

OFFICE CLEANING CHECKLIST: TERMINAL CLEANING

NAME: _____

ROOM: _____

TIME: _____

DATE: _____

PREPARATION AND SETUP

- Prepare equipment and load cleaning cart with items below needed for the task
 - Clorox Germicidal Wipes with Bleach
 - Kaibosh Hospital Disinfectant (2oz per gallon of water)
 - Disposable microfiber cloths
 - Disposable microfiber mop
 - Disposable microfiber duster sleeve
 - Disposable microfiber dust mop
 - Extension pole
 - Gloves
 - Anti-microbial soap
 - Hand sanitizer

- Put on the appropriate attire and Personal Protective Equipment (PPE)
 - Eye protection Facility approved goggles
 - Disposable gloves
 - Isolation gown
 - N95 mask
 - N95 Respirator

BASIC PROCEDURES

- Perform hand hygiene and don gloves before entering the room
- Leave cleaning cart in the hall and set up Safety Sign

CROSS CONTAMINATION PREVENTATIVE MEASURES

- Clean mop heads and cleaning cloths are used when cleaning each space to prevent cross contamination.
- Mop water & mop heads are changed after leaving every space.
- Used mop heads and rags are placed in a containment bag and submitted to laundry service for deep cleaning and drying at the end of the shift.
- Soiled Gloves removed; Hands sanitized/ Washed. Eye protection cleaned and sanitized, and 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 wastecontainers
 - 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 CLEANING CHECKLIST: TERMINAL CLEANING

- Perform terminal 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 terminal cleaning on all horizontal surfaces
 - Bookshelves
 - File cabinets/handles
 - Desk/desk lamps
 - Windows/ledges
 - Clean and disinfect chairs (Non-Porous)
 - Vacuum. Spray with EPA approved disinfectant (Porous)
 - Damp wipe electronics, phones, TVs, monitors, keyboards, and mice

- 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.
- Vacuum carpet
- Steam clean carpet
- Damp mop meeting room floor
- Dispose of used cloths and mops in facility-approved container

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

Remove Personal Protective Equipment (PPE), according to facility policies

Employee Signature _____

Supervisor Signature _____

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