

BGS Cleaning Instructions for Seventh Generation All-Purpose Cleaner

- ❖ Wash hands with soap and water for 20 seconds before using all-purpose cleaner. Thoroughly dry hands.
- ❖ Clean office/cubicle areas in your personal workspace only. Clean your desk, chair, keyboard, mouse, pen, stapler, etc. with all-purpose cleaner.
- ❖ Remove one wipe from the tub. Close the lid to prevent the remaining wipes from drying out.
- ❖ Apply the wipe to the surface to be cleaned. Work from clean to dirty in an “S” shape to remove dirt, grime, and stains. Use enough wipes to thoroughly wet the surface, with each side of the wipe cleaning a different surface. Allow surface to air dry.
- ❖ Dispose use wipes in a lined waste bin or trash can. **Do not flush wipes.**
- ❖ Wash hands with soap and water for 20 seconds. Thoroughly dry hands.