

Store Operations Manual

Colgate-Palmolive (Ajax) System Policy

Primary Contact: Operations

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- The Colgate-Palmolive or Ajax system is to be used in the store when cleaning products are needed for store use.
- All associates must be aware of how to use the system.
- Store associates must have knowledge of the different kinds of chemicals available for store use.
- Store associates must determine which chemical to use depending on what surface or area they need to clean.
- Store associates must know how to reorder chemicals when store inventory is depleted.
- All stores must have mop sink area where Ajax cleaning chemicals can be stored when not in use.

Standard Operating Procedures:

1. When cleaning products are needed, use Ajax system to fill bottles or mop bucket.
2. When filling an Ajax bottle with a chemical, make sure the label on the chemical matches the label on the dispenser. For example, a spray bottle labeled "Neutral Multi-Surface Cleaner," should ONLY be filled with "Neutral Multi-Surface Cleaner."
3. At no time, should a different chemical other than the label on the spray bottle be used to fill the bottle. For example, a spray bottle labeled "Neutral Multi-Surface Cleaner," should NEVER be filled with "Glass & Multi-Surface Cleaner."
4. When filling a spray bottle, place spray bottle around black hose nozzle. (Remember chemical of nozzle should match chemical of spray bottle)
5. Press the spray bottle against orange lever to fill the spray bottle with fresh solution of chemical.
6. Spray bottle is now ready to be used for cleaning. Please refer to your Hazard Communication Program Manual for specifics on how each cleaner should be used.
7. When using a chemical for mop buckets, make sure gray hose attached to Ajax system is placed inside mop bucket.
8. Press button to dispense the floor cleaning chemical into the mop bucket.
9. Solution in bucket is now ready for use to clean floor surfaces. Please refer to the Hazard Communication Program Manual for specifics on how to mop floor surfaces.
10. When store runs out of Ajax chemicals, the following codes can be ordered through Commerce Grocery (Remember items are delivered with regular grocery load. Communicate with associates working the load to place Ajax items in designated storage area):

Order Code	Description of Item
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11. When a store is in need of Ajax spray bottles, they can be ordered by calling Colgate-Palmolive customer service at 1-800-388-1847. The number can also be utilized if the Ajax system requires service. The customer service number can be found on the service log and inside the Hazard Communication Program Binder.

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Sample Colgate Palmolive Ajax Cleaning Station



**Rack
spray**

**Bottles of
solution**

**Hose for
dispens
solution
mop b**

Store Operations Manual

Detailed View of Dispensers



Button
dispens
solution
mop b

Black hose
nozzle for spray
bottles