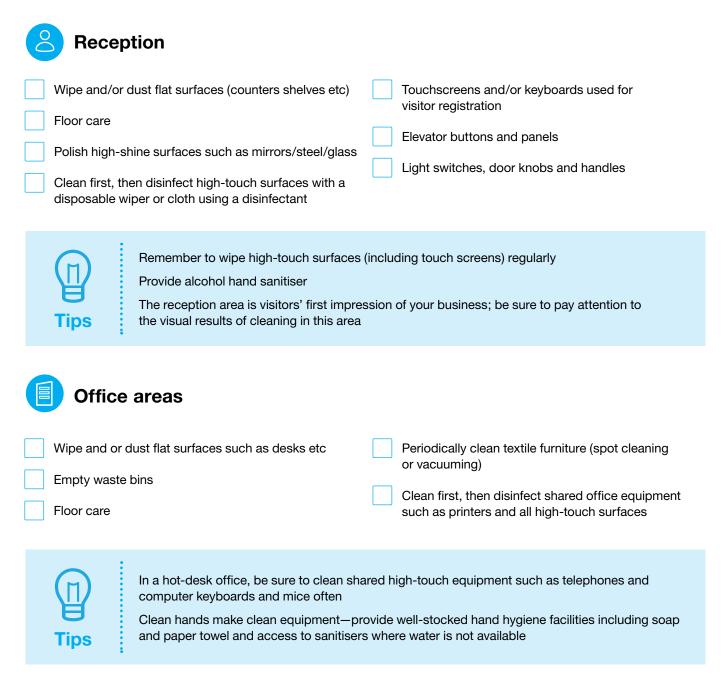


Tork cleaning for office buildings checklist

Clean and sanitise with a disposable wiper or cloth using a disinfectant appropriate for each surface, paying close attention to shared and high-touch surfaces. Clean and disinfect high-touch surfaces.



Conference Rooms	
 Wipe and or dust conference table(s) Empty waste bins Floor care 	 Periodically clean textile furniture (spot cleaning or vacuuming) Clean first, then disinfect white boards and screens
Remember to clean and disinfect shared high-touch surfaces such as the table, arm-rests on chairs, computer keyboards, phones etc Tips	
Breakrooms/kitchenettes	
 Empty waste bins Wipe benches, shelves and tables Clean sink, taps and surfaces around the sink 	 Clean first, then disinfect other high-touch surfaces like handles. Remember refrigerator handle! Polish high-shine surfaces such as stainless steel Clean the floor
Mops and sponges become rapidly solid consider disposable solutions or change Use clean wipes and change wipes ofte Use hot water and detergent or other pro- Remember, disinfectants do not work w	n ofessional cleaners on greasy surfaces
Washrooms	
 Empty all waste bins Fill all dispensers when needed Wipe and clean mirrors 	 Clean first, then disinfect all high-touch surfaces Wipe and clean basin, taps and dispensers Wipe and clean toilets then clean the floor
consider disposable solutions or change	ed and harbour large numbers of microorganisms – e often and launder properly reading germs around rather than cleaning





Note: All reasonable care has been taken to ensure that the information contained in this publication is accurate and correct at the time of printing. Product changes may occur without notice. © August 2020 Asaleo Personal Care Pty Ltd ABN 55 005 442 375 ® Tork is a Registered Trademark of Essity IEZZI 1832

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