

AV LIBRARY

U S Chemical maintains an AV Library for the benefit of our distributors. It features a variety of titles in each area of cleaning that we address, as well as some 'self help' motivational topics for personal improvement.

Like all libraries, we have a few rules to protect the interests of all library users:

- 1. A limit of two topics per distributor can be on loan at any time. We generally send these via FedEx Ground, with a return address sticker enclosed for your convenience.
- 2. They must be returned in thirty (30) days from receipt.
- 3. If they are not returned after forty-five (45) days, an invoice will be issued in the amount of \$100/ea. After this occurs, either the invoice must be paid, or they must be returned before any further materials would be loaned to the distributor.
- 4. Any materials lost or destroyed while in the distributor's possession will also be invoiced.

There is no cost for the use of these, as long as they are returned in a timely manner. The library is for use by all of our distributors, therefore, these rules are necessary.

To order, simply call the Training Department and give us the **Order #** for the titles requested.

We can be reached at 1-920-206-3916

SPECIAL NOTE: Always preview prior to use in an in-service presentation. Many have "question and answer" breaks to help in the training – **Be prepared!**

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ORDER NO. FOOD SERVICE SANITATION

01-VHS-1 <u>FOOD SAFETY</u>

01-DVD-1 This topic deals with how to prevent food borne illness, salmonella, staphylococcus,

E Coli, proper hygiene and food preparation.

RT: 10:06 min.

01-VHS-4 SANITATION AND HYGIENE FOR DINING ROOM PERSONNEL

01-DVD-4 This video shows the importance of sanitation and hygiene for waiters, waitresses and

bus personnel. This is good in-service material for the restaurant area.

RT: 10:00 min.

01-VHS-4.1 SANITATION AND HYGIENE FOR DINING ROOM PERSONNEL (Spanish Version)

01-DVD-4.1

01-VHS-6 SANITATION – WHY ALL THE FUSS?

01-DVD-6 This video stresses the importance of cleanliness and the need for proper food handling

in the restaurant kitchen.

RT: 8:00 min.

01-VHS-7 WAREWASHING SANITATION

01-DVD-7 This program instructs food service management and personnel on the different

machine types and what to expect from their performance. It also includes the proper handling of warewash chemicals, rinse aids and presoak detergents, as well as proper

operator procedures to insure consistently good results. It gives a very good overview for in-service.

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RT: 12:00 min.

01-VHS-8 THE HISTORY OF SANITATION – THESE ARE THE GOOD OLD DAYS

01-DVD-8 While sanitation is pretty much a modern development, it isn't a new idea. The history

of sanitation, which dates back at least 7,000 years, is chronicled in a presentation that is both informative and motivational. For introductory training clinics and public forums, it is the ideal vehicle for letting audiences know just how far today's cleaning and maintenance product industry has come from "the good old days." This is a good

in-service video. RT: 10:03 min.

01-VHS-10 FOOD SERVICE SANITATION

01-DVD-10 Today's public health standards regulating commercial kitchens, fast food operations and

varied specialty restaurants make it imperative that an in-depth knowledge of the proper methods for machine, chemical and equipment handling be understood by food service personnel. This program describes the latest methods used for daily and periodic food

service sanitation. This video makes an excellent in-service presentation.

RT: 12:15 min.

01-VHS-17 THE UNWANTED FOUR

01-DVD-17 This film details some of the most common causes of food poisoning and how

it can be avoided.

RT: 14:30 min.

ORDER NO. FOOD SERVICE SANITATION, Continued

01-VHS-18 <u>IT'S IN YOUR HANDS</u>

01-DVD-18 Proper hygiene is covered in this video as well as on-the-job requirements for

food service personnel. It covers the three basic rules of germ control:

good health, clean habits and careful food handling.

RT: 10:00 min.

01-VHS-19 SANITATION AND HYGIENE – BASIC RULES

01-DVD-19 This video explains the basic rules of kitchen sanitation and hygiene, including personal

cleanliness. It also shows how to handle, cool, store and refrigerate potentially

hazardous foods. RT: 10:00 min.

01-VHS-19.1 <u>SANITATION AND HYGIENE – BASIC RULES (Spanish Version)</u>

01-VHS-20 THE KEY TO CLEANLINESS

01-DVD-20 Designed for food service, this presentation stresses sanitary work habits for personnel

involved in food handling and preparation. It also explains what food poisoning is and

how to prevent it. RT: 21:00 min.

ORDER NO. LAUNDRY

04-VHS-8 HANDLING SOILED HEALTH CARE LINEN IN LAUNDRY

04-DVD-8 This is an informative video that discusses the proper procedures for handling

contaminated linen. It includes an in-depth discussion on the AIDS virus and its

control in the laundry area.

RT: 10:25 min.

04-VHS-8.1 HANDLING SOILED HEALTH CARE LINEN IN LAUNDRY (Spanish Version)

04-DVD-8.1

01-DVD-19.1

06-VHS-1

FEDERAL GUIDELINES FOR LAUNDRY OPERATIONS PART 1 & 2

06-DVD-1 Part 1: This video presents important information about the "Blood Borne Pathogen"

OSHA Standard and how it impacts the laundry industry. Topics are: contaminated linen,

PPE (Personal Protective Equipment), handling regulated waste, and types of containers. Video answers the question, "what laws must be complied with by laundries?". Laundry workers should see this video as part of their training.

Right-To-Know Laws are covered.

RT: 21 min.

Part 2: Continues to present information about the "Blood Borne Pathogen" OSHA Standard and how it impacts the laundry industry. Topics are: contaminated linen, PPE (Personal Protective Equipment), handling regulated waste and types of containers. The chemical user must also perform training of workers. All laundry workers as part of

their training should see this video.

RT: 17 min

ORDER NO. LAUNDRY, Continued 06-VHS-2 LAUNDRY PROCEDURES - NURSING HOME This is a procedure video that can be used for in-service of laundry personnel at a 06-DVD-2 nursing home. It is in three parts with time set aside for discussion. RT: 26:00 min. 06-VHS-3 SAFE HANDLING OF CHEMICALS IN A LAUNDRY 06-DVD-3 For large industrial laundry settings. This video features what to do with chemical contact, protective clothing, training safety, Safety Data Sheets, and how to properly store chemicals. RT: 14:08 min. 06-VHS-4 IFI BASIC SPOTTING 06-DVD-4 This is an introduction to the equipment and chemicals used for laundry spotting. It explains how to remove five common stains. It is designed for commercial and dry-cleaning operations. RT: 38:00 min. 06-VHS-5 IFI ADVANCED SPOTTING 06-DVD-5 This is a program designed for professional launderers. It covers products and techniques utilized for spotting in commercial and dry-cleaning operations. This film is not designed for on premise laundry accounts. RT: 41:00 min.

06-VHS-6 <u>INSTITUTIONAL & INDUSTRIAL LAUNDRY PROCEDURES</u>

06-DVD-6 This is an effective orientation to the institutional laundry. It details the equipment,

chemicals and methods used by various types of end users.

RT: 13:28 min.

06-VHS-14 STEPS IN WASHING

06-DVD-14 This video explains the keys to proper on premise laundry washing procedures.

The main points covered are: sorting, loading, chemicals used and extract cycles.

Designed for larger and/or commercial laundries.

RT: 18:26 min.

06-VHS-15 UNIWASH PROGRAMMING GUIDE

06-DVD-15 This is a training video by Uniwash on the programming of the WE-6 Microprocessor.

RT: 30:00 min.

06-VHS-16 ORIENTATION TO LAUNDRY PROCESSING (ISSA)

06-DVD-16 This video presents the following specific areas of the laundry process: laundry

collection, preparation of soiled linen, storage and distribution.

RT: 21 min.

ORDER NO. LAUNDRY, Continued

06-VHS-17 06-DVD-17

ORIENTATION TO LAUNDRY PROCESSING (American Training)

This is an important video about laundry procedures that must be followed to minimize cross-contamination of various textiles such as: towels, sheets, pillowcases, robes, table linen, gowns, and many other garments. This video presents: 1. Laundry Collection,

2. Preparation of soiled linen, 3. Storage of laundry (soiled and laundered),

4. Distribution of laundry. This video shows the stages of laundry processing.

RT: 21 min.

ORDER NO. HOUSEKEEPING—FLOOR CARE

08-VHS-4 CONCRETE, TERRAZZO, MARBLE, CERAMIC AND QUARRY TILE MAINTENANCE

08-DVD-4 This video shows proper care and maintenance of various types of floors and finishes.

RT: 20:00 min.

08-VHS-5 HIGH SPEED FLOOR CARE

08-DVD-5 This is a very informative video on high-speed floor care programs. It features an

introduction to various pieces of equipment commonly used for floor stripping,

refinishing, dust control and burnishing in high-speed programs.

RT: 16:00 min.

08-VHS-6 HIGH SPEED FLOOR MAINTENANCE

08-DVD-6 This is a good in-service video showing step by step instructions on floor maintenance

with high-speed finishes and equipment. It includes question and answer breaks to

reinforce main points.

RT: 16:30 min.

08-VHS-7 STRIPPING AND FINISHING FLOORS

08-DVD-7 This is a good in-service video that demonstrates the equipment and procedures

for floor stripping, finishing and regular care.

RT: 16:00 min.

08-VHS-8 BASIC RESILIENT FLOOR CARE

08-DVD-8 This is an excellent video to use for a broad overview on floor care. It explains each step

in floor care maintenance and equipment use.

RT: 15:45 min.

08-VHS-9 PROFESSIONAL 2000 FLOOR CARE

08-DVD-9 This multi-part course describes the hands on techniques for effective floor care,

as described by the people who invented it.

Part 1 – Stripping

Swing Machine RT: 12:12 min.

Auto-scrubber RT: 11:40 min.

Part 2 – Finishing/Sealing RT: 11:20 min.

Part 3 – Maintaining

Standard Speed RT: 13:03 min. High Speed RT: 14:44 min. Ultra High Speed RT: 12:14 min.

ORDER NO. HOUSEKEEPING—FLOOR CARE, Continued

08-VHS-10 PROFESSIONAL 2000 CARPET CARE

08-DVD-10 This multi-part course describes the hands on techniques for effective carpet care.

Part 1 – Introduction to Carpet Care RT: 6:46 min.
Part 2 – Routine Maintenance RT: 8:20 min.
Part 3 – Interim and Restorative Maintenance RT: 12:05 min.

08-VHS-11 QuarryGrip: "A SAFE, CLEAN FLOOR IS NO ACCIDENT"

08-DVD-11 A great training video on the need and use of the product, QuarryGrip. It includes

hands on techniques for providing clean, non-slip floors in the institutional kitchen.

RT: 12:35 min.

08-VHS-11.1 QuarryGrip: "A SAFE, CLEAN FLOOR IS NO ACCIDENT" (Spanish Version)

08-DVD-11.1

08-VHS-12 CARPET CARE

08-DVD-12 This amusing video provides an overview of vacuuming, dry extraction, dry foam

shampooing, bonnet cleaning, rotary brush shampooing and hot water extraction.

RT: 20 min.

08-VHS-12.1 CARPET CARE (Spanish Version)

08-DVD-12.1

ORDER NO. HOUSEKEEPING — Hospital

03-VHS-1 HOSPITAL SANITATION

03-DVD-1 An overview of basic cleaning and sanitation procedures for the hospital. Filmed at

Chicago's Northwestern Memorial Hospital, this program demonstrates the latest cleaning procedures for maintaining occupied and unoccupied patient rooms, patient and private restrooms, public lounge and lobby areas, public elevators and isolation units. The importance of good personal hygiene practices among hospital housekeepers to prevent cross-contamination is emphasized. Proper maintenance and usage of

to prevent cross-contamination is emphasized. Proper maintenance and usag

cleaning equipment is also reviewed.

RT: 16:32 min.

03-VHS-2 INFECTION CONTROL – EMPLOYEE HEALTH AND HAND WASHING

03-DVD-2 This video stresses the importance of proper employee hygiene primarily in the

health care field.

RT: 18:11 min.

ORDER NO. HOUSEKEEPING — Hospital, Continued

03-VHS-4 <u>CLEANING THE PATIENT ROOM</u>

03-DVD-4 A systematic and complete method for cleaning the patient room is demonstrated

in this program. First, the procedures for cleaning an occupied patient room are shown. The fundamentals of courteous behavior toward the patient are reviewed and then the cleaning procedure is begun. It includes a thorough cleaning of the bathroom and of the room itself. A method for cleaning the vacated patient room is also fully explained and outlined. The correct procedures for cleaning beds, walls and windows are demonstrated.

RT: 19:21 min.

03-VHS-5 CLEANING THE ISOLATION ROOM

03-DVD-5 The precautions and procedures to be used in cleaning the isolation room are explained

and demonstrated in this program. Each type of isolation and the protective apparel needed is reviewed. A method for putting on protective apparel is shown. Cleaning the occupied isolation room is then demonstrated. Special isolation cleaning procedures are

explained and demonstrated as both the bathroom and patient room itself are

thoroughly cleaned.

RT: 13:20 min.

03-VHS-6 CLEANING THE OPERATING ROOM

03-DVD-6 This program includes systematic procedures and proper protective apparel for cleaning

all surfaces in the hospital operating room.

RT: 14:29 min.

03-VHS-6.1 CLEANING THE OPERATING ROOM (Spanish Version)

03-DVD-6.1 RT: 21 min.

03-VHS-7 BSI SUBSTANCE ISOLATION

03-DVD-7 This video details the important precautionary procedures for handling and disposing

of various materials found in a health care facility. This is especially important for today's housekeeping staffs, who must respond as if each patient had a highly communicable disease. It discusses the proper implementation of body substance isolation procedures, the use of various protective coverings, how to handle and dispose of various materials and how to avoid unprotected contact with blood

and body fluids.

RT: 18 min.

03-VHS-7.1 BSI SUBSTANCE ISOLATION (Spanish Version)

03-DVD-7.1

03-VHS-8 CLEANING THE OCCUPIED PATIENT UNIT

03-DVD-8 This video describes procedures necessary to clean occupied patient units and discusses

universally accepted housekeeping and safety procedures. Viewers are also taught an

11-step program for completing this procedure.

RT: 24 min.

ORDER NO. HOUSEKEEPING — Hospital, Continued

03-VHS-8.1 <u>CLEANING THE OCCUPIED PATIENT UNIT (Spanish Version)</u> 03-DVD-8.1

03-VHS-9 THEORY OF INFECTIOUS CLEANING

03-DVD-9 This topic teaches the importance of preventing the spread of infectious bacteria

through proper housekeeping procedures. It discusses common housekeeping and medical terms, builds an understanding of aseptic cleaning, outlines the typical chain of infection in a hospital, depicts protective clothing and its proper use

and describes the responsibilities of an infection control committee.

RT: 18 min.

03-VHS-9.1 THEORY OF INFECTIOUS CLEANING (Spanish Version)

03-DVD-9.1

03-VHS-10 <u>BSI BODY SUBSTANCE ISOLATION</u>

03-DVD-10 This topic explains proper implementation of BSI (Body Substance Isolation) procedures, also referred to as Universal Precautions or Universal Standards. It recognizes the fact

that housekeeping departments of health care facilities must now treat each patient as if he or she might have AIDS or another highly communicable disease. It also describes handling and disposal of infectious waste, non-infectious waste, hidden sharp objects

(sharps), soiled linen and body fluids.

RT: 18 min.

ORDER NO. HOUSEKEEPING—HOTEL/MOTEL

07-VHS-1 HOUSEKEEPING SAFETY

07-DVD-1 This video points out common safety hazards in housekeeping and explains prevention

techniques. It includes cleaning methods, chemical use and prevention of back injuries.

RT: 12:00 min.

07-VHS-1.1 HOUSEKEEPING SAFETY (Spanish Version)

07-DVD-1.1

07-VHS-2 SAFE HANDLING OF SANITATION CLEANERS

07-DVD-2 This is a safety video produced by Hydrite Chemical primarily for the food

industry. It covers label information, warnings, Safety Data Sheets and general

chemical properties. A question and answer section is also included.

RT: 20:00 min.

07-VHS-2.1 SAFE HANDLING OF SANITATION CLEANERS (Spanish Version)

07-DVD-2.1

07-VHS-3 MAKING UP THE ROOM

07-DVD-3 This video shows the proper procedures in making up a hotel/motel room.

RT: 10:00 min.

ORDER NO. HOUSEKEEPING—HOTEL/MOTEL, Continued

07-VHS-9

07-DVD-9

HOTEL/MOTEL SANITATION

This is a two-part program featuring correct cleaning procedures for public areas, guest rooms and hallways. Housekeepers viewing the program will see demonstrations of the proper techniques required for organized and effective sanitation maintenance throughout the hotel/motel environment.

RT: 12:10 min.

07-VHS-11

RESTROOM SANITATION

07-DVD-11 Restroom sanitation is an important part of the public image of business and industry.

Proper restroom sanitation helps in maintaining good employee morale, as well as public approval and safety. This program details every phase of restroom maintenance and illustrates cleaning procedures for restrooms in all public buildings, including

hotels, motels, service stations and factories. RT: 14:40 min.

07-VHS-12

CLEANING AND PREPARING HOTEL/MOTEL ROOMS

07-DVD-12 This video demonstrates the necessary steps of cleaning guest rooms. It demonstrates a

circular system of cleaning that saves time, energy, and money.

RT: 33 min.

07-VHS-12.1

CLEANING AND PREPARING HOTEL/MOTEL ROOMS (Spanish Version)

07-DVD-12.1

ORDER NO. HOUSEKEEPING—NURSING HOME

04-VHS-1 04-DVD-1

ORIENTATION TO HOUSEKEEPING

The importance of housekeeping in the health care facility and the responsibilities of the housekeeping worker are emphasized in this program. The role of the worker in contributing to the patient's health and comfort and in controlling the spread of disease is discussed. The program also reviews the worker's responsibilities including: cleaning and sanitation, good personal hygiene, appropriate conduct and correct handling of cleaning materials.

RT: 16:23 min.

04-VHS-2 04-DVD-2

INTRODUCTION TO INFECTIOUS CLEANING

This topic focuses on the importance of preventing the spread of infectious bacteria through proper housekeeping procedures. It also presents information relative to Safety Data Sheets and outlines typical chain of infection. This topic also reviews each part of the chain with emphasis on protective clothing (special gown, mask, gloves and possibly cap and shoe covers) worn by housekeepers and also covers personal hygiene, correct hand washing procedures and other technical details.

RT: 24 min.

ORDER NO. HOUSEKEEPING—NURSING HOME, Continued

04-VHS-3 04-DVD-3 CLEANING CEILINGS AND WALLS, WINDOWS, STAIRS AND EQUIPMENT

Procedures for cleaning and sanitizing ceilings, walls, windows and stairs are demonstrated in this program. Each demonstration shows the equipment and cleaners used and a method for using them. It also includes several alternative methods and important precautions that contribute to successful results.

RT: 14:20 min.

04-VHS-4 04-DVD-4 UNIVERSAL PRECAUTIONS

This topic explains proper implementation of Universal Precautions procedures, also referred to as Standard Precautions. It recognizes the fact that housekeeping departments of healthcare facilities must now treat each patient as if he or she might have AIDS or other highly communicable diseases. This video discusses the purpose of housekeeping department: to maintain a clean, hygienic and attractive environment. Surveys various protective coverings such as gloves, masks, gowns and goggles, and conditions under which they are to be worn. It describes important precautionary measures for handling and disposal of infectious waste, non-infectious waste, hidden sharp objects (sharps), soiled linen and how to avoid unproteced contact with blood and body fluids.

RT: 18 min.

04-VHS-5 04-DVD-5 RTK - CHEMICAL HANDLING - HEALTHCARE FACILITIES PARTS 1 & 2

Part 1: This video presents RTK in a healthcare setting and is designed to help facilities comply with state and federal right-to-know laws. Featuring: Types of exposures, toxins and poisons, corrosives and irritants, also including combustibles.

RT: 22 min.

Part 2: This continuation of Part 1, which is also in a healthcare setting, is designed to help facilities comply with state and federal right-to-know laws. Featuring: Radiation hazards, carcinogens, protection and labeling, and emergency care.

RT: 22 min.

04-VHS-5.1 04-DVD-5.1 RTK - CHEMICAL HANDLING - HEALTHCARE FACILITIES PARTS 1 & 2 (Spanish Version)

04-VHS-6 04-DVD-6 TUBERCULOSIS IN THE HEALTHCARE ENVIRONMENT

TB remains one of the world's top infectious killers. Proper awareness of this disease for the healthcare industry is the purpose of this video. Topics include: The history of TB, epidemiology and symptoms, CDC TB guidelines, exposure control plan, recognizing exposure situations, prevention from exposure, engineering controls and PPE.

RT: 27 min.

04-VHS-7 04-DVD-7 NURSING HOME SANITATION

Housekeeping personnel will learn the importance of their trade and just how important the proper, effective maintenance procedures are in preventing the spread of disease. The program reviews the daily functions necessary to produce the highest sanitation standards throughout all areas of the nursing home.

RT: 16:30 min.

ORDER NO. HOUSEKEEPING—NURSING HOME, Continued

04-VHS-9 BLOOD BORNE PATHOGENS IN THE HEALTH CARE ENVIRONMENT

04-DVD-9 This video is designed to aid in understanding the OSHA requirements for Occupational

Exposure to Blood Borne Pathogens. It details the danger areas in health care facilities

and universal precautions to help minimize risks to workers.

RT: 14:00 min.

04-VHS-10 BLOOD BORNE PATHOGENS - HEALTHCARE FACILITY PARTS 1 & 2

04-DVD-10 Part 1: Presented in a healthcare type setting and covers the following subjects:

> The contents of the standard, epidemiology and systems of blood borne disease including mode of transmission, the exposure control plan, recognizing exposure

situations and how to prevent exposures.

RT: 16 min.

Part 2: This is a continuation from Part 1, and covers the following subjects:

HBV vaccine information, emergency procedures, signs and labels, selection and use of personal protective equipment, proper disposal of protective equipment, notification of supervisors and or healthcare officials.

RT: 16 min.

04-VHS-10.1 04-DVD-10.1

08-VHS-2

BLOOD BORNE PATHOGENS - HEALTHCARE FACILITY PARTS 1 & 2 (Spanish Version)

ORDER NO. SPECIALIZED MAINTENANCE

08-VHS-1 CLEANING A BAKERY AND A BUTCHER SHOP

08-DVD-1 This video details the correct cleaning equipment, products and methods for both a

small institutional bakery and a butcher shop.

RT: 10:00 min. - Bakery

18:00 min. - Butcher Shop

SUPERMARKET SANITATION 08-DVD-2 This video is a three part program that concentrates on:

1. Outside Premise

2. Customer Areas

3. Back Room and Employee Areas

RT: 20:00 min.

08-VHS-3 MEAT, POULTRY AND FISH SANITATION

08-DVD-3 Designed for processing operations and delicatessens. This video details the proper care

and clean up of the food preparation area.

RT: 15:00 min.

08-VHS-13 BASIC RESTROOM CLEANING

08-DVD-13 This video stresses a convenient nine-step rest room cleaning process. This program

takes the custodial staff through the appropriate cleaning process, then concludes with

a discussion of "end-shift" duties.

RT: 21 min.

08-VHS-13.1 BASIC RESTROOM CLEANING (Spanish Version)

08-DVD-13.1

ORDER NO.	SALES/SELF IMPROVEMENT
02-VHS-1 02-DVD-1	SELLING This video promotes the Features and Benefits Selling Technique, plus professional methods for asking and answering questions. RT: 15:00 min.
02-VHS-2 02-DVD-2	HOW TO DEAL WITH DIFFICULT PEOPLE - PART I Part I explains strategies and tactics to use when dealing with difficult people. RT: 60:00 min Part I
02-VHS-3 02-DVD-3	HOW TO DEAL WITH DIFFICULT PEOPLE - PART II Part II applies the skills learned in Part I to eleven types of chronic problem people. RT: 60:00 min Part II
02-VHS-4 02-DVD-4	CONFIDENT PUBLIC SPEAKING – PART I Part I has techniques for overcoming the fear of public speaking, and how to prepare for successful presentations. RT: 46:25 min Part I
02-VHS-5 02-DVD-5	CONFIDENT PUBLIC SPEAKING – PART II Part II has techniques to help put poise and polish in your public speaking opportunities. RT: 48:00 min Part II
02-VHS-6 02-DVD-6	FINDING TIME This video is designed to increase the awareness of how time is wasted and how to organize time effectively. RT: 20:00 min.
02-VHS-7 02-DVD-7	NEGOTIATE LIKE THE PRO'S A four part program that demonstrates negotiating skills from both sides of the table. This program is for the serious learner. RT: 4 hours (approximate)
02-VHS-8 02-DVD-8	ABRAHAM LINCOLN ON COMMUNICATION Gene Griessman dramatically presents Lincoln's timeless communication principles and shows how they can work effectively for anyone. This video covers techniques to get your ideas across to others. RT: 1 hour
02-VHS-9 02-DVD-9	PLEASING YOUR HARD-TO-PLEASE CUSTOMERS A three part program demonstrating different techniques to deal with uncomfortable situations. It includes how to develop strategies, maintain your composure and create a "window of understanding." This program is for the serious learner. RT: 3 hours (approximate)

ORDER NO. SALES/SELF IMPROVEMENT, Continued

02-VHS-10 02-DVD-10

TWENTY-FOUR TECHNIQUES FOR CLOSING THE SALE by Brian Tracy

As the title suggests, Mr. Tracy not only presents these techniques but many other confidence-building ideas. You will be surprised on how many of his ideas on handling situations come up every day.

This is one of the better sales related tapes. Mr. Tracy outlines twenty-four confidence building techniques for handling a variety of sales situations.

RT: 65:00 min

02-VHS-11

THIRTY-EIGHT PROVEN WAYS TO CLOSE THAT SALE by Mark Hansen

02-DVD-11

This video details a variety of techniques that can help you close a sale. Mr. Hansen presents some good methods for asking questions and answering objections.

RT: 1 hr. 15 min. (approximate)

02-VHS-12

POWERFUL PRESENTATION SKILLS

02-DVD-12 This three-part program is designed to help you improve your presentation skills

regardless of your level. If you wish to become more professional in this area,

these topics will definitely help.

RT: 3 hrs.

02-VHS-13 02-DVD-13

SUCCESS AT SELLING by John Cleese (Two tapes)

A four part series featuring John Cleese (Monty Python) in the role of a salesman. A great set of self-improvement topics with the right amount of humor thrown in.

Part 1: Deals with the preparation it takes to make a sale in any situation RT: 25 min.

Part 2: Is all about the presentation skills required for the selling process RT: 26 min.

Part 3: Looks at how to deal effectively with difficult customers and how to overcome objections

RT: 25 min.

Part 4: Knowing when and how to close the sale, how to recognize buying signals and know when to shut up after making the sale RT: 26 min.

ORDER NO. **SAFETY**

09-VHS-1 09-DVD-1

ELECTRICAL SAFETY

This video provides employees with an understanding of how to work safely with or around electricity. It was designed to help employees understand typical situations that could be hazardous to their health. The program covers: How electricity works, common terms, fuses and proper handling and use of outlets, plugs, extension cords, fuses, circuit breakers and ladders. What to do in an emergency is also explained.

RT: 23:00 min.

Training Videos

QR Code Shortcuts to Online Videos

Use a QR code reader on your phone, tablet or other mobile device to scan the QR code and access training videos on YouTube. You can also copy and paste the link into your browser on your mobile device or computer. You must be connected to the internet to access these videos.



Manual Warewash

Procedures for preparing and using a three compartment sink.

Time 2:04

Link https://youtu.be/k_7o_yg7Pis



Bar Glass Wash

Procedures for bar glass wash.

Time 2:32

Link https://youtu.be/7aXfKHpiWmQ



Presoak & Destainer

Procedures for using a presoak or destainer.

Time 1:34

Link https://youtu.be/IEGFnbN5dOY



Mechanical Warewash & Rinse

Procedures for mechanical warewash and rinse.

Time 6:05

Link https://youtu.be/anUvBqPTFzg



Deliming a Dishmachine

Step by step directions for deliming a dishmachine.

Time 1:34

Link https://youtu.be/yqnakB1fKQQ



Grill Cleaner

Steps for cleaning a flattop grill using oven and grill cleaners.

Time 2:30

Link https://youtu.be/mFvprNCSlWs



Glass Cleaner

Procedures for cleaning glass.

Time 0:59

Link https://youtu.be/DVTjtAA53Mw



General Purpose

How to use a general purpose cleaner.

Time 1:33

Link https://youtu.be/NCUpeMTrqj4



Floor Cleaning

Techniques to properly clean floors.

Time 1:48

Link https://youtu.be/el0tru6GwVQ



Restroom Care

Procedures for cleaning a restroom.

Time 1:54

Link https://youtu.be/J5N79SaASso



Bowl Cleaner

Procedures for cleaning a toilet bowl.

Time 1:29

Link https://youtu.be/5snLWxWYWpY



Laundry Procedures

An overview of all laundry procedures.

Time 5:37

Link https://youtu.be/IBQeH61Hx-M



Handcare

How to properly wash hands.

Time 1:05

Link https://youtu.be/pTCzdR_Q7yk

Continued on next page

Training Videos

QR Code Shortcuts to Online Videos

Surveys



How to Survey An Account

Tips for surveying a new account in a restaurant environment.

Time 12:06

Link https://youtu.be/L6ZiSXbb-VE

Products



Delivery Cap Set Up and Removal

This video will show how to install and remove a delivery cap.

Time 1:26

Link https://youtu.be/ISchHUOGGNc



Surveying Warewash Accounts

What to look for when surveying a warewash account.

Time 6:36

Link https://youtu.be/AGlpMOIAXco



Dock and Dumpster Treatment

Advantages and how to use Dock and Dumpster Treatment.

Time 2:26

Link https://youtu.be/OzEwEoXi79E



Surveying Laundry Accounts

Tips for surveying a new laundry account in a healthcare setting.

Time 9:46

Link https://youtu.be/pS3P_hxugic



ëkcos™ powër-screen™

Power-screen product overview.

Time 3:20

Link https://vimeo.com/114214479



Preventive Maintenance

The steps taken for preventive maintenance on an dishmachine.

Time 12:49

Link https://youtu.be/fb8-DFWDy3s



ëkcos™ ëkcoscreen™

Ekcoscreen product overview.

Time 3:30

Link https://vimeo.com/127882149



Hotel Houskeeping

How to clean and make up a room in a hotel environment.

Time 11:31

Link https://youtu.be/niw1T3QFLy4



Lin N' Logic Installation

How to install the newest generation of the Lin N' Logic unit.

Time 3:22

Link https://youtu.be/lpGGsuLifXU

