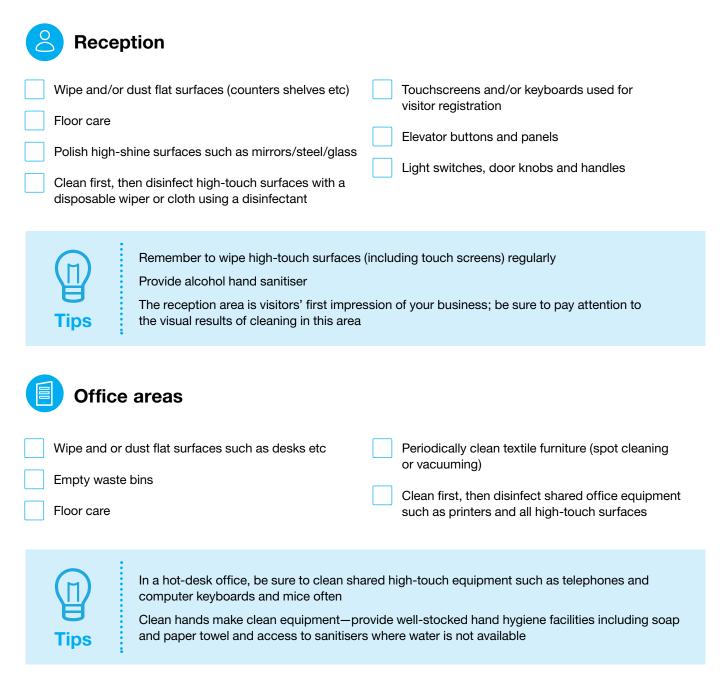


## Tork cleaning for office buildings checklist

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





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