 1-2 cups of lime away into each tank.
13. Fill tanks with water by turning on lever (bottom middle of machine).
14. When full, turn off water and shut doors.
15. Remove soap block from back of the machine.
16. Run machine for 15-20 minutes.
17. Drain all tanks.
18. Spray out inside of machine with hose.
19. Clean outside with hot, soapy water. Rinse off and spray stainless steel cleaner and wipe off.
20. Drain and refill machine. It is now ready for use.

## Mop Room

### Mops:

- Mop buckets and ringers run through dish machine at end of shift.
- Mop heads should be changed daily or more often as needed.
- There are 3 floor cleaners for mops:
  - Green-ammonia based for grease
  - Red-tile shock treatment for medium levels of dirt
  - Yellow-all-purpose cleaner for multiple surfaces

### Recycling:

- plastic
  - 1's and 2's
  - clear bag
  - remove all caps
  - cottage cheese containers and salsa/pacontti bottles are thrown
  - grease containers are cut in half, spread out, and run through dish machine before recycling
- glass
  - clear and unbroken
  - If not clear and unbroken, dumped into broken glass bucket and whole bucket is thrown into dumpster.
- steel
  - rinsed
  - paper removed
- cardboard
  - hopper cleaned out daily
  - cardboard is broken down
  - no wax cardboard:
    - goes into dumpster
    - peppers and zucchini

### Safety:

- face shields
- goggles: wipe down face with alcohol pad before and after wearing to sanitize
- arm guards and rubber gloves
- rinse apron
- eye wash station (tested every two weeks)
  - Press lever to turn on.
  - Rinse eyes no less than 30 minutes.

## Boil Out Fryers

<u>Safety Equipment Needed:</u> <ul style="list-style-type: none"><li>• Neoprine Apron</li><li>• Neoprine Gloves</li><li>• Goggles</li></ul>	<u>Other Equipment Needed:</u> <ul style="list-style-type: none"><li>• 2 Bags of Boil Out.</li><li>• Soapy water.</li></ul>
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1. Empty grease from the one fryer at a time with blickman.
2. Fill the fryers with cold water up just above cooking line.
3. Place about 2 bags of Boil Out into fryer. Turn the fryer on and wait for fryer to boil. While waiting for fryer to boil, get a bucket of soapy water and clean off sides of the fryers.
4. Once the fryers come to a boil, you will need to pay close attention to them. Let water come just above maximum oil mark, and turn it OFF. **Warning: If you do not turn the fryer off, it will boil over onto the floor. Continue to turn fryer on and off to keep it boiling**
5. Fryer will need to boil 10-15 minutes.
6. Let fryer cool.
7. Carefully pour Boil Out mixture down pots and pans garbage disposal.
8. Thoroughly mop floor around fryers.
9. Rinse fryer with warm water.
10. Fill with soapy water and scrub.
11. Rinse with clean water.
12. Dry with grease towel.
13. Fill with fresh oil to maximum line.

## **Blickman Cleaning Procedure**

1. Make sure that blickman is empty, unplugged, and cool.
2. Unchain blickman from cart. Lift off cart. **Warning: Blickman is heavy and will require 2 people to lift it.**
3. Use soapy water on cart.
4. Open latches on side of blickman.
5. Pull hose out and wash and wipe.
6. Scrub lid and put it through dish machine.
7. Grab ribbed pipe. Pull this pipe out.
8. Remove filter from metal part. Send metal part through dish machine in green rack.
9. Wipe out inside with a grease rag.
10. Put a new filter on metal post. Being careful not to damage the ripples of filter. Filter is in the dry storage area.
11. Put lid on and lock.
12. Wipe grease out of cart and run cart through the dish machine.
13. Use hot soapy water to wash entire machine. **Lift onto cart and chain.**

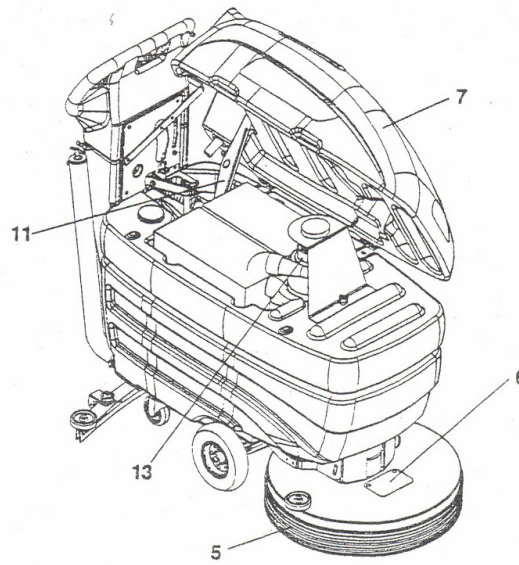
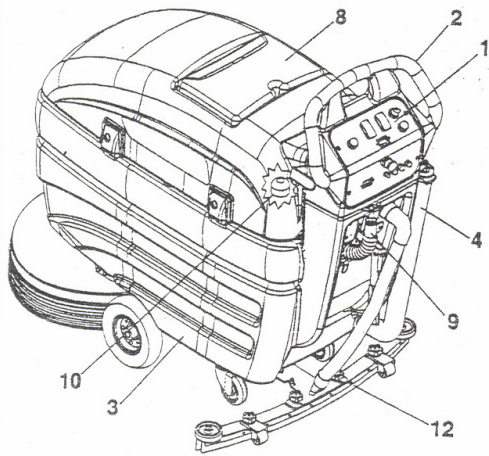
## **Floor Scrubber**

### **Charging:**

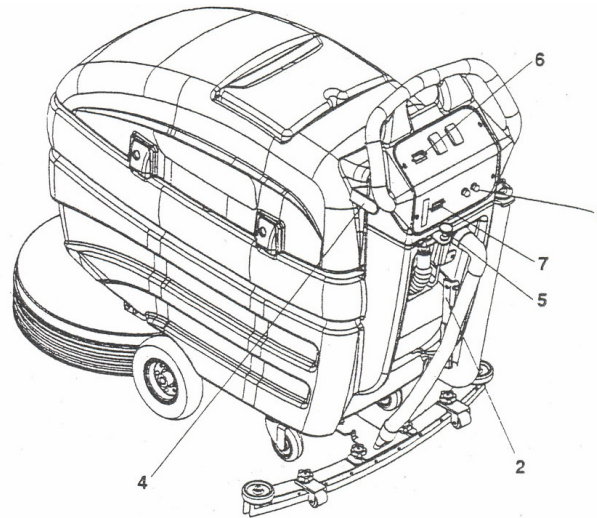
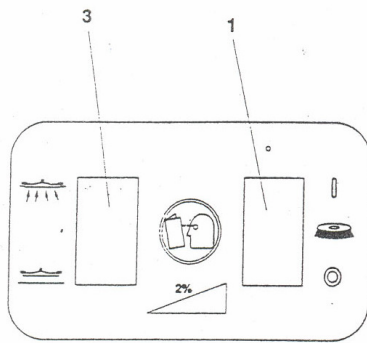
- Detach battery cord from machine and plug cord from floor scrubber into charger at the end of the night.
- Light is slower when charging, faster when almost done, and solid when charged.
- Red light should go off. If it stays on, then there is a problem with the cable, charger, or something else and management should be notified.
- Turn charger off when not in use.

### **Using:**

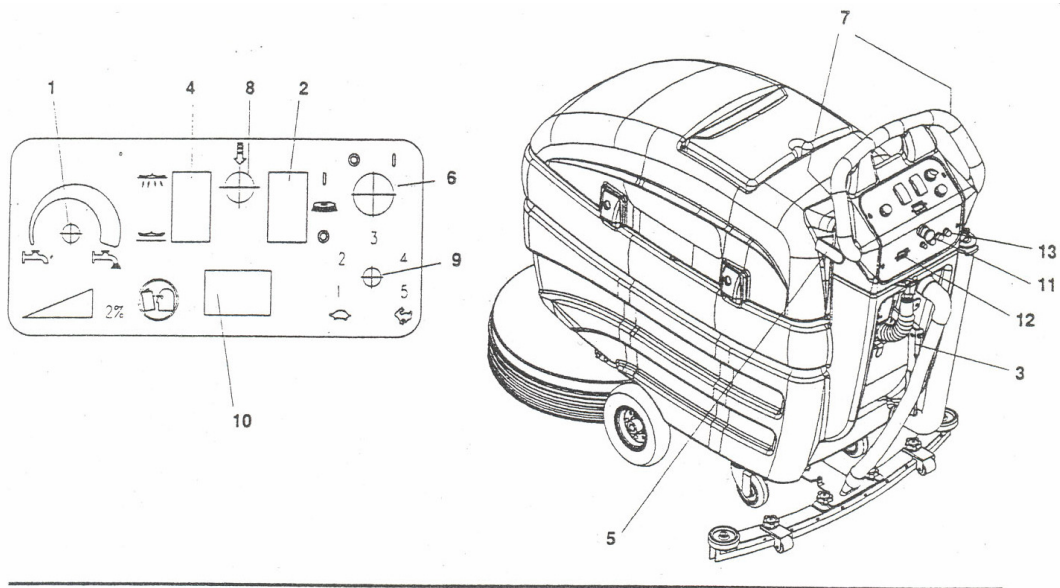
1. Unplug battery cord from charger and plug cord into red post on machine.
2. Pull lever, close hood.
3. Fill tank on top. It is a 15 gallon tank, so add 3 cups of GP Forward Cleaner.
4. Put cover on top.
5. Turn the key all the way to the right.
6. Speed should be set at 2 ½.
7. Push button (one, other, or both) on hand grip to move forward.
8. To fast reverse, push reverse button and then bottom on hand grip.
9. There is a white cap inside floor scrubber that can be unscrewed to view dirty water tank.
10. Brush pad locks into place. Use bristle pad. Brush only works when in down position.
11. The squeegee is the left handle on left side of the machine. If the squeegee falls off the machine, move it back into slots and tighten thumb screws.
12. Should the machine stop working, try pressing the white buttons on front panel as those are circuit breakers.
13. Two people should go along to do this job. One with a mop and bucket mopping areas where the floor cleaner can not reach and moving carts, racks, fryers, garbage cans, food bars, and tray glides. The other person will be following on the floor scrubber.
14. If the floor scrubber is getting too much water on the floor, turn off the sprayer switch and just use the vacuum.
15. Drain in mop room as it has better drains. Unscrew both solution hose and dirty water hose to drain both tanks.



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1. *Control Panel*
  2. *Control Handle*
  3. *Recovery Tank*
  4. *Recovery Tank Drain Hose*
  5. *Scrub Head*
  6. *Scrub Brush Access Cover*
  7. *Solution Tank*
  8. *Solution Tank Cover*
  9. *Solution Tank Drain Hose*
  10. *Solution Strainer*
  11. *Solution Tank Support Arm*
  12. *Squeegee*
  13. *Vacuum Motor*



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1. *Brush Switch*
  2. *Brush Lift Lever*
  3. *Vacuum Switch*
  4. *Squeegee Lift Lever*
  5. *Solution Control Lever*
  6. *Battery Charge Level Indicator*
  7. *Hour Meter (Optional)*
  8. *Circuit Breakers*



1. Solution Control Knob
2. Brush Switch
3. Brush Lift Lever
4. Vacuum Switch
5. Squeegee Lift Lever
6. Key Switch
7. Propel Buttons (Normally Forward)
8. Reverse Propel Button
9. Speed Control Knob
10. Battery Charge Level Indicator
11. Emergency Shut Off Switch (Optional)
12. Hour Meter (Optional)
13. Circuit Breakers



## **Surface Sanitizing**

### **Work Areas**

1. Remove surface soil with soap and water. Soap should be a dime sized puddle in bottom of bucket.
2. Wait for surfaces to dry.
3. Use clean cloth soaked in 100ppm\* bleach solution to wipe surface.
4. Containers of 100ppm\* bleach solution and soap water should be in all work areas during operation. These need to be changed a minimum of every 2 hours. Cloths should be kept in them and when soiled rinsed well before putting back in solution.

### **Dining Area Tables**

1. Use 100ppm\* bleach solution to clean tabletops. Rinse out cloth between tables in solution. Change water if it becomes contaminated with soil from tables. Rinse cloth thoroughly or replace at this time.
2. Spray table tops with 100ppm\* and wipe with clean cloth.

### **HAND WASHED ITEMS**

1. Wash off soil with soap and water.
2. Rinse with clear water.
3. Place in 100ppm\* bleach solution for 2 minutes (check solution regularly for strength and change every hour) OR spray items in place with 50ppm\* bleach solution and let air-dry.

\*1 tsp. per gallon

## Chemical Hazard Assessment/PPE

**LIME AWAY**- By Eco Lab- goggles\*, rubber gloves, arm gators (**DO NOT INHALE**) (**DO NOT USE SPRAY BOTTLES**)

Recommended Use:	Amounts and Protective Wear:	How To:
Steam Wells	Goggles, gloves, arm gators	Full strength-applied then rinsed w/water. Scrub as needed.
Dish Machines	Goggles, gloves, arm gators	Full strength-scrub as needed, rinse.
Rational Combi Ovens	Goggles, gloves, arm gators	Per manufacturer instructions.
Plumbing Fixtures	Goggles, gloves, arm gators	Full strength-spray on.

**BLEACH**-(Sanitizer) - Rubber gloves (all items/surfaces must be free of debris before use as Sanitizer). **Do not combine** w/other agents including soap, as it cannot sanitize them or may produce dangerous gases. **Do not use full strength.**

Sanitizer-Surfaces & Equip.	100ppm (1tsp/gal. water)	Use only on clean surfaces. Change every hour. Apply with clean cloth not to be used for cleaning.
		<b>Counters/Work Surfaces:</b> Apply in production areas when changing items or every 4 hours. Apply in service areas a minimum of every 4 hours. Se schedule for area.
		<b>Equipment:</b> In place sanitizing apply with clean cloth not used for cleaning. Air dry.
Sanitizer-Submersion Utensils, Trunion Kettles		100ppm (1tsp/gal. of water). Submerge or let stand for 60 sec. Change water every hour.

All surfaces should be sanitized every 4 hours minimum. Check your work area for applicable schedule.

**PAN DANDY OR JOY**-General Purpose Cleaner-(rubber gloves)**DO NOT MIX WITH SANITIZER**

Dining Room Tables	Rubber Gloves (optional)	1/8 oz per gal. of water Dime sized puddle in bucket
Hand wash Utensils, small equipment	Rubber Gloves (optional)	1/8 oz per gal. of water Dime sized puddle in bucket
Wash Trunion Kettles	Rubber Gloves (optional)	1/8 oz per gal. of water Dime sized puddle in bucket
Surface Cleaning	Rubber Gloves (optional)	1/8 oz per gal. of water Dime sized puddle in bucket

**RESOLVE**-(Strong Cleaner)\* goggles, gloves, arm gators

Recommended Uses:	Amounts and Protective Wear:	How To's:
For each item listed, scrub surfaces using pads, brushes, cloths as instructed with:		
Neico (table & some parts)	Goggles & gloves	½ cup per 2 gal. water
Greasy build-up surfaces	Goggles & gloves	½ cup per 2 gal. water
Galley Equip. Panels	Goggles & gloves	½ cup per 2 gal. water

**BOIL OUT**- goggles, gloves (Sodium Hydroxide Solution)

Fryers	Goggles & gloves	16 oz per fryers with water weekly. Broil, drain, and rinse.
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**FLOOR CLEANERS**

FX-3 Multi SFC Maintenance (Any floor surface)	None	Self-dispensing
FX-3 QTS Treatment (Tile floor)	None	Self-dispensing
FX-3 ATD Degreaser (Oil on Tile Floor)	None	Self-dispensing

**ECOLAB**-(window cleaner)

Glass/Plexiglas/Brass Trim	None	Full strength-spray on. Wipe off.
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**KARE-N-SHINE**-(Stainless Steel Polish)

<b>Recommended Use:</b>	<b>Amounts and Protective Wear:</b>	<b>How To:</b>
Stainless Steel	Gloves	Full strength-wipe on. Wipe off.

**GREASE STRIP PLUS**-(Oven Cleaner) by Econ Lab\*-goggles, goggles, face shields, arm gators, rubber aprons. **WARNING: CAUSTIC.**

Carbonized grease build up (i.e. popcorn popper, convection ovens, donut machine, Nieco broiler, parts, impinger ovens.)	Goggles, arm gators, rubber apron, gloves	Full strength-spray or brush on. Let stand; wash off.
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**GREASE CUTTER**-(grease cutter) by Econ Lab\*-goggles, gloves, and arm gators  
**DO NOT INHALE FUMES**

Rational Combi Ovens	Goggles & gloves	<ul style="list-style-type: none"> <li>• Full strength-spray on hot surfaces (used after meat roasting) rinse down. <b>Do not use on surfaces above 130°F, irritating vapors will occur.</b></li> <li>• <b>Do not spray around food.</b></li> </ul>
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**STERA-SHEEN**-Sanitizer

Soft Serv	Gloves	1 oz. per gallon of water
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**AMMONIA**-Gloves, goggles.

**DO NOT MIX WITH BLEACH.**

Soak Racks	Gloves & goggles	Pour on cup in garbage bag. Put racks in bag and twist tie shut. Let set overnight. <b>DO NOT INHALE FUMES.</b>
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**CARBON-OFF AEROSOL**

Waffle Irons/Carbon Build Up	Gloves & goggles	Spray on, use grease rag only, rinse well.
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**\*Caustic chemicals require the use of protective wear for eyes, face, and skin. Goggles alone are not acceptable eye protection, a face shield alone is not, the must be combined with goggles. Refer to MSDS per chemical to determine what is necessary.**

**\*If you think that you have an reaction to any of these chemicals, please refer to the Material Safety Data Sheets.**

**\*Refer to MSDS before using any chemical. Manager can and will provide info if asked.**

**\*If you have any reaction to anything, contact manager immediately-seek medical help and MSDS.**