

TESTIGOS CRISTIANOS DE JEHOVÁ

Apartado postal 132 - 28850 TORREJÓN DE ARDOZ (Madrid)

DOMICILIO SOCIAL: Ctra. Torrejón a Ajalvir (M-108), km. 5 - 28864 AJALVIR (Madrid) • Teléfono: (+34) 918 879 700 • Fax: (+34) 918 879 702

KHF:KHE December 29, 2017

TO THE BODIES OF ELDERS

Re: Use of Cleaning Products in Kingdom Halls

Dear Brothers:

Jehovah's people have always been identified with spiritual and physical cleanliness. This honors God and contributes to good health. Also, the appropriate use of cleaning systems and products lengthens the useful life of elements of the Kingdom Hall, prevents deterioration and avoids accidents. Therefore, we would like to share some ideas on this subject with you.

As a means of unifying methods and products used to clean Kingdom Halls, you will be pleased to know that a simplified list of cleaning products will be available in the *Convenios con proveedores* section of JW.org. The order form has been updated. Please eliminate the old formats, and make sure that the brothers who prepare orders have the new form. These products may be requested as the supply of products presently in stock in the Kingdom Hall runs out.

The products being recommended meet the branch's standards of quality and safety. An effort has been made to include all types of articles that may be needed in a majority of Kingdom Halls. Therefore, we suggest that other products not be used. However, should a special need exist, kindly send an inquiry with an explanation through the *LDC Mantenimiento* Inbox. The Local Design and Construction Department (LDC) will be pleased to assist you. Please have in mind that products such as lye, ammonia, hydrochloric acid solutions ("Salfumán"), and so on, should not be used without prior authorization from the LDC. If such items are in stock at your Hall, please make arrangements to properly dispose of them as soon as possible.

One of the main reasons for these adjustments is to improve safety when using cleaning products. In the *Convenios con proveedores* section of JW.org there is an outline that explains standardized cleaning procedures for Kingdom Halls. It would be advisable to print out this sheet and place it in a visible spot in the cleaning room. The elders, and in particular those who take the lead in cleaning the Hall, should become familiar with the instructions. The dosage system prevents physical contact with the undiluted product. It is sufficient to hold a container or mop bucket under the spout and push the button once. In any case, everyone who uses these products should wear gloves. We take the opportunity to remind all that chemical products should be kept out of the reach of children.

The new dosage system will reduce the quantity of cleaning products used. Generally speaking, the tendency is to use a little more of the product than is necessary with the idea that in this way the cleaning and disinfecting action is better. However, if one uses more of a cleaning product than indicated in the instructions, the result will not be as good and the useful life of the elements cleaned will be shortened.

Thank you very much for your cooperation in this matter. Please receive warm regards and an expression of Christian love.

Your brothers,

Testigos Cristianos de Jehová