



Employee Training Manual: Professional Window Cleaning

Objective

To provide clear, consistent steps for professionally cleaning first and second-floor windows with safety, efficiency, and spotless results in mind.



Materials Needed

- Squeegee (multiple sizes)
- Scrubber/mop
- Bucket with window cleaning solution
- Extension pole (for 2nd floor)
- Ladder (secure and stable)
- Microfiber cloths or lint-free towels
- Glass scraper (for tough spots)
- Protective gloves
- Safety goggles (if needed)
- Towel/drop cloth for window sills



Step-by-Step Instructions

Prepare Your Tools

Fill the bucket with the window cleaning solution. Attach your squeegee and scrubber to extension poles if needed.

Inspect the Window

Check for cracks, debris, or paint. Remove any obstructions near the window.

Scrub the Glass

Use the wet scrubber to loosen dirt and grime. Start at the top and work down.

Squeegee Technique

Starting from the top, pull the squeegee down in smooth, overlapping strokes. Wipe the blade with a cloth after each pass.

Detail the Edges

Use a microfiber cloth to wipe any remaining drips along the edges and sill.



Repeat for Second Floor

Use an extension pole or ladder safely. Always secure the ladder on flat ground and have a spotter if necessary.

Final Touches

Inspect for streaks or smudges. Polish with a dry towel if needed.

✨ Pro Tip to Elevate the Experience

Use distilled water in your cleaning solution to reduce streaking, especially on sunny days. It leaves a cleaner finish and helps prevent mineral spots.

✅ Quality Checklist

- All windows are free of streaks, spots, and smudges
- Sills and frames are wiped clean and dry
- No drips or residue left behind
- No debris or tools left in work area
- Ladders and tools properly stored after use

