

# OFFICE CHECKLIST: ENHANCED CLEANING

NAME: \_\_\_\_\_

ROOM: \_\_\_\_\_

TIME: \_\_\_\_\_

DATE: \_\_\_\_\_

## PREPARATION AND SETUP

- Prepare equipment and load High Security Cleaning Cart with everything needed for the task
  - EPA approved cleaner/detergent
  - EPA approved disinfectant
  - Disposable microfiber cloths
  - Disposable microfiber mop
  - Disposable microfiber duster
  - Disposable microfiber dust mop
  - Extension pole
  - Gloves
  - Anti-microbial soap
  - Hand sanitizer
  - HEPA Vacuum
- Put on the appropriate attire and Personal Protective Equipment (PPE)
  - Eye protection (safety glasses, goggles, or face shield)
  - Disposable gloves
  - Disposable Gown, liquid-splash protective suit, or disposable suit
  - N95 Respirator

## BASIC PROCEDURES

- Perform hand hygiene and put on gloves before entering the room
- Leave cleaning cart in the hall and set up Restricted Access Sign.

## CROSS CONTAMINATION PREVENTATIVE MEASURES

- New mop heads are also used when mopping common spaces to prevent cross contamination.
- Mop water & mop heads are changed after leaving every space.
- Used mop heads and rags are placed in a "dirty laundry" bag and submitted to laundry service for deep cleaning and drying at the end of the shift.
- Soiled Gloves removed and placed in trash
- Hands cleaned with soap and water or hand sanitizer.
- Eye protection cleaned and sanitized
- Face mask assessed for safe functionality

## OFFICE SPACE CLEANING PROCEDURES

- Survey the office, choose direction to clean (clockwise, counterclockwise) straighten furnishings and pick up loose debris
  - Tissue boxes
  - Disposable cups
  - Any objects on the floor
- Empty and line waste containers
  - Handle bag from top
  - Clean waste can
- Perform high dusting with Microfiber Flexible Dusting Wand and disposable sleeve
  - Vents (supply & return)
  - Light fixtures
  - Sprinkler heads
  - High ledges

Always use the cleaning chemicals and procedures specified by your supervisor.

# OFFICE CHECKLIST: ENHANCED CLEANING

- Perform enhanced cleaning on all vertical surfaces, walls, wall mounted objects
  - Use extension pole and flat surface mop to clean/disinfect walls (where ceiling and wall meet to floor and wall meet.
  - Baseboards
  - Light switches
  - Thermostat
  - Blinds
  - Doors/doors frames/handles
  - Windows
  
- Perform enhanced cleaning on all horizontal surfaces
  - Bookshelves
  - File cabinets/handles
  - Desk/desk lamps
  - Windows/ledges
  - Damp wipe electronics, phones, TVs, monitors, keyboards, and mice
  - Wipe down chairs (Non- upholstered)
  - HEPA Vacuum upholstered areas of furniture and then spray with EPA approved disinfectant (furniture maybe shampooed instead)

- Perform disinfecting procedure
  - Allow disinfectant to dwell, according to manufactures' instructions
  - complete the disinfecting process on all surfaces cleaned, spraying, and wiping down all areas with disinfectant spray cleaner.

## FLOOR CLEANING AND DISINFECTION

- Put safety signs out indicating floor hazard
- Dust mop floor, beginning in the far corner of the room away from exit.
- HEPA Vacuum carpet
- Shampoo carpeted areas
- Damp mop floor non-carpeted areas
- Dispose of used cloths and mops in "dirty laundry" bag and submit to laundry service for deep cleaning and drying at the end of the shift

## FINAL INSPECTION

- Inspect room and complete quality checklist
  - Remove PPE before leaving the room
  - Perform hand hygiene and put on new gloves
  - Clean all tools and equipment and return to cart
  - Remove gloves and perform hand hygiene
  - Put in work order to have HVAC filter changed.

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_