

OFFICE CHECKLIST: ROUTINE CLEANING

NAME: _____

ROOM: _____

TIME: _____

DATE: _____

PREPARATION AND SETUP

- Prepare equipment and load Cleaning Cart with everything needed for the task
 - EPA approved cleaner/detergent
 - EPA approved disinfectant
 - Disposable microfiber cloths
 - Disposable microfiber mop
 - Disposable microfiber duster
 - Disposable microfiber dust mop
 - Extension pole
 - Gloves
 - Anti-microbial soap
 - Hand sanitizer

- Put on the appropriate attire and Personal Protective Equipment (PPE)
 - Eye protection (safety glasses, goggles, or face shield)
 - Disposable gloves

BASIC PROCEDURES

- Perform hand hygiene and put on gloves before entering the room

- Leave cleaning cart in the hall and set up Safety Sign

CROSS CONTAMINATION PREVENTATIVE MEASURES

- New mop heads are also used when mopping common spaces to prevent cross contamination.
- Mop water & mop heads are changed after leaving every space.
- Used mop heads and rags are placed in a "dirty laundry" bag and submitted to laundry service for deep cleaning and drying at the end of the shift.
- Soiled Gloves removed and placed in trash
- Hands cleaned with soap and water or hand sanitizer.
- Eye protection cleaned and sanitized
- Face mask assessed for safe functionality

OFFICE SPACE CLEANING PROCEDURES

- Survey the office, choose direction to clean (clockwise, counterclockwise) straighten furnishings and pick up loose debris
 - Tissue boxes
 - Disposable cups
 - Any objects on the floor

- Empty and line wastecontainers
 - Handle bag from top
 - Clean waste can

- Perform high dusting with Microfiber Flexible Dusting Wand and disposable sleeve
 - Vents (supply & return)
 - Light fixtures
 - Sprinkler heads
 - High ledges

Always use the cleaning chemicals and procedures specified by your supervisor.

OFFICE CHECKLIST: ROUTINE CLEANING

- Perform general cleaning on all **high-touched** surfaces
 - Light switches
 - Thermostat
 - Blinds
 - Doors/doors frames/handles
 - Windows
 - Windows/ledges
 - Damp wipe electronics, phones, TVs, monitors, keyboards, and mice
 - Wipe down chairs (Non- upholstered)
 - Vacuum upholstered areas of furniture and then spray with EPA approved disinfectant

- Perform disinfecting procedure
 - Allow disinfectant to dwell, according to manufactures' instructions
 - complete the disinfecting process on all surfaces cleaned, spraying, and wiping down all areas with disinfectant spray cleaner.

FLOOR CLEANING AND DISINFECTION

- Put safety signs out indicating floor hazard
- Dust mop floor, beginning in the far corner of the room away from exit.
- Vacuum carpeted areas
- Damp mop non-carpeted areas
- Dispose of used cloths and mops in "dirty laundry" bag and submit to laundry service for deep cleaning and drying at the end of the shift

FINAL INSPECTION

- Inspect room and complete quality checklist
 - Remove PPE before leaving the room
 - Perform hand hygiene and put on new gloves
 - Clean all tools and equipment and return to cart
 - Remove gloves and perform hand hygiene

Employee Signature _____

Supervisor Signature _____