



Tork cleaning for health checklist

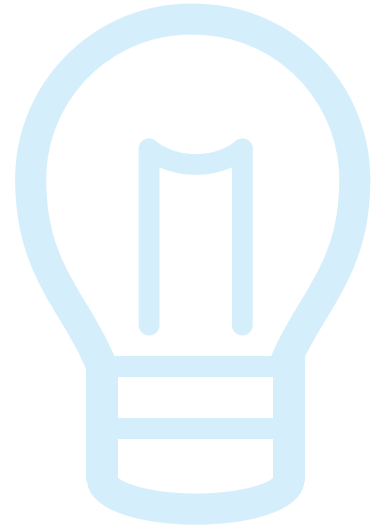
- Put on protective gloves and attire.**
- Empty trash and recycling bins-replace liners and make sure to sanitize inside and outside of the waste bins as needed.**
- Washroom Cleaning:**
 - Clean and sanitize all touch surfaces with a sustainable green cleaning solution. Use a new wiper for each area to reduce cross-contamination.
 - Restock all dispensers to ensure proper hygiene and hand washing practices can be achieved.
 - Mop the floor using a sustainable cleaning solution, with special attention to areas around the toilets and sinks. To reduce cross-contamination consider disposable cleaning options.
- Dust all surfaces including doors, partitions, picture frames, table and chair legs, air vents, blinds and window sills. This will reduce allergens as well as improve indoor air quality.**
- Polish and clean high shine surfaces such as glass/mirrors, chrome, steel with sustainable cleaning solution.**
- Floor Care-move furniture and fixtures as needed to reduce accumulation of allergens and improve indoor air quality.**
 - Vacuum carpeted areas with vacuums equipped with HEPA filters.
 - Sweep and mop hard surfaces using sustainable cleaning solutions.



Tork cleaning for health checklist

Clean with disposable wiper or cloth using a sustainable green cleaning solution, paying close attention to shared and high traffic areas:

- Desks
- Chairs/Couches/Armrests
- Tables/Benches
- Light switches
- Telephones
- Keyboards/Computer Mice
- Printers/Copy Machines
- Touch screens/White Boards
- Door knobs/handles
- Elevator buttons/panels
- Sinks and Countertops in kitchenettes and breakrooms
- Refrigerator/Drink cooler handles
- Vending machine buttons
- Misc. small appliances-coffee makers, toasters, microwaves, etc.
- Walls

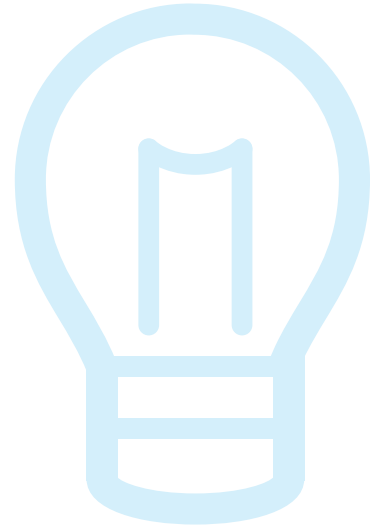


Individual health & hygiene restroom tips

- Use touch free lavatory faucets
- Provide waterless hand sanitizers
- Proactive signage promoting proper handwashing
- Implement hygiene training program for janitorial staff
- Implement a hand hygiene program for all building occupants
- At least one soap dispenser for every two sinks
- Trash receptacles near sinks and exit door
- Have a visible clock that displays seconds
- Utilize dispensing systems that allow guests to only touch the towel they take

Tenant & visitor restroom satisfaction tips

- Conduct regular acoustic inspections checking for intrusive noise
- Conduct occupant survey to assess restroom experience
- Regularly conduct cleaning effectiveness audit
- Regularly conduct inspection on hardware and physical elements
- Provide baby changing station
- Provide multiple wall hooks on stall doors
- Provide multiple wall hooks outside stall doors
- Provide shelves inside stalls
- Provide shelves outside stalls
- Optimized traffic flow for handwashing, drying, and exiting restroom
- Properly locate appropriate dispensers
- Ensure complete ADA compliance



Green cleaning restroom tips

- Implement green cleaning training program for janitorial staff
- Demonstrate sustainable options for 75%–100% of chemical purchases
- No antimicrobial soaps unless required by health code
- Utilize closed soap system with hygienic refill bottle/bag
- No use of aerosol spray deodorizers or scented synthetic sprays
- Recycle all packaging, cores, bottles associated with operation
- Compost all appropriate paper waste generated
- Recycle all used batteries
- Demonstrate sustainable options for 75%–100% of paper purchases
- Utilize dispensing systems that reduce consumption and waste
- Utilize the appropriate capacity dispensing systems
- Proper storage for paper refills and chemicals
- Ensure only products with third party environmental certifications are purchased