

Cleaning Checklist

HELPING TO ENSURE A SAFE ENVIRONMENT FOR EVERYONE

- WIPE & DISINFECT EVERY SURFACE
USE AN ALCOHOL-BASED SOLUTION DAILY

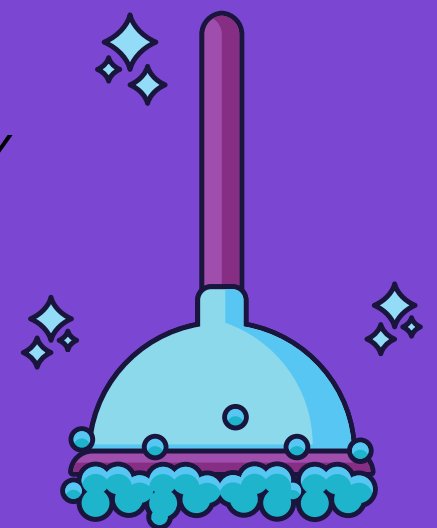


- DISINFECT TECHNOLOGY DAILY
MICE, KEYWORDS, PHONES, HEADSETS, PRINTERS

- CLEAN & DISINFECT CONFERENCE ROOMS
CLEAN ALL SURFACES AND TECHNOLOGY AFTER EACH USE

- DISINFECT EVERY OBJECT IN BATHROOM
HAND DRYERS, SOAP & TOILER PAPER DISPENSER, SINK, DOOR HANDLES

- SPOTLESS KITCHEN & BREAKROOM
WIPE SHARED SPACES AFTER EACH USE. REGULARLY
CLEAN REFRIGERATOR AND MICROWAVE



- EMPTY & REPLACE TRASH BAGS

- DUST EVERY SURFACE
SHELVES, COUNTERTOPS, DESKS, CABINETS, LEDGES, WINDOWSILL

- DUST & WET MOP HARD-SURFACE FLOORS
CLEANING SOLUTION OR WATER/BLEACH MIXTURE

- REGULARLY WIPE WALLS
ALL PURPOSE CLEANER



- VACUUM CARPETED AREAS
INCLUDING MATS AND RUGS

- CLEAN WINDOWS AND MIRRORS
GLASS CLEANER

- KEEP TRASH CANS NEAR BATHROOM DOORS
ALLOWS OTHERS TO HANDLE DOORS WITH PAPER TOWELS & DISPOSE