



Think ahead.

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.



Reception

- Wipe and/or dust flat surfaces (counters shelves etc)
- Floor care
- Polish high-shine surfaces such as mirrors/steel/glass
- Clean first, then disinfect high-touch surfaces with a disposable wiper or cloth using a disinfectant
- Touchscreens and/or keyboards used for visitor registration
- Elevator buttons and panels
- Light switches, door knobs and handles



Tips

Remember to wipe high-touch surfaces (including touch screens) regularly

Provide alcohol hand sanitiser

The reception area is visitors' first impression of your business; be sure to pay attention to the visual results of cleaning in this area



Office areas

- Wipe and or dust flat surfaces such as desks etc
- Empty waste bins
- Floor care
- Periodically clean textile furniture (spot cleaning or vacuuming)
- Clean first, then disinfect shared office equipment such as printers and all high-touch surfaces



Tips

In a hot-desk office, be sure to clean shared high-touch equipment such as telephones and computer keyboards and mice often

Clean hands make clean equipment—provide well-stocked hand hygiene facilities including soap and paper towel and access to sanitisers where water is not available





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



Tips

Remember to clean and disinfect shared high-touch surfaces such as the table, arm-rests on chairs, computer keyboards, phones etc

Consider odour control technologies if food is often served in the conference rooms



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



Tips

Mops and sponges become rapidly soiled and harbour large numbers of microorganisms – consider disposable solutions or change often and launder properly

Use clean wipes and change wipes often

Use hot water and detergent or other professional cleaners on greasy surfaces

Remember, disinfectants do not work well on dirty or oily surfaces – clean first!



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



Tips

Start with the least dirty surfaces and end up with toilet and floor

Mops and sponges become rapidly soiled and harbour large numbers of microorganisms – consider disposable solutions or change often and launder properly

Use more than one wipe – to prevent spreading germs around rather than cleaning

Visual appearance important for shiny surfaces like mirror, handles etc

Consider odour control technologies